

**GENERAL LEDGER  
PROCEDURE DESCRIPTION**

# Business Info-Solution General Ledger

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## Job: Maintenance of Ledger Master

This job allows entry update and listing of ledger master.

### Step 1. AGLCLWLGM – Work with Ledger Master

This procedure allows you to maintain company information, current book date, chart of accounts, and links to other ledger maintenance programs related to a company. The opening screen will look like the following example; Note that a company cannot be deleted, if account balances exist. Also, major/subsidiary accounts cannot be deleted, if a ledger balance exists for that account.

Work with Ledger Master										AGLRG420 1			
Company Id . . . . .													
Type options, press Enter.													
1=Accounts			3=Copy			5=Display			7=Centers		9=Fin Stmts		11=Periods
2=Change			4=Delete			6=Print			8=Categories		10=Budgets		
Co	YrEnd	Max	Cur	Currnt	Period	Last							
Opt Id	Company Name					Prd	Prd	Bdg	Period	Ending	Closed		
10	OUR PARTNERSHIP, INC					07	13	A	5/2004	5/16/2004	4/2004		
50	THEIR HOLDINGS, LLC					12	13		7/2003	7/15/2003			
51	MY RANCH, LTD					12	12		7/2003	7/31/2003			
F3=Exit			F5=Refresh			F6=Add			Bottom				

Figure 1.

This display shows all companies currently defined in the general ledger system. The operator may use either the roll up and down keys or enter a company id at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions or links to other maintenance processes;

- 1 = Go to the display that allows the maintenance of the chart of accounts for the associated company id. See figure 3.
- 2 = Change a company definition. Displays the screen which allows the operator to update fields defining the company. See figure 2.
- 3 = Copy a company. Start a process that will copy all the selected data values associated with the company id. See figure 6.

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- 4 = Delete a company. Starts a process that will delete all records associated with the company id. See figure 7.
- 5 = Display a company. Displays a screen showing fields defining this company id. See figure 2.
- 6 = Print a company definition. Initiates a process which will print a listing of all definitions associated with this company id. See procedure AGLCLLGM.
- 7 = Go to the display that allows the maintenance of all of cost centers for the associated company id. See figure 8.
- 8 = Go to the display that allows the maintenance of all cost center categories for the associated company id. See figure 10.
- 9 = Go to the display that allows the maintenance of all financial statements for the associated company id. See procedure AGLCLWFSM.
- 10 = Go to the display that allows the maintenance of all budgets for the associated company id. See procedure AGLCLWBMS.
- 11 = Go to the display that allows the maintenance of the ledger period table for the associated company id. See procedure AGLCLWPRD.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

- F3 = Exit the program. Company maintenance is complete for now.
- F5 = Refresh this display.
- F6 = Add a new company id. A screen will then be presented to enter fields to define a company id. See figure 2.

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The following fields are prompted in response to either a company id 2=Change, 5=Display or F6=Add function key;

```
UPDATE                               Work with Ledger Master                               AGLRG420 2
Company Id . . . . . 10

Type information, press Enter.
Company Name . . . . . OUR PARTNERSHIP, INC.
Year End Period. . . . . 07 +
Max Period . . . . . 12 +
Current Budget . . . . . A
Current Period . . . . . 52004 (ppyyyy)
Period Ending Date . . . . . 5/16/2004
Last Closed Period . . . . . 4/2004

Profit or Loss Account . . . . . 3299 +

F3=Exit      F5=Refresh      +F9=LookUp      F12=Cancel      Roll up/down
```

Figure 2.

These fields are defined as follows;

## Company Id

Two character code identifying the particular company. Company id 01 thru ZZ are the valid values. Company 99 is reserved for describing consolidated financial statements.

## Company Name

Thirty character field identifying the name of the company. Must not be blanks.

## Year-End Period

A two-digit numeric field. Defines the last period in the fiscal year. If budgets are to be included on consolidated financial reports, all companies in a particular consolidated report must have the same fiscal year end period.

## Maximum Period

A two-digit numeric field. Defines the number of general ledger book periods per fiscal year. Must be 12 or 13. Maximum periods equal to 13 requires the Accounting Period Table is created for this company id.

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## **Current Budget**

One character code designating the budget id for this current fiscal year.  
(See BUDN In ID Numbering System)

## **Current Period**

Four digit numeric value defining the current book period in period/year format (pp/yy). Valid periods are: 01 thru 12 (or 13). Period 16 designates the year-end closing period for closing entries and adjustments. Periods 14 and 15 are reserved.

## **Period Ending Date**

Eight digit numeric field with the format *mmdyyy* showing the calendar date of the end of the current book period. This will be either the last day of a calendar month or the period ending date from the Accounting Period Table.

## **Last Closed Period**

Six digit numeric field with the format period and year (ppyyyy). This is the period which was last closed (AGLCLUBFW) in the general ledger system.  
If blank, no closing has been run yet. This field is automatically updated and therefore cannot be entered (display only).

## **P & L Account**

This is a six-digit capital major account that reflects the period netting of income and expense. No transactions can be posted to this account. This account is automatically described in the chart of major accounts. See option 1=Accounts figure 3.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru companies in the file.

F3 = Exit the program. Company maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with companies display.

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The following Work with Ledger Master – Accounts screen is displayed in response to an option 1 on the Work with Ledger Master display. This screen will allow the maintenance of the chart of accounts for the selected company id;

Work with Ledger Master - Accounts										AGLRG421 1
Company Id . . . . . 10 OUR PARTNERSHIP, INC.										
Major Account. . . . .										
Subsd Account. . . . .										
Type options, press Enter.										
1=Add Subsd Acct		2=Change		4=Delete		5=Display				
		3=Copy								
Opt	Major Acct	Subsd Acct	Account Name	Act Cls	Sub Act	Cst Ctr	Account			Flags
							1	2	3	4 5 6 7 8
	1100	-----	CASH-OPERATING DISBURSEMENTS	A	N	N				
	1110	-----	CASH-STORE DEPOSITORY ACCOUNTS	A	N	Y				
	1120	-----	CASH-INVESTMENT	A	N	N				
	1125	-----	CASH-STORE CHANGE FUNDS	A	N	Y				
	1150	-----	GROUP HOLDINGS	A	N	N				
	1190	-----	ESCROW	A	N	N				
	1200	-----	ACCOUNTS RECEIVABLE	A	N	O				
	1310	-----	INVENTORY-FOOD	A	N	Y				
	1320	-----	INVENTORY-DRINK	A	N	Y				
	1330	-----	INVENTORY-PAPER	A	N	Y				
										More...
F3=Exit		F5=Refresh		F6=Add Major Acct						

Figure 3.

This display can be used to change, copy, delete, or display either major or subsidiary accounts for this company.

The following options may be requested;

- 1 = Add a subsidiary account to a major account. Valid only on a major account line.
- 2 = Change a major account description.
- 3 = Copy a major account and all of its subsidiaries (if they exist).
- 4 = Delete a major account and all of its subsidiaries or a subsidiary account.
- 5 = Display a major or subsidiary account.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with Ledger Master display.
- F5 = Refresh the Work with Ledger Master – Accounts display.
- F6 = Add a new major account definition.

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The following fields are prompted in response to a major account line change request or the Add major account function key;

```
UPDATE                               Work with Ledger Master - Accounts          AGLRG421 2
Company Id . . . . . 10  OUR PARTNERSHIP, INC.
Major Account. . . . . 001100

Type information, press Enter.
Account Name . . . . . CASH-OPERATING DISBURSEMENTS
Ledger Class . . . . . A +
Allow Subsidiary Accounts. . . . . N +
Cost Center Required . . . . . N +
Account Flags. . . . .
 1 + 2 + 3 + 4 + 5 + 6 + 7  8  9 10 11 12 13 14 15 16

| | | | | | | | | | | | | | | | | |
Valid Cost | | | | | | | | | | | | | | | | | |
Center Types | | | | | | | | | | | | | | | | | |
              | | | | | | | | | | | | | | | | | |
              Active/Inactive Account

F3=Exit      F5=Refresh      F9=Lookup+      F12=Cancel      Roll up/down
```

Figure 4.

These fields are defined as follows;

## Company Id

Two-digit alphanumeric code identifying the company.

## Major Account

Six-digit numeric code identifying the major account.

## Account Name

A thirty-character field to describe major account.

## Ledger Class

A one-character code-denoting if this account will be:

- A= Asset
- L= Liability
- C= Capital
- I = Income
- E= Expense

## Allow Subsidiary Accounts

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A one-character code denoting if a subsidiary account is required when posting to this major account;

Y = Yes, must have a subsidiary account

N = No, major account only

## Cost Center Required

A one-character code denoting if cost center is required when posting to this major account;

Y = Yes, cost center required

N = No, cost center allowed

O = Optional cost center number may be given, not required.

## Account Flags

Sixteen one-character codes used in specifying additional editing or definition for this major account.

Options 1 thru 4; Denote all the valid cost center types, which can be coded on a transaction (if cost centers are allowed at all). If all four are blank no editing of cost center type is performed.

Option 5; Indicates that the account as active or inactive.

Blank = Active Account

'I' = Inactive Account, no transactions can be posted to this account.

Option 6; Contains an optional Cash Flow Financial Statement classification coding. This code is used by procedure AGLCLAGFS to generate a pro-forma cash flow statement. This coding is only valid on balance sheet accounts (Asset, Liability, Capital). The following are the valid coding for this field if specified;

### Operating Activities

'N' = Net income account (Current profit/loss)

'A' = Adjustments to net income accounts  
(Depreciation & Amortization)

'O' = Changes to net income in asset or liability accounts

### Investing Activities

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'I' = Investing Activity accounts

Financing Activities

'F' = Financing Activity accounts

Cash Beginning and Ending Balances

'C' = Cash or Cash Equivalents accounts

When this option is specified all asset, liability and capital accounts should be classified except for the capital retained earnings account to properly define the Cash Flow statement for automatic pro-forma generation.

Option 7 thru 16; Coding reserved for later specification.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru companies in the file.

F3 = Exit the program. Company maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with companies display

# Business Info-Solution General Ledger

The following fields are prompted in response to a subsidiary account line option 2=Change or the 1=Add subsidiary account to major account option request;

```
UPDATE                               Work with Ledger Master - Accounts          AGLRG421 2
Company Id . . . . . 10  OUR PARTNERSHIP, INC.
Major Account. . . . 001420
Subsd Account. . . . 000001

Type information, press Enter.
Account Name . . . . . SENIOR DEBT

F3=Exit      F5=Refresh      F9=Lookup+      F12=Cancel      Roll up/down
```

Figure 5.

These fields are defined as follows;

## Company Id

Two-digit alphanumeric code identifying the company.

## Major Account

Enter the major account that this subsidiary account is subsidiary to.

## Sub Account

Six-digit number defining a particular subsidiary for the major account listed above.

## Account Name

A thirty-character field to describe this subsidiary account. Must not be blank.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru companies in the file.

F3 = Exit the program. Company maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with companies display

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The following fields are displayed in response to a copy company option 3 request;

```
UPDATE                               Work with Ledger Master                AGLRG420 2
Company Id. . . . . 10  OUR PARTNERSHIP, INC.

Type information, press Enter.

Copy to Company Id/Name . . . . . 00
Copy Cost Center. . . . . Y (Y=Yes, N=No)
Copy Cost Center Categories . . . . Y (Y=Yes, N=No)
Copy Major / Subsidiary Accounts. . Y (Y=Yes, N=No)

F3=Exit                               F12=Cancel
```

Figure 6.

This screen allows for the entry of a new company id and name that will create a new company id in the ledger master file. The operator may also specify whether to copy just the company definition or include cost centers, categories, and/or the chart of accounts.

The following fields are requested;

### **Copy to Company Id**

Two character id of the company id to be created as a copy.

### **Copy to Company Name**

Thirty character field defining the name of the new company being created.

### **Copy Cost Center**

Option defining whether cost centers from the copied from company will be copied to the copy to company id.

Y = Copy cost centers

N = Do not copy cost centers

### **Copy Cost Center Categories**

Option defining whether cost center categories s from the copied from company will be copied to the copy to company id.

Y = Copy cost center categories

N = Do not copy cost center categories

### **Copy Major / Subsidiary Accounts**

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Option defining whether chart of account definitions from the copied from company will be copied to the copy to company id.

Y = Copy major / subsidiary accounts

N = Do not copy major / subsidiary accounts

The following function keys may be pressed to initiate the following program actions;

F3 = Exit the copy company process.

F12 = Cancel the copy company process.

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The following display is shown in response to a delete company option 4 request;

```
UPDATE                               Work with Ledger Master                AGLRG420 2
Company Id. . . . . 51 OUR PARTNERSHIP, INC

Type information, press Enter.

WARNING: You are about to remove the above Company Id.
Keying DELETE and pressing ENTER will continue
the deletion of the Company Id and ALL of the following:

*****
** Cost Centers                               **
** Cost Center Categories                     **
** Major and Subsidiary Accounts             **
*****

Please enter DELETE if you wish to DELETE ALL of the
records associated with this Company Id. . . . .

F3=Exit                                F12=Cancel
```

Figure 7.

This screen allows for the entry of a confirmation field declaring the operator's intention to delete all records pertaining to the selected company id. The literal field "DELETE" must be entered before the deletion process will continue. Please note informational warning message on the display screen. This process step when confirmed is not recoverable.

The following fields are requested;

## DELETE

Six character literal that confirms the intent to delete a company.

The following function keys may be pressed to initiate the following program actions;

- F3 = Exit the delete company process.
- F12 = Cancel the delete company process.

# Business Info-Solution General Ledger

The following Work with Ledger Master – Cost Centers screen is displayed in response to an option 7 in the Work with Ledger Master display. This screen will allow the maintenance of all cost centers for the selected company id;

Work with Ledger Master - Cost Centers										AGLRG422 1
Company Id . . . . . 10 OUR PARTNERSHIP, INC.										
Cost Center. . . . .										
Type options, press Enter.										
2=Change      4=Delete      5=Display 3=Copy										
Cost	Act	Ctr	Cost	Center	Categories					
Opt	Ina	Typ	1	2	3	4	5	6		
10			ADM	999	999	999	999	999	999	
20			DIR	999	999	999	999	999	999	
22	I		999	999	999	999	999	999	999	
81			MM	MM1	999	999	999	999	999	
82			MM	MM2	999	999	999	999	999	
93			MM	MM3	999	999	999	999	999	
288			STR	MM1	999	999	999	999	OPN	
343			STR	MM1	999	999	999	999	OPN	
1344			STR	MM3	999	999	999	999	OPN	
1389			STR	MM2	999	999	999	999	OPN	
										More...
F3=Exit      F5=Refresh      F6=Add										

Figure 8.

This display can be used to change, copy, delete, or display cost centers for this company.

The following options may be requested;

- 2 = Change a cost center definition.
- 3 = Copy a cost center definition.
- 4 = Delete a cost center definition.
- 5 = Display a cost center definition.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with Ledger Master display.
- F5 = Refresh the Work with Ledger Master – Cost Centers display.
- F6 = Add a new cost center definition.

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The following fields are prompted in response to a cost center line change request or the Add cost center function key;

```
UPDATE                               Work with Ledger Master - Cost Centers          AGLRG422 2
Company Id . . . . . 10  AJA CC HOLDINGS, LLC
Cost Center. . . . . 000010

Type information, press Enter.
Cost Center Name . . . . . OFFICE
Inactive/Active flag . . . . . +
Cost Center Type . . . . . +

Cost Center Categories . . . . . 1 ADM + ADMINISTRATION
                                   2 999 +
                                   3 999 +
                                   4 999 +
                                   5 999 +
                                   6 999 +

F3=Exit      F5=Refresh      +F9=Lookup      F12=Cancel      Roll up/down
```

Figure 9.

These fields are defined as follows;

## Company Id

Two-digit alphanumeric code identifying the company.

## Cost Center

A six-digit number assigned to each cost center so that transactions can be posted to a company's cost center.

## Cost Center Name

A thirty-character field containing the cost center name.

## Inactive/Active Flag

One character code specifying whether Cost Center is active or inactive for posting purposes. Inactive Cost Centers cannot have ledger transactions posted to them, and are ignored in center allocation lists.

Blank = Indicates Cost Center is active.

"I" = indicates that the Cost Center is inactive.

## Cost Center Type

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One character code used to classify cost centers into groups for transaction editing purposes. Codes are user defined. Blank indicates no classification.

## **Cost Center Categories**

Six three character codes, which are user defined. These codes are used by the financial statement writer to categorize cost centers for statement summarization and/or sequencing. If a category (any one of up to six) is used, all cost centers should be coded with a non-blank code for that category.

The following function keys may be pressed to initiate the following program actions;

- Roll Up/Roll Down = To position display up or down thru cost centers in the file.
- F3 = Exit the program. Cost center maintenance is complete for now.
- F5 = Refresh this display.
- F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.
- F12 = Cancel any changes entered on the display and return to work with cost centers display.

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The following Work with Ledger Master – Categories screen is displayed in response to an option 8 in the Work with Ledger Master display. This screen will allow the maintenance of all categories for the selected company id;

```
Work with Ledger Master - Categories                AGLRG423 1
Company Id . . . . . 10  OUR PARTNERSHIP, INC.
Category . . . . .

Type options, press Enter.
      2=Change      4=Delete      5=Display
      3=Copy

Opt Categ  Catgeory Name
ADM  ADMINISTRATION
DIR  DIRECTOR OF OPERATIONS
MM   MARKET MANAGER
MM1  MARKET MANAGER ONE
MM2  MARKET MANAGER TWO
MM3  MARKET MANAGER THREE
NEW  NEW STORE - NOT OPEN
OPN  OPEN STORE
STR  STORE

F3=Exit      F5=Refresh      F6=Add                Bottom
```

Figure 10.

This display can be used to change, copy, delete, or display categories for this company.

The following options may be requested;

- 2 = Change a category definition.
- 3 = Copy a category definition.
- 4 = Delete a category definition.
- 5 = Display a category definition.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with Ledger Master display.
- F5 = Refresh the Work with Ledger Master – Categories display.
- F6 = Add a new category definition.

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The following fields are prompted in response to a category line change request or the Add category function key;

```
UPDATE                               Work with Ledger Master - Categories          AGLRG423 2
Company Id . . . . . 10  OUR PARTNERSHIP, INC.
Category . . . . . ADM

Type information, press Enter.
Category Name. . . . . ADMINISTRATION

F3=Exit      F5=Refresh      F12=Cancel                               Roll up/down
```

Figure 11.

These fields are defined as follows;

## Company Id

Two-digit alphanumeric code identifying the company.

## Category

Three character code identifying a unique category of cost centers coded on a cost center definition record. This code definition is assumed to be universal whether used in cost center category one, two, three, five, or six.

## Category Name

Thirty-character field describing the category code being defined. This description can be seen on a financial statement if so desired.

The following function keys may be pressed to initiate the following program actions;

Roll Up/Roll Down = To position display up or down thru categories in the file.

F3 = Exit the program. Category maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with categories display.

# Business Info-Solution General Ledger

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## Step 2. AGLCLLLGM - List Ledger Master File

This procedure allows you to list all or part of the ledger master, which contains company information, standard accounts, valid categories/cost centers, major accounts and valid subsidiary accounts for each company. Parameter 1 allows printing of ledger master for ALL or SELECT by company. Parameter 2 allows list of ALL/COMPANY/CENTERS/ACCOUNTS records within the company or companies. Editing is also done at this time denoting errors found in the ledger master.

### **Possible errors are:**

#### *Invalid Book Date*

Book month must be a value from 01 thru 13, day must be a value from 00 thru 31, year must be less than or equal to correct session year.

#### *Invalid Fiscal Year End*

Fiscal year end month must be a value from 01 thru 12.

#### *Invalid Company Number*

Company numbers must be valued from A/A thru Z/Z and 01 thru 98. 99 may be entered but is used as the CONSOLIDATED COMPANY.

#### *Multiple Company Records*

One and only one company record may be defined per company number.

#### *No Standard Accounts Record Defined*

Enter company record entering profit and loss account to correct problem.

#### *Invalid Profit/Loss Account*

Current profit/loss account not defined. Must enter valid profit/loss account in company record.

#### *No Such Company Defined*

Record found with a company id not defined with a company record.

#### *Invalid Cost Center*

Cost center numbers must be non-zero. Cost center code field not a Y - yes, N - no, or O - optional.

#### *Invalid Sub-Account class*

Sub-account allowed code is not a Y - yes or N - no.

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*Invalid Cost Center inactive code*

Inactive code must be either blank=active or "I"=inactive

*Invalid Ledger Class*

Ledger account classification not a valid code (A,L,I,C,E).

*Invalid Major Account*

Major account member must be non-zero.

*Missing Major Account*

Major account described with a subsidiary account coding has not been described as a major account.

*Invalid Edit Option 5*

Active/Inactive code must be blank or 'I' respectively.

Possible warnings:

*Fiscal Year End Changed*

Warning Fiscal Year End was changed and profit and loss account was non-zero for the year. Make sure the fiscal year end should be changed and that year-to-date totals in the income and expense accounts are showing the correct year-to-date balances.

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### **Step; AGLCLCPYL - Copy A Companies Ledger To Create A New Company Ledger**

This procedure can copy a company's records in the ledger master. It copies all records from one company number to another company number, changing only company number. Operator may then use AGLCLWLGGM to modify company name and all other necessary changes for the new company records.

### **Step; AGLCLREOL - Reorganize Ledger Master File**

This procedure will remove all logically deleted records in the ledger master (reclaim space). Additionally, it will copy all records into physical key sequence.

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## **Job: Maintenance Of Financial Statement Description Master**

### **Financial Statements Overview**

The Financial Statement Report Writer provides a flexible, generalized report generator, which allows the user to create customized Balance Sheet and Profit and Loss Statement formats.

Account balances, debits and credits are selected from current, history, and budget files and are summarized by month, quarter, and year. Differences between current and history amounts, budget variances and percentages are calculated.

Each of these data items is assigned a two-character code, called a Print Id code (PID), which is then used to select the information that is reported on the Financial Statement. Each detail line on the Financial Statement shows, for selected accounts, the PID field amount.

Each PID is assigned to one of 18 print columns on the report, and the ending position of the column is specified. Heading and detail line descriptions are entered, totaling, line spacing, page breaks as well as several editing options are all user controlled.

The format for Balance Sheets varies slightly from that of other financial reports. Balance Sheets display only one PID data item (such as current period or current year-to-date), with account groups or sub totals offset into adjacent columns. The Balance Sheet format provides for this by a specification in each detail or total line, which indicates the column where the amount should be printed.

The Financial Statement specifications are stored in the Financial Statement Description Master file (AGLLFSTM). This file is maintained by a program called in procedure AGLCLWFSM. AGLCLLFSM will print a listing of the description file.

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After the description file has been created, the first step to print a Financial Statement is procedure AGLCLCFST. In this procedure the Financial Statement Description Master file is read and the requested account balances are pulled from the appropriate files and a Financial Statement work file is created. The procedure AGLCLLFST must be initiated to actually print the Financial Statement from the work file. This two-step process allows the print program to be executed multiple times without requiring the re-creation of the work file.

Note that general ledger accounts may be defined on multiple lines of any one financial statement. However, normally, an account will be displayed only once on a financial statement like a balance sheet. See CFST procedure for editing of missing and duplicate accounts.

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In the following example a simple P & L statement is defined and executed. Figure 1. Shows a printout of the Financial Statement Description file.

GENERAL LEDGER SYSTEM		FINANCIAL STATEMENT DESCRIPTION MASTER		5/12/94 12.24 PAGE		
COMPANY-03 SMITH & COMPANY				SELECTED		
STMT ID-APL						
L S S R Z D Z N C						
LINE	COST CENTER	T U D N A E P E M				
NO	FROM	THRU R P L D M C C G A	TITLE			
0000	-000033	2	- Y PROFIT & LOSS STATEMENT BY STORE			
PRT ID-CP047		CP056P	CY072	CY081P		
-----						
LINE	FROM/THRU ACCTS	ADD	DESCRIPTION	T U O R	C B U T	C L E A R
NO	MAJ. SUB	CNTR	LINE	SP	ON	VE
0010	H		.INCOME	.11		
0011	H					
0020	D	308000	3080 SALES	1		
0025	D	308100				
0029	T		.TOTAL SALES INCOME*****			
0035	D	308200	3082 MISCELLANEOUS INCOME			
0038	D	309100	3091 INTEREST INCOME			
0040	T		.TOTAL INCOME*****			
0041	H					
0042	H					
0180	H		.OPERATING EXPENSE			
0181	H					
0190	D	501000	5010 SALARIES AND WAGES-OTHER			
0192	D	507200	5072 PAYROLL TAXES			
0193	D	506700	5067 LIFE/LONG TERM DISABILITY INSURANCE			
0210	D	501400	5014 RENT			
0220	D	501600	5016 UTILITIES			
0250	D	502200	5022 OFFICE SUPPLIES AND EXPENSE			
0260	D	502400	5024 ADVERTISING			
0340	D	503800	5038 TAXES, LICENSES, AND PERMITS			
0400	D	504800	5048 PROFESSIONAL SERVICES			
0440	D	506200	5062 INTEREST EXPENSE			
0480	T		.TOTAL OPERATING EXPENSES*****			
0482	H					
0545	H					
0550	T		.NET INCOME			
END OF STATEMENT						
END OF COMPANY						
END OF LIST						

Figure 1.

- A. Print column definitions in the format XXYYYYZ where XX defines the amount type to be printed in this column; YYY is the ending position of the column; Z indicates that this is a percent column;
- B. Four columns are defined. The amounts to be printed are:
  - COL 1. Current Period
  - COL 2. Current period percentage of total income
  - COL 3. Current Y-T-D balances
  - COL 4. Current Y-T-D percentage of total income
- C. Line type designation: H-Heading, D-Detail, T-Total
- D. Add-To-Line. Amounts from account 4900 will be added to account 4400. (i.e. Line 25 will be added to line 20.)

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- E. Since income is posted as a credit, the sign is reversed for printing.
- F. Total accumulator 1 will be printed on this line.
- G. Total accumulator 1 will be zeroed after printing the line. The other seven accumulators (2- 7) will not be changed.
- H. Total income is used as a base for calculating all averages.
- I. Total accumulator 1 is printed again. Since it was cleared after all income was totaled, (see G) it now contains only expenses.
- J. Total accumulator 2 contains the sum of all detail lines.
- K. " Dollar signs" will be printed in the first position of each dollar amount column on this line.
- L. "Dashes" will be printed over this line for each column.

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Figure 2. Shows the P & L Statement, which was generated using the financial statement descriptions shown in Figure 1.

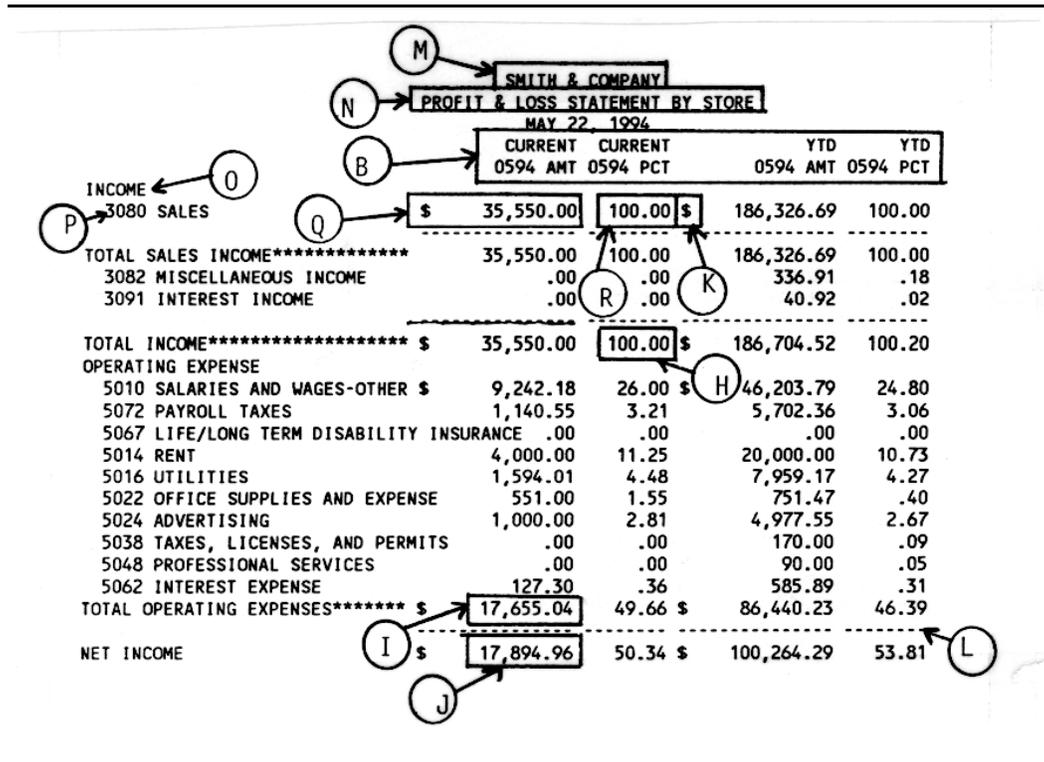


Figure 2.

M. Company name from the Ledger Master file.

N. Report title from Control line. (Line 0000)

O. Heading line 0020, which prints only descriptions (no amounts).

P. Report line 20 with description and associated amounts.

Q. Total of accounts 3080 and 3081.

R. Sales 100% of Total Income.

Note the above example displays standard report column headings (i.e. (B)). Custom user page headings that will print at the top of every requested page break can be specified.

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## **Step 1. AGLCLAGFS - Generate Financial Statement Description**

This optional procedure provides the ability to create a simple Balance Sheet, Profit and Loss, or Cash Flow statement automatically from the account descriptions in the Ledger Master File. These report descriptions may then be used immediately to print Financial Statements or may be modified by the user to suit their own requirements or preferences.

The Ledger Master file is scanned and all Asset/ Liability/Capital accounts for Balance Sheets, Cash Flow class accounts (see Edit Option 6 in AGLCLWLGGM), or Income/Expense accounts for Profit/Loss statements are selected. In addition, on Profit/Loss statements, the standard P & L account that contains the monthly netting of income and expense is also pulled. This account is printed on the Financial Statement to provide a verification of the computed profit or loss. These statements will balance if all accounts are properly described in the Financial Statement Master file.

Default print id codes of Current year (CY) for Balance Sheets, Change in current year versus year ago (RY) for Cash Flow, and Current period (CP) for Profit/Loss statements are used. Percentage calculations are based on total income for Profit/Loss statements. Line descriptions are taken from the account descriptions and standard headings for account groupings.

Financial Statements may be generated in a detail or summary form. The detail form lists all major and sub account descriptions and amounts. In the summary form, the sub account totals are rolled up to the major account level and only the major accounts are then printed.

The operator is prompted for the Company Number, Statement Id, and Detail or Summary option. The company number is verified and a check is made for duplicate Financial Statement ids. The three-character statement id controls the format of the Financial Statement, which is being built. The first two characters must be "BS" to generate a Balance Sheet or "CF" to generate a Cash Flow Statement. Any other code will create the P & L format.

A maximum of 1000 Financial Statement description lines can be generated by this program. If that limit is reached, the operator is notified and the procedure will cease generating lines resulting in Financial Statement Description that is useable, but it will not contain all necessary accounts

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## Step 2. AGLCLWFSM – Work with Financial Statement Description Master

This step allows for the entry, update, and listing of the financial statement description master. The opening screen will look like the following example;

```

                                Work with Fin Stmt Master                                AGLRG430 1
Company Id . . . . . 25  OUR PARTNERSHIP, INC.
Financial Stmt Id. .

Type options, press Enter.
 1=Stmt Lines   3=Copy       5=Display       7=Consolidated Comp
 2=Change       4=Delete     6=Print         8=Custom Headings
  Co Fin  Financial Statement
Opt Id Stmt Report Title      Cons Cust
                               Comp Hdng Print Ids
25 ABS  COMPARATIVE BALANCE SHEET  N  N  CY 1Y 2Y
25 BS   BALANCE SHEET              N  N  CY CY CY CY
25 CBS  COMPARATIVE BALANCE SHEET  N  N  CY 1Y VY
25 CFS  CASH FLOW STATEMENT        N  N  RY
25 CF1  CASH FLOW STATEMENT        N  N  RY
25 PL   COMPANY INCOME STATEMENT   N  N  BP BP CP CP ...
25 PLR  STORE INCOME STATEMENT     N  N  BP BP CP CP ...
25 TST  INCOME STATEMENT           N  N  BP BP CP CP ...

F3=Exit      F5=Refresh      F6=Add                                Bottom
    
```

Figure 1.

This display shows all the financial statements described in the general ledger system for indicated company (or all companies). The operator may use either the roll up and down keys or enter a company id and financial statement id at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions or links to other maintenance processes;

- 1 = Go to the display that allows the maintenance of financial statement line descriptions for the associated financial statement id. See figure 3.
- 2 = Change a financial statement report definition. Displays the screen that allows the operator to update fields defining the financial statement report. See figure 2.
- 3 = Copy a financial statement report definition. Starts a process that will copy the report description and line descriptions for this financial statement id. See figure 11.

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- 4 = Delete a financial statement id. Starts a process that will delete all records associated with the financial statement id. See figure 10.
- 5 = Display a financial statement id. Displays a screen showing fields defining this financial statement report. See figure 2.
- 6 = Print a financial statement report definition. Initiates a process which will print a listing of all definitions associated with this financial statement id. See procedure AGLCLLFSM.
- 7 = Go to the display that allows the maintenance of a list of the consolidating companies that will be summarized on the financial statement id. This option is only valid on company id 99. See figure 12.
- 8 = Go to the display that allows the maintenance of all the custom page heading lines to be printed on this financial statement report. See figure 13.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

- Roll Up/Roll Down = To position display up or down thru financial statements in the file
- F3 = Exit the program. Financial statement maintenance is complete for now.
- F5 = Refresh the display.
- F6 = Add a new financial statement id. A screen will then be presented to enter fields to define a financial statement report. See figure 2.

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The following fields are prompted in response to either a financial statement id 2=Change, 5=Display, or F6=Add function key;

```

UPDATE                               Work with Fin Stmt Master                               AGLRG430 2

Company Id . . . . . 25  OUR PARTNERSHIP, INC.
Financial Stmt Id. . ABS

Type information, press Enter.
Report Title . . . . . COMPARATIVE BALANCE SHEET

      1   2   3   4   5   6   7   8   9   10  11  12  13  14  15  16  17  18
PrtId+ CY  1Y  2Y
EndCol  67  92 117   0   0   0   0   0   0   0   0   0   0   0   0   0   0   0
PctAvg

Letter Size. . . . . +
Suppress Stnd Heading. . . . . +
Round Up Amounts . . . . . +
% Decimal Places . . . . . 2 +
Negative Sign. . . . . ( +
Insert Comma's . . . . . Y +

                                Suppress Zero Detail . . . . . +
                                Edit Amounts . . . . . +
                                Edit Percents. . . . . +
                                Select From Cost Ctr . . . . . 0 +
                                " Thru Cost Ctr . . . . . 0 +

Expected Accounts. . . *BALSHEET +   X   X           X           X           Prtl
                                Ast Lib Inc Cpt Exp P&L CsF

F3=Exit      F5=Refresh      F9=LookUp+    F12=Cancel          Roll up/down
    
```

Figure 2.

This line defines the print columns, and the global edit options, which are in effect for the entire financial statement. The fields are defined as follows;

### Company Id

Two character identification of the organization whose accounts are to be listed. Company number 99 is reserved for Consolidated financial statements.

### Financial Stmt Id

Three character code that identifies a particular financial statement. The first two characters of this code control the format of the financial statement. Any statement id beginning with "BS" is assumed to be a balance sheet and the report will have the characteristics of that format. All other coding is considered other financial statements and therefore follows the formatting rules of a P & L statement.

### Report Title

Forty-character title used in the heading printed at the top of each page of the financial statement (when standard headings are requested).

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## **Print Id**

Eighteen two-character codes designate which amount fields are printed on the financial statement. Amounts are pulled from the Temporary Ledger Balance file, the History Balance file, and the Budget Master file or are calculated from data from these files. The current and up to two history periods can be defined at the time the financial statements work print file is created (CFST). These history dates are entered when financial statements are printed.

Valid Print Id codes are:

### Current

CP = Current Period  
CQ = Current Quarter  
CD = Current Y-T-D Debits  
CR = Current Y-T-D Credits  
CY = Current Y-T-D Balance

### History 1

1P = History Period  
1Q = History Quarter  
1D = History Y-T-D Debits  
1R = History Y-T-D Credits  
1Y = History Y-T-D Balance

### History 2

2P = History Period  
2Q = History Quarter  
2D = History Y-T-D Debits  
2R = History Y-T-D Credits  
2Y = History Y-T-D Balance

### Budget

BP = Current Period  
BQ = Current Quarter  
BY = Y-T-D

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### Variance/Change

VP = Change	1P - CP
WP = Change	2P - CP
XP = Variance	BP - CP
VQ = Change	1Q - CQ
WQ = Change	2Q - CQ
XQ = Variance	BQ - CQ
VD = Change	1D - CD
WD = Change	2D - CD
VR = Change	1R - CR
WR = Change	2R - CR
VY = Change	1Y - CY
WY = Change	2Y - CY
XY = Variance	BY - CY

RP = Change	CP - 1P
SP = Change	CP - 2P
TP = Variance	CP - BP
RQ = Change	CQ - 1Q
SQ = Change	CQ - 2Q
TQ = Variance	CQ - BQ
RD = Change	CD - 1D
SD = Change	CD - 2D
RR = Change	CR - 1R
SR = Change	CR - 2R
RY = Change	CY - 1Y
SY = Change	CY - 2Y
TY = Variance	CY - BY

### Control

NL = Null Column

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## Fiscal Year

E1 = First Period  
E2 = Second Period  
E3 = Third Period  
E4 = Fourth Period  
E5 = Fifth Period  
E6 = Sixth Period  
E7 = Seventh Period  
E8 = Eighth Period  
E9 = Ninth Period  
EA = Tenth Period  
EB = Eleventh Period  
EC = Twelfth Period  
ED = Thirteenth Period (if 13 period accounting)

## Rolling Fiscal Year

F0 = Current Period  
F1 = Current minus 1 period ago  
F2 = Current minus 2 periods ago  
F3 = Current minus 3 periods ago  
F4 = Current minus 4 periods ago  
F5 = Current minus 5 periods ago  
F6 = Current minus 6 periods ago  
F7 = Current minus 7 periods ago  
F8 = Current minus 8 periods ago  
F9 = Current minus 9 periods ago  
FA = Current minus 10 periods ago  
FB = Current minus 11 periods ago  
FC = Current minus 12 periods ago

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## Rolling Calendar Year

M0 = Current Period

M1 = Current minus 1 period ago

M2 = Current minus 2 periods ago

M3 = Current minus 3 periods ago

M4 = Current minus 4 periods ago

M5 = Current minus 5 periods ago

M6 = Current minus 6 periods ago

M7 = Current minus 7 periods ago

M8 = Current minus 8 periods ago

M9 = Current minus 9 periods ago

MA = Current minus 10 periods ago

MB = Current minus 11 periods ago

MC = Current minus 12 periods ago

## Summary Amounts

ES = Fiscal Y-T-D Sum (Rolling fiscal year sum, all printing Ex Ids)

FS = Previous Fiscal Y-T-D sum (Fiscal year sum, all printing Fx Ids)

MS = Previous Y-T-D sum (Rolling calendar year sum, all Mx Ids)

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Relationship of period codes example;  
If current period is specified as November 2003, fiscal year end period is August and company has a twelve period fiscal year then,

Period Month/Period

Id      Shown

CP      1103

E1      0903

E2      1003

E3      1103

E4      1203 (Will not print since it is beyond current period of 1103)

EC      0804 (Will not print since it is beyond current period of 1103)

ED      0904 (Will not print since there only twelve periods in fiscal year).

F0      1103

F1      1003

F2      0903

F3      0803 (Will not print since period is beyond current fiscal year.)

FB      1102 (Will not print since period is beyond current fiscal year.)

FC      1002 (Will not print since period is beyond current fiscal year.)

M0      1103

M1      1003

M2      0903

M3      0803

MB      1202

MC      1102

The Balance Sheet format will show the same Print Id code in all columns with account groupings, sub totals or totals offset into adjacent columns. Balance sheet columns are defined just as P & L report columns are, however the same Print Id code must be entered into all columns. For example, if a current period balance sheet with three columns were being created, the Print Id fields would contain CP CP CP. The Balance Sheet Column field in the Detail and Total records determines the column where the amount will be printed.

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## End Column

Eighteen three digit numeric fields that set the ending position of each defined amount column. The width of each position is implied by the number of positions between each ending position. Default maximum field width is 15 positions. This will allow a 9 digit amount with 2 decimal places, a decimal point, commas and a \$ sign. If it is known that the amounts will not be this large, a smaller field may be defined and more columns can be printed on a page. Also commas may be eliminated or amounts rounded up if it is necessary to squeeze several columns on a page. If the amount to print is longer than the column will allow "\*" will be printed over the high order digit to indicate truncation has occurred. The Null Column Print Id code (NL) can be used to limit the width of a field without defining an actual printed column. This may be useful to make the first column shown on the report shorter than 15 positions. Valid values for this field are 1 thru 198. Anything past position 132 is ignored unless compressed print is requested when the financial statement is printed. The highest position, which can be printed for the different page size/print modes are:

10 cpi/wide stock	132
15 cpi/wide stock	198
10 cpi/letter size	85
15 cpi/letter size	127

The following column end positions are suggested as a starting point for designing a report with four amounts and percentages to be printed on a 132-column printer:

AMT PCT.... and might look like this on the screen

47	56								
72	81	CP	CP	XP	XP	CY	CY	XY	XY
97	106	047	056	072	081	097	106	122	131
122	131		P		P		P		P

Column ending positions do not have to be entered in sequence - new columns may be placed at the end of the list and blanks may be left between column definitions, however this program will sort them into ascending sequence. If the Control record is re-edited at a later time, the column definitions will be shown in order. NOTE: This could have an effect on balance sheet columns.

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## **Percent/Average**

Eighteen one character alphabetic fields. Each column on the financial statement can contain a dollar amount, or a percent or average. This field is used to designate a particular column as a percent or average column. Valid entries are P and A. Percents and averages are basically the same with the decimal point on percents shifted two places to the left. See Base Identification and Base to Use fields in the Detail record for further information on percents. Percent/Average is not allowed on balance sheets.

## **Letter Size**

One character alphabetic field. Y = Output to be printed on 8 1/2 inch wide paper. Blank = Output to be printed on standard 14 inch stock. The function of this parameter is to center the standard report heading on a narrow page width -- no editing is done to ensure overflow will not occur.

## **Suppress Standard Headings**

One character alphabetic field. Enter Y to not print standard page and column headings. Enter blank to print standard page and column headings. This field will be ignored if custom page heading records exist for this financial statement.

## **Suppress Zero Detail**

One character alphabetic field. Enter Y to not print detail lines, which have all zero amounts on them. Enter blank to print all detail lines both zero and non-zero.

## **Round Up Amounts**

One character alphabetic field. The dollar amount fields can be rounded up to whole dollars, thousand dollars or million dollars. Valid entries are:

Blank = No Rounding  
O = Ones  
T = Thousands  
M = Millions

**NOTE:** All report totaling is done before rounding; therefore the sum of the amount columns may not equal the printed totals if rounding is requested.

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## **Edit Amounts**

One character alphabetic field. Enter Z to zero suppress column amounts. Zero amounts would print only spaces. Enter blank to always print an edited (leading zeros suppressed) amount.

## **% Decimal Places**

One digit numeric field. Zero to five decimal places may be calculated for percents and averages. Default is two decimal places.

## **Edit Percents**

One character alphabetic field. Enter Z to zero suppress column percents. Zero percents would print only spaces. Enter blank to always print an edited (leading zeros' suppress) percentage.

## **Negative Sign**

One character alphabetic field. Negative amounts may be indicated by a minus sign, parenthesis, or CR. Enter -, (, C. Default is minus. **NOTE: The negative indicator is placed after the column ending position.**

## **Insert Comma's**

One-character alphabetic field. Enter Y if commas are to be placed into dollar amount fields. NOTE: One position of column width is used for each comma printed.

## **Select From Cost Center**

Six-digit numeric field. Start of range for cost center selection.

## **Select Thru Cost Center**

Six-digit numeric field. End of range for cost center selection. Leave From and Thru cost center fields blank for all cost centers.

## **Expected Accounts**

Ten character field defining the accounts that are expected to be referenced in the financial statement. This code is the generic value which represents the individual flags defining the expected reference accounts. The following are the following special value codings;

*BALSHEET	Asset, Liability, Capital and Current P&L
*PANDL	Income and Expense
*CASHFLOW	Cash flow designated accounts (Csf)

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*ALICE	Asset, Liability, Income, Capital and Expense
*ALL	All accounts
*ASSET	Asset accounts (Ast)
*CAPITAL	Capital accounts (Cpt)
*CURRPL	Current Profit & Loss account (P&L)
*EXPENSE	Expense accounts (Exp)
*INCOME	Income accounts (Inc)
*LIABILITY	Liability accounts (Lia)

The eight one character fields following the above coding represent the interpretation of the generic value. An 'X' is placed in each value to indicate that the corresponding account classification(s) that are expected to be referenced on this financial statement. This expectation determines which accounts are flagged as missing or extra on the financial statement either on the audit report requested from the Work with Financial Statement maintenance (AGLCLWFSM) or during the Create Financial Statement work file (AGLCLCFST). The operator may key either a change to the generic special value which will automatically change all of the corresponding individual flags or each flag may be selected on its own. If some combination of individual flags is selected that does not match a generic predefined value, then the value 'USER DEFN' will be displayed as the generic coding.

The remaining one character field marked 'Prtl', represents a method of denoting that not all accounts in the previously marked classification will be referenced in this financial statement. This might be true on a special analysis report of perhaps only part of the income accounts for example. Caution--Filling this field with an 'X' will in effect suppress any missing account warning message.

The following function keys may be pressed to initiate the following program functions;

- Roll Up/Roll Down = To position display up or down thru financial statements in the file
- F3 = Exit the program. Financial statement maintenance is complete for now.
- F5 = Refresh this display.
- F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.
- F12 = Cancel any changes entered on the display and return to work with financial statements.

# Business Info-Solution General Ledger

The following Work with Financial Statement Master – Lines screen is displayed in response to an option 1 on the Work with Financial Statement Master display.

Work with Fin Stmt Master - Lines										AGLRG431 1	
Company Id . . . . .		25		OUR PARTNERSHIP, INC.							
Financial Stmt Id. . .		ABS		COMPARATIVE BALANCE SHEET							
Line Number. . . . .		0									
Type options, press Enter.											
2=Change		3=Copy		4=Delete		I=Insert same		F6=Add Type			
				5=Display		IH,ID,IA,IT=Insert type		Heading Line			
Line	Line	Description			Nw	Space	B/S				
Opt	Nmbr	Typ				Pg	Bf	Af	Tot	Col	
	20	H	A S S E T S						1		
	30	D	RESTAURANT ACCOUNT			1			1		
	40	D	RESTAURANT TRANSFER ACCOUNT			1			1		
	50	D	SHORT TERM INVESTMENTS			1			1		
	60	D	CASH CHANGE FUNDS			1			1		
	65	D	BIG BANK - CONCENTRATION			1			1		
	70	D	TRUST - A/P			1			1		
	80	D	RETAIL CREDIT CARDS			1			1		
	90	T	CASH & EQUIVALENTS						1	1	
	100	H	RECEIVABLES, NET OF ALLOWANCES						1		
										More...	
F3=Exit		F5=Refresh		F6=Add		F7=Add Format					

Figure 3.

This display can be used to change, copy, delete, display any detail, heading, or total line defined on a financial statement.

The following options may be requested;

- 2 = Change a heading, detail or total line. See figure 5, 6, 7 or 8.
- 3 = Copy a heading, detail or total line. See figure 5, 6, 7 or 8.
- 4 = Delete a heading, detail or total line. See figure 9.
- 5 = Display a heading, detail or total line. See figure 5, 6, 7 or 8.
- I = Insert a new line in the report. Line type will be the same as the line this option is specified on. Line number will be computed as the halfway point between this line and the next in this financial statement. If no more lines exist in this report after the line specified on then the line number will be incremented by 10. See figure 5,6,7, or 8.
- IH,ID,IA,IT = All options work like the above "I" option except that they will assume the corresponding line type based on the option. IH=insert heading, ID=insert detail, IA=insert add to line, and IT=insert total line. See figure 5 for IH, 6 for ID, 7 for IA, or 8 for IT.

## Business Info-Solution General Ledger

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The following function keys may be pressed to initiate the following program functions;

- Roll Up/Roll Down = To position the display up or down thru financial statement lines in the financial statement.
- F3 = Exit the program. Financial statement line maintenance is complete.
- F5 = Refresh the display.
- F6 = Add financial statement line. Assumes the line format of the last line added or updated. The last line format added or updated is displayed in the upper right portion of the screen.
- F7 = Add Format financial statement line after prompting for the desired line format. See figure 4.

The following window is displayed to request which line format is desired for addition to this financial statement;

```
.Select Type of Line to Add....  
: Type line number, press Enter :  
: 01 1=Heading Line           :  
: 2=Detail Line               :  
: 3=Total Line                :  
: 4=Add to Line               :  
.F12=Cancel.....
```

Figure 4.

The operator may enter the desired line type as indicated on the display or press function key F12 to cancel the add function.

# Business Info-Solution General Ledger

The following fields are prompted in response to a heading line format 2=Change, 3=Copy, 5=Display, I=Insert, IH=Insert heading, or F6=Add line function key;

```
ADD                               Work with Fin Stmt Master - Lines          AGLRG431 2
Company Id . . . . . 25   OUR PRNERSHIP, INC.
Financial Stmt Id. . ABS  COMPARATIVE BALANCE SHEET
Line Number. . . . . 520 Heading Line

Type information, press Enter.
      1... ..10.... ..20.... ..30.... ..40.... ..50.... ..60.... .
Text . . . ASSETS
      67.70.... ..80.... ..90.... ..100.... ..110.... ..120.... ..130..
      133. ..140.... ..150.... ..160.... ..170.... ..180.... ..190.... 198

Space Before . . . +
Space After. . . +
New Page . . . . +

F3=Exit      F12=Cancel      F9=Lookup+
```

Figure 5.

Any text which is to be printed on a financial statement, as well as report and section headings are described using the heading line format. User defined headings may be used to replace standard headings if suppress standard headings is requested in the report definition. Similar text can also be entered on detail lines. However, no amounts will be printed on headings lines.

## Company Id

See report definition.

## Financial Stmt Id

See report definition.

## Line Number

Numeric four digit value which uniquely identifies the line on the financial statement. Can be a value from 0010 thru 9999.

# Business Info-Solution General Ledger

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## Text

One hundred ninety-eight character alphabetic field. The description field allows free format entry of any heading or sub-heading information used in the report. Anything entered past position 132 will be truncated unless compressed print is requested when financial statements are printed.

Special keywords may be entered instead of a description. These keywords identify certain literal expressions to be substituted into the description lines. The format of the keyword specification is:

@XXXXXX,YNNN where

@	= Delimiter indicating a keyword follows
XXXXXX	= Keyword code (see following table)
Y	= Justification code: L-left, R-right, C-Center Default is left justify
NNN	= Length of keyword substitution field. (005-198) Default is 040. (3 digits required)

These literals may be centered within the substitution field or may be left or right justified. The length of the substitution field may be from 005 to 198 characters long, and can be entered at any point in the description line. The beginning position for the substitution field is the "@", and continues for the specified length. For example, @CMPNAM,C025 may be entered instead of the company name. The company name from the Ledger Master file will be placed on the description line and centered within the 25-character space defined by the substitution field.

## Substitution Keywords:

ADATEA	Current book date from Ledger Master file in alpha format (e.g. December 31, 1982). For consolidated statements, this may be the "as of" date prompted for in the financial statement print procedure.
ADATEN	Current book date from the Ledger Master file in numeric form (MM-DD-YY).
BDATEA	Budget month and year in alpha form. (December 2002)

## Business Info-Solution General Ledger

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BDATEN	Budget month and year in numeric form. (MM-YY)
CDATEA	Month and year of the current book date in alpha form. (December 2002)
CDATEN	Month and year of the current book date in numeric form. (MM-YY)
CMPIDN	Two character company identification. Defined in the Ledger Master file.
CMPNAM	Company name described in the Ledger Master file. If company 99 is not found in the Ledger Master file for consolidated statements, then "CONSOLIDATED STATEMENT" is used as the company name for consolidated financial statements.
CTRNAM	Cost center name described in the Ledger Master file. This should only be used for statements that are printed by cost center.
CTRNUM	Six digit cost center number. This should only be used for statements that are printed by cost center.
H1DATA	Month and year from history 1 balances in alpha form. (December 2003)
H1DATN	Month and year from history 1 balances in numeric form. (MM-YY)
H2DATA	Month and year for history 2 balances in alpha form. (December 2002)
H2DATN	Month and year from history 2 balances in numeric form. (MM-YY)
CUQTRA	Current quarter based on the current book date, in the form: FIRST, SECOND, THIRD, FOURTH.
CUQTRN	Current quarter based on the current book date, in the form: 1, 2, 3, 4.

## Business Info-Solution General Ledger

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H1QTRA	Quarter from history 1 balances in the form: FIRST, SECOND, THIRD, FOURTH.
H1QTRN	Quarter form history 1 balances in the form: 1, 2, 3, 4.
H2QTRA	Quarter from history 2 balances in the form: FIRST, SECOND, THIRD, FOURTH.
H2QTRN	Quarter from history 2 balances in the form: 1, 2, 3, 4.
BDQTRA	Budget quarter in the form: FIRST, SECOND, THIRD, FOURTH.
BDQTRN	Budget quarter in the form: 1, 2, 3, 4.
CATEG1 CATEG2	Category value selected for this financial statement listing. <u>Not</u> necessarily the first and second categories described in the cost center record. The categories defined in procedure create financial statements work file, AGLCLCFST.
CATGN1 CATGN2	Category descriptions corresponding to the above two category codes.

## Business Info-Solution General Ledger

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CTRCG1	Cost center's categories as defined in the Ledger Master cost center file record. These fields should only be used for statements printed by cost center or category.
CTRCG2	
CTRCG3	
CTRCG4	
CTRCG5	
CTRCG6	
CTR CN1	Cost center category description corresponding to the above six category codes.
CTR CN2	
CTR CN3	
CTR CN4	
CTR CN5	
CTR CN6	
RTITLE	Report title from the Control line.
U DATEA	User run date in alpha format. (December 31, 2002)
U DATEN	User run date in numeric format. (MM-DD-YY)
U TIMEN	User run time in numeric format. (HH:MM)
M OSFYR	Number of months into Fiscal year in alphabetic format. (FOR aaaaaaaaaa MONTHS/PERIODS ENDING).
P AGNUM	Overall page number for financial statement run. (Page nnnn).
C PGNUM	Company page number for financial statement run. (Page nnnn).
G PGNUM	Category group page number for financial statement run. (Page nnnn).
R PGNUM	Cost center page number for financial statement run. (Page nnnn).

# Business Info-Solution General Ledger

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## **Space Before**

One digit numeric field. Number of lines to skip before printing line.  
(0 - 3)

## **Space After**

One digit numeric field. Number of lines to skip after printing line.  
(0 - 3) If both space before and space after are left blank, the report will skip one line after.

## **New Page**

One character alphabetic field. Enter Y to skip to a new page before printing line.

The following function keys may be pressed to initiate the following program functions;

Roll Up/Roll Down = To position display up or down thru financial statement lines in the file

F3 = Exit the program. Financial statement line maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with financial statement lines.

# Business Info-Solution General Ledger

---

The following fields are prompted in response to a detail line format  
 2=Change, 3=Copy, 5=Display, I=Insert, ID=Insert detail, or F6=Add line  
 function key;

```

UPDATE                               Work with Fin Stmt Master - Lines          AGLRG431 2

Company Id . . . . . 21   OUR PARTNERSHIP, INC.
Financial Stmt Id. . . ABS  COMPANY BALANCE SHEET
Line Number. . . . . 40  Detail Line

Type information, press Enter.
      1... ..10.... ..20.... ..30.... ..40.... ..50.... ..60.... .
Text . . .      CASH IN STORE BANK
      67.70.... ..80.... ..90.... ..100.... ..110.... ..120.... ..130..
      133. ..140.... ..150.... ..160.... ..170.... ..180.... ..190.... 198

From Maj/Sub + 1001          From Center + 33
Thru Maj/Sub + 1004          Thru Center + 46
Space Before . 0 +          Base ID . . . +          Overline. . . +
Space After. . 1 +          Base To Use . . +          Underline . . +
New Page . . . Y +          B.S. Column . . +          Reverse Sign. Y +
Clear Totals . . . . . +          Dollar Sign . Y +
Ovrprd + 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
Prnt ID

F3=Exit          F12=Cancel          F9=Lookup+          Roll up/down
  
```

Figure 6.

The detail line format is used to specify which accounts are to be printed on each line of the financial statement. Line description text is also entered here in the same manner as in heading lines.

**Company Id**

**Financial Stmt Id**

See report definition.

**Line Number**

See heading line definition.

**Text**

One hundred ninety-eight character alphabetic field. This field allows free format entry of any line heading or sub-heading information used in the report. Special keywords may be entered. See heading line definition for further explanation. Column amounts printed on the report will overlay the values in this field.

# Business Info-Solution General Ledger

---

NOTE: The system does not prevent a description from extending into the amount column positions; it is the user's responsibility to ensure that this does not happen. If such a conflict should occur however, the amounts have priority and will overlay any line descriptions that might get in the way.

**FROM Major Account**

Six-digit numeric field. Starting major account to accumulate for this detail line.

**FROM Sub Account**

Six-digit numeric field. Starting sub account to accumulate for this detail line.

**FROM Cost Center**

Six-digit numeric field. Starting cost center to accumulate for this detail line.

**THRU Major Account**

Six-digit numeric field. Ending major account range to accumulate amount for this detail line. If left blank, the 'from' major account is assumed.

**THRU Sub Account**

Six-digit numeric field. Ending sub account range within major account to accumulate for this detail line. If from and thru sub accounts are left blank, program selects all sub accounts.

**THRU Cost Center**

Six-digit numeric field. Ending cost center range within major/sub account for this detail line amount. If left blank, program assumes '999999' to pick up all cost centers within the major/sub ending account.

**Space Before**

**Space After**

**New Page**

See heading line definition.

# Business Info-Solution General Ledger

---

## **Clear Totals**

Eight one character alphabetic fields. Indicates which total accumulator (1 - 8) is to be cleared after this line is printed. Enter Y in the position corresponding to the total accumulator number that is to be cleared, enter N or blank for each total accumulator which is to be left unchanged. For example if total four is to be cleared, enter NNNYNNNN (Y in the fourth position). See total line for a further explanation of totaling.

## **Base Identification**

One character alphabetic field. This code indicates the amount on this line is to be used as a base when computing percents or averages. Multiple bases may be specified per statement. Valid codes are A - Z, 0 - 9. The results of the calculation will be printed in the columns designated as percent or average columns.

## **Base To Use**

One character alphabetic field. This code indicates which base to use when computing a percent or average for this line. The code that is entered here must be a valid Base Identification code. If this code is left blank, it defaults to Y when percents are being computed and to A for averages.

## **Balance Sheet Column**

Two-digit numeric field. Designates the column of the balance sheet where the amount from this line is to be printed. The value in this field may be in a range of 01 to 18 but the column must have been defined as a valid column in the Control line. If the balance sheet column points to an invalid print column a default value of column 1 will be used. NOTE: If new columns are added to an existing balance sheet, the column number could change.

# Business Info-Solution General Ledger

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## **Underline**

One character alphabetic field. A non-blank character in this field will cause a line made up of that character to be printed under the amounts in each column.

## **Overline**

One character alphabetic field. Similar to Underline but the line is printed above the amounts in each column.

## **Reverse Sign**

One character alphabetic field. Enter a 'Y' to change to sign of the amounts printed on this line from debit to credit or vice versa. Variances/Changes that are computed will not be reversed. Enter an 'A' to always change the sign of any amount/variance/change printed.

## **Dollar Sign**

One character alphabetic field. Enter Y to print a dollar sign in the first position of each dollar amount column on this line.

## **Override Print Ids**

Eighteen two character field codes. These are the same print field codes used in the report definition line. These print ids will override the print field normally printed in the specified column on this detail line only. Only the fields to be overridden need be specified. The following restrictions are made on the use of Override Print Ids;

- Null (NL) or blank columns cannot be overridden.
- Only columns that are printed as amounts can be overridden, therefore percent or average columns cannot be overridden.
- Detail lines that are defined as Base To Use lines cannot be specified with Override Print Ids.

It is strongly recommended that financial statements with percentage or average columns not contain detail lines with Override Print Ids.

## Business Info-Solution General Ledger

---

The following function keys may be pressed to initiate the following program functions;

Roll Up/Roll Down = To position display up or down thru financial statement lines in the file

F3 = Exit the program. Financial statement line maintenance is complete for now.

F5 = Refresh this display.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with financial statement lines.

# Business Info-Solution General Ledger

The following fields are prompted in response to an add to line format 2=Change, 3=Copy, 5=Display, I=Insert, IA=Insert add to, or F6=Add line function key;

```
UPDATE                               Work with Fin Stmt Master - Lines          AGLRG431 2

Company Id . . . . . 21   OUR PARTNERSHIP, INC.
Financial Stmt Id. . . . . ABS  COMPANY BALANCE SHEET
Line Number. . . . . 640 Add to Line

Type information, press Enter.

From Maj/Sub +      337      1  From Center .      20 +
Thru Maj/Sub +      345      Thru Center .     101 +

Add to Line. . . 630

F3=Exit      F12=Cancel      F9=Lookup+

Roll up/down
```

Figure 7.

The add to detail line format is used to specify several non-contiguous general ledger accounts to be accumulated as amounts with another detail line

## Company Id

### Financial Stmt Id

See report definition.

## Line Number

See heading line definition.

## FROM Major Account

## FROM Sub Account

## FROM Cost Center

## THRU Major Account

## THRU Sub Account

## THRU Cost Center

See detail line definition.

## Add To Line

Four-digit numeric field. Enter the line number of a detail line where the sum of the account range specified on this line is to be accumulated.

The following function keys may be pressed to initiate the following program functions;

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GENERAL\_LEDGER\_PROCEDURE\_DESCRIPTION.DOC

## Business Info-Solution General Ledger

---

Roll Up/Roll Down = To position display up or down thru financial statement lines in the file

F3 = Exit the program. Financial statement line maintenance is complete for now.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to work with financial statement lines.

# Business Info-Solution General Ledger

---

The following fields are prompted in response to a total line format 2=Change, 3=Copy, 5=Display, I=Insert, IT=Insert total, or F6=Add line function key;

```

UPDATE                               Work with Fin Stmt Master - Lines          AGLRG431 2

Company Id . . . . . 21   OUR PARTNERSHIP, INC.
Financial Stmt Id. . ABS  COMPANY BALANCE SHEET
Line Number. . . . . 260 Total Line

Type information, press Enter.
      1... ..10.... ..20.... ..30.... ..40.... ..50.... ..60.... .
Text . . . . . TOTAL CURRENT ASSETS
      67.70.... ..80.... ..90.... ..100.... ..110.... ..120.... ..130..
      133. ..140.... ..150.... ..160.... ..170.... ..180.... ..190.... 198

Space Before . 0 +           Base ID . . . . +           Overline. . . - +
Space After. . 1 +           Base To Use . B +           Underline . . = +
New Page . . . Y +           B.S. Column . . +           Reverse Sign. Y +
Clear Totals . Y +           Print Total . 1 +           Dollar Sign . Y +
                               12345678           or Dvd Base. . +

                                           Roll up/down

F3=Exit      F12=Cancel      F9=Lookup+
  
```

Figure 8.

Eight total accumulators are provided which contain the sum of the amounts from each detail line. The total line provides the facility to print one set of accumulators per total line on the financial statement.

**Company Id**

**Financial Stmt Id**

See report definition.

**Line Number**

See heading line definition.

**Text**

See detail line definition.

**Space Before**

**Space After**

**New Page**

See heading line definition.

# Business Info-Solution General Ledger

---

**Base Id****Base To Use****Balance Sheet Column****Overline****Underline****Reverse Sign****Clear Totals**

See detail line definition.

**Print Total**

One digit numeric field. The total accumulator that is to be printed on this line. (0 - 8) 0 only valid (must be) when Dividend Base Id is specified. Otherwise value must be in range from 1 to 8.

**Dividend Base**

One character alphabetic field. This code indicates which base line to use as the dividend amounts in calculating the amounts to print on this line. Dividend Base Id line amounts are divided by the Base to Use Id line amounts. Only amount columns are printed (not percent or average).

The following function keys may be pressed to initiate the following program functions;

Roll Up/Roll Down = To position display up or down thru financial statement lines in the file

F3 = Exit the program. Financial statement line maintenance is complete for now.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to Work with Financial Statement - Lines

# Business Info-Solution General Ledger

The following fields are prompted in response to a 4=Delete financial statement line request from the Work with Financial Statement - Lines display;

Work with Fin Stmt Master - Lines						AGLRG431 1	
Press Enter to confirm your choices for Delete.							
Press F12 to return to change your choices							
Line	Line			Nw	Space		B/S
Opt	Nmbr	Typ	Description	Pg	Bf	Af	Tot Col
	20	H	ASSETS		3	1	
						Bottom	
F3=Exit				F12=Cancel			

Figure 9.

This screen allows the operator to either verify that the delete function is to be performed or cancel the process. When verified this function will delete the line(s) displayed on the screen.

The following function keys may be pressed to initiate the following program functions;

- F3 = Exit the program. Return to Work with Financial Statement - Lines.
- F12 = Cancel deletion.

## Business Info-Solution General Ledger

---

The following fields are prompted in response to a 4=Delete financial statement request from the Work with Financial Statements display;

```
UPDATE                               Work with Fin Stmt Master          AGLRG430 2
Company Id . . . . . 21  OUR PARTNERSHIP, INC.
Financial Stmt Id. . ABS COMPANY BALANCE SHEET

Type information, press Enter.

      WARNING: You are about to remove the above Financial Statement Id.
                Keying DELETE and pressing ENTER will continue
                the deletion of the Statement Id.

                Please enter DELETE if you wish to DELETE ALL of the
                records associated with this Financial Statement Id.

F3=Exit      F5=Refresh                      F12=Cancel
```

Figure 10.

This screen allows the operator to either verify that the delete function is to be performed or cancel the process. When verified this function will delete all records associated with the company financial statement id that has been selected and shown on the screen. The word "DELETE" must be entered to denote the verification that the delete is to be performed. This step is not recoverable. All associated records will be deleted from all files if verification is entered.

The following function keys may be pressed to initiate the following program functions;

- F3 = Exit the program. Return to Work with Financial Statements.
- F5 = Refresh this display.
- F12 = Cancel deletion.

# Business Info-Solution General Ledger

---

The following fields are prompted in response to a 3=Copy financial statement request from the Work with Financial Statements display;

UPDATE	Work with Fin Stmt Master	AGLRG430 2
Company Id . . . . .	21 OUR PARTNERSHIP, INC.	
Financial Stmt Id. .	ABS COMPANY BALANCE SHEET	
Type information, press Enter.		
Copy to Company Id/Fin Stmt Id. . .	21	
Report Title. . . . .		
F3=Exit	F5=Refresh	F12=Cancel

Figure 11

This screen allows the operator to define what financial statement id to copy the selected financial statement to. Either the company or financial statement id may be changed depending on whether the copy function was specified in restricted company mode or not (called by AGLCLWLGM option 9 or directly with AGLCLWFSM). However either the company or the financial statement id must be changed (cannot copy unto itself).

**Company Id**

**Financial Stmt Id**

See report definition.

**Report Title**

See report definition. This is the title to be used for the new financial statement report being copied to and defined.

The following function keys may be pressed to initiate the following program functions;

F3 = Exit the program. Return to Work with Financial Statements.

F5 = Refresh this display.

F12 = Cancel deletion

# Business Info-Solution General Ledger

The following fields are prompted in response to a 7=Consolidated companies change request from the Work with Financial Statements display;

```
UPDATE                               Work with Fin Stmt Master - Consltd Comp          AGLRG433

Company Id . . . . . 99  CONSOLIDATING COMPANY
Financial Stmt Id. . ABS COMPANY BALANCE SHEET

Type information, press Enter.
Consolidated Companies . . . . . From - Thru
      1   21 - 45 +
      2   55 -   +
      3    -   +
      4    -   +
      5    -   +
      6    -   +
      7    -   +
      8    -   +
      9    -   +
     10    -   +

F3=Exit      F4=Delete      F5=Refresh      F9=Lookup+      F12=Cancel
```

Figure 12

This screen allows the operator to define what company ids will be summarized together in reporting on this consolidated financial statement. This information can only be specified for company id 99.

NOTE: The chart of accounts should be the same for all companies being consolidated.

## Company Id

Must be 99.

## Financial Stmt Id

See report definition.

## Consolidated Companies

Ten two character id pairs. Ten from and thru pairs of company ids to be included on this consolidated financial report.

The following function keys may be pressed to initiate the following program functions;

F3 = Exit the program. Return to Work with Financial Statements.

F4 = Delete consolidated companies. All will be removed.

F5 = Refresh this display.

F9 = Lookup any company id field either from or thru.

F12 = Cancel deletion.

# Business Info-Solution General Ledger

The following fields are prompted in response to a 8=Custom headings change request from the Work with Financial Statements display;

```
Work with Fin Stmt Master - Custom Hdngs          AGLRG432 1
Company Id . . . . . 21  OUR PARTNERSHIP, INC.
Financial Stmt Id. . ABS COMPANY BALANCE SHEET

Type Heading line text, press Enter.
  5=Display

  Hdng Heading Line Text
Opt Line 1... ..10.... ..20.... ..30.... ..40.... ..50.... ..60.... .
  1 PAGE HEADING LINE ONE
  2 PAGE HEADING LINE TWO
  3 PAGE HEADING LINE THREE
  4 COLUMN HEADING LINE 1
  5 COLUMN HEADING LINE 2

F3=Exit      F4=Delete headings    F5=Refresh    F8=Fold      Bottom
```

Figure 13

This screen allows the operator to enter five lines of custom page heading lines which override the standard (suppressed or not) page headings. Heading lines 0001, 0002, and 0003 are separated by one blank line from lines 0004 and 0005 as follows when printed on the financial statement;

```
Form Line    1 Custom Page Line 0001
              2                0002
              3                0003
              4
              5                0004
              6                0005
              7 Start Financial Statement Text
              8
              9
             10
```

## Company Id

### Financial Stmt Id

See report definition.

## Heading Line Text

One hundred ninety-eight character alphabetic field. The description field allows free format entry of any page heading information. Anything entered past position 132 will be truncated unless compressed print is requested when financial statements are printed.

## Business Info-Solution General Ledger

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Special keywords may be entered to allow run time insertion of data values on the line. See heading line definition for a list of valid keywords. The following option may be specified on any custom page heading line;

5 = Display full custom heading line text.

The following function keys may be pressed to initiate the following program functions;

F3 = Exit the program. Return to Work with Financial Statements.

F4 = Delete custom heading lines. Delete all five custom heading lines from this financial statement.

F5 = Refresh this display.

F8 = Fold/Unfold data line. This function expands/contracts the custom heading lines displayed to include/exclude the full 198 character text field for each custom page heading line.

F12 = Cancel deletion.

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### **Step 3. AGLCLLFSM - Lists Financial Statement Master**

Lists the financial statements format specifications. Parameter 1 allows you to list ALL or SELECT by company number and financial statement id.

### **Step: AGLCLFSDR - Print Financial Statements Directory**

Lists financial statement id, report title and print id codes for each financial statement by company.

### **Step: AGLCLCPYF - Copies The Statement Formats**

This procedure copies the statement formats from the financial statement master for a particular company to make identical formats for another company. The operator can then make alterations to this new statement using the (UFSM) procedure.

### **Step: AGLCLDLFS - Delete Financial Statements**

This procedure will remove a single financial statement from the Financial Statement Master File. The operator is prompted for the company number and financial statement id to be deleted.

### **Step: AGLCLRNUM - Renumber Financial Statements**

It sometimes happens that new lines need to be inserted in financial statements and because of closely spaced line numbers it is impossible to do so. This procedure enables you to renumber the lines of a financial statement with a spacing parameter.

The rules for renumbering are:

1. Line numbers 1-9 are reserved numbers with defined functions. They will not be renumbered.
2. All other lines will be renumbered. The first new line number will be 10 plus the spacing parameter (thus allowing space between the reserved lines and the renumbered lines).
3. All 'add-to" line numbers in detail lines will be changed to reflect the new numbering.
4. All references in the budget master to line numbers in a renumber in a renumbered financial statement will be changed to the new numbering.

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GENERAL\_LEDGER\_PROCEDURE\_DESCRIPTION.DOC

## Business Info-Solution General Ledger

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When you run this procedure you will be prompted for the company and financial statement id of statements to be renumbered. For each statement id you may specify the spacing parameter (increment between line numbers). If you do not specify a spacing parameter, 10 will be the default.

This procedure will check to see if the spacing parameter is valid and all line numbers can fit in the 4-digit line number field. If useable spacing and you may accept it or choose a smaller one. For example, assume you decide to renumber lines with a spacing of 100 and there are 123 lines in this statement (plus 4 reserved lines 1-9 which will not be renumbered). The procedure will return with a message "Too many records for your spacing. Try ours or a lower one." It will display a spacing of 81 which is the closest useable spacing to your choice of 100. You may accept that spacing or choose a nice even lower one 80 or 50 for example, and continue by pressing the enter key. Once the spacing has been determined, the financial statement file will be rewritten with the new numbering. The budget master file will also be rewritten with the line references for any renumbered financial statements changed.

Either of 2 error conditions may be found that will prevent renumbering.

1. In the financial statement file, detail lines may be found with "add-to" line numbers that don't exist.
2. In the budget master file, line references to a financial statement being renumbered may be found for lines that did not exist in the original financial statement.

### **Step: AGLCLREOF Reorganize Financial Statement Master File**

This procedure will remove all logically deleted records in the financial statement master file (reclaim space). Additionally it will copy all records into physical key sequence.

# Business Info-Solution General Ledger

## JOB: Maintenance of Accounting Period Table.

The Accounting Period Table must be created when non-monthly General Ledger accounting periods are to be used. This table allows the user to define the length of each book period and in conjunction with the Ledger Master file, the number of periods per fiscal year. When running General Ledger on a monthly calendar cycle basis, the Accounting Period Table need not be defined. However, if a period table is defined for any one company in the General Ledger, period tables must be set up for all companies.

If the Accounting Period Table has been created, a request from an application program for a date that is not in the table will result in a default date or period derived from the input date and a message will be displayed describing the problem. The operator is given the option to continue processing using the default date, or cancel the job.

### Step 1. AGLCLWPRD – Work with Accounting Period Table

This procedure allows the operator to maintain the ledger accounting period table for any company. The opening screen will look like the following example;

Work with Accounting Period Table										1
Company Id	. . . . .	21								OUR PARTNERSHIP, INC.
Year	. . . . .									
Period	. . . . .									
Type options, press Enter.										
4=Delete		6=Start		Create						
Opt	Id+	Year	Pd	Qtr	MoDaYear	Fsc	Dys	Wks		
21	2004	1	1		1312004					
21	2004	2	1		2282004		28	4		
21	2004	3	1		3272004		28	4		
21	2004	4	2		5012004		35	5		
21	2004	5	2		5292004		28	4		
21	2004	6	2		6262004		28	4		
21	2004	7	3		7312004		35	5		
21	2004	8	3		8282004		28	4		
21	2004	9	3		9252004		28	4		
21	2004	10	4		10302004		35	5		
21	2004	11	4		11272004		28	4		
21	2004	12	4		12252004	EoY	28	4	12	Max periods
21	2005	1	1		1292005		35	5		
F3=Exit    F5=Refresh    F6=Add mode										More...
										F13=Repeat option

Figure 1

This screen allows the operator to enter ledger period fields to define each valid accounting period, what fiscal quarter it falls in, and the period ending date in a month, day, year format.

The following fields are defined for each period defined;

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GENERAL\_LEDGER\_PROCEDURE\_DESCRIPTION.DOC

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Procedure Description

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## **Company Id**

Two character code indicating company id of this period record will apply to. Must be defined in the Ledger Master file.

## **Book Period Year**

Four digit numeric calendar year in which the book period being defined by this record.

## **Book Period**

Two-digit numeric field. The period number of the ledger book period defined for this record. Period numbering begins with the first period of the calendar year. Periods must be numbered consecutively. All periods for the calendar year must be entered, i.e. periods 1 through 12 or 13 (depending on Max Periods in the Ledger Master) must be given.

## **Book Quarter**

One digit numeric field. Fiscal quarter of the book period being defined. The first quarter 1 period must be the first period after the Fiscal Year End as defined in the Ledger Master Company record. There may be no more than four periods in the same quarter. Quarters must be assigned in order.

## **Period Ending Month, Day, Year Date**

Eight digit numeric field with the format of month, day and year (mmddyyyy). This field defines the actual ending date for the period being defined.

The remaining fields displayed on each line are computed after a period is defined. The first column labeled "Fsc" denotes when it contains "EoY" that the period is the last period in the fiscal year. On a line denoted as the ending period in the fiscal year, documentation is displayed of the maximum number of periods in a fiscal year. The next column labeled "Dys" displays the number of days in the period as determinable by looking the period ending date just prior to this period. If no previous ending date is available none will be displayed. The last column labeled "Wks" display the number of whole weeks in the period as determined by the same method as for days. Any fractional week computed will display with a "+" sign following the weeks digit. For example: if days are 30 then weeks will be shown as 4+.

## Business Info-Solution General Ledger

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The following options may be specified on a period line and have the following associated process;

- 4 = Delete the ledger period
- 6 = Start a create cycle. This function will open a window letting the operator define a group of periods starting from the period on which the option is specified. See figure 2.

The following function keys may be pressed to initiate the following program functions;

- F3 = Exit the program or return to Work with Ledger Master.
- F5 = Refresh this display.
- F6 = Go into Add mode to add new ledger period records.
- F11 = Go into Update mode to change ledger period records already defined.
- F13 = Repeat the option entered for all remaining periods in the list.

# Business Info-Solution General Ledger

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The following screen example displays the result of entering a 6=Start Create option on a previously defined period;

```

                                Work with Accounting Period Table                                1
Company Id . . . . . 21      OUR PARTNERSHIP, INC.
Year . . . . .
Period . . . . .
Type options, press Enter.
  4=Delete      6=Start Create
Opt Id+ Year  Pd Qtr MoDaYear Fsc  Dys Wks
  21  2013  10  4   10192 .Create G/L Periods.....
  21  2013  11  4   11162 : Type parameters and press Enter:      :
  21  2013  12  4   12142 : Cycle. . . . *EOM (*EOM,*445,*544,*454,*444) :
  6  21  2014  1  1   1182 : Xtra Prd Qtr 0      (1,2,3,4: *444 only)      :
                                : Company. . . 21 OUR PARTNERSHIP, INC.      :
                                : Following. . 1182014 1      12 Max Period/Year :
                                : # of Periods 012      12 End of Year Prd :
                                : Create . . . Y (Y=Create period,N=Do not) :
                                : Update . . . N (Y=Update period,N=Do not) :
                                .Enter or F3=Cancel.....
                                Bottom
F3=Exit      F5=Refresh      F6=Add mode      F13=Repeat option
    
```

Figure 1

This screen allows the operator to enter a request to generate potentially multiple ledger periods (up to 10 years worth) automatically. The selection of the period on which the 6 option is specified indicates the starting point from which new periods will be calculated based upon. The following fields are requested as input on this screen;

### Cycle

Option defining the period cycle option:

- \*EOM = Indicates periods are to be generated with an ending date based on the calendar month ending day. This option is valid only on companies with maximum of twelve periods in a fiscal year.
  
- \*445 = Indicates periods are to be generated in a cycle pattern where the first and second periods are to be 4 weeks or 28 days long each and the third period is to be 5 weeks or 35 days long. This pattern is to be repeated for as many periods as requested in this generation. This option is valid only on companies with maximum of twelve periods in a fiscal year.

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\*544 = Indicates periods are to be generated in a cycle pattern where the second and third periods are to be 4 weeks or 28 days long each and the first period is to be 5 weeks or 35 days long. This pattern is to be repeated for as many periods as requested in this generation. This option is valid only on companies with maximum of twelve periods in a fiscal year.

\*454 = Indicates periods are to be generated in a cycle pattern where the first and third periods are to be 4 weeks or 28 days long each and the second period is to be 5 weeks or 35 days long. This pattern is to be repeated for as many periods as requested in this generation. This option is valid only on companies with maximum of twelve periods in a fiscal year.

\*444 = Indicates periods are to be generated in a cycle pattern where all periods are to be 4 weeks or 28 days long. This pattern is to be repeated for as many periods as requested in this generation. This option is valid only on companies with maximum of thirteen periods in a fiscal year.

## **Extra Period Quarter**

One digit number specifying what quarter will contain the extra period in a thirteen period accounting company. Can be a value of 1 thru 4. Must be zero for twelve period accounting companies.

## **# of Periods**

Three digit number of periods that are to be automatically generated by this request. Can be a value from 001 thru 130.

## **Create**

One character option "Y" = Yes create a new period if one does not exist. "N" = No do not create new period if it did not exist previous to this creation process.

## **Update**

One character option "Y" = Yes update a period if one already existed in the file. "N" = No do not update any period previously found in the file.

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The operator may press Enter to actually start the period creation process. If function key F3 is pressed the generation will be cancelled and the window closed.

In the following examples, period tables for three different accounting period cycles are shown for one year. Assume fiscal year end in March.

Figure 3. Shows a 4/4/4 period cycle, thirteen periods per year. Each accounting week ends on Sunday. Can be generated automatically with option \*444.

---

GENERAL LEDGER SYSTEM			
CO 03 SMITH & COMPANY			
PERIOD	BOOK	BOOK	QTR
END DATE	PRD	YEAR	
1/30/04	1	04	4
2/27/04	2	04	4
3/27/04	3FYE	04	4
4/24/04	4	04	1
5/22/04	5	04	1
6/19/04	6	04	1
7/17/04	7	04	2
8/14/04	8	04	2
9/11/04	9	04	2
10/09/04	10	04	2
11/06/04	11	04	3
12/04/04	12	04	3
1/01/05	13	04	3
	END OF COMPANY		
	END OF LIST		

---

Figure 3

## Business Info-Solution General Ledger

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Figure 4. Shows a 4/4/5 period cycle, twelve periods per year. Each accounting week ends on Sunday. Can be generated automatically with option \*445.

---

```
GENERAL LEDGER SYSTEM
CO 03 SMITH & COMPANY
PERIOD   BOOK   BOOK   QTR
END DATE PRD   YEAR
1/30/04   1    04    4
2/27/04   2    04    4
3/27/04   3FYE 04    4
4/24/04   4    04    1
5/25/04   5    04    1
6/26/04   6    04    1
7/31/04   7    04    2
8/28/04   8    04    2
9/25/04   9    04    2
10/30/04  10   04    3
11/27/04  11   04    3
12/25/04  12   04    3
END OF COMPANY
END OF LIST
```

Figure 4.

---

Figure 5. Shows a calendar based period table. Each period ends on the last day of the month. This is equivalent to the defaults used when the Accounting Period Table has not been created. Can be generated automatically with option \*EOM.

---

```
GENERAL LEDGER SYSTEM
CO 03 SMITH & COMPANY
PERIOD   BOOK   BOOK   QTR
END DATE PRD   YEAR
1/31/04   1    04    4
2/28/04   2    04    4
3/31/04   3FYE 04    4
4/30/04   4    04    1
5/31/04   5    04    1
6/30/04   6    04    1
7/31/04   7    04    2
8/31/04   8    04    2
9/30/04   9    04    2
10/31/04  10   04    3
11/30/04  11   04    3
12/31/04  12   04    3
END OF COMPANY
END OF LIST
```

Figure 5.

---

# Business Info-Solution General Ledger

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## **Step 2: AGLCLLPRD - List Accounting Period Table**

This procedure edits and lists the Accounting Period Table.

## **Step: AGLCLCPYP - Copy Accounting Period Table Company.**

This procedure allows all records for particular company in the Accounting Period Table to be copied to a new company number. The operator is prompted for the "From" and "To" company numbers. The program checks that the "From" company exists in the Period Table and the "To" company does not. The "To" company must also be defined in the Ledger Master file.

# Business Info-Solution General Ledger

## JOB: Maintenance of Budget Master

### Step 1. AGLCLWBMS – Work with Budget Master

Maintenance to budget master file is provided by a workstation program called in this procedure. The opening screen will look like the following example;

```
Work with Budgets                                AGLRG401 1

Company Id . . . . .
Budget Year. . . . .
Budget Id. . . . .

Type options, press Enter.
  2=Change   3=Copy   4=Delete   8=Download   C=Create Budget   R=Refresh Budget
  Co Budget
Opt Id  Year Id
      0000
      01 1999  A
      01 1999  B
      01 1999  C
      01 1999  D
      01 2000  A
      01 2001  A
      01 2002  A
      01 2003  A

F3=Exit      F5=Refresh      F13=Upload      F15=List      More...
```

Figure 1.

This display shows all the budgets per company, year, and budget Id that are currently recorded in the Budget Master file. The operator may use either the roll up and down keys or enter a company/year/id at the top of the screen to reposition the display in the file.

The following options may be entered to initiate several data functions;

- 2 = Change a budget. Starts a program that can be used to change budget record values. See figure 2.
- 3 = Copy a budget. Starts a process that will copy all budget lines in a budget. See figure 4.
- 4 = Delete a budget. Starts a process that will delete all budget lines in a budget. See figure 5.
- 8 = Start the download process from this file into a PC CSV (comma separated value) file that can be used in a PC spreadsheet program.

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C = Create a budget. Start a program that can create budget lines based on an existing financial statement description. This budget will be one that does not exist so it must be entered in the top option space on the display file display. See figure 8.

R = Refresh a budget. Start a program virtually identical to option 8 above, except that this budget will be overlaid or combined with the budget that already exists in the Budget Master. Hence this option can be specified on any line in the display file but the first line. See figure 8.

In addition to the options listed above the following function keys may be pressed to initiate the following program actions;

F3 = Exit the program. Budget maintenance is complete for now.

F5 = Refresh this display.

F13 = Start the process to perform an upload of budget data from a PC CSV file. Operator will be prompted for further data. See figure 6.

F15 = List function. Calls procedure AGLCLLBMS to list the budget master file.

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The following Work with a Budget screen is displayed in response to an option 2 in the Work with Budgets display requesting the change function for the associated budget (company/year/id);

Work with a Budget				AGLRG403 1	
Company Id . . . . . 01					
Budget Year. . . . . 2003					
Budget Id. . . . . A					
Center . . . . . +					
Budget Line.Sub. . .					
Type options, press Enter.					
2=Change      3=Copy      4=Delete      5=Display					
Opt Center	Line	Sub	Description	Budget by	
				Amts by	
				Budget for Year	
8	10	8	PRODUCT SALES	005100 YR	
8	20	8	SERVICE INCOME	005800 PRD	335.75
8	30	8	GAIN(LOSS) ON SALE OF ASSET	005900 PRD	.00
8	40	8	OTHER INCOME	005990 PRD	.00
8	50	8	OFFICE INVENTORY	001700 PRD	.00
8	60	8	5200	005200 PRD	.00
8	70	8	PURCHASES	006110 PRD	.00
8	80	8	SALES DISCOUNTS GIVEN	006270 PRD	.00
8	90	8	GENERAL & ADMINISTRATIVE EXP.	008000 PRD	.00
8	100	8	ADVERTISING	008010 PRD	.00
					More...
F3=Exit		F5=Refresh		F6=Add	
				F9=Lookup+	

Figure 2.

This display can be used to change, copy, delete or display individual budget lines in the budget master.

The following options may be requested;

- 1 = Change a budget line.
- 2 = Copy a budget line. The budget line or sub line number must be changed.
- 3 = Delete a budget line.
- 4 = Display the budget line.

The following function keys will perform these tasks;

- F3 = Exit the change and return to Work with Budget Master display.
- F5 = Refresh the budget line display.
- F6 = Add a new budget line.
- F9 = Lookup a field. (Find a cost center field for example).

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The following fields are prompted in response to either a budget line change request or the Add function key;

UPDATE	Work with a Budget	AGLRG403 2
Company Id . . . . . 01		
Budget Year. . . . . 2003		
Budget Id. . . . . A		
Center . . . . . 8 + S.W. STEAKS - STORE # 8		
Budget Line.Sub. . . . . 10 8		
Press Enter to continue		
Budget Description . . . . . PRODUCT SALES		
Budget for Major/Subsd Account . . . . 5100 +		
Percent of Line. . . . . 20 (Amounts below are entered		
Percent of Cost center option. . . . . (A, ) with implied decimal point		
Budget as PERCENTS by YEAR ex. 1257=\$1,257.00)		
10.00 01	10.00 05	10.00 08 10.00 11
10.00 02	10.00 06	10.00 09 10.00 12
10.00 03	10.00 07	10.00 10 10.00 13
10.00 04		
.00 Q1	.00 Q2	.00 Q3 .00 Q4
		.00 YR
F13=Acct/Stmt/PsuL	F14=Amts/Pcts	F15=Prd/Qtr/Yr Roll up/down
F3=Exit	F5=Refresh	F9=Lookup+ F8=All Columns F12=Cancel

Figure 3.

These fields are defined as follows;

**Company Id**

Two-Character code identifying the particular company. The company must be defined in the general ledger master file.

**Budget Year**

Four-digit year of the budget entered.

**Budget Id**

One character denoting a unique budget. This provides a way to enter revised budgets for the year. (See id-numbering - BUDN) The current (active) budget is specified in the ledger master company record. If budgets are to be included on consolidated financial reports, the budget id must be the same for all companies that are combined on the report.

**Cost Center**

Six-digit cost center number that this budget is tied to. This field may be left blank if not budgeting by cost center.

**Budget Line Number**

Four-digit user defined number. (See id numbering - BUDL)

**Budget Sub Line Number**

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Four-digit sub to the line number, which allows multiple budget lines to relate to one financial statement line. This is particularly useful if budgeting is by cost center. (See id-numbering - BUDL).

## **Description**

Twenty character description of budget line, which is printed on the budget file listings. If this field is left blank a description will be defaulted from the financial statement reference fields.

## **\*Financial Statement Id**

Three-character financial statement id, which identifies the financial statement, this budget is tied to. (See id-numbering - STMT)

## **Financial Statement Line Number**

Four-digit number denoting the specific line of the financial statement this budget is tied to.

## **\*Major Account**

Six-digit account number used to tie this budget line to all financial statement lines which have the same account number specified.

## **Sub Account**

Six-digit sub account number used with the major account.

## **\*Pseudo Budget Code**

One character code.

"P" = Indicates that this budget line is used in association with a percent line to provide a base from which percentage calculations are performed.

This line will be treated as an information only line and will not be added to the totals and will not be listed on financial statements.

**\*NOTE** - The Financial statement Id, Account number, and Pseudo budget line fields are mutually exclusive. Each provides a method of associating a budget line with a financial statement line. Function key F13 is used to select the set of fields that are opened for data entry.

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## **Percent Of Line Number**

Budget line number of either of the actual dollar amounts, or another percent line to use in calculating budget amounts for this line. This field must be given when budgeting by percent. If a cost center is specified then the budget sub line numbers within this percent-of-line number are searched for a matching cost center to determine the amounts to use. If all cost centers are specified and you are not listing by cost center then the budget sub line numbers within this percent-of-line number are accumulated to determine the amounts to use. If all cost centers are specified and you are listing by cost center then this budget line is exploded into multiple records, one per budget sub line number within the percent-of-line number, each with its cost center and amounts to use.

## **Percent of Cost Center Option**

One character code indicating if this line is a percent of all cost centers defined by the percent-of-line number or only the cost center specified on this line.

Blank = % of specified cost center

"A" = % of all cost centers. If "A" then cost center must be zero.

## **Month/Period Budgets 1 thru 12(13)**

Twelve (or 13) Amount or percent fields that reflect the period budget for the specified financial statement line or account. The periods reflect fiscal year periods 1 through the maximum number of periods in the fiscal year.

## **Quarter Budget 1-4**

Four quarterly budget amount fields that apply to a financial statement detail line and cost center. The quarterly budgets will be prorated to period amounts.

## **Yearly Budget**

Annual budget amount for financial statement line or account and cost center to be prorated to period budgets.

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The following function keys may be pressed to request these processes;

Roll Up/Roll Down = To position display up or down thru the budget lines in this budget.

F3 = Exit the Work with a Budget display and return to Work with Budgets.

F5 = Refresh this display.

F8 = When entering Budget by Periods this function key will change the way that the periods are entered. Pressing the F8 key will cause the periods to be entered in a columnar fashion, one column at a time. The starting point is entering All columns, then Quarter 1 column, then the Quarter 2 column, then the Quarter 3 column, then the Quarter 4 column, then return to All columns.

F9 = Lookup any field listed with the + symbol. Provides a way to select valid values to be entered in that field.

F12 = Cancel any changes entered on the display and return to budget lines display.

F13 = Changes the budget method between Financial statement, Account number or Pseudo line. Program will rotate to the next method each time the key is pressed.

F14 = Changes the type of budget number being entered. Either amounts or percents will be keyed. Each time this key is pressed, the amount type will flip between dollars and percents. Budgets are stored in the file as period amounts only. The quarter and year totals are calculated only for data entry and display purposes. The rules for rolling the totals differ between the two amount types. When dollars are being entered as period amounts, the periods of each quarter are added and that sum is entered into the corresponding quarter. The quarters are then summed and that result is placed into the year field. When the quarter fields are keyed, the amount in each quarter is divided into each period of that quarter and any rounding adjustment is placed in the last period of the quarter. Similarly, when the year is given, that amount is divided by the number of periods per year to get the period budget. The periods are then added to generate the quarterly budget totals.

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F15 = Budgets may be entered as period, quarterly, or yearly amounts. Each time this key is pressed, the option selected will roll to the next data entry area. If a change to an amount is made and F15 is pressed again all affected amounts will be recalculated and redisplayed.

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The following display will be shown in response to the download a budget function = 8, specified on the Work with Budgets display;

```
Download Spreadsheet CSV file.....
Company      01
Budget Yr 1999
Budget Id A
Please enter parameters and press Enter. *=Current Dir, *HOMEDIR=Home Dir
Directory+ /
Filename+ AGL_Budget_01_1999_A.CSV
Budget by Code. . . . M (M=by Mth, Q=by Qtr, Y=by Yr)
Select Budget Method. A (A=Account, F=Fin Stmt Line, P=Pseudo Line)
Select Cost Centers . N (Y=yes, N=no)
  Inc/Omit Category . (1-6, I=Inc/O=Omit, Ctg value : Blank=All)
  From-Thru Centers . - (Zeros=All)
F9=Lookup+ F12=Cancel.....
```

Figure 7.

The Company, Budget Year, and Budget Id fields are shown for verification of the budget to be downloaded to the CSV file to be created. The following fields must be specified to initiate the download process;

**Directory Name** Name of the directory in the IFS (Integrated File System) where the file will be placed.

**File Name** Name of the CSV file in the IFS.

Either the filename or the directory may be determined by pressing the lookup key F9 and selecting from the displayed values shown.

The following two options can be specified to format and further select the data placed in the CSV file.

**Budget by Code** M = Create budget lines in the CSV file by Monthly/Period amounts.  
Q = Create budget lines in the CSV file by Quarter amounts.  
Y = Create budget lines in the CSV with a Yearly amount.

**Select Budget Method**  
A = Select only budget lines designated as by Account  
F = Select only budget lines designated as by Fin Stmt line  
P = Select only budget lines designated as by Pseudo line

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## Select Cost Centers

Defines which cost centers budget lines are downloaded.

Y = Select only specified cost centers

N = Select all cost centers

## Inc/Omit Category

When select above is specified the following two sets of parameters may be entered to designate which cost centers are to be selected and therefore downloaded into the CSV file.

Category	One digit value from 1 thru 6 defining which category defined by the cost center being tested is to be tested. If all three category test fields are not specified, then the test is considered all inclusive. (Cost center range test below must be passed)
Inc/Omit	One character code defining this test to be made as either I=Include or O=Omit if the test category value matches the category defined for the cost center.
Ctg Value	Three character category value which is tested against the cost centers category.

## From-Thru Cost Centers

Two six digit cost center values to be tested as a range inclusion type test. If the thru value is not specified the test is for the from value only. If both the from and thru centers are not specified, the test is all inclusive (Category test above must be passed also).

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The following display will be shown in response to the copy a budget function = 3, specified on the Work with Budgets display;

```
.Copy a Budget.....  
.      From      To  
. Company    01  
. Budget Yr 2001    0000  
. Budget Id A  
. Please enter Company Id, Budget Year and Id to copy to and press Enter.  
.F12=Cancel.....
```

Figure 4.

The operator must enter the Company, Budget Year, and Budget Id to copy all budget lines in the selected budget to. If the operator chooses the copy function may be cancelled by pressing the F12 key. If the enter key is pressed after the confirmation message all records in the Budget From will copied into the Budget To.

The following display will be shown in response to the delete a budget function = 4, specified on the Work with Budgets display;

```
.Delete a Budget.....  
. Company    01  
. Budget Yr 2001  
. Budget Id A  
. Press Enter to verify deletion of Company, Budget Year, and Budget Id.  
.F12=Cancel.....
```

Figure 5.

The operator may now choose to verify the budget deletion by pressing enter or cancel the function by pressing the F12 key. After the verify message is displayed the operator may request the function be performed pressing enter or cancelled by pressing F12. This function will delete all lines found for the specified Company, Budget Year, and Budget Id.

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The following display will be shown in response to a request to Upload a budget with function F13 key, specified from the Work with Budgets display;

```
.Upload Spreadsheet CSV file.....  
. Please enter parameters and press Enter. *=Current Dir, *HOMEDIR=Home Dir .  
. Directry+ / .  
. Filename+ AGL_Budget_CC_YYYY_B.CSV .  
. Upload Method . . . . A (A=Add, R=Replace) .  
. Zero Budget Lines . . U (D=Drop, U=Upload) .  
.F9=Lookup+ F12=Cancel.....
```

Figure 6.

On the screen the operator will specify the name of the PC comma separated value file and its location in an IFS directory where it resides.

- Directory Name** Name of the directory in the IFS (Integrated File System) where the file can be found.
- File Name** Name of the CSV (comma separated values) file in the IFS.

Pressing the lookup key F9 and selecting from the displayed values shown can be used to determine either the file or the directory names. The rules for formatting the CSV file can be found in the “Upload General Ledger Budget Master from PC Spreadsheet” section found later in this documentation.

The following two options can be specified which determine the methodology applied to updating the Budget Master with the data from the specified CSV file.

- Upload Method** A = Add values in CSV file to any values that might already exist in the Budget Master.  
R = Replace any values that already exist in the Budget Master with the values found in the CSV file.
- Zero Budget Lines** D = Drop any lines in the CSV file that are all zero in value.  
U = Upload all lines whether or not they are all zeros.

Once all fields have been properly specified and enter is pressed a verify message will be displayed and either press Enter to proceed with uploading or F12 to cancel the upload can be pressed.

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The following describes the formatting of the CSV file which is either created in the download or read in the upload G/L Budget Master lines process.

## Overview

You may enter and manipulate information in a spreadsheet of your own design. However, the information required for the G/L Budget Master lines must be moved/copied to a range of cells which have specific column headings and cell formats. This range of cells must be output as a comma separated text file. You may then run the option to upload them to the iSeries. That process initiates a program which takes the uploaded lines, puts them into the G/L Budget Master.

## Spreadsheet Column Headings

In the range of cells that will be output to a CSV text file, each column must have a column heading which identifies the G/L Budget Master line field where the information in that column will be placed. Column headings must be entered exactly as shown below including the brackets. Headings must be left justified in the cell. If a column is not defined in the spreadsheet, it will contain default values (blanks for alpha fields, zeros for numeric fields) when records are uploaded to G/L Budget Master. The columns may be in any order but each must have one of the following heading keywords:

Heading Row Column Keywords created by Download and used by Upload process for General Ledger Budget Lines

Description	DwnLd Col	DwnLd/UpLd Keyword	Format/Max length
Company Id *	A	[CO]	cc
Budget Year *	B	[BUDGYR]	4.0 (yyyy)
Budget Id *	C	[BUDGID]	a
Budget Line *	D	[BUDGLN]	4.0 (nnnn)
Budget Line Sub	E	[BUDGSB]	4.0 (nnnn)
Fin Stmt Id +	F	[FSTMID]	aaa
Fin Stmt Line	G	[FSTMLN]	4.0 (nnnn)
Pseudo Line +	H	[PSUEDO]	a
Major Account +	I	[MAJOR]	6.0 (mmmmmm)
Subsidiary Acct	J	[SUBSD]	6.0 (ssssss)
Cost Center	K	[CENTER]	6.0 (cccccc)
Description	L	[DESCRIPTION]	a(30)
Percent Line	M	[%LINE]	4.0 (nnnn)
Center Option	N	[CTROPT]	a
Period Amounts	O-AA	[PERIOD1] thru [PERIOD13]	13 x 11.2 (xxxxxxxx.xx)
-or-			
Quarter Amounts	O-R	[QTR1] thru [QTR4]	4 x 11.2 (xxxxxxxx.xx)
-or-			
Year Amount	O	[TOTYR]	11.2 (xxxxxxxx.xx)

Speical Column/Row Keywords on Upload only

Skip this row	[SKIP]	First column of row skips all columns of that row
Ignore this column	[IGNORE]	Placed in column to be ignored on all rows
Terminate loading	[END]	Placed in row to stop loading, remaining rows ignored

\*=Required fields

+= When adding new budget records, one of the following must be specified: Financial Statement id, Pseudo Budget code or Major Account.

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Procedure Description

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- [CO] \* A two character company id for this budget record.
- [BUDGYR] \* A four digit fiscal year that this budget applies to.
- [BUDGID] \* A single character budget code identifying this budget.
- [BUDGLN] \* A four digit number identifying this line in the budget.
- [BUDGSB] A four digit number subdividing the budget line #.
- [FSTMID] + A three character id indicating the financial statement that this budget applies to.
- [FSTMLN] A four-digit number identifying the line on a financial statement where this budget line is to appear.
- [PSUEDO] + A single character code, enter "P" if this line is the base amount associated with a % line.
- [MAJOR] + A six digit major account number for this budget record.
- [SUBSD] A six-digit subsidiary account number for this budget record.
- [CENTER] A six digit cost center number for this budget record.
- [DESCRIPTION] A thirty-character field for a description of this budget item.
- [%LINE] A four-digit budget line number of the base amounts for this % line.
- [CTROPT] A single character code indicating cost center processing of % lines. Enter "A" to use all cost centers, leave blank to use only the specified cost center.
- [PERIOD1] An eleven digit, two decimal place number for the dollar and cents  
thru amount for this budget period. If a % line was specified then this  
[PERIOD13] amount is a percentage not a dollar amount. If negative, this  
amount should have a leading minus sign.  
Example, 1234567.89 positive  
-1234567.89 negative

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- [QTR1] An eleven digit, two decimal place number for the dollar and cents budget amount for the quarter. This amount will be divided into the periods that make up that quarter. Amounts must follow the rules for the period amounts.
- [QTR2]
- [QTR3]
- [QTR4]
- [TOTYR] An eleven digit, two decimal place number for the dollar and cents budget amount for the year. This amount will be divided into the periods that make up that year. Amounts must follow the rules for the period amounts.

## Spreadsheet Data (rows)

Each row represents one general ledger budget master line to be uploaded to the iSeries. Rows that begin with [SKIP] are ignored. The text block [END] in a row indicates the end of data to be uploaded. It can be entered anywhere in a row. Any data following the end block will be ignored.

## Create Spreadsheet Comma Separated Values Text File

To create the spreadsheet CSV file, select the range of cells containing the G/L budget information. This must include the row of column headings. Then execute the appropriate commands to save the file range (or entire spreadsheet) in a comma separated ASCII text format. This file must be placed in the IFS file space on the iSeries. This may be done via drag and drop, copy and paste process via the iSeries navigator or a subsequently mapped drive.

## Sample Spreadsheet

<u>Col</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>
<u>Row</u>							
<b>140</b>	[CO]	[BUDGYR]	[BUDGID]	[BUDGLN]	[MAJOR]	[SUBSD]	[QTR1]
<b>141</b>	01	2003	A	0001	1456	1	12000.00
<b>142</b>	01	2003	A	0002	2010	0	-12000
<b>143</b>	01	2003	A	0003	1457	1	10200.00
<b>144</b>	01	2003	A	0003	1420	2	15300

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The following display is shown in response to requesting option 8 or 9 Create or Refresh Budget from the Work with Budgets display;

```
                                Create Budgets from Financial StmtS          AGLRG402 1
Company Id . . . . . 01
Statement Id . . . . .
Budget Year/Id . . . 2003 A
Type options, press Enter.
  1=Create Budget from
    Co Fin
Opt Id Stmt Description                               Print Ids (1st 8 only)
  01 BS  TEST                                         CY CY CY CY
  01 BSX BALANCE SHEET                               CY CY CY CY
  01 BSY PROFIT AND LOSS STATEMENT                  CY CY CY CY
  01 BS1 TEST                                         CY CY CY CY
  01 BS2 BALANCE SHEET                               CY CY CY CY
  01 CSX BALANCE SHEET                               CY CY CY CY
  01 PL  TITLE OF REPORT                             F1 F2 F3 F4 F5 F6 F7 F8
  01 PLB TEST                                         CY CY CY CY
  01 PLX BALANCE SHEET                               CY CY CY CY
  01 PLY PROFIT AND LOSS STATEMENT                  CP CP CY CY
F3=Exit      F5=Refresh
More...
```

Figure 8.

This display allows the operator to select an already defined financial statement description for the company selected to base the budget lines on for the specified Company/Budget Year/Budget Id defined during the option 8 or 9 entry. This is done to provide a basis of further refinement and definition in the actual budget master lines generated from this process. This step is optional and need not be run as budget records may be added/changed in the Work with Budgets process without running this step. This process only need be run when it is determined that creating a budget based on the already defined financial statement description will help expedite the process of budget building in the Budget Master.

Option 1 allows for the selection of a financial statement id for which budget lines are created based on all of the detail lines found in the financial statement description. Add to detail lines, page, heading and total lines are ignored in the building of the budget lines. Descriptions, account numbers, financial statement ids and line numbers, and other data are derived from the financial statement during the building of the budget lines.

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The following function keys may be pressed;

F3 = Exit program and return to Work with Budgets

F5 = Refresh the display.

The following display is shown in response to the option 1 Create Budget from option being selected;

```
.Create Budget based on Financial Statement.....
. Comp Id    01
. Fin Stmt  BSX BALANCE SHEET
. Budget Yr 2003
. Budget Id  A
. Enter params and Press Enter
. Budget by Period. . . M (M=by Mth, Q=by Qtr, Y=by Yr)
. Budget for Method . . A (A=Account, F=Fin Stmt Line)
. Select Cost Centers . Y (Y=by Ctr, N=no Ctr)
. Inc/Omit Category . (1-6, I=Inc/O=Omit, Ctg value : Blank=All)
. From-Thru Centers . 000000 - 000000 (Zeros=All)
.F12=Cancel.....
```

Figure 9.

A budget will be created from the Company/Financial Statement Id for the Budget Year and Budget Id shown at the top of the screen. The operator will now specify the following parameters which control the budget line creation process;

- Budget by Period** M = Create budget lines defined as budgeted by Monthly/Period amounts.  
Q = Create budget lines defined as budgeted by Quarter amounts.  
Y = Create budget lines defined as budgeted by a Yearly amount.

- Budget for Method** A = Create budget lines designated as by Account  
Account number is the From account in Fin Stmt Line  
F = Create budget lines designated as by Fin Stmt line

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## Select Cost Centers

Defines for which cost centers budget lines are created.

Y = Build for the specified cost centers

N = Do not build budget lines by cost center

## Inc/Omit Category

When select above is specified the following two sets of parameters may be entered to designate which cost centers are to be selected and therefore loaded into budget lines.

Category	One digit value from 1 thru 6 defining which category defined by the cost center being tested is to be tested. If all three category test fields are not specified, then the test is considered all inclusive. (Cost center range test below must be passed)
Inc/Omit	One character code defining this test to be made as either I=Include or O=Omit if the test category value matches the category defined for the cost center.
Ctg Value	Three character category value which is tested against the cost centers category.

## From-Thru Cost Centers

Two six digit cost center values to be tested as a range inclusion type test. If the thru value is not specified the test is for the from value only. If both the from and thru centers are not specified, the test is all inclusive (Category test above must be passed also).

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## **Step 2. AGLCLLBMS - List And Edit Budget Master**

List and edit of budget master which checks to see budget lines specified are found on financial statement master as detail lines (not add lines). Budgets may be selected by company, budget year, budget number, and cost center. Budgets may be listed in order by budget line number, or by financial statement and account, or by cost center.

### **Step; AGLCLLBAM - List Budget Amounts**

This procedure calculates selected budget percents and lists them as budget amounts. Budgets may be selected by company, budget year, budget number and cost center. Budgets may be listed budget line number, or by cost center.

## **Step 3. AGLCLREOB - Reorganize Budget Master**

If budget master contains deleted records it is necessary to run this procedure that drops deleted record from the file.

### **Step; AGLCLCBAM - Pre-Calculate Budget Amounts**

This procedure calculates all budget amounts and stores those figures in file AGLFCBAM. The create financial statements procedure (AGLCLCFST) can then use the per-calculated amounts from the CBAM file. If the CBAM file does not exist, CFST will calculate budget amounts each time it is executed. If several financial statement reports which contain budgeting figures are to be run, a significant time savings results from using the per-calculated file. Each time budget maintenance is run (AGLCLWBMS) AGLFCBAM will be deleted.

### **Step; AGLCLCPYB - Copy Budget**

This procedure allows the copying of a particular budget identified by company number, fiscal year, and budget number to make a new budget with a different company number, fiscal year, and budget number.

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## JOB: Enter/Update Ledger Transactions

This job will initiate a general ledger transaction entry program. See Workstation Program Operation for AGLCLOLTR at the end of this job for general key definitions and program functions.

### Step; AGLCLOLTR - Ledger Transaction Entry/Update/List/Merge

This procedure will allow operators to enter, update, list, merge, and copy batches of general ledger transactions. All transactions entered by any operator will be placed in a common file indexed by a four-character user-assigned batch identification code. Any one-batch id will be, by definition, only for one company as specified when the batch is initially setup. The transactions entered in a batch are edited by an interactive program as they are keyed. Batch balancing of both debits vs. credits and the batch control total are done as the transactions are entered. Management of all batches is accomplished by the automatic maintenance of batch control records which contain a batch description, company #, status code, workstation in-use id, various status dates, control totals and other key entry fields. The first screen shown, when the program is initiated, will display as shown in the following example:

G/L Transaction Batch Maintenance						AGLRG500 1	
Batch Id. . . . .						--Listing Options--	
						Order: Entry	
						Errors Only: No	
						-----	
Type options, press Enter.							
1=Select 2=Change 3=Copy 4=Delete 5=Display 6=List 7=Merge 8=Download							
					Control	Total	
Opt	Btch	Typ	Co	Description/Dates	Total	Items	Sts
*AAA			01	TEST COPY	261.10	10	U/P
*A11	S		10	CARRY FORWARD BATCH	200.00		O/B
*CP3			01	CARRY FORWARD BATCH	720.00	12	U/P
*CP7			01	CARRY FORWARD BATCH	360.00	6	U/P
*FMT	T			TEMPLATE BATCH	.00	9	
*NEW			01	BATCH PULLED FOR RE-EDIT	2,420.00	40	U/P
*SA0	S		0A	STANDARD BATCH	.00	4	O/B
*ST4	S		0A	STANDARD BATCH	.00	2	O/B
*ST5	S		0A	STANDARD BATCH	.00	4	O/B
*S01	S		01	STANDARD BATCH	.00	1	O/B
F6=Add w/Batch Id		F13=Upload		F14=Chg List Order		More...	
F3=Exit		F5=Refresh		F8=Alt Format		F15=List Errors Only	

From this screen the list of currently defined batches may be rolled forward and backward thru to find a previously entered batch id. The operator can ascertain whether the batch status is E=entering, L=listing, M=merge requested, or

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C=merge completed. The batch control total and an indication if the batch is out of balance(O/B) or if an unusual period(U/P) has been entered. When Function Key 8 is pressed the workstation id or the requestor of any operation in progress on a batch is displayed along with the start date and last update date.

At the far left hand side of the screen is an option field by which the operator can select from a variety of actions to perform on a batch. The valid options that can be entered are as follows:

## **1=Select**

This option is used to select a batch for the purpose of updating the transactions in the batch.

## **2=Change**

This option is used to select a batch for the purpose of changing some of the batch control information.

## **3=Copy**

This option is used to select a batch for the purpose of copying the transactions in the batch to a new batch.

## **4=Delete**

This option is used to select a batch for the purpose of deleting the batch and all the transactions in the batch.

## **5=Display**

This option is used to select a batch for the purpose of displaying some of the batch control information.

## **6=List**

This option is used to select a batch for the purpose of listing the transactions in the batch and any errors that might be present in the batch.

## **7=Merge**

This option is used to select a batch for the purpose of merging the transactions in the batch.

## **8=Download**

This option is used to select a batch for the purpose of creating a PC readable comma separated value file of the transactions in the batch.

## Adding a New Batch

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At the top of the screen is the batch id field that is used to add a new batch. To add a new batch enter a four-character batch identification, which uniquely defines this group of general ledger transactions to be entered, edited and balanced then press function key F6. Batches should not contain any embedded blanks. Batch id \*FMT is a special reserved batch id for data entry templates which will be explained later. Batches beginning with a question mark character (“?”) denote temporary batches. Temporary batches can be used to generate preliminary reports during the Print Monthly Reports process. However, temporary batches **MUST** be pulled back and deleted prior to running Close Month & Update Balances.

## **Company Id**

Two-character id, which identifies the company for whom the transactions are being keyed. Required and specified only for new batches. Must not be specified on template batch \*FMT. Must be a valid company defined in ledger master, but may not be company "99" which is reserved for consolidated listings.

## **Description**

Twenty-five character description for this batch. Required for all new batches and maybe entered during update of a batch.

## **Batch Type**

One character field the defines the type of batch being added. A list of valid entries is as follows:

blank = Normal batch that can be merged.

'S' = Standard batch that cannot be merged.

## **Control Total**

The amount of expected total debits in the batch being entered.

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## Batch Control/Accumulators

Once a batch has been selected the batch control/accumulator screen can be accessed by pressing Function Key 2. This screen shows the current control total for all debits in the batch, current count, debit/credit amounts of all transactions by period and period code, and status and value of data fields for auto repeat function (Function Key 7). The following is a sample of this screen, as it will be shown:

G/L Transaction Entry				AGLRG501 1	
Batch Id . . . . .	TSTA	CARRY FORWARD BATCH		Book Date	5/2003
Company Id. . . . .	01	RESTAURANT MANAGEMENT, INC.		.....BATCH TOTALS.....	
Trans Entry Seq .		Record Format +		Items	16
		Template +		Credits	40.02-
				Debits	40.02
.....B A T C H C O N T R O L / A C C U M U L A T O R S.....					
. Control	4002	Balance	4002	Difference	.
. . . . .					
A U T O R E P E A T			A C C U M U L A T O R S		
. Protect Mode.	OFF	Period	Items	Debits	Credits
. Source.....		06-2003	16	40.02	40.02-
. Addtl Src....			0		.
. Reference....			0		.
. Date.....	00000000		0		.
. Book/Period..	000000	Prd	16	40.02	40.02-
. Cost Center..	000000	PrPrd	0		.
. Major Acct... 000000		PrYr	0		.
. Subsd Acct... 000000		Total	16	40.02	40.02-
. Desc..					.
. . . . .					
...F3=Exit...F7=Protect On/Off.....					

The Control total is the amount of expected total debits in the batch being entered. This total must eventually equal the Balance figure (i.e. Difference equal to zero) before the batch may be merged into the accumulated file to be posted during the month-end processing. Additional tests must also be passed before merging will be allowed, including all periods must balance debits vs. credits and no transaction edit errors.

Also shown on this screen is the Auto Repeat data fields and their associated protection mode status. The auto repeat fields allow the specification of data values to be automatically repeated during the entry of new general ledger transactions. When a nonblank auto repeat field is specified, this value is automatically shown on the data entry screen during the initial screen display for a new transaction. You may accept this repeated value as it is shown or change

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it. In either case, the repeated value will remain the same from transaction to transaction as it appears on this screen.

The protection mode status for auto repeating fields will be either ON or OFF. It is alternated by the pressing of Function Key 7. When the protect mode is ON, it causes the automatic skipping of an automatically repeated field when you are entering ledger transactions if the auto repeat field is non blank. Alphabetic fields, such as the reference field, may be protected and still be blank in the ledger transaction by entering all dashes ('-----') in the auto repeat field. Numeric fields, such as cost center, may be protected and be zero in the ledger transaction by entering all dashes ('-----') or all zeros ('000000') in the auto repeat field. The dashes cause the auto repeat field to be non-blank and therefore protected (if protect mode is ON), but the dashes are converted to blanks or zeros when they are repeated in the ledger transactions.

These capabilities give the operator the ability to rapidly enter transactions without re-keying repetitive fields.

The accumulated totals on the screen give the operator an up-to-the-current display of the number of items keyed totaled by book period and period code. Notice that transactions are actually totaled twice. Once by book period and once by period code. Warning and error messages can be displayed indicating 1) any book period or period code that is out of balance debits vs. credits, 2) whether the control total does not match the total debits, or 3) does an unusual period exist in the batch. An unusual period is any period in the batch, which is not equal to the current book period for the company.

**NOTE** - When the system accumulates totals by book period, if more than four different periods are keyed into one batch, the last period totaled will be changed and commingled on the display with the new 5th period being added. This last period will be shown as period 99. This technique can lead after repeated additions and deletions of periods to possibly one or more periods being listed individually and at the same time commingled in the displayed period 99. This will not cause problems with the system nor should it be construed as an error. It is possible to correct the display. This can be accomplished by requesting a listing of the batch. Upon completion of the listing, if no more than four periods exist in the batch, the display will then show a non-commingled totaling of the transactions in the batch.

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## Transaction ENTRY Format Selection

Once you have selected a batch for the purpose of updating transactions, the program will display the transaction selection screen. On this screen you will be able to select existing transactions for update and define the transaction format for new transactions. The screen will appear as follows:

When creating a new transaction the operator may enter one of two different choices. If the two digit record format number is entered, the template number must be left zero and vice a versa. When the record format number 01-10 is entered, this record format option will be continually used until it is changed. If a template number is specified the special batch id \*FMT is interrogated for the specified template number. When the template number is found the format of this template number if adopted as the transaction entry format. In addition, the data found in this template is also automatically repeated on the entry screen. This template data overrides any batch Auto Repeat fields, and may be, like the Auto Repeat fields, altered on any single transaction format entry without affecting the original template values.

Existing transactions can be selected for various purposes by using the option field at the far left hand column of each transaction row. The valid options are defined as follows:

### **2=Change**

This option is used to change the information of existing transactions.

### **4=Delete**

This option is used to delete an existing transaction. From this screen you can only delete transaction lines having a record format that is a single line entry.

### **5=Display**

This option is used to display the information of an existing transaction.

Once the record format or template numbered is entered or and an existing transaction is selected for change, actual transaction keying will be initiated.

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## Ledger Transaction ENTRY/UPDATE Modes

Transaction entry and updating may proceed repetitively as necessary within a batch with the only limitation being that any one batch may contain no more than 99,999 transaction lines.

## Ledger Transaction Entry

When entering ledger transactions, the format entry options fall into two basic types, single or multiple line formats.

Single line formats are the simplest formats and allow entry of one-side of a general ledger posting. The single line entry is made up of one account number, one amount either a debit or a credit, and associated reference fields and dates. Therefore, single line entries must have associated other single line entries in the batch which constitute the entire general ledger posting to obtain the necessary offsetting accounts and amount balancing.

Multiple line formats on the other hand are self-balancing entries which, when entered, must zero balance before they are considered without error. Any multiple line formats may contain up to 99,999 lines of accounts and amounts for that entry. All lines in multi-line format are identified by one transaction sequence number in the batch. Examples of use of multi-line format would be the entry of a journal voucher adjustment, the recording of the distribution of expense for an accounts payable check written, or the posting of the income to multiple accounts on a check received from a customer for payment on an accounts receivable.

When entering transactions of either type, if an error is detected by the system, the operator is notified that an error exists. The fields or lines found in error are shown in reverse video. The operator may then correct the fields or lines and press enter to see if the transaction will then pass the edit tests required.

If for some reason, such as the operator simply does not know the correct coding of an invalid account number detected, Function Key 6 may be pressed to accept the transaction with the error. This allows the operator to proceed on without losing all of the data entered. This transaction accepted in error must be corrected later, or maybe as our example would require, the chart of accounts corrected making the account number valid. All transactions in a batch must pass all validation tests before the transactions can be merged for ledger posting.

There are two field errors, which cannot be accepted as being in error. The book period and period code must both be valid before a transaction may be accepted under any circumstance. If Function Key 6 is pressed when either of

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these two fields is invalid, the operator will be renotified of the error without proceeding on to the next transaction.

The following is a sample single line entry screen:

```

ADD                                     G/L Transaction Entry                               AGLRG501 2
Batch Id. . . . . TSTA CARRY FORWARD BATCH           Book Date 5/2003
Company Id. . . . . 01 RESTAURANT MANAGEMENT, INC.   . . . . BATCH TOTALS . . . .
Sequence #. . . . . 00017                            Items      16
                                                    Credits    40.02-
Type information, press Enter.                    Debits     40.02
                                                    . . . . .
                                                    CASH RECEIPT
Cost Center . . . . .                               +
Major/Subsd Account . . . . .                       +
Book Date . . . . .                               + (pp/yyyy)
Deposit Date. . . . .                               + (mm/dd/yyyy)
Reference # . . . . .
CR-Source/Deposit # . . . . .
Description . . . . .
Entry Period. . . . .                               + ( PP PY)
Amount. . . . .                                     Alc/Acr: /

F2=Batch Ctrl  F6=Accept w/Error  F7=Protect On
F5=Refresh     F7=Protect On      F9=Lookup+   F12=Cancel
    
```

The top of the screen shows the company number and name for which the transactions will be posted to when they are merged. The batch id and description is also shown. The sequence number displayed is the transaction's identification within this batch to allow selection of a transaction for update. Also displayed in the upper right hand corner of the screen is the current mode of keying either UPDATE, ADD, or DISPLAY.

The top right-hand corner of the screen shows simplified totals from the control/accumulator screen (Function Key 2). Included is an overall item count for the batch with running totals of all debits and credits, and an error message if the batch is out of balance or if an unusual period has been entered.

Depending on the single line format chosen the titles for these fields will change, but their length, data type, and basic definition will not. Some fields appear only on certain formats. Single line formats are format numbers 01, 02, 03, or 99. The following are field definitions for single line ledger transactions:

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**Cost Center**

A six-digit number used to identify location or unit of expense and income for purposes of profitability reporting.

**Major Account**

A six-digit number used to identify major ledger account balances to be accumulated. This major account number must be defined in the company's chart of accounts.

**Subsd Account**

A six digit number use to identify a subsidiary ledger balance to be accumulated for a major ledger account. This subsidiary account must be defined in the company's chart of accounts for the major account specified on the transaction.

**Book Date**

Six-digit number giving the period and year this transaction is to be posted for. The first two digits are period a value from 01 thru 16. The last four digits are year.

**Deposit Date/Voucher Date/Check Date/Transaction Date**

Eight-digit numeric date consisting of month, day and year documenting when the transaction occurred.

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**Refern #/Invoice #/Reference**

Twelve-character field that identifies the particular document that generated this transaction. For example, a deposit ticket number, an invoice number, etc...

**CR/JE/CD-Source**

A four character code designating the type of document or instrument which generated this transaction. All codings in this field are entered at the users design and description. This coding will be used to sequence a transaction journal report that may be run later.

**Deposit#/Voucher #/Check #/Adtl Source**

Ten-character field identifying the transaction source document/instrument id.

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## **Description**

A forty-character field provided to describe the object of the transaction. Could be used to describe the income or expense, which the check is written to, for what, received from whom, etc. As a keying aid, if the first character of the description is found to be a slash up to the next eight characters of the description will be used as either a vendor or customer id to look up a vendor's or customer's name respectively. If an id master record is not found (or the vendor or customer master files were not available for lookup) then the description is not altered but remains as keyed. The vendor master will be interrogated first, followed by the customer master.

## **Period Code**

A two character coding defining whether this transaction affects the current business period's balance.

blank or PE = Affects current period and year-to-date balances

PY = Affects prior years balance

PP = Affects prior period in this current year

## **Amount**

A nine digit two decimal place number for the dollar and cents amount of this transaction. This amount may be either a debit or credit (enter -).

## **Adtl Val 1**

A nine-digit number used to document some supplemental value for this transaction. Can be used or defined however desired by the user.

## **Adtl Amt 1**

A nine digits two decimal place number used to document some supplemental amount for this transaction. Can be used or defined however desired by the user.

## **Adtl Amt 2**

Same as ADTL AMT 1 above.

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The following are possible errors, which will be found by the interactive program after pressing enter. If an error is found the alarm for the workstation will sound with an error message being displayed.

*Invalid source code.*

Cannot be left blank.

*Invalid transaction date.*

Must be valid month 01 thru 12, day 01 thru max day for month, and year less that or equal to session year (plus one if thirteen period accounting).

*Invalid book date.*

Must be valid period 01 thru max period for this company or closing period 16. Year must be 01 thru 99.

*Invalid period code.*

Must be blank or valid coding.

*Invalid cost center.*

According to the major account definition the cost center may be required, optional or cannot give in the transaction.

*Invalid major account.*

Must always be found in transaction and must be a valid active account in the general ledger master chart of accounts. Cannot be the current profit or loss account.

*Invalid or missing subsidiary account.*

Must be specified or not specified according to the definition for the major account. Must, if it is specified, be a valid subsidiary account for that major account.

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The following is a sample multi-line entry screen:

```

                                G/L Journal Voucher Entry                                AGLRG503 1
Batch Id. . . . . TSTA  CARRY FORWARD BATCH                                Book Date  5/2003
Company . . . . . 01    RESTAURANT MANAGEMENT, INC.                        BATCH TOTALS
Sequence/Line # .    17                                                    Items      16
JV-Source/Vchr Id          Date      +      Credits      40.02-
                                Book      +      Debits      40.02
Type options, press Enter.
    4=Delete
                                JOURNAL VOUCHER
Opt CstC+ Major+ Subsd+    Amount  Description                                Reference

X Vchr DB/CR Totl          .00                                                    Bottom

F2=Batch Ctrl  F6=Accept w/Error  F7=Protect On      F10=Add Lines
F3=End Voucher  F5=Refresh    F8=Alt format  +F9=Lookup
    
```

The top of the screen shows the company number and name for which the transactions will be posted to when they are merged. The batch id and description are also shown. The sequence number displayed is the transactions' identification within this batch to allow selection of a transaction for update.

The top right-hand corner of the screen shows simplified totals from the control/accumulator screen (Function Key 2). Included is an overall item count for the batch with running totals of all debits and credits, and an error message if the batch is out of balance or if an unusual period has been entered.

Depending on the multi-line format chosen, the titles for these fields will change but their length, data type, and basic definition will not. Multi-line formats are format numbers 04, 05, 06, or 07.

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## Accrual Voucher

Record format 07 is used for the entry of an accrual voucher. All transactions entered into an accrual voucher will be marked as accrual entries.

The following are field definitions for multi-line ledger transactions:

These fields occur only once for all lines on the multi-line transaction and are placed in each transaction line associated for this entry:

### **JV/CV/RV-Source**

A four character code designating the type of document or instrument which generated these transaction lines. All coding in this field are entered at the users design and description. This coding will be used to sequence a transaction journal report that may be run later.

### **Voucher Id/Check #/Deposit Id**

Ten-character field identifying the transaction source document/instrument id.

### **Date**

Eight-digit numeric date consisting of month, day and year documenting when the transaction occurred.

### **Book (Date and Period Code)**

The first field in this combination is a six-digit number giving the period and year this transaction is to be posted for. The first two digits are period a value from 01 thru 16. The last four digits are year.

The second field is a two character coding defining whether this transaction affects the current business period's balance.

blank or PE = Affects current period and year-to-date  
balances  
PY = Affects prior years balance  
PP = Affects prior period in this current year

The remaining fields defined here occur on each individual transaction line. Each line may be thought of as separate single line transaction, with all the lines on this format constituting one single ledger transaction, which must zero balance debits vs. credits;

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**CstC**

A six-digit number used to identify location or unit of expense and income for purposes of profitability reporting.

**Major**

A six-digit number used to identify major ledger account balances to be accumulated. This major account number must be defined in the company's chart of accounts.

**Subsd**

A six-digit number used to identify a subsidiary ledger balance to be accumulated for a major ledger account. This subsidiary account must be defined in the company's chart of accounts for the major account specified on the transaction.

**Amount**

A nine digit two decimal place number for the dollar and cents amount of this transaction. This amount may be either a debit or credit (enter -).

**Description**

A twenty five-character field provided to describe the purpose or object of each transaction line. Could be used to describe the income/expense, who the check is written to, for what, received from whom, etc. As a keying aid, if the first character of the description is found to be a slash (/), up to the next eight characters of the description will be used as either a vendor or customer id to look up a vendor's or customer's name respectively. If an id master record is not found (or the vendor or customer master files were not available for lookup) then the description is not altered but remains as keyed. The vendor master will be interrogated first, followed by the customer master.

**Refern #/Invoice #/Reference**

Twelve-character field that identifies the particular document that generated this transaction. For example, and invoice number or any other reference identification.

A running total of debits plus credits are kept at the bottom of the display to show current total of all lines entered. This amount will always be zero when the multi-line voucher is completely entered.

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The deletion of an individual line is accomplished by the placement of a '4' in the option field next to the line that needs to be deleted.

The following are possible errors, which will be found by the interactive program after pressing enter. If an error is found the alarm for the workstation will sound with the fields in error displayed in reverse image.

*Invalid source code.*

Cannot be left blank.

*Invalid voucher id or check # or deposit id.*

Cannot be blank or all zeros.

*Invalid transaction date.*

Must be valid month 01 thru 12, day 01 thru max day for month, and year less than or equal to session year (plus one if thirteen period accounting).

*Invalid book date.*

Must be valid period 01 thru max period for this company or closing period 16. Year must be 01 thru max period for this company or closing period 16. Year must be 01 thru 99.

*Invalid period code.*

Must be blank or valid coding.

*Invalid cost center.*

According to the major account definition the cost center may be required, optional or cannot given in the transaction.

*Invalid major account.*

Must always be found in transaction and must be a valid active account in the general ledger master char of accounts. Cannot be the current profit or loss account.

*Invalid subsidiary account.*

Must be specified or not specified according to the definition for the major account for that major account.

*Voucher total is not zero.*

Multi-line transaction voucher must zero balance in and of and by itself.

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**NOTE**-Transactions that contain a book period in the future (i.e. their period is greater than the current book period for a company) are accepted and totaled and must be in balance as all other periods in the batch before the batch will be accepted. However when these transactions are merged, they will not be accepted to be posted in the current month's month end processing. They instead will be held in a separate file to be later carried forward into next month's processing (see AGLCLCFNC).

**NOTE**-When keying transactions, either single or multi-line into special batch id \*FMT for template definitions, no date editing is done on the transactions, since they may be by design incomplete and/or out of balance. Also, the first entry line on a multi-line voucher in each \*FMT transaction must NOT be deleted.

### Ledger Batch Listing/Merging

After the keying of a batch has been completed, the operator may then request the listing of merging of a batch from the batch selection screen. While either of these two functions are being performed, no other operator including the one requesting the function may key or request another operation on that batch.

Using option 6 the batch-listing request may be made as many times as found necessary during the entry/edit/proofing process while the batch is still open. Once a batch has been merged, no listing or editing may take place on that batch. Batches that have been merged require no further processing steps until month-end processing. The operator may request listing only transactions with errors (or non-current) via function key F15.

Tests are also performed on the overall batch during list and merge; Any group's transactions must all pass the individual tests plus the following group rules before merge procedure is allowed to accept the transactions into the general ledger.

All of one company's transactions must be in balance (debits vs. credits) for any period coding (current period = bb,PE/prior period = PP/prior year = PY).

No individual transactions may be in error.

**NOTE:** Non-current transactions (future book months) are not edited or balanced. They are held in a separate non-current file for next months processing.

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## Standard Journal Vouchers

When creating a new batch, the batch may be specified as a standard voucher batch by placing an 'S' in the batch type field. Once the batch has been set up, transactions may be entered into the batch as if it were a normal batch. Besides the normal information that can be supplied for a transaction, the operator can

specify both effective expiration dates and a review code. If a standard batch is copied, transactions that are effective and not expired will be copied into the new batch. If a transaction has a review code then the transaction copied will show up with a blinking 'R' in the error column of the transaction display.

## Copying a Ledger Batch

Use option 3 from the batch selection screen to copy a batch. During the copying of a normal batch, the transaction/book date and/or company may be changed for each batch being copied. If you are copying a standard batch the period and transaction month/year must be specified. Additionally during the copy function batch names may be described generically.

## Uploading and Downloading Transaction Batches

By pressing the F13 function key from the G/L Transaction Batch Maintenance screen the operator may request the uploading of general ledger transactions from a PC comma separated values (CSV) formatted file found in the IFS file space. Conversely a transaction batch may be selected for downloading to a PC CSV file by entering an 8 option in the batch option field.

The following describes the formatting of the CSV file which is either created in the download or read in the upload process.

## Overview

You may enter and manipulate information in a spreadsheet of your own design. However, the information required for the G/L transactions must be moved/copied to a range of cells which have specific column headings and cell formats. This range of cells must be output as a comma separated text file. You may then run the option to upload them to the iSeries. That process initiates a program which takes the uploaded transactions, puts them into a G/L batch and automatically lists that G/L batch.

## Spreadsheet Column Headings

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Procedure Description

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In the range of cells that will be output to a CSV text file, each column must have a column heading which identifies the G/L transaction field where the information in that column will be placed. Column headings must be entered exactly as shown below including the brackets. Headings must be left justified in the cell. If a column is not defined in the spreadsheet, it will contain default values (blanks for alpha fields, zeros for numeric fields) when records are uploaded to G/L. The columns may be in any order but each must have one of the following heading keywords:

Heading Row Column Keywords created by Download and used by Upload process for General Ledger Transactions

Description	DwnLd Col	DwnLd/UpLd Keyword	Format/Max length
Batch id*	A	[BTCH]	aaaa
Company Id *	B	[CO]	cc
Major Account *	C	[MAJOR]	6.0 (mmmmmm)
Subsidiary Acct	D	[SUBSD]	6.0 (ssssss)
Cost Center	E	[CENTER]	6.0 (cccccc)
Book Period *	F	[BOOK]	6.0 (ppyyyy)
Trans Date *	G	[DATE]	8.0 (mmdyyyyy)
Reference	H	[REFERENCE]	a(12)
Source Code *	I	[SRCD]	ssss
Additional Src	J	[ADDSRC]	a(10)
Description	K	[DESCRIPTION]	a(30)
Amount *	L	[AMOUNT]	9.2 (xxxxxxx.xx)
		[DEBIT]	9.2 (xxxxxxx.xx) always a DB on Uploads only
		[CREDIT]	9.2 (xxxxxxx.xx-) always a CR on Uploads only
Record Format	M	[RECFMT]	<u>J</u> E,CR,CD,(MJ,RV,JV,DV,AV)
Sequence #	N	[SEQNBR]	5.0 (xxxxx)
Sub Sequence #	O	[SEQSUB]	5.0 (xxxxx)
Miscellaneous Optional Fields			
Entry Period	P	[ENTPRD]	bb or PE=Current,PP=Prior Period,PY=Prior Year
Accrual	Q	[ACCRUE]	+ =Accrual, & =Accrual reversal
Generated/Alloc	R	[GEN]	b,G=generated,A=allocated
Supplemental Amount Optional Fields			
Supp Amount 1	S	[SUPAMT1]	9.0 (xxxxxxxxx)
Supp Amount 2	T	[SUPAMT2]	9.2 (xxxxxxx.xx)
Supp Amount 3	U	[SUPAMT3]	9.2 (xxxxxxx.xx)

Speical Column/Row Keywords on Upload only

Skip this row	[SKIP]	First column of row skips all columns of that row
Ignore this column	[IGNORE]	Placed in column to be ignored on all rows
Terminate loading	[END]	Placed in row to stop loading, remaining rows ignored

\*=Required fields

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[BTCH] A four character batch id for these G/L transactions. If this batch id is already used, the system will increment this batch id to find the next available one. If more than one company is found in the batch, multiple batch ids will be used by incrementing this batch id to find the next available batch id.

[CO] A two character company id for this G/L transaction.

[MAJOR] A six digit major account number for this G/L transaction.

[SUBSD] A six digit subsidiary account number for this G/L transaction.

[CENTER] A six digit cost center number for this G/L transaction.

[BOOK] A six digit month/year MMYYYY that this G/L transaction is to be posted.

[DATE] A eight digit transaction date MMDDYYYY for this G/L transaction.

[REFERENCE] A twelve character field that identifies the particular document or reference that generated this transaction.

[SRCD] A four character code designating the type of document or source that generated this transaction.

[ADDTSRC] Additional ten character field indicating the type of document or source that generated this transaction.

[DESCRIPTION] A thirty character field for a description of this transaction.

[AMOUNT] A nine digit, two decimal place number for the dollar and cents amount of this transaction. It must have the decimal point and two digits following the decimal. If negative, this amount should have a leading minus sign.

Commas, parenthesis and CR sign are not valid.

Example,                   1234567.89 positive  
                             -1234567.89 negative

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[DEBIT] or [CREDIT] (Upload only) Used in lieu of the [AMOUNT] field. Follows same formatting rules as AMOUNT but will force sign of the column to be positive for DEBIT and negative for CREDIT. Both columns should be defined when using either one so as to be able to upload balancing debits and credits in any one batch.

[IGNORE] Ignore this column. Any data in this column will not be uploaded.

[SEQNBR] and [SEQSUB] fields are currently ignored during an upload. Values are recomputed during the upload.

[RECFMT] is uploaded when batch is created, however it is optional. If omitted during upload JE (Journal Entry) format is assumed. All multi-line voucher formats are converted to single line entries.

All other fields are optional but will be both uploaded and downloaded.

### Spreadsheet Data (rows)

Each row represents one general ledger transaction to be uploaded to the iSeries. Rows that begin with [SKIP] are ignored. The text block [END] in a row indicates the end of data to be uploaded. It can be entered anywhere in a row. Any data following the end block will be ignored.

### Create Spreadsheet Comma Separated Values Text File

To create the spreadsheet CSV file, select the range of cells containing the G/L information. This must include the row of column headings. Then execute the appropriate commands to save the file range (or entire spreadsheet) in a comma separated ASCII text format. This file must be placed in the IFS file space on the iSeries. This may be done via drag and drop, copy and paste process via the iSeries navigator or a subsequently mapped drive.

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## Keys Used In Program

FUNCTION KEY	DESCRIPTION
F2	Display control/accumulators. This Function Key displays the batch accumulator screen.
F3	End of job/End of Batch/End of Voucher. This Function Key is used to go back to the previous screen.
F6 (trans)	Accept transaction in error. During transaction entry this Function Key can be used after an error message is displayed to force the program to accept the current transaction even though it contains some errors. (Except errors for book date or entry period, which cannot be ignored).
F6	Add Batch Id or transaction. This Function Key can be used to request the addition of a new batch id from the G/L Transaction Batch Maintenance screen or a new ledger transaction from the Transaction Entry screen.
F7	Change protect mode. This Function Key switches the replicate data protection either ON or OFF. When ON the replicate data from the batch control/accumulator screen will be protected (auto-skipped) during transaction entry mode. Status (ON or OFF) can be found displayed on the batch control/accumulator screen.
F8	Alternate format. This Function Key is used to switch between single line formats and two line formats. For example, on the batch selection screen, a single line format would only display one line per batch. A two-line format would show two lines of data per batch, giving you extra information about the batch that might be helpful.
F9	Field lookup. This Function Key is used to lookup valid field values located in other files. For example, when you use this Function Key while in the cost center field, a list of valid cost centers will be displayed from which you may select one. Fields that allow lookup are designated with a '+'.  This key is available to request the upload of transactions to one or more general ledger transaction batches.
F13	

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- F14 This key is available on the batch selection screen. It toggles the listing sequence option from Entry to Account to Source to Reference and back to Entry order. This changes the order in which the transactions are printed for list requests (option 6). Merge requests (option 7) are forced to be in entry sequence due to final edit requirements; hence the selected choice is ignored.
- F15 This key is available on the batch selection screen. It toggles the listing option to either Yes or No. This option designates if the requested lists/merges (option 6 or 7) will print only transactions in error (including non-current) or all transactions.

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## **Step; AGLCLROLT - Recover Uncompleted Online Batch Merges**

This step allows an operator to reopen a batch that was in the process of being merged, but due to system failure (power loss, etc..) was not completed. The operator may recover all in progress batch merges for the operator's workstation only. The operator should be sure that no merge requests (AGLCLMOLT) for the online batch file are still in the job queue. After the procedure is completed the batch merge request may be submitted again.

## **Step; AGLCLPOLT - Rebuild Online Batch Entry File**

This step when run will recover deleted batch and transactions space. Additionally it will also reallocate the transaction entry files. It must be run with no other processing or entry of general ledger transactions active.

## **Step; AGLCLCGTR - Capture Generated Transactions**

This procedure captures ledger transactions generated for other S.W.L. accounting systems (e.g. accounts payable). The transactions are placed in online transaction batches for processing.

## **Step; AGLCLCCLE - Create Transactions For Closing Year**

Creates an online batch to close out the current year with a current MO-YR of 16-xx(xx-yr). Reversing income and expense transactions offset by a net profit/loss transaction for the year (e.g. retained earnings) will be created. The profit/ loss transaction will not have an account specified; you must supply the account that this transaction applies to.

## **Step; AGLCLPULL - Pull Merged Transaction Back**

This procedure will pull previously merged transactions back into an online transactions batch(es). This procedure cancels any month end processing in progress. All of any one companies transactions are put back in multiple online batches for reprocessing. Selection by company (or batch id) can be made.

## **Step; AGLCLCFNC - Carry Forward Non-Current Transactions**

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GENERAL\_LEDGER\_PROCEDURE\_DESCRIPTION.DOC

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Procedure Description

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This procedure captures the non-current transactions, accumulated every time a batch is merged to period-to-date and future transactions that exist in the batch. This procedure is automatically called from procedure (UBFW) and should never need to be called unless the wrong month was specified. If CURRONLY is specified as parameter 1, only the transactions that are current will be placed in the transaction batch.

### **Step; AGLCLLTRN - List Current and History Transactions**

This procedure prints general ledger transactions in company order for all or selected accounts. Report shows previous balances for all accounts with balances broken down in detail per company, major/sub account, and cost center.

The operator is prompted for:

- Select Accounts. Enter SELECT or ALL. When SELECT is chosen, an additional prompt screen will be displayed to allow entry of up to ten(10) selection ranges consisting of company number, major account, sub account, cost center, transaction date, and book date. The default is ALL.
- Listings Sequence. Leave blank to list accounts in company/major/center/sub account order. Enter BYCENTER to list by cost center (company/center/major/sub). Enter BYCATEG to list by category (company/category/major/center/sub). Enter BYCTGCTR to list by cost center within category (company/category/center/major/sub). The default is blank.
- Page Break on Sequence. Enter "Y" to start a new page each time the highest order sort field changes. For example, if the listing sequence is BYCENTER then the printout will skip to a new page for each new cost center. Enter "N" to suppress page breaking on the sequence. The default is "N".
- Category Selection. Specify the category slot number (1-6) to be accessed, enter "I" to include or "O" to omit the following value, and the actual category value to be tested. To select all category values in a category slot, leave the include/omit code blank and the category value field blank. Note that category selection is required if sequencing by category or by cost center within category.
- Consolidated Ledger. Enter "Y" to print a ledger where accounts for all

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Procedure Description

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prepared companies are consolidated into one company (co # 99). The default is "N" for no consolidation.

Note that if you are consolidating, the chart of accounts must be defined in the ledger master for company 99.

- Include Unmerged Trans. Enter "Y" to include ledger transactions currently keyed into the ledger transaction entry file. Caution\*\*This option can include work in progress transactions in unbalanced and unedited batches. The default is "N".
- Include History Trans. Enter "Y" to include ledger transactions from the life to date transactions posted file member. The default is "N".
- Balance Forward Date. Optionally enter balance forward date (period and year) to print balance forward amounts for selected accounts. This option is not valid when Consolidated Ledger option above is Y=Yes.
- Run on JobQ. Enter "Y" to submit this program to job queue as a batch job. This immediately frees the workstation for other work. Enter "N" to execute this program at this workstation session. The workstation will be locked (input inhibited) until the program finishes. The default is "Y".

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- Company ID\*. Enter the company number range to be selected for printing.
- Major Account\*. Enter the major account number range to be selected for printing
- Subsd Account\*. Enter the sub account number range to be selected for printing.
- Cost Center\*. Enter the cost center number range to be selected for printing.
- Transaction Date\*. Enter the transaction date range to be selected for printing.
- Current Book Date\*. Enter the book date range to be selected for printing.

\* If the corresponding field is left blank, all transactions will be selected based on that field.

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## **JOB: Maintenance of Allocation Master Files**

To define the allocation of ledger balances from one account (or group of accounts) to another, information must be entered in three master files. Once these master files are setup, the allocation process will take place automatically during the month-end process. Ledger transactions will be created and edited in the prepare month-end procedure (AGLCLPMND), updating the trial balances. The allocation process is then finalized when the prepared month-end is closed (AGLCLUBFW).

The Allocation Journal Voucher Description file describes the journal voucher transactions that will be created by the allocation process. This includes transaction description, accounting period to start and stop, percentage to allocate, source account group (which accounts to get balances to be allocated) and account numbers to receive the allocated amounts.

The Allocation Source Account Group file describes accounts or groups of accounts, which may be used as the source of the amounts that are to be allocated.

The Cost Center Division List file describes lists of cost centers that may be used in the allocation process.

### **Step 1. AGLCLUAJV - Enter/Update Journal Voucher Descriptions**

This procedure is used to maintain descriptions of journal voucher transactions to be generated by the ledger balance allocation process. This includes transaction description, accounting period to start and stop, percentage to allocate, source account group (which accounts to get balances to be allocated) and account numbers to receive the allocated amounts.

This procedure uses a sub file program to maintain the journal voucher description records. A list of existing journal voucher descriptions is first displayed. (See Figure 6.) The page up and page down keys may be used to scroll through the list. Option fields are used to indicate the functions to be performed on records in the displayed list. Generally the available options are as follows; option 2 selects the change screen for the record; option 4 deletes the record; option 5 displays the record.

Also on the screen are fields to enter the key of the record to be processed (i.e. identify the Company, Journal Voucher Id). The key fields are used to position the displayed list of records and are also used to enter the key of a record to be added. The displayed list of records may be positioned to start at a specific

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record by entering the key (or partial key) of that record into the key fields at the top of the screen and pressing Enter.

To add a record, you enter the key fields and press the F6 key. Additional screens are then presented where you can enter detail information about the journal voucher.

To modify an existing record, you move the cursor to the line of the record to be changed and enter option 2. As when adding, changing a record causes an additional screens to be displayed to enter the changed information.

Any field with a plus (+) sign following indicates that a lookup window is available for that field. When the cursor is in the field and F9 is pressed, a window is displayed which contains a list of possible entries to be used in the field. The page up and page down keys may be used to scroll through the list. You can also enter a value in the window, which will search the file and display the entry, which most closely matches the requested value. Enter "1" in the Option field next to the entry to be used, and that value will be placed into the data entry field for you.

Function key F12 returns you to the previous screen. If you have changes keyed on the screen, those changes will not be processed. Function key F3 will end the program.

Function keys F13 and F14 provide access to the maintenance programs for Source Account Groups and Cost Center Division Lists. This provides the ability maintain all allocation master files from within this program.

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Figure 6.

```
Enter/Update Allocation Journal Vouchers          AGLRG109 1
Company Id . . .      +
Journal Vchr Id.

Type options, press Enter.
  2=Change      4=Delete      5=Display

Opt Co  JV id  Description          Srce  Start      Stop
Code  Period  Period Accrue
-----
  01  JV1    FRANCHISE FEES          JVAL  10/2000  10/2000
  01  JV2    ADVERTISING FEES       JVAL   1/2004  12/2004
  01  JV3    ONE TIME ADMINISTRATIVE JVAL  12/2004  12/2004
  01  JV4    SALES TAX              JVAL  10/2000  10/2000  Y
```

To add a new journal voucher, enter the Company and Journal Voucher Id to be added and press F6. The Company must be a valid company described in the ledger master file. The Journal Voucher Id must be a unique id up to six characters long. The next screen displayed will allow the entry of journal voucher description information. See Figure 7.

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Figure 7.

```
UPDATE                Enter/Update Allocation Journal Vouchers                AGLRG109 2
Company Id . . . 01          RESTAURANT MANAGEMENT, INC.
Journal Vchr Id.  Jv1

Type information, press Enter.

Description . . . . . FRANCHISE FEES
Source Code . . . . . JVAL
Start Period/Year . . . . .
Stop Period/Year. . . . .
Accrual Trans . . . . .

F3=Exit      F12=Cancel

Roll up/down
```

The Journal Voucher Description screen contains the following fields:

**Company Id**

The two-character company id for this journal voucher.

**Journal Voucher Id**

The six character journal voucher id.

**Description**

Thirty character description of this journal voucher. This will be the transaction description on ledger transactions for this journal voucher.

**Source Code**

A four character code designating the type of document or instrument which generated this transaction. This code will be used on all ledger transactions generated during the allocation process for this journal voucher. All coding in this field are entered at the users design and description. This coding will be used to sequence a transaction journal report that may be run later.

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## **Start Period**

The six-digit period and year (ppyyyy) when this journal voucher should first be generated. For general ledger closings of periods prior to this start period, this journal voucher will not be generated. If this field is not entered, this journal voucher will be generated beginning with the next general ledger closing. If entered, the period must be valid period for this company (01- max periods in the ledger master for this company).

## **Stop Period**

The six-digit period and year (ppyyyy) when this journal voucher should be generated for the last time. For general ledger closings of periods after this stop period, this journal voucher will not be generated. If this field is not entered, this journal voucher will continue to be generated indefinitely during each general ledger closing. If entered, the period must be valid period for this company (01- max periods in the ledger master for this company).

## **Accrue Code**

A single character code indicating if transactions for this journal voucher are to generate reversing accrual transactions when these transactions are posted to balances (during ledger closing). Enter 'N' or blank to suppress accrual transactions. Enter 'Y' to generate accrual transactions.

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After entering the journal voucher description information, another screen is displayed which shows detail information for each journal voucher line. See Figure 8.

Figure 8

```

Enter/Update Allocation Journal Vouchers          AGLRG109 3
Company Id . . . 01      RESTAURANT MANAGEMENT, INC.
Journal Vchr Id. JV1    FRANCHISE FEES

Type options, press Enter.
 4=Delete

Opt Src-Group+ Scd Amt  Aloc %  -Alloc. Ctr/Maj/Sub-  -Offset Ctr/Maj/Sub-
Div-List+  Mth Rv (.xxxxxxxx) --I/C Ctr/Maj/Sub---  -I/C Off Ctr/Maj/Sub
INCOME     A  CY  .20000000  *LIST  1000      *LIST  1010
ALLOPEN    S  N    Co+
           Min
INCOME     A  CY          *LIST  8010      Bse      Lmt
           A  N    Co+ 10  1310      10  5990
ALLOPEN    A  N    Co+ 10  45000  Max      Bse      Lmt
           Min
           Co+
           Min      Max      Bse      Lmt
More...
F3=Exit    F8=Alt Format    F9=Lookup+    F12=Cancel    F13=Wrk Src Group
F14=Wrk Div List
    
```

The Journal Voucher Lines screen contains the following fields:

**Source Account Group Id**

A ten-character id which identifies a ledger account or group of accounts whose ledger balances make up the amount that is to be allocated for this journal voucher line. This id is required and must be a valid group id defined in the Allocation Source Group master file. Function key F13 may be used to jump to the Source Group maintenance program.

**Source Center Distribution Code**

A single character code indicating how any cost center/account balances selected in the Source Account Group are to be allocated. Balances for the same cost center and/or accounts from all selected center/major/sub accounts can be summed together. Valid codes are 'A' - All cost centers, 'B' - By cost center, 'C' - Cost center division list, and 'D' - By Cost Center/Major/Subsd account for Cost centers in center division list only,

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'E' – By Cost Center/Major/Subsd account any center. If cost centers are not used, code='A' should be used. Codes 'B', 'C', 'D', and 'E' are valid only if a Cost Center Division List is specified.

Enter 'A' to use the sum of the balances from all cost centers selected in the Source Account Group as the amount to allocate.

Enter 'B' to allocate each cost center balance only to the same cost center in the Cost Center Division List. Therefore, if a cost center is selected in the Source Account Group but it is not included in the Cost Center Division List, the balance for that cost center is not allocated. Similarly, if a cost center is included in the Cost Center Division List but it is not selected in the Source Account Group it will have no balance allocated.

Enter 'C' to use the sum of the balances from cost centers, which are selected in the Source Account Group and are also included in the Cost Center Division List.

Enter 'D' to allocate the center major/subsidiary account balances, which are selected in the Source Account Group and are also included in the Cost Center Division List.

Enter 'E' to allocate all center major/subsidiary account balance in the Source Account Group.

For example;

<u>Cost Center</u>	<u>Major/ Subsidiary Account</u>	<u>Ledger Account Balances</u>
000010	001010.000012	600.00
000010	001010.000014	400.00
000020	001020	2000.00
000030	001010.000011	1600.00
000030	001010.000012	1400.00
000040	001010.000010	4000.00
000050	001020	5000.00
000060	001020	5000.00
000060	001030	1000.00

Assume the Source Account Group selects cost centers 10 thru 40 with accounts 1010 thru 1090, and the Cost Center Division List includes cost centers 20, 40, and 60.

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- Code = A     \$10,000.00 (the sum of balances from cost centers 10 thru 40 will be used as the amount to allocate.
- Code = B     \$2000.00 and \$4000.00 will be used as the amounts to allocate to cost centers 20 and 40 respectively.  
Cost centers 10, 30, 50, and 60 will have no amount allocated since they are not in center division list and source account group.
- Code = C     \$6000.00 the sum of balances from cost centers 20 & 40 will be used as the amount to be allocated. This is a sum of method B.
- Code = D     \$2000.00 will be used as the amount to allocate to cost center 20 account 1020.  
\$4000.00 will be used as the amount to allocate to cost center 40 account 1010.000010.  
These are the only two matching cost centers between the source accounts and cost center division list.
- Code = E     All account balances by account except cost centers 50 and 60 which are not in the Source Account group. This is like method D only it includes all cost centers.

### **Amount Code**

A two-character code indicating what kind of balance to use as the amount to be allocated. Enter 'CY' to use the current year-to-date balance. Enter 'CP' to use the current period balance.

### **Standard Allocation Percent**

A nine digit eight decimal place (x.xxxxxxxx) standard percentage to be allocated. If the Allocation Method Code designates a standard percentage code 'S' then this percentage is applied to the amount-to-allocate (determined by the Source Account Group and Source Center Distribution Code) to find the transaction amounts for allocation accounts. If the Allocation Method Code designates a prorated percentage code 'P', then this percentage is applied to the amount-to-allocate before the amount is prorated to all the cost centers.

### **Allocation Account:**

Enter the allocation account number to receive the allocated amount. This account number is required.

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## **Cost Center**

A six-digit number, \*LIST or \*CNTR field is used to identify location or unit of income or expense. If six-digit number is entered, this cost center must be defined in the company's chart of accounts. \*LIST specifies that transactions should be created using the cost center from the Cost Center Division List. \*CNTR specifies that transactions should be created using the cost center from the Source Account selected.

## **Major Account**

A six-digit number used to identify major ledger accounts. This major account number must be defined in the company's chart of accounts. You may enter \*ACCT to generate transactions for each major/subsidiary account in the Source Account Group.

## **Sub Account**

A six-digit number used to identify a subsidiary ledger account for the major account specified. This subsidiary account must be defined in the company's chart of accounts for the major account specified. Must be blank if major account above is \*ACCT.

## **Offset Account:**

Enter the offset account number to receive the offset amount (the reverse of the allocated amount). This account number is required.

**Cost Center** - See Allocation Account Cost Center

**Major Account** - See Allocation Account Major Account

**Sub Account** - See Allocation Account Sub Account

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## **Cost Center Division List Id**

A ten-character field identifying the Cost Center Division List to be used for allocating amounts to cost centers. This field is required if;

- \*LIST is entered for any cost center of the allocation accounts or offset accounts, or
- Allocation Method Code is 'A' or 'P', or

If entered, ledger transactions for the allocation accounts and offset accounts will be generated for each cost center in the Cost Center Division List. If entered, this must be a valid id in the Cost Center Division List master file. Function key F14 may be used to jump to the Cost Center Division List maintenance program.

## **Allocation Method Code**

A single character code indicating which percentage to use when determining the amount to be allocated. Valid codes are 'A' - use the Allocation Percentage from the Cost Center Division List, 'P' - Prorate evenly to each cost center in the Cost Center Division List that has no Allocation Percentage, 'S' - use the Standard Allocation Percentage for all cost centers.

## **Reverse Amounts**

A single character code indicating the sign of the amounts for the allocation and offset transactions. Enter 'N' or blank if the allocation transactions should have the same sign as the amount-to-allocate (determined by the Source Account Group and Source Center Distribution Code). The offset transactions will then have the opposite sign. Enter 'Y' if the allocation transactions should have the opposite sign as the amount-to-allocate. The offset transactions will then have the same sign as the amount-to-allocate.

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## **Inter Company Id**

Two character company id where transactions for the Inter Company Allocation & Inter Company Offset Accounts are to be posted. If entered, this must be a valid company described in the ledger master. If this inter company id is not entered and Inter Company Allocation & Inter Company Offset Accounts are specified, then the company id of this journal voucher will be used (therefore making it an intra-company posting).

## **Inter Company Allocation Account:**

Enter the inter company allocation account number to receive the allocated amount (the same as the amount for the Allocation Account). This account number is required only if an Inter Company Offset Account is entered, otherwise this account is optional. If not entered, no inter company transactions will be generated.

**Cost Center** - See Allocation Account Cost Center

**Major Account** - See Allocation Account Major Account

**Sub Account** - See Allocation Account Sub Account

## **Inter Company Offset Account:**

Enter the inter company offset account number to receive the offset amount (the same as the amount for the Offset Account). This account number is required only if an Inter Company Allocation Account is entered, otherwise this account is optional. If not entered, no inter company transactions will be generated.

**Cost Center** - See Allocation Account Cost Center

**Major Account** - See Allocation Account Major Account

**Sub Account** - See Allocation Account Sub Account

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**Minimum Allocation Amount**

Nine digit two decimal place amount that specifies the minimum amount to be allocated. If this number and maximum are zero, not minimum or maximum will be computed.

**Maximum Allocation Amount**

Nine digit two decimal place amount that specifies the maximum amount to be allocated.

**Base Amount**

Nine digit two decimal place amount to be added to the allocation amount. This amount is added after minimum and maximum calculations.

**Limit Amount**

Nine digit two decimal place amount limit over which standard or proration percentages are applied. This amount is subtracted from the balance to be allocated before the percentage calculation.

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## **Step; AGLCLLAJV - List Journal Voucher Descriptions**

This procedure lists the journal voucher descriptions. The operator is prompted to enter ALL or SELECT by company and journal voucher id.

## **Step 2. AGLCLUADV - Enter/Update Cost Center Division Lists**

This procedure is used to maintain lists of cost centers along with their allocation percentages for use in the allocation process.

This procedure uses a sub file program to maintain the cost center records. A list of existing cost center division ids is first displayed. (See Figure 9.) The page up and page down keys may be used to scroll through the list. Option fields are used to indicate the functions to be performed on records in the displayed list. Generally the available options are as follows; option 2 selects the change screen for the record; option 4 deletes the record; option 5 displays the record.

Also on the screen are fields to enter the key of the record to be processed (i.e. identify the Company, Division List Id). The key fields are used to position the displayed list of records and are also used to enter the key of a record to be added. The displayed list of records may be positioned to start at a specific record by entering the key (or partial key) of that record into the key fields at the top of the screen and pressing Enter.

To add a record, you enter the key fields and press the F6 key. Additional screens are then presented where you can enter detail information about the division list.

To modify an existing record, you move the cursor to the line of the record to be changed and enter option 2. As when adding, changing a record causes an additional screens to be displayed to enter the changed information.

Any field with a plus (+) sign following indicates that a lookup window is available for that field. When the cursor is in the field and F9 is pressed, a window is displayed which contains a list of possible entries to be used in the field. The page up and page down keys may be used to scroll through the list. You can also enter a value in the window, which will search the file and display the entry, which most closely matches the requested value. Enter "1" in the Option field next to the entry to be used, and that value will be placed into the data entry field for you.

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Function key F12 returns you to the previous screen. If you have changes keyed on the screen, those changes will not be processed. Function key F3 will end the program.

Figure 9.

```
Enter/Update Cost Center Division List          AGLRG106 1
Company Id. . .      +
List Id . . . .
Type options, press Enter.
  2=Change      4=Delete      5=Display
Opt Co List Id      Description
01 ADMIN            ADMINISTRATIVE
01 ALLCLOSED        ALL CLOSED STORES
01 ALLOPEN          ALL OPEN STORES
01 ARIZOPEN         ARIZONA OPEN STORES
01 MINI             MINI-STORES
01 OKLAOPEN         OKLAHOMA OPEN STORES
01 SPECLIST         SPECIAL LIST
Bottom
F3=Exit      F5=Refresh      F6=Add      F9=Lookup+
```

To add a new cost center division list, enter the Company and Division List Id to be added and press F6. The Company must be a valid company described in the ledger master file. The Division List Id must be a unique id up to ten characters long. The next screen displayed will allow the entry of the division list description information. See Figure 10.

Figure 10.

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---

```
UPDATE                Enter/Update Cost Center Division List          AGLRG106 2

Company Id. . . . 01
List Id . . . . ADMIN

Type information, press Enter.
Description . . . . ADMINISTRATIVE

F3=Exit      F12=Cancel

Roll up/down
```

The Division List Description screen contains the following fields:

**Company Id**

The two-character company id for this division list.

**Division List Id**

The ten character division list id.

**Description**

Thirty character description of this journal voucher. This will be the transaction description on ledger transactions for this journal voucher.

After entering the division list description information, another screen is displayed which shows detail information for each cost center in the division list. See Figure 11.

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Figure 11.

```
Enter/Update Cost Center Division List          AGLRG106 3
Company Id. . . . 01
List Id . . . . ADMIN
Description. . . ADMINISTRATIVE
Total Pct Alloc. .50000000

Type options, press Enter.
4=Delete
Cost   % Alloc   Ctg Inc       Ctg Inc       Inc Ctr
Opt Center (.xxxxxxx) # Omt Comp # Omt Comp Omt Typ
*SELCT .10000000  1  I  ADM

300000 .40000000

More...

F3=Exit      F12=Cancel
```

The Division List Cost Center screen contains the following fields:

### Total Percent Allocated

A nine digit eight decimal place (x.xxxxxxxx) total percentage to be allocated for this division list. This is the sum of the Allocation Percents for all cost center records in this Division List. This field is not entered but is accumulated by the system. This amount does not have to total to 100% and may have little significance if amounts are to be prorated or a standard percentage is used (see Allocation Method Code in the Journal Voucher Description file). This total may also have little meaning if cost centers are dynamically selected \*SELCT.

### Allocation Percent

A nine digit eight decimal place (x.xxxxxxxx) percentage to be allocated for this cost center (or cost centers if using \*SELCT to dynamically select a list of cost centers). The Standard Allocation Percentage and Allocation Method Code in the Journal Voucher Description file may affect the way this percentage is used.

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## **Cost Center**

A six-digit number used to identify location or unit of expense and income for purposes of profitability reporting. If entered, this cost center must be defined in the company's chart of accounts. You may enter \*SELECT to dynamically select cost centers from the chart of accounts based on category selection fields and center type selection fields. If \*SELECT is entered, some category selection and/or center type selection must be specified. For a cost center to be dynamically selected, it must satisfy both category selections and center type selection.

## **Category Selection**

Specify the category slot number (1-6) to be accessed, enter "I" to include or "O" to omit the following value, and specify the actual category value to be tested. To select all category values in a category slot, leave the include/omit code blank and the category value field blank.

## **Center Type Selection**

Enter "I" to include or "O" to omit the following value, and specify the actual cost center type to be tested. To select all cost center types, leave the include/omit code blank and the cost center type field blank.

## **Step; AGLCLLADV - List Cost Center Division Lists**

This procedure lists the cost center division lists. The operator is prompted to enter ALL or SELECT by company and division list id.

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## **Step 3. AGLCLUASA - Enter/Update Source Account Groups**

This procedure is used to maintain source account groups. These are groups of account numbers (or ranges of account numbers) that are to be used for selecting balances to be allocated in the allocation process.

This procedure uses a sub file program to maintain the source account group records. A list of existing source account group records is first displayed. (See figure 12.) The page up and page down keys may be used to scroll through the list. Option fields are used to indicate the functions to be performed on records in the displayed list. Generally the available options are as follows; option 2 selects the change screen for the record; option 4 deletes the record; option 5 displays the record.

Also on the screen are fields to enter the key of the record to be processed (i.e. identify the Company, Source Account Group Id). The key fields are used to position the displayed list of records and are also used to enter the key of a record to be added. The displayed list of records may be positioned to start at a specific record by entering the key (or partial key) of that record into the key fields at the top of the screen and pressing Enter.

To add a record, you enter the key fields and press the F6 key. Additional screens are then presented where you can enter account number information about the group.

To modify an existing record, you move the cursor to the line of the record to be changed and enter option 2. As when adding, changing a record causes a additional screens to be displayed to enter the changed information.

Any field with a plus (+) sign following indicates that a lookup window is available for that field. When the cursor is in the field and F9 is pressed, a window is displayed which contains a list of possible entries to be used in the field. The page up and page down keys may be used to scroll through the list. You can also enter a value in the window, which will search the file and display the entry, which most closely matches the requested value. Enter "1" in the Option field next to the entry to be used, and that value will be placed into the data entry field for you.

Function key F12 returns you to the previous screen. If you have changes keyed on the screen, those changes will not be processed. Function key F3 will end the program.

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Figure 12.

```
Enter/Update Allocation Source Accounts          AGLRG107 1
Company Id. . . . .      +
Source Acct Group.

Type options, press Enter.
  2=Change      4=Delete      5=Display

      Source      -----From Acct-----      -----Thru Acct-----
Opt Co  Group Id  CstCtr  Major   Sub  CstCtr  Major   Sub
  01  INCOME           5100           5100
  01  INCOME           5800           5800
  01  INCOME           5900           5900
  01  SALES            5100           5100
  01  SALESTAX        3350           3350

                                Bottom
F3=Exit      F5=Refresh      F6=Add      F9=Lookup+
```

To add a new source account group record, enter the Company and Source Account Group Id to be added and press F6. The Company must be a valid company described in the ledger master file. The Source Account Group Id must be a unique id up to ten characters long. Multiple records may be entered for each Source Account Group providing for multiple account numbers or multiple ranges of account numbers for each Source Account Group. The next screen displayed will allow the entry of the account number selection information. See Figure 13.

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Figure 13.

UPDATE	Enter/Update Allocation Source Accounts	AGLRG107 2
Company Id. . . .	01 + RESTAURANT MANAGEMENT, INC.	
Source Acct Group.	INCOME	
Type information, press Enter.		
From Cost Center. . . .		
From Major/Subsd Acct .	5100	
Thru Cost Center. . . .		
Thru Major/Subsd Acct .	5100	
F3=Exit	F5=Refresh	F12=Cancel
		Roll up/down

The Source Group Account Number screen contains the following fields:

**Company Id**

The two-character company id for this division list.

**Source Account Group Id**

The ten character source account group id.

**From Account:**

Enter the beginning account number of a range of accounts to be selected. This account number is required.

**Cost Center**

A six-digit number used to identify location or unit of expense and income for purposes of profitability reporting. If entered, this cost center must be defined in the company's chart of accounts.

**Major Account**

A six-digit number used to identify major ledger accounts. This major account number must be defined in the company's chart of accounts.

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**Sub Account**

A six-digit number used to identify a subsidiary ledger account for the major account specified. This subsidiary account must be defined in the company's chart of accounts for the major account specified.

**Thru Account:**

Enter the ending account number of a range of accounts to be selected. If a single account number is to be selected, you can leave this account blank and it will default to the from account.

**Cost Center** - See From Account Cost Center

**Major Account** - See From Account Major Account

**Sub Account** - See From Account Sub Account

**Step; AGLCLLASA - List Source Account Groups**

This procedure lists the source account groups. The operator is prompted to enter ALL or SELECT by company and source account group id.

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## JOB: General Ledger Account Inquiry

### Step 1. AGLCLINQA - Execute Workstation Inquiry

This procedure provides the capability of displaying a general ledger account's current transactions, transaction history and balance history. The transaction display will show the account balance as of last closing, all transactions, and the new balance. The balance history mode shows month-to-date debits/credits and year-to-date debits/credits, and balances by month.

The first display shown will allow the entry of the company, major/subsd, cost center, and accounting period to be displayed.

The following is an example display that will be shown after these values are entered and Enter is pressed.

5/09/04 12:48		G/L Account Inquiry: Current				AGLRG600 1	
Company Id. . 03 + SMITH & COMPANY						Periods in Yr 12	
Major/Subsd . 502200 000000 + OFFICE SUPPLIES AND EXPENSE						Fsc1 End Prd 03	
Cost Center . 000033 WESTERN REGION						Curr Prd 5/2004	
Dsply Period. 052004							
Type options, press Enter.		(mmddyyyy)		*** Balance As Of ***			
5=Display		Position to		04/2004		701.00	
Opt	Code	Source	Reference	Book	Trans	Description	Amount
	APEX	147	-01 123456	052004	051504	PENCILS	10.00
	APEX	147	-02 123456	052004	051504	PAPER	25.00
	APEX	147	-03 123456	052004	051504	RIBBONS	32.00
	APEX	147	-04 123456	052004	051504	POST A NOTES	7.50
	APEX	147	-05 123456	052004	051504	ENVELOPES	15.50
	APEX	147	-06 123456	052004	051504	PAPER CLIPS	10.00
6 Items		100.00 DB		CR		Total	801.00
F2=Next Acct		F14=Next Period				Bottom	
F3=Exit		F5=Refresh		F8=Fold/Unfold		F7=Balances F9=Lookup+	

If the number of detail transactions exceeds the capacity of the screen, the roll up and roll down keys may be used to page through the detail transaction file for the requested general ledger period.

The F2 key can be pressed to display the next account with some transaction activity.

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The F14 key will increment the display period to the next sequential period regardless of activity in that period.

The F3 key will exit the program.

The F9 key may be pressed in fields designated as lookup fields (+) to select values for that field.

The F8 key will alternately hide and display the second line of the detail transactions currently being displayed.

The F7 key is used to display the balance history for the currently displayed account and period. The following display will be shown.

5/09/2004 12:56		G/L Account Inquiry: History Balances			AGLRG603 1
Company Id. . 03 + SMITH & COMPANY					Periods in Yr 13
Major/Subsd . 502200 000000 OFFICE SUPPLIES AND EXPENSE					Fsc1 End Prd 13
Cost Center . 000033 + WESTERN REGION					Curr Prd 13/2004
Dsply Year. . 2004		Type account, press Enter.			
Prd	MTD Debits	MTD Credits	YTD Debits	YTD Credits	Balance Fwd
1	146666.97	176593.35-	146666.97	176593.35-	8450.05
2	66996.84	73424.93-	213663.81	250018.28-	2021.96
3	81904.82	49854.78-	295568.63	299873.06-	34072.00
4	61766.34	84665.73-	357334.97	384538.79-	11172.61
5	106929.63	97529.41-	464264.60	482068.20-	20572.83
6	113514.76	123344.89-	577779.36	605413.09-	10742.70
7	96000.91	88765.48-	673780.27	694178.57-	17978.13
8	171534.94	135565.02-	845315.21	829743.59-	53948.05
9	74213.04	115918.15-	919528.25	945661.74-	12242.94
10	93223.07	100086.12-	1012751.32	1045747.86-	5379.89
11	126157.55	118000.19-	1138908.87	1163748.05-	13537.25
12	77131.38	98619.45-	1216040.25	1262367.50-	7950.82-
13					
16			1216040.25	1262367.50-	7950.82-
F2=Next Acct		F14=Next Year			
F3=Exit				F7=Transactions F9=Lookup+	

The year to display must be specified for the balance history display, however the book date year from the current mode display is used as an initial default. The operator may change this value at any time by entering a new value or pressing the F14 to advance to the next sequential year

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The F7 key may be pressed to return to the detail transaction display. Note that the currently displayed year will return back to the original period that was displayed when the history balance display was requested.

The F2 may be pressed to advance to the next account balances history for the currently displayed calendar year.

The F3 key will exit the program.

The F9 key may be pressed in fields designated as lookup fields (+) to select values for that field.

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## **JOB: Ledger Cycle Period Preparation, Listings, and Close**

### **Step 1. AGLCLPMND - Prepare Work files For Month-End Ledger Cycle Processing**

This procedure prepares work-files used in ledger cycle processing to print trial balances, a general ledger, and finally update balances forward. The operator may specify whether all companies will be processed or selected multiple ranges of companies and single companies to be processed. A listing will be produced showing those companies selected or not selected for processing in month end cycle. The listing will also include any temporary batches that were merged. Remember, temporary batches must be pulled back and deleted prior to the Month End Close. Work files will be built for companies selected. Accrual transactions for the next month will be created. Transactions for the allocation of ledger balances to other accounts will be created and edited. If errors are found in these transactions, this procedure will be canceled. The error must be corrected in the allocation master files and this prepare month-end procedure must be re-run. A current month's profit/loss figure is computed during this preparation procedure.

**NOTE:** Ledger classification of accounts is critical here for proper calculation of profit/loss. All income and expense must be classified properly or invalid profit computations can occur. (See procedure ULGM, ledger class field on major account records.)

### **Step; AGLCLCNPM - Optional - Cancels Month-End Processing**

This procedure will delete all files that are used in month-end processing.

**NOTE:** Prepare month-end must be re-run after changes are made in period-to-date transactions files to close ledger cycle.

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## Step 2. AGLCLTBAL - List Trial Balance

This procedure lists a short summary of what ledger balances will be at the end of the month according to the transactions updating balances this month.

The operator is prompted for:

- Select Accounts. Enter SELECT or ALL. When SELECT is chosen, an additional prompt screen will be displayed to allow entry of a range of major accounts, sub accounts and cost centers to be selected. The default is ALL.
- Listings Sequence. Leave blank to list accounts in major/center/sub account order. Enter BYCENTER to list by cost center (center/major/sub). Enter BYCATEG to list by category (category/major/center/sub). Enter BYCTGCTR to list by cost center within category (category/center/major/sub).
- Page Break on Sequence. Enter YES to start a new page each time the highest order sort field changes. For example, if the listing sequence is BYCENTER then the printout will skip to a new page for each new cost center. Enter NO to suppress page breaking on the sequence. The default is NO.
- Category Selection. Specify the category slot number (1-6) to be accessed, enter "I" to include or "O" to omit the following value, and the actual category value to be tested. To select all category values in a category slot, leave the include/omit code blank and the category value field blank. Note that category selection is required if sequencing by category or by cost center within category.
- Print Sub Accounts. Enter "Y" to print sub account balances. The default is "N" to suppress sub account balances.
- Consolidated Statement. Enter "Y" to print a trial balance where accounts for all prepared companies are consolidated into one company (co # 99). The default is "N" for no consolidation.

Note that if you are consolidating, the chart of accounts must be defined in the ledger master for company 99.

- Run on Job. Enter "Y" to submit this program to jobq as a batch job. This immediately frees the workstation for other work. Enter "N" to execute this program at this workstation session. The workstation will be locked (input inhibited) until the program finishes. The default is "Y".

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### Step 3. AGLCLLDGR - List General Ledger In Major Account Order

This procedure prints the general ledger in major account order for all or selected accounts. Report shows previous balances for all accounts with balances broken down in detail per major/sub account and cost center.

The operator is prompted for:

- Select Accounts. Enter SELECT or ALL. When SELECT is chosen, an additional prompt screen will be displayed to allow entry of a range of major accounts, sub accounts and cost centers to be selected. The default is ALL.
- Listings Sequence. Leave blank to list accounts in major/center/sub account order. Enter BYCENTER to list by cost center (center/major/sub). Enter BYCATEG to list by category (category/major/center/sub). Enter BYCTGCTR to list by cost center within category (category/center/major/sub).
- Page Break on Sequence. Enter YES to start a new page each time the highest order sort field changes. For example, if the listing sequence is BYCENTER then the printout will skip to a new page for each new cost center. Enter NO to suppress page breaking on the sequence. The default is NO.
- Category Selection. Specify the category slot number (1-6) to be accessed, enter "I" to include or "O" to omit the following value, and the actual category value to be tested. To select all category values in a category slot, leave the include/omit code blank and the category value field blank. Note that category selection is required if sequencing by category or by cost center within category.
- Consolidated Statement. Enter "Y" to print a trial balance where accounts for all prepared companies are consolidated into one company (co # 99). The default is "N" for no consolidation.

Note that if you are consolidating, the chart of accounts must be defined in the ledger master for company 99.

- Run on Jobq. Enter "Y" to submit this program to jobq as a batch job. This immediately frees the workstation for other work. Enter "N" to execute this program at this workstation session. The workstation will be locked (input inhibited) until the program finishes. The default is "Y".

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## **Step 4. AGLCLLTJR PERIOD - List A Transaction Journal**

This procedure lists a transaction journal by general ledger source code, additional source and general ledger reference. Sub totals are dropped when listed by ledger source code.

Example: The list can be used for viewing cash received and trace cash flow. The transaction journal can be listed for this general ledger cycle.

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### **Step 5a. AGLCLCFST - Create Financial Statement Work files**

### **Step 5b. AGLCLCFST - Resequence Financial Statement Work files**

This procedure will create a work file, which is used by AGLCLLFST to print a financial statement. Data is pulled from the History Balance work file and optionally from the Budget Master file to create the work file.

Once this work file has been created, the report sequence may be changed without re-creating the file. This can save a significant amount of time when the same financial statement is listed in several sequences.

The operator is prompted for:

- Financial statement id or "\*\*\*\*" to resequence a previously created work file.
- Financial statement sequence. Leave this parameter blank to create summary statement. Statements may be listed by Cost Center (BYCENTER), Category (BYCATEG), Cost Center within Category (BYCTGCTR). Previously sequenced financial statements may be summarized (NOSUM).
- Print errors/audit report (Y/N N/Y Y/Y). Request the printing of either an errors and duplicate account references report, or a full audit report of all accounts referenced by the financial statement. Note that if missing or extra accounts are detected during the create work file process, a warning message, regardless of the value of this option, will be sent to the requesting user message queue.
- Consolidated Statement. Enter Y to print a Consolidated statement. (Consolidated Statements are defined by entering line # 0008 for Co. 99 in the Financial Statement Master file.) Please note that the current book period in the company record of the ledger master file (see procedure ULGM) must be entered for company 99 to define the period of consolidation for all companies. A chart of accounts must be defined in the ledger master for company 99.
- Current Date. Book period and year considered the current period now being reported. Leave value as '\*CUR' if the current period to report should be equal to the current period defined in the ledger master company record.

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- History Dates. Book Period and Year of the two history periods being requested. Leave value as '\*NUS' if no history reporting is being done. Other special values that may be coded:

\*YRx = which is period x years previous to current period defined in current date parameter. x can be 1 to 9.

\*Pyy or

\*Myy = which is period yy periods previous to current period defined in current date parameter. yy can be 01 thru 99.

\*NUS = history period is not used and will not be loaded with any data.

- Category Selection. When sorting by categories, enter the category slots, which are to be used in sequencing. The report is sorted by the values in the specified slots.

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## Step 5c. AGLCLLFST - Print Financial Statement Work file

The financial statement requested in the previous step is printed by this procedure. Multiple copies of the financial statement with different selection parameters, run options, etc., may be printed by rerunning this procedure only.

Defaults for several of the parameters are specified in the File Size/System Options file (FSOP). The applicable entries will be noted below. (Note: The defaults for Lines per Page, Lines per inch, Columns per Inch, and Columns per page are all combined into a single option - AGL-FSLN.)

The operator will be prompted for:

- Cost Center/Category selection. Enter SELECT or ALL. When 'SELECT' is chosen, an additional prompt screen will be displayed to allow entry of the selection parameters.
- Print Zero Balances. Supported only as a parameter call, not prompted on screen. This parameter if coded overrides the option in the Report Title record in the Financial Statement Master file. Enter ZERO or NOZERO. The 'NOZERO' option will suppress Detail lines in which all amounts to be printed is zero. This also means that the text description on that line is not printed and forms spacing is not performed (page skipping will be done however).
- Number of Copies. Specifies the number of copies of spooled printer output to be printed. Default value: See (FSOP) AGL-FSCP.
- Forms Id. Specifies the forms number of the forms to be used. If the Forms Id is different from the current Forms Id when the financial statements are printed, the console operator will be requested to change forms. Default value: See (FSOP) AGL-FSFM.
- Lines Per Page. Specifies the total length of the page. The printer skips to a new page when six less than the number of lines specified are printed. Default value: See option AGL-FSLN. For example, 66 should be specified when printing 6 LPI on 11-inch paper.
- Lines Per Inch. Specifies the vertical print density. Valid values are 6 or 8 lines per inch. (May not be applicable to all printers.) Default value: See (FSOP) AGL-FSLN.
- Columns Per Inch. Specifies the horizontal print density. Valid values are 10 or 15 columns per inch. (May not be applicable to all printers.) 15 CPI must be

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used when printing past column 132 (compressed mode). Default value: See (FSOP) AGL-FSLN.

- Columns Per Page. Specifies the horizontal print width. Valid values are 080, 120, 132, and 198 columns. Default value: See (FSOP) AGL-FSLN.

- Consolidated Statement as of Date. Specifies an optional override date, which is printed on the heading of Consolidated Statements. If no date is entered, the date will be retrieved from the company '99' ledger master company info.

The following parameters are entered only if parameter 1 is 'SELECT'.

- Cost Center Begin. Start of range for Cost Center selection.

- Cost Center End. End of range for Cost Center selection. Leave blank if a single cost center is requested. If Begin and End Cost Center Selection are both blank, all cost centers are selected.

- Category Selection. Specify the Category slot number (1 - 6) to be accessed, enter 'I' to include or 'O' to omit the following value, and the actual category value to be tested. To select all categories in a category slot, leave the include/omit code blank and the category value field blank.

### **Step 5d. AGLCLCLFS - Remove Financial Statement Work file**

This procedure removes the financial statement work files from disk to allow the creation of another financial statement.

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## Step; Coding Your Own CL Calls for Creating and Listing Financial Statements

If you wish to call either the create financial statement work file or print financial statements work file programs from your own CL program/procedure the following is the call parameters which must be coded;

### Create Financial Statement Call Sample

```
CALL AGLCLCFST PARM ('statement id'          +      aaa      'BS1'
                    'statement sequence'      +      ssssssss  'BYCENTER'
                    'errors & audit report'    +      yy       'NN'
                    'consolidated option'+    n          'N'
                    'history 1 period'        +      mmyy    '0102'
                    'history 2 period'        +      mmyy    '*YR2'
                    'category sort options'    +      cc      ' '
                    'current period'          +      mmyy    '*CUR'
                    "                          +      ignored  ' '
                    'summary file id suffix')  +      aa      ' '
```

Statement id and consolidated option parameters must be specified (non-blank) to avoid operator parameter prompting during program execution.

### List Financial Statement Call Sample

```
CALL AGLCLLFST PARM ('select centers option' +      aaaaaaa  'ALL'
                    'print zero lines option' +      sssssss  'NOZERO'
                    'number of copies'       +      nn      '03'
                    'form id'                +      ffff    'PANL'
                    'print density/spacing'   +      lpp,lpi,cpi,cpp '068815198'
                    'consolidated date'      +      mmddy   '123103'
                    'print from cost center'  +      ccccc  '000001'
                    'print thru cost center'  +      ccccc  '012345'
                    'category selection 1'    +      c,I/O,val 'IINW'
                    'category selection 2'    +      c,I/O,val '2OCLO'
                    'override print ids')     +      a(36)  'CPCYE1E2'
```

Select centers option parameter must be specified (non-blank) to avoid operator parameter prompting during program execution.

Only the last parameter of LFST is not specifiable from the run menu. As such the parameter documentation can be determined for those parameters from the procedure descriptions. The last parameter gives the caller the ability to override the print ids for that run, allowing different column values to be printed on that run

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of the financial statement. The field is up to thirty-six characters long (18 two character print ids).

Example calls:

```
CALL AGLCLCFST ('BSI' 'BYCENTER' 'NN' 'N' '*YR1' '*YR2' '' '*CUR' '' '')
CALL AGLECLFST ('ALL' 'NOZERO' '' '' '' '' '' '' '' '' '' '')
CALL AGLCLLFST ('ALL' 'ZERO' '' '' '' '001000' '000199' '' '' '' '')
```

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## **JOB: Close Out Ledger Cycle Period**

### **Step 1. AGLCLUBFW - Update Ledger Balance Forward**

This procedure is the final step in the general ledger cycle process. It performs an update to the balance forwards for next period; updates Y-T-D accumulated transactions, save balances in balances history file, and updates ledger month-year. The allocation of ledger balances to other accounts is finalized. Non-current accrual accumulated transactions and non-current accrual transactions are moved back into the workstation data entry file. At the beginning of this procedure the closing companies are listed and the operator must answer 'Y' = Yes, close cycle or 'N' = No, cancel closing. At this time the operator is alerted to possible errors:

- 1) Current book date is out of current fiscal year. The cause is current book date has been erroneously changed and is attempting to process another fiscal year without running a year end closing. This error is a warning only.
- 2) In a company running a 16th month year-end closing, some income and/or expense accounts were not zeroed out with profit and loss moved to a capitol account. This is a terminal error and will automatically cancel closing. To correct problem go back and run AGLCLCCLE to create year-end closing entry transaction batch.
- 3) Current book date was altered after prepare month end. This is a terminal error. Cancel prepare month end and rerun prepare.
- 4) Any temporary transactions are found. If any transactions containing a batch id starting with a question mark character (“?”) are found, then the Close will cancel. This is a terminal error. Cancel prepare month end, pull back and delete any temporary batches.

The operator when prompted for the updating of the new current ledger month and year for all closing companies will also be asked if the consolidated company record (99) will be changed to a new current ledger month and year.

### **Step; AGLCLLBFWS - List Ledger Balance Forwards**

List ledger balance forwards from update of last month. Parameter 1 allows the selection of balances listed by company.

### **Step; AGLCLTBWS - Print Trial Balance Worksheet**

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This procedure prints the trial balance worksheet based on the account balances last updated per company. Selection by company can be made with parameter 1. Parameter 2 can be used to suppress printing the current balance forward amounts. Parameter 3 can be used to suppress printing column headings at the top of each page. This procedure may be run at any time during month as often as desired.

### **Step; AGLCLWSCH - Print Tax Preparation Worksheet**

This procedure prints a tax preparation worksheet. Selection by company can be made with parameter 1.

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## **JOB: Purge/Backup Ledger History Balances And Transactions**

### **Step; AGLCLBHDL - Build History Download Files**

This procedure will build a ledger balances file for a selected period from the history balances file. When completed the operator should run the appropriate process on a PC to download the file AGLFLBFD.

### **Step; AGLCLPBAL - Backup/Purge History Balances**

This procedure will purge and backup specified balance calendar years from disk to mag media. Current year should not be purged from disk because the year-to-date totals still must be updated in current year closings (AGLCLUBFW).

### **Step; AGLCLPTRN - Backup/Purge History Transactions**

This procedure will purge and backup specified transactions from disk to mag media. Operator may specify a single company, or range of companies, and a month/year thru which all transactions are to be purged.

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## **JOB: Build Ledger Balance History And Print History Ledger**

### **Step 1. AGLCLBHF - Builds History Balance Forward File To Print**

General Ledger History

This procedure builds a history balance forward file used in printing a history general ledger.

### **Step 2. AGLCLBHTR - Builds History Transaction File To Print**

General Ledger History

This procedure builds a history transaction file used in printing a history general ledger. The operator will be prompted for the backup file name of history transaction previously purged from disk with AGLCLPTRN procedure. If history transactions still reside on disk enter 'FROMDISK' as file name. At this time the operator can choose months and companies needed for this run. Upon completion of building the work file, the operator is again prompted for the backup file name and company and month selection options. At this time more transactions can be added to the work file or command key 7 ends selection. If file existed at beginning of procedure a prompt is made to 'REBUILD' which deletes the old work file or 'ADD' which allows additions to existing work file.

### **Step 3. AGLCLHLGR - Prints A Copy Of History General Ledger**

This procedure prints a copy of the history general ledger for all or selected accounts. Selection is by major account number and transaction date. History files are created from Y-T-D ledger transactions and a ledger balance from the ledger balance history. To build a history transaction file see procedure (BHTR). To build a history balance file see procedure (BHBF).

### **Step 4. AGLCLHCAN - Delete Work Files From Disk**

This procedure removes the work files used in printing the history general ledger above.

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## JOB: Rollback General Ledger Periods

This job will initiate a general ledger process that allows you to roll the current general ledger period for any processing company back to a period that previously had been closed with the AGLCLUBFW procedure. This allows for (requires) you to then reprocess that period and all required succeeding periods again. When this reprocessing occurs, you have the opportunity to alter, change, eliminate or otherwise correct any general ledger transactions that were previously posted.

### Step; AGLCLCRB SELECT - Select Company/Periods to Rollback

This procedure will allow the operator to specify first of all the scope of any potential rollback for a company or companies. The first screen, when the program is initiated, will display as shown in the following example:

```

                                ROLLBACK SELECTION

Rollback to Year..... 1997   (ccyy = Calendar year to Rollback into)
NOTE-----> Rollback processing involves the updating of both ledger
              master, history balances, current balances, and history
              transaction files. This procedure will test if the
              history balance and history transaction files are in
              agreement before allowing a rollback to that period.

Drop Allocation trans. *NO    (*NO = Keep previous allocation trans
                              *YES = Drop previous allocation trans)
NOTE-----> If allocation entries are saved during rollback, they
              can be adjusted like any other entries saved. If they
              are not saved, then the system can regenerate them during
              each re-processed month-end. However, caution must be
              used to insure that division lists used during allocation
              calculations are adjusted (if necessary) to achieve the
              desired results for each period re-processed.

                                F3 = Cancel
```

This process may be started only when a month-end is NOT in progress. This also holds true in reverse (i.e. PMND may not be started if this procedure CRRB is in progress.)

The operator will specify the oldest calendar year, which contains the general ledger period that will be examined and therefore allowed to be rolled back to for each company. Entering only the oldest year will minimize the amount of

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analysis time spent presenting the operator with the valid choices for potential roll back.

The other option entered pertains to a choice to be made as to whether the operator wishes the system to either keep or drop all previously generated allocation transactions in the history transaction file. Due to the nature of the allocation transactions and their inherent complexity, it is seen that in some situations it may be simpler to keep previously generated transactions and to merely assess the changes made in subsequent periods, and determine the necessary "hand allocation adjustments" to be manually entered. This eliminates the task of ensuring that the allocation process parallels the previously posted allocation transactions, except in the case of accounts affected by the adjusting transactions. The operator would in this case request that the allocation transactions be kept (option=\*YES), and that the month-end reprocessing NOT generate allocation transactions (\*NO in PMND). However in some circumstances where the adjustments being made are complex enough in their nature and scope, it may be more expedient to actually let the month-end process regenerate the transactions as the periods are reprocessed and closed out. In this case the operator would request that the allocation transactions be dropped (option=\*NO), and that the month-end reprocessing generate (\*YES in PMND) allocation transactions again.

**\*\*WARNING\*\*** Due primarily to the automatic and dynamic nature of division lists used during the allocation calculations, the operator is responsible to ensure that all such division lists (cost centers) are carefully examined as to their content for proper peroration and other processing options during each historical period reprocessing.

Once this process is initiated a file will be built to present to the operator the possible rollback period points for each company found the in the history balance and transaction files. This step will be skipped and the selection display presented immediately, if this selection file already contains records from a previous initiation of the procedure (i.e. the last running of the process did not complete due to the operator pressing F3 to exit immediately instead of confirming rollback with F1). If you have purged any previously years or companies from either of theses files, your rollback points and choices will be eliminated back to that point in time.

RECOMMENDATION -- Analysis should be exercised for any ending accruals that may exist in open batches prior to starting any rollback. Open batches are

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not examined by this procedure. As such, it is advisable to merge all transaction batches prior to starting rollback, so that this transaction can be examined.

The following sample data screen will be presented to enter the rollback selection;

The operator may key the following options to specify various processing options;

Select Rollback Period								AGLRG128 1	
Company Id . . . . .									
Booked Period. . . . . (ppyyyy)									
Type options, press Enter.									
1=Select/Unselect									
Co	Book	Yr	Roll	Period	Period	Trans	Trans	Roll	
Opt	Id	Period	End	Ok	Debits	Credits	Debits	Credits	Aloc
	11	01-1996		?	387,117.81	495,537.05-	56	75	N
	21	01-1996		?	164,792.86	172,189.33-	25	102	N
	22	01-1996		?	.00	.00		1	N
	11	02-1996		Y	289,904.88	287,050.30-	56	76	N
	21	02-1996		Y	179,822.60	175,647.96-	30	117	N
	22	02-1996		Y	.00	.00		1	N
	11	03-1996		Y	295,665.11	283,071.17-	53	69	N
	21	03-1996		Y	194,638.96	199,411.69-	33	106	N
	22	03-1996		Y	.00	.00		1	N
	11	04-1996		Y	335,360.64	359,142.00-	51	73	N
F1=Start Rollback				F7=By Company/Period		F8=Show/Hide Adtl		More..	
F3=Exit		F5=Refresh		F9=Selected/All		F17=Position to			

## 1=Select/Unselect

This option is used to select a period for a particular company to be the rollback period for that company.

The selection option may be chosen for only one period per company. Any previous choice selected for any one company will be automatically unselected to the new month being selected. If the same period previously selected is selected again this period is marked as unselected. Only periods in the column for rollback OK? marked with a Y are allowed to be selected. Any period marked with a question mark (?) may be selected in another run, but due to the cutoff year entered they may not be OK due to unavailable balance forwards for roll back. Also all periods following the selected rollback period must be marked with a Y indicating that the transactions to reprocess those periods are available.

## Function Keys

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- F1** Start rollback processing. Operator is indicating that all choices have been made and that processing is ready to start. The first time this key is pressed the display will be updated to show only the selected company/periods and message requesting confirmation to continue by pressing F1 one more time. If any other function is requested, the rollback initiation will not happen.
- F3** Exit rollback selection. This key ends the selection entry program without starting the rollback processing. If the operator restarts the selection without requesting restart or cancel operations on the rollback file, all previous choices made in this file up to pressing the F3 key will be preserved.
- F7** Requests the display to be shown either in company/period or period/company sequence.
- F8** Requests the display to show or hide additional balances field detail about each period examined for rollback.
- F9** Display only the company/periods that have been selected so far.
- F5** Update (refresh) the listing display.
- F17** Position the listing display to the company/period entered at the top of the screen.

After confirming the start of rollback processing, the system will update the history balance and transaction files by removing all previously closed periods from both files. The transactions from the history file will, when appropriate, be placed by period and company back into the transaction entry file. This is also true of all previously merged current and non-current transactions. Transaction batches will be grouped and when possible named by the previously posted period (e.g. #702 for February 2007). All rollback batches will begin with a “#” character followed by the last digit of the year and two digit period of the year. An exception to this naming rule can occur if more than one company is selected to be rolled back at the same time or a rollback is still in progress from a previous run. Duplicate batch ids will be avoided by renaming the batches by incrementing the batch id until an available batch id beginning with a “#” character is discovered. Nonetheless the batch description for any rollback batch will contain the original ledger period when created.

The ledger master file will be also be updated to indicate the current general ledger period is now the selected rollback period.

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It cannot be overemphasized that it would be extremely prudent and wise for the operator to **perform a General Ledger system backup before running this process**. This process changes a great many files and by its nature can initiate a process that requires you to perform many steps to re-attain the previous processing status of the general ledger system files once it has been run. Thought and pre-planning as to the choices and steps to re-process properly all files should be considered carefully before initiating or proceeding..

**NOTE --** If you normally run any consolidated financial statements during or after the rollback, you need to evaluate and possibly adjust the current period in the consolidated company '99' Ledger Master data. The rollback procedure does not automatically reset the current period in the consolidated company control data in the Ledger Master.

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## **ROLLED BACK TRANSACTION FILE LOCATION DECISIONS**

The following decision table outlines what the rollback process does with any general ledger transactions found in either the history or current merged transaction files. Each example below describes different rollback points as they relate to the year-end period (16xx) in a fiscal year. These decision actions are taken only for companies for which a rollback period is selected. Non-selected company transactions remain unaffected. The Option referred to below is specified at the time of rollback year selection.

	Prev Bookd Period	Cur P&L Acct	Non- Accrue Accrue	Accrue Start	Accrue End	-----Allocation-----		
						Non- Accrue Accrue	Start	End
<b>Example 1</b>	.	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-02	Hist	Hist	Hist	Hist	Hist	Hist	Hist
<i>Rollback to==&gt;</i>	-01	Drop	Save	Save	Save	Opt	Opt	Save
	<b>YrEnd</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	<b>16th</b>	Drop	Drop	Drop	Drop	Drop	Drop	Drop
	<b>+01</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	<b>+02</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	.	Drop	Save	Save	Drop	Opt	Opt	Drop
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<b>Example 2</b>	.	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-02	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-01	Hist	Hist	Hist	Hist	Hist	Hist	Hist
<i>Rollback to==&gt;</i>	<b>YrEnd</b>	Drop	Save	Save	Save	Opt	Opt	Save
	<b>16th</b>	Drop	Drop	Drop	Drop	Drop	Drop	Drop
	<b>+01</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	<b>+02</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	.	Drop	Save	Save	Drop	Opt	Opt	Drop
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<b>Example 3.</b>	Hist	Hist	Hist	Hist	Hist	Hist	Hist	
	-02	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-01	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	<b>YrEnd</b>	Hist	Hist	Hist	Hist	Hist	Hist	Hist
<i>Rollback to==&gt;</i>	<b>16th</b>	Drop	Save	Save	Save	Save	Save	Save
	<b>+01</b>	Drop	Save	Save	Save	Opt	Opt	Save
	<b>+02</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	.	Drop	Save	Save	Drop	Opt	Opt	Drop
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# Business Info-Solution General Ledger

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**Example 4**

	.	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-02	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	-01	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	<b>YrEnd</b>	Hist	Hist	Hist	Hist	Hist	Hist	Hist
	<b>16th</b>	Hist	Hist	Hist	Hist	Hist	Hist	Hist
<i>Rollback to==&gt;</i>	<b>+01</b>	Drop	Save	Save	Save	Opt	Opt	Save
	<b>+02</b>	Drop	Save	Save	Drop	Opt	Opt	Drop
	.	Drop	Save	Save	Drop	Opt	Opt	Drop

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<b>Hist=Leave in YTRN</b>	<b>Save=Move to TRAN entry batch</b>
<b>Drop=Delete from YTRN</b>	<b>Opt=Run option to Save or Drop</b>

## Business Info-Solution General Ledger

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**Step; AGLCLCRRB RESTART - Restart Company/Periods to Rollback**

This procedure option allows the operator to specify first to clear any previously entered rollback selection choice made but not actually completed. Then to continue on with the selection of a new set of parameters and new choices.

**Step; AGLCLCRRB CANCEL - Cancel Company/Periods to Rollback**

This procedure will allow the operator to cancel any previously entered rollback selection choices made but not actually completed. When this step is completed the job ends and the prepare month-end, purge history balances, or purge history transaction may be processed as desired.

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## **JOB: Save & Remove General Ledger Files From Disk/Restore Files**

### **Step; AGLCLOFF - Back Off Files To Mag Media**

This procedure allows operator to create a mag media copy of the general ledger files (AGL.). The mag media volume id may be specified by the operator. This mag media may be used later to restore these files for later processing or file recovery in case of application or hardware failure. After copying to mag media the operator will be prompted to optionally delete all the files just copied from the disk. This would only be done if another copy of the files were to be restored at a later time.

**\*\*CAUTION\*\*** If all files are deleted from disk, a non-defective magi media copy of the files deleted must be available, since no recovery of the deleted disk files is possible after deletion.

### **Step; AGLCLLON - Reload Files To Disk**

This procedure uses the mag media files created by LOFF. It copies those General Ledger (AGL.) files from mag media to the disk for program processing. Files can only be copied to disk if they do not previously exist on the disk. NO automatic deletion of current copies of the disk files is done in this procedure. See LOFF to remove the files on disk before trying to run this restoration.

### **Step; AGLCLFCPY - Reorganize Master Files**

This procedure will check all general ledger master file sizes and automatically copy the files dropping all deleted records.

### **Step; AGLCLDLCO - Purge Company**

This procedure will remove a specified company from the general ledger files. The operator is prompted for the company id to be deleted. The Ledger Balance Forward file (AGLFLBFW) is then checked for activity. If there is no activity for the selected company, then the process continues. All records pertaining to that company will be removed from the Ledger Master file (AGLFLMxx), Financial Statement Master (AGLFFSxx), Budget Master file (AGLFBTMS), Accounting Period Table (AGLFPRTB), and the History Balances file (AGLFHBAL). It is **HIGHLY** recommended that a backup be run before executing this procedure.