



Eclipse General Ledger

Release 8.6.4 (Eterm)

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General Ledger Overview

Eclipse is a real-time accounting system based on a uniquely open and simplified file structure. As transactions take place in the system, they immediately update the general ledger, rather than being held in batch journals for update only when the accounting period is closed and processed. The file structure allows access to and modifications of transactions in the past and advance creation of future transactions.

General ledger data is stored in one large transaction ledger file instead of specialized summary files. This structure makes it possible to use the general ledger for more powerful reporting and business analysis. It also means that the reporting is reliable and accurate.

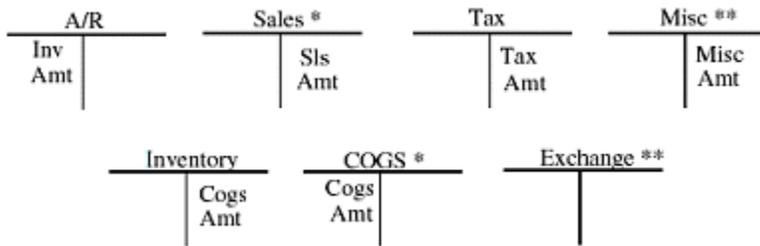
Use the procedures in the following topics to set up and run the general ledger:

- General Ledger Setup Overview
- Maintaining the General Ledger
- Creating Budgets
- Making Journal Entries
- Defining G/L Allocations
- Obtaining Business Summary Information
- Making Inquiries
- Running Reports

Accounting Principles in Eclipse

The following describes the different accounts and how they are affected when various transactions take place in the system.

Upon Invoicing

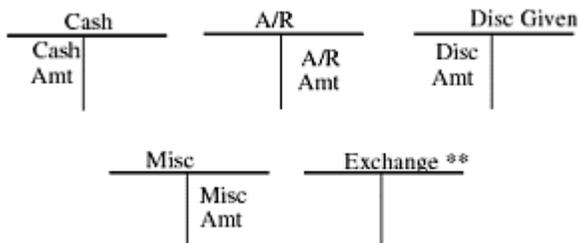


- On the Eclipse system, you have has the ability to break down the Sales and Cost of Goods Sold accounts by sales type and by product type, for example, Sales - Showroom - Plumbing.
- The Exchange account is called into use when the branch that is getting credit for the sale, and the branch that is relieving inventory are different. It keeps each branch in balance.
- A number of miscellaneous charges can happen in order entry. How to set them up, and the accounting involved is addressed later.

Upon Miscellaneous Cash Receipts



Upon Cash Receipts



Once again, the Exchange account is called into effect if the branch accepting the cash and the branch relieving the A/R are different.

Upon Finance Charge Generation

A/R		Service Charge Revenue	
Inv Amt			Inv Amt

Upon Journal Entries

Accounts are adjusted exactly as journal entry reads.

Upon Stock Receipts

Purchases		CPTI		Inventory					
Recv Amt			Recv Amt		Recv Amt				
<table border="1" style="margin: 10px auto;"> <tr> <td colspan="2" style="text-align: center;">Unbilled A/P</td> </tr> <tr> <td style="border-left: 1px solid black;"></td> <td style="text-align: center;">Recv Amt</td> </tr> </table>						Unbilled A/P			Recv Amt
Unbilled A/P									
	Recv Amt								

Do not to use the Totals screen for freight and tax. Instead, use the A/P Entry program to hit these accounts.

Upon A/P Entry

Unbilled A/P		Trade A/P		Freight													
Recv Amt			Inv Amt		Freight Amt												
<table border="1" style="margin: 10px auto;"> <tr> <td colspan="2" style="text-align: center;">Tax</td> <td colspan="2" style="text-align: center;">Exchange**</td> <td colspan="2" style="text-align: center;">Misc***</td> </tr> <tr> <td style="text-align: center;">Tax Amt</td> <td style="border-left: 1px solid black;"></td> <td style="text-align: center;">Misc Amt</td> </tr> </table>						Tax		Exchange**		Misc***		Tax Amt					Misc Amt
Tax		Exchange**		Misc***													
Tax Amt					Misc Amt												

- The Exchange account is posted to when the branch that is accepting the liability is different from the branch that received the goods.
- In A/P entry you have the ability to debit any expense account, provided it is set up as a legal account in general ledger master maintenance.
- In A/P entry, you can post a difference amount to the following accounts:
 - Over/Short A/P
 - Unapproved A/P
 - Disputed A/P
 - Not Received A/P

Upon Payment of Checks

Cash	Trade A/P	Exchange**
Pay Amt	A/P Amt	
Discount Earned		
Disc Amt		

The Exchange account is posted to when the branch that receives cash is different that the branch that debits A/P.

General Ledger Setup Overview

Setting up the general ledger is one of the first priorities during your installation. Use the following four steps to set up the general ledger.

Step One: Update control maintenance records and authorization keys.

Step Two: Identify the general ledger accounts your company needs. The system requires certain accounts. Additional accounts give you the ability to do extensive sales analysis. Use the following information and procedures:

- Defining a Chart of Accounts
- Defining Sales Sources
- Defining Product Types

Step Three: Create a new account.

Step Four: Assign accounts to autopost.

Setup Requirements for General Ledger

Following are the control maintenance records and authorization keys used for the General Ledger.

Control Maintenance Records

Set the following control maintenance records:

- Auto Prompt For G/L Account Detail Notes
- Branch That Controls Branch That Receives Credit For The Sale
- Branch That Receives Credit For The Sale
- Hide Zero Amount Accounts In Business Summary Sales Detail Screen
- Limit Bank Selection By Branch
- Show All GL Type Detail In The GL Acct Business Summary
- Use G/L Account Type Flags For Trial Balance

Authorization Keys

Assign the following authorization keys:

- GL.ACCOUNTS
- GL.BRANCH.OVERRIDE
- GL.CLOSE.DATE.EDIT
- GL.MAINT
- GL.REPORTING

General Ledger Chart of Accounts Overview

Your initial Eclipse implementation includes a basic chart of accounts that includes the accounts required in G/L Autoposting. Based on this basic chart of accounts, you can edit, rename, and add new accounts as required for the way you do business.

During the set up process, the system generates general ledger posting requirements. These requirements determine the accounts you need to create. However, before creating your company's general ledger accounts, you must identify the accounts you need based on the type of postings that your business uses. Two posting types require general ledger accounts:

- Standard postings.
- Sales analysis postings.

Standard Postings

Standard postings are required, are based on typical sales activities, and tell the system which account to debit purchases or credit sales. An example of some of the accounts the system requires are:

- A/R asset account.
- Income account to which to post freight-out charges to customers.
- Inventory account to reduce by the cost of goods sold.

For a list of these posting types, see the list of Standard Postings.

Sales Analysis Postings

Sales analysis postings are optional and allow you to analyze your sales. When a sales order is processed, the revenue accounts corresponding to both the product type and sales source are updated. This two-part source of information (product type and sales source) makes it possible for you to analyze sales from more than one perspective in the Operating Statement Report.

For example, if you had three types of products that your company sold (electrical, plumbing, and heating), then you could configure the Income Statement Report to give you sales totals for all electrical product sales for both inside showroom and outside sales. You could then configure another Income Statement Report to give you all inside sales for electrical, plumbing, and heating products.

For more information, see Sales Analysis Postings.

These postings are based on parameters defined in the following categories:

- Product types.
- Sales sources.

Product Types

Product types are categories that describe the types of product sold, for example, electrical, plumbing, heating, tools, etc. To define product types, see Defining G/L Product Types.

Default product type is the category for unassigned product types, for example, if you sell a product that does not have a specific product type, the revenue from this sale posts to the Default Sales account. The system creates this posting.

In addition, every product type requires the following sales analysis account:

- **Transfer sales** is credited when you ship a transfer order.
- **Transfer cost of goods sold (COGS)** is debited when you ship a transfer order.
- **Purchases** is debited when you receive a purchase order.
- **Transfer purchases** is debited when you received a transfer order.

Sales Sources

Sales sources are the profit centers within a company, for example, inside sales, outside sales, warehouse sales, counter sales, etc. To define sales sources, see Defining Sales Sources.

Default sales source is the category for unassigned sales sources. The system creates this posting.

Sales Analysis Postings

To create the necessary automatic posting items for sales analysis, the system uses a two-dimensional matrix. This matrix is based on your product types and sales sources. When you define product types and sales sources, the system creates the necessary automatic posting items. From these automatic posting items, you would create your general ledger accounts.

For example, if you have three product types (electrical, plumbing, and heating, and the default) and two sales sources (inside sales, outside sales, and the default), then the system creates 24 automatic posting items for all of the possible product type and sales source combinations. Based on the four additional product type account categories, the system creates an additional 16 automatic posting items. Subsequently, you would have 40 automatic posting items on which to base your creation of your general ledger accounts.

The system creates the number of automatic posting items based on the following equations, calculated in succession.

Here is the numerical version of the sales equation, based on our example of three product types and two sales sources:

(Product type) times (Sales type) times (sales and COGS) = X

$$(3 + 1) \times (2 + 1) \times 2 = 24$$

(X) plus {(Product type) times additional product types} = 40

$$24 + \{(3 + 1) \times 4\} = 40$$

The first part of the sales equation is as follows:

Product types times	Sales sources	Equals total number of combinations of product types and sales sources
Electrical Plumbing Heating System default	Inside sales Outside sales System default	For example: Electrical - Inside sales Electrical - Outside sales Electrical - Default sales
4	3	12

The second part of the sales equation is as follows:

Total number of product and sales sources combinations times	Sales plus COGS	Equals total number of sales analysis categories:
12	2	24

The third part of the sales equation is as follows:

Total number of product types times	Additional sales analysis categories: Transfer sales Transfer COGS Purchases Transfer purchases	Equals total number of additional automatic posting requirements created by the system
4	4	16

The fourth part of the sales equation is as follows:

Total number of automatic posting requirements plus	Total number of additional automatic posting requirements created by the system	Equals total number of automatic posting items created by the system
24	16	40

From the initial example of three product types and two sales sources, 40 automatic posting items are created. You then create your general ledger account based on these automatic posting items, then assign each automatic posting item to a general ledger account. Keep in mind, however, that you do not have to use every automatic posting item that is created.

Sales Sources Overview

G/L sales sources represent profit areas within a branch. For example, you can have profit sources such as counter sales, outside sales, direct sales, and returns. In conjunction with product types, sales sources are used to create sales analyses to compare profit areas.

You can apply sales sources to users and terminals. If a sales order does not have a sales source applied to it, then the sales source lists as Default. You can then override a default sales order to apply to users, terminals, and customers.

For accounting purposes, apply every sales order to a G/L income account. When determining the appropriate sales source for posting, the system uses the following hierarchy:

- If the order is a direct or a return, the system uses the corresponding sales source.
- If there is a sales source override in the customer file, the system uses the override.
- If a sales source has been assigned to the workstation, the system uses the workstation.
- If a sales source has not been identified, the system lists the user's sales sources, and the user selects one.

Use the following procedures to create, assign, and override sales sources:

- Define sales sources.
- Assign sales sources to users.
- Assign sales source defaults to terminals.
- Override customer sales source information.

Defining Sales Sources

The Eclipse implementation includes a set of standard sales sources that you can customize for the way you do business. Consider your sales source setup needs carefully. On a live system, changing sales source information makes prior period adjustments inaccurate. After you define your sales sources, you can either assign them to users or to terminals.

We recommend that you contact Eclipse Technical Support prior to changing sales sources.

► To define a sales source:

1. From the **System > System Programming > G/L Setup** menu, select **G/L Sales Sources** to display the G/L Sales Source Maintenance screen.
2. Press **Enter** to close the warning message.
3. In the **G/L Sales Source Description** column, type the name of the sales source. For example, Inside Sales, Outside Sales, or Showroom Sales.
4. In the **Stnd Post Extension**, enter an abbreviation of up to eight alphabetic characters, including spaces, which the system uses as an internal system reference.
5. When you finish defining sales sources, press **Esc** to exit this screen and save the information.

Assigning Sales Sources to Users

After you define your sales sources, use the User Maintenance screen to assign them to users.

▶ To assign a sales source to a user:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, press **F10** and select a user.
3. Press **Enter**.
4. Use the **Sls Src** hot key to display the Sales Source selection screen.
5. Press **F10** and select a sales source.
6. When you finish selecting sales sources, press **Esc** to exit this screen and save the information.

Assigning Sales Source Defaults to Terminals

To assign a sales source to a terminal, enter the name of the sales source in the **Sales Source** field on the Terminal Setup screen. For more information about setting up terminals, see Setting Up Terminals.

▶ **To assign a sales source default to a terminal:**

1. From the **System > System Files** menu, select **Terminal Setup** to display the Terminal Setup screen.
2. In the **Search Criteria** field, enter the terminal name or partial name on which you want to search.
3. In the **Sales Source** field for the terminal ID, press **F10** and select a sales source.
4. Press **Esc** to save your changes and exit the screen.

Overriding Customer Sales Source Information

You can override the normal sales source the system would assign for an order for a customer.

▶ **To override customer sales source information:**

1. From the **Files** menu, select **Customer** to display the Customer Maintenance screen.
2. In the **Customer/New** field, enter the customer for which you want to override the sales source and press **Enter**.
3. Use the **Add'l Info** then the **Misc Cust Info** hot key to display the Miscellaneous Customer Information screen.
4. In the **Sales Source Override** field, press **F10** and select a new sales source.
5. Press **Enter**.
6. Press **Esc** twice to save this information and return to the Customer Maintenance screen.

G/L Product Types Overview

G/L product types are categories that describe the type of products sold, for example, plumbing, electrical, tools, or commodities. Product types are used in combination with sales sources for sales analysis and are assigned to products in Product Maintenance. Then, for each product ordered, the system uses the product type, along with the sales source, to determine the revenue account to which it posts the sale. The system uses the revenue accounts to create a wide variety of sales analysis reports.

Product types are not required. If you do not create any product types, all product sales post to revenue accounts with the product type of Default.

Use the following procedures to define, assign, and delete product types:

- Defining G/L Product Types
- Assigning G/L Product Types
- Deleting G/L Product Types

Defining G/L Product Types

Use the G/L Product Type Maintenance screen to define product types for your company. For example, you might define your product types as plumbing or electric, or you could define them as interior plumbing and interior electric as well as exterior plumbing and exterior electric.

►To define a G/L product type:

1. From the **System > System Programming > G/L Setup** menu, select **G/L Product Types** to display the G/L Product Type Maintenance screen.
2. In the **Description** column, enter a short, descriptive name for the product type.
3. In the **Stnd Post Extension** column, enter an abbreviation of up to eight alphabetic characters that is used as an internal system reference.
4. When you finish entering product types, press **Esc** to save this information and exit the screen.

Assigning G/L Product Types to Products

Assign products a G/L product type when you create product records. For more information about product records, see *Creating Product Records*. If you do not use G/L product types, a product type may not be required when creating product records for nonstock products.

► To assign a G/L product type to a product:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. Create a product record, or enter the product name in the **Product ID** field and press **Enter**.
3. In the **GL Acct/Product Type** field, press **F10** and select a product type.
4. Press **Esc** to save your changes.

Deleting G/L Product Types

Use the G/L Product Type Maintenance screen to delete product types that you no longer need. Use the following procedures to delete product types:

- Deleting an unassigned product type.
- Deleting an assigned product type.

▶ To delete an unassigned product type:

1. From the **System > System Programming > G/L Setup** menu, select **G/L Product Types** to display the G/L Product Type Maintenance screen.
2. In the **Std Post Extension** field, press the **Delete** key to erase the extension.
3. With your cursor in the **Description** field, press **Delete** to erase the description.
4. When you finish deleting product types, press **Esc** to save the information and exit the screen.

▶ To delete an assigned product type:

Note: If you want to delete an assigned product type, contact support before you begin.

1. Follow the procedure for deleting an unassigned product.
2. The system asks you to confirm the deletion under the following conditions:
 - If you delete a product type tagged to a G/L account.
 - Mark the deleted account as inactive.
 - Attempt to edit a sales order that has a product with the deleted product type.
3. Depending on your user level for the GL.CLOSE.DATE.EDIT authorization key, you receive the following results:

If you are assigned a level 1 or a level 2, the system prompts you for a password. If this password is valid, you are able to enter the order. If the password is invalid, you see the order in view-only mode and are unable to enter the order.

If you are assigned a level 1, or are a superuser, the system asks if you want to continue the edit. Enter one of the following:

- **Y** – Displays a message stating that you were authorized to edit an order posted to an inactive G/L account.
- **N** – Places you in a view-only mode.

Defining Fiscal End-of-Month Dates

The system allows you to use a default set of fiscal month-end dates for accounting purposes, or to define your own set of dates.

Setting your own month-end dates allows you the flexibility to define fiscal months that reflect how you set up your accounting practices. For example, if your company has four quarters of 13 weeks each (known as 4/4/5 accounting), you can set up your accounting periods so each fiscal quarter has a consistent number of days, regardless of the normal calendar. Because months in the normal calendar have a different number of days, the number of days in each quarter can be different, which makes comparing one quarter to another imprecise.

Any calendar date less than the 15th represents a month-end date that occurs in the following month. For example, if you set the month-end date for February as the 3rd, the end of the accounting period for the month of February occurs on March 3rd.

You can define separate month-end dates for each year, A/R statements and service charges, A/P purposes, and for compiling business summaries. When the system needs to determine the proper month-end date to use for any of these functions, it looks for setups in the following order:

1. The specific type and fiscal year. For example, **Type** set to **AR** and **Year** set to **2006**.
2. The specific type with no specific year. For example, **Type** set to **AR** and **Year** is blank.
3. A specific year. For example, **Type** set to **Year** and **Year** set to **2006**. Functions that are not specific to accounts receivable, accounts payable, or business summary, such as general ledger, look for this setup first.
4. The default **Type** setting. For example, **Type** is set to **Default**.
5. The current actual calendar year month-end dates. If you have not defined month-end dates for any of the scenarios above, the system uses actual calendar month-end dates.

► To define fiscal end-of-month dates:

1. From the **System > System Programming > G/L Setup** menu, select **G/L Month End Days Maintenance** to display the Month Ends screen.
2. In the **Type** field, press **F10** and select one of the following:

- **AP** – Define dates for accounts payable processes.
- **AR** – Define dates for service charges, statements, and the aged current field in A/R Inquiry.

The system uses A/P and A/R dates for calculating discounts. It uses the general ledger fiscal dating, which is specified by year, when you run reports or inquiries.

- **BSUM** – Define dates for compiling business summary inquiries.
- **Year** – Define dates for general ledger accounting processes.

- **Default** – Define a default set of dates the system uses for all areas that require a month-end date. The system uses the settings defined in **Default** for any type or year that does not have specific dates defined.

For example, your company may define month-end dates for business summaries, but not for A/P processes. In that case, the system uses the month-end dates you define using the **BSUM** type for business summaries; however, for A/P processes, the system uses the month-end dates defined in the **Default** type.

Important: After you define the month-end dates for **Default**, you cannot delete the settings. If default month-end dates exist, and you decide you want to use actual calendar month-end dates, use the **Calendar** hot key to update the month-end dates to the calendar end dates for the current calendar year.

3. In the **Year** field, enter or select the year for which you are defining dates.

If you selected **Year** in the **Type** field, this field is required. If you selected **Default** in the **Type** field, this field is disabled. If you selected any other type, this field is optional. If you use the same month-end dates year after year, and do not need to set specific dates for each year, leave this field blank. The system uses the month-end dates you enter for each month for each year.

4. In the **Date** column, enter the day of the month that you consider to be month end. Continue changing dates until you have entered the month-end date for your chosen accounting periods.

Note: If you are defining month-end days for the **Default** type, or have not indicated a year in the **Year** field, we recommend that you set the month-end date for February to **29** to accommodate leap years. The system reverts to the 28th if the year is not a leap year.

5. Use either of the following hot keys, as necessary:

- **Calendar** – Displays the calendar month-end dates. For example, if you are changing the month-end dates for the year 2002, and you realize that you do not want the new dates, use the **Cal** hot key to change them back. These dates represent the real calendar dates for any given year, for example, in 1996, February had 29 days, because it was a leap year.
- **Delete** – Prompts you to enter Delete to confirm the deletion of the month-end days setup for the type and year combination. You cannot delete the settings for the **Default** type.

6. Press **Esc** to save the information and exit the screen.

7. Log completely out and back in to the system for the date changes to take effect.

G/L Maintenance Overview

Use the G/L Maintenance functions to access and maintain your G/L accounts. For example, you can create and maintain account records and report templates, as well as set up and change automatic posting functions.

Use the following procedures to maintain your G/L accounts:

- Creating G/L Accounts
- Viewing Changes to G/L Accounts
- Changing the G/L Closing Date
- Assigning G/L Accounts to Automatic Posting
- Creating a Skeleton G/L Report Template
- Creating G/L Report Templates
- Populating G/L Template Options

See the following topics for additional information:

- Standard G/L Postings
- Detail Levels in G/L Templates

Creating G/L Accounts

After you identify all the G/L accounts that your company needs, use the G/L Account Maintenance screen to create a record for each G/L account.

You must be assigned level 1 or greater of the GL.MAINT authorization key to access G/L Account Maintenance and create account.

► To create a G/L account:

1. From the **G/L > G/L Maintenance** menu, select **G/L Account Maintenance** to display the G/L Account Maintenance screen.
2. In the **Account** field, type **new**, press **Enter**, and select New from the list.
3. In the **Full Description** field, enter the official name of the account as you want it to appear on reports. Make the description as complete as possible using 40 characters or less. The words in the description are indexed for G/L account retrieval.

The system populates the **Account** field with the information from the **Full Description** field.

4. In the **Short Desc** field, enter a shortened version of the full account description to display when a data entry screen does not have sufficient room to display the full description.

The system copies the first 15 characters from the **Full Description** field. Confirm or change this description, as necessary. This field is required.

5. In the **Internal Description** field, enter descriptive information that you do not want to appear on data entry screens or reports.

For example, you could enter the terms of a loan, or the name of an individual connected with the account.

6. In the **Key Words** field, enter additional words or numbers indexed for searching along with the information in the **Full Description** field. For example, if, in your old system, you identified your G/L accounts by account numbers, you can put that account number in this field. You can enter up to 10 lines of keywords.

Note: Future searches are easier if you use the **Key Words** field.

7. In the **Account Category** field, place an asterisk (*) next to the category that represents the account's normal balance. This category determines how the account balances display on financial reports. You are not required to flag an asset account as an asset or a liability account as a liability, instead, this is an option to flag each account so that it shows positive if it has normal debit or credit balances.

- **Asset or Expense** – Indicates that debit balances on the account are shown as positive amounts on your financial reports.

You can flag the following accounts as asset accounts to show a negative balance:

Consigned Inventory, Accumulated Depreciation, Accumulated Amortization, COGS

Returns, Clear Purchase to Inventory, Clear Freight to Inventory, and Purchase Discounts.

- **Liability, Capital, or Revenue** – Indicates that credit balances on the account are shown as a positive amount on your financial reports.

You can flag accounts as liability accounts to show a negative balance, such as Returns and Sales Discounts.

Note: Regardless of how you decide to flag each account, be sure that all accounts in the same Start/End group are flagged the same. This makes reports easier to understand.

8. In the **Legal Sources** field, place an asterisk (*) next to each source from which it is legal to manually post adjustments to this account.

- **C/R Adjustment Allow** – Allows manual adjustments in Cash Receipts.
- **A/P Adjustment Allow** – Allows manual adjustments in Accounts Payable.
- **Inv Adjustment Allow** – Allows offsetting an account to inventory in an inventory adjustment.
- **Misc Charge Allowed** – Allows a product to post to this G/L account directly during sales order entry. Use miscellaneous charge products to itemize expenses such as assembly charges or restocking charges.
- **Inv Override Allowed** – Allows the account to act as an inventory override account. Use inventory override accounts when you want to offset the cost of goods sold (COGS) general ledger posting for a product or service with a posting to an account other than a standard inventory account.

You cannot flag accounts assigned to an autoposting item as an override account. If you flag a general ledger account as an inventory override account, and the general ledger account is assigned to any products or price lines, you must remove the account as an override from all the products and price lines before removing the override flag from the general ledger account.

On sales orders, purchase orders, or transfer orders, when the system updates general ledger accounts and a line item has an inventory account override, the system uses the inventory account override in place of any occurrence of the inventory account. In addition, if you press **Alt+Tilde** (~) in any of the order entry screens, any occurrence of an overridden account has a designation of INVTY+

9. Place an asterisk (*) next to the account type you want this account to be:

- **Balance Sheet** – Flags the account for inclusion in balance sheet reports. Balance sheets detail your assets and liabilities for any given period of time, typically monthly.
- **Income Statement** – Flags the account for inclusion in income statements. Income statements contain a summary of your business' financial operations such as revenue and costs, for any given period of time, typically quarterly or yearly.

An entry in this field is required and important for the following reasons:

- When you print an audited report, the system verifies that the report template has included all of the appropriate accounts.
- An audited Listing of Accounts Report must include every G/L account.
- An audited Balance Sheet Report must include every G/L account that is designated as a Balance Sheet account.
- An audited Operating Statement Report must include every G/L account that is designated as an Income Statement account.
- An audited Trial Balance Report must include every G/L account in the first portion of the report, and every G/L account that is designated as an Income Statement account in the Retained Earnings portion of the report.

10. In the **Account Status** field, place an asterisk (*) next to the status you want to select:

- **Active** is a G/L account to which you can post transactions.
- **Inactive** is a G/L account to which you cannot post transactions.

11. In the **Detail** field, place an asterisk (*) next to the detail level you want to select:

- **Branch Detail** – Prints branch details for this account.
- **Export Detail** – Prints in one of the following formats:

If you run the General Ledger Export Report in Summary mode, the report includes any general ledger account that has the **Export Detail** field checked in detail form. All others are included in summary form.

If you run the General Ledger Export Report in Summary All mode, all general ledger accounts are included in the report in summary form regardless of whether the **Export Detail** field for an account is checked.

12. In the **Currency Exchange** field, place an asterisk (*) next to the exchange rate you want to select. This option determines the exchange rate to be used for converting transaction amounts in a foreign currency, if a report includes transactions from this account.

- **Historical Exchange** – Uses the exchange rate that was in effect on the transaction date.
- **Recalculated Exchange** – Uses the exchange rate that is in effect on the report end date.
- **Average** – Uses an average exchange rate by taking the average of all exchange rates within the reporting period and dividing the balance by the amount for that period. Days that do not carry a balance are not included in the average.

13. Use the following hot keys, as necessary:

Hot Key	Function
Recall	Recalls the previously saved settings for the fields on this screen if you are in the process of making changes and decide you want to keep the original settings.
Delete	Deletes the displayed G/L account. The system prompts you to confirm the deletion.
Maint Log	Displays the Maintenance Log Viewing screen, where you view records of changes made to G/L accounts. For more information about how to use this screen, see Viewing Changes to G/L Accounts.
ABC G/L Pool	Displays the ABC G/L Pool Allocation screen, where you allocate G/L accounts with Activity Based Costing G/L Pools. For more information about how to use this screen, see Activity Based Costing.
SubLedger	Displays the SubLedger Maintenance screen, where you can create subledger accounts. For more information, see Creating Subledger Accounts.
Branch	Displays the Accessible Branches field, where you can restrict which branches in which a G/L account can be used.

14. Press **Esc** to save the information and exit the screen.

Viewing Changes to G/L Accounts

Use the Maintenance Log Viewing screen to view all of the changes made to records in the G/L Account Data File. Change information includes who made the change, when it was made, and to what file it was made. You enable the logging of changes in the **Maint Logging** field on the File Definition Maintenance screen. For more information, see System Maintenance Overview.

► To view changes to G/L accounts:

1. From a populated G/L Account Maintenance screen, use the **Maint Log** hot key to display the Maintenance Log Viewing screen.

The Maintenance Log Viewing screen displays with the following view-only information:

Field	Description
File	The name of the file as listed in the Eclipse Dictionary.
Item	The G/L Account File to which these log entries apply.
User ID	The ID of the user who made the change.
Date	The date the change was made
Time	The time the change was made.
Description	The description of the change. The type of information that is logged is determined by the setting in the Maint Logging field of the File Definition Maintenance screen.

2. To view the information on this screen in different formats, use one of the following hot keys:

Hot Key	Function
Synop	Displays as much of the change information as will fit in one line of the Description field.
Expand	Displays all of the change information in the Description field. This is the default view.
View	Displays the item in view-only mode if the Description field contains an account ID number.
Select	Displays the Select screen, which allows you to search for changes based on either the type of change it was or the person who made them. For more information, see the procedure on how Viewing Changes to G/L Accounts.

► To search for specific changes:

1. From the Maintenance Log Viewing screen, use the **Select** hot key.
A selection criteria screen displays.
2. In the **Select User ID** field, press **F10** and select a user.
3. In the **Select Pattern** field, enter the text string on which you want the system to search.

The screen displays those log entries that match both of your criteria.

4. Press **Esc** to exit the screen and return to the G/L Account Maintenance screen.

Restricting Accessible Branches for G/L Accounts

Use this function to restrict which branches you can use in a G/L account. In addition, you must assign the GL.BRANCH.OVERRIDDE authorization key, which allows users access to post a journal entry to a G/L account that is not accessible to the designated branch.

When a user attempts to post a journal entry to an account that is not accessible to the branch, the system checks this authorization key, displays a warning, and does one of the following:

- If this key is assigned, asks if the user wants to post to an inaccessible branch.
- If this key is not assigned, prompts the user to enter a password to post to an inaccessible branch.

If the user continues, the system posts the journal entry to the designated account and then prompts the user to activate the G/L account for that branch.

- If the user enters **Y**, the system adds the branch to the account's list of accessible branches.
- If the user enters **N**, the system does not add the branch to the account's list of accessible branches.

► To restrict accessible branches for G/L accounts:

1. From the **G/L > G/L Maintenance** menu, select **G/L Account Maintenance** to display the G/L Account Maintenance screen.
2. Populate the fields on this screen.
3. Use the **Branch** hot key to display the Accessible Branches screen.
4. In the **Type** field, enter one of the following to determine to which branches you want to allow access:
 - **Include** - Includes the branches listed on this screen.
 - **Exclude** - Excludes the branches listed on this screen.
 - **Null** - Includes all branches. This is the default.
5. In the **Branch** field, do one of the following:
 - If you entered **Include** in the **Type** field, enter the branches or territories that you want to include.
 - If you entered **Exclude** in the **Type** field, enter the branches or territories that you want to exclude.
6. In the **Description** field, for each branch that you entered in the **Branch** field, enter a short description of that branch.
7. When you have finished setting restrictions, press **Esc** to return to the G/L Account Maintenance screen.

Donating Inventory

You can give away inventory as a contribution by creating an inventory adjustment or a sales order for the products you are giving away. Track this type of inventory in one of the following ways:

- Inventory adjustment – If you create an inventory adjustment, you do not need to create a Customer File record for the organization to which you are making the donation. For IRS purposes, we recommend that you not use this method if you make lots of donations.
- Sales order – If you create a sales order, you do need to create a Customer File record for the organization to which you are making the donation.

▶To give away inventory using an inventory adjustment:

1. Create an account in your general ledger called Contributions/Donations , if necessary.
2. Create an inventory adjustment.
3. Post the adjustment to Contributions/Donations by using the **G/L Acct** hot key in Inventory Adjustment Entry and typing in the account name. You may want to note on the adjustment to whom the donation was made.

The T-Account postings for this transaction are as follows:

▶To give away inventory using a sales order:

1. Create a customer record for the organization receiving the contribution, if necessary.
2. Create an account in your general ledger called Contributions/Donations, if necessary.
3. Create a product, typically a non-profit organization contribution product, with a MiscChrg status and G/L code of Contributions.
4. Create a sales order to the organization for the product you are giving away. The product is now coming out of inventory with an associated cost.
5. Enter your “non-profit organization contribution product” with a -1 quantity with an extended cost that equals the extended cost of the products you are giving away. This entry creates a zero balance transaction while reducing inventory by the quantity of the products given away.

The T-Account postings for this transaction are as follows:

Tracking Barter Customer Transactions

Customers with whom you trade products without money actually changing hands are considered barter customers. The following procedure describes how to record your barter transactions in the system so you can keep accurate track of your stock and supplies, even when operating on a barter system.

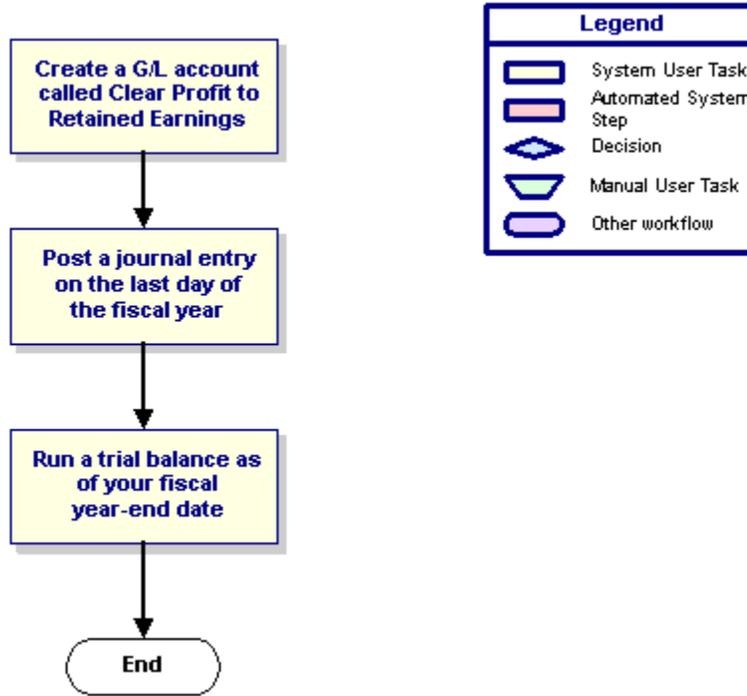
► To track barter customer transactions:

1. Create a G/L account called Barter.
2. Create a barter product, with a MiscChrg status and G/L code of Barter.
3. Create a sales order for the items being traded to the customer as barter.
4. View the sales order Totals screen and note the total amount for the items.
5. Return to the Body screen of the sales order and enter a new line item for the miscellaneous charge barter product with an order quantity of -1. Set the price for the amount you obtained from the Totals screen.

As a result of this transaction, the accounts receivable does not increase and the Barter G/L account updates by the correct amount.

The T-Account postings for this transaction are as follows:

Retained Earnings at Year End Workflow



Converting Cost Postings to Include Commission Cost

Use this routine to convert your existing G/L entries for sales orders to include the amounts for commission costs. When you process this information, the start date is compared to the sales order closing date, and must come after the sales order closing date. The system then calculates the difference between the commission costs and the COGS cost and debits the Difference Between COGS and Comm-Cost G/L accounts and credits the “Clear Comm-Cost Difference from P&L” G/L account.

► To convert cost postings to include commission cost:

1. From the **G/L > G/L Maintenance** menu, select **Convert Cost Postings to Incl Comm Cost** to display the Convert Cost Postings To Include Comm Cost screen.

The **Current Sales Order Closing Date** field, displays the closing date for current sales orders.

2. In the **Start Date** field, enter the date from which you want to start converting commission costs. The start date must be after the closing date in the **Current Sales Order Closing Date** field.
3. Use the **Begin** hot key to start the process.

Changing the G/L Closing Date

Use the Change G/L Closing Date screen to control the closing date for each type of accounting transaction.

The traditional batch processing, updating, or month-end close date does not exist in the system. Instead, Eclipse is based in a real-time environment, where you can establish a closing date by module when you need to for your accounting needs. For example, you can leave certain accounting areas open when you need to complete catch-up work and close other accounting areas as needed. And, in the meantime, because the system is date sensitive, it is possible for workers to continue to enter transactions that relate to the next accounting period without worrying about corrupting the soon-to-be-closed period.

Closing dates are not necessarily period end dates, only the cut-offs for modifications to entries up through that date. The closing of transaction areas does not have to match the month-end date.

The Change G/L Closing Date program is important to the security of the accounting system.

► To change the G/L closing date:

1. From the **G/L > G/L Maintenance** menu, select **Change G/L Closing Date** to display the Change G/L Closing Date screen.

Note: The **Audit Close Date** field reflects the closing date of the general ledger. You cannot modify financially significant transactions of any kind prior to and including this date. Restrict changing the **Audit Close Date** field to the individual who has the final responsibility for the company's financial integrity and require SUPERUSER authorization or the GL.CLOSE.DATE.EDIT authorization key set to level 3.

2. In the **New** column, enter a new closing date over the existing date for each of the transaction types for which you want to close the activity. You cannot modify transactions prior to and including the date you enter in the **New** column.

Note: You can enter today's date as the new closing date. However, the system locks any users currently on the system who are creating or posting transactions for today's date.

3. Press **Esc** to display the Have Changes Affect screen, asking you to define who the changed closing dates should affect.
4. Press **F10** and select from the following options:

Choice	Changes the accounting period closing dates for...
All Users	all users on the system. This is the default.
Just My Process	your login ID and only for the current session for which you are logged in. This option allows you, for example, to temporarily reopen a closed accounting period to make specific changes without reopening the period to all users.

Choice	Changes the accounting period closing dates for...
Just For User	a specific user ID and only for the current session for which you are logged in. This option allows you, for example, to temporarily reopen a closed accounting period to that a user can make specific changes without reopening the period to all users.

5. Press **Enter**.
6. Press **Esc** to save this information and exit this screen.

The system records this change in the system activity log. The designated user is sent a message similar to the following: "Temporary G/L Close Date Changed for your current process ONLY," followed by the accounting period name and the new closing date.

Note: If you are changing the accounting period closing dates for all Users, the system does not send a confirmation.

Setting the G/L Audit Close Date

Important: After you set the G/L audit close date you cannot change it to a prior date without the assistance of an Eclipse customer support representative.

To prevent changes to the general ledger after the closing date for a reporting period, set the audit close date so no additional changes can be made to entries occurring during the closed period. After the audit close date in the Change G/L Closing Date screen is set, you cannot change the date back and a freeze process is initiated. The freeze process creates a snapshot record of your A/R and general ledger transaction files at the time of the closing. It is important to maintain accurate G/L audit close dates so overnight system maintenance routines, which run from the current date back to the audit close date, run quickly and efficiently.

Note: If you stop the freeze process by killing the phantom process, in rare instances there can be a Universe lock left on the snapshot file. This lock clears on its own. However, it may take several hours before you can restart the freeze process. However, the process has indeed been stopped.

► To set the audit close date:

1. From the **G/L > G/L Maintenance** menu, select **Change G/L Closing Date** to display the Change G/L Closing Date screen.
2. In the **Audit Close Date** field, update the date to the calendar date for audit close. If this is the first time a user in your company has accessed the Change G/L Closing Date screen, the field to the right of the **Audit Close Date** field displays Open, indicating that the period has not been frozen. If you have previously entered an audit close date, the field to the right displays as frozen with the date the audit period was frozen.

Note: Restrict changing the **Audit Close Date** field to the individual who has the final responsibility for the company's financial integrity and requires SUPERUSER authorization or the GL.CLOSE.DATE.EDIT authorization key.

The system runs two overnight Phantom processes to freeze the audit date. If the processes fail or are interrupted, the **Freeze Date** hot key in the Change G/L Closing Date screen is highlighted the next time you enter the screen. Reset the **Audit Close Date** and use the **Freeze Date** hot key to freeze the audit close date.

Note: If you open the Change G/L Closing Date screen, and the audit closed date is not indicated as frozen, and the **Freeze Date** hot key is highlighted, the Phantom processes are either running or have not run before.

Creating Subledger Accounts

Use the subledger functionality to create and maintain detailed information about specific sub-accounts within your general ledger accounts. You can break down a general ledger account into smaller subsections so that you are able to post, report, and inquire at a greater level of detail. You can also validate subledgers for a G/L account against vendor types, for example, for payroll purposes.

Also use subledger accounts for maintaining equipment IDs. Set up each equipment ID as a subledger account and have the subledger account validate against the Equipment file. For information about validating against a file, see step 4 in the following procedure.

►To create a subledger account:

1. From the **G/L > G/L Maintenance** menu, select **G/L Account Maintenance** to display the G/L Account Maintenance screen.
2. From a populated Account Maintenance screen, use the **SubLedger** hot key to display the G/L SubLedger Maintenance screen. If a subledger account exists for a general ledger account, this hot key is highlighted in red.
3. In the **SubLedger Allowed (Y/N/R)** field, enter one of the following to determine whether the subledger is allowed for the general ledger account currently displayed on the G/L Account Maintenance screen:
 - **Y** – Subledgers are allowed for this account. When viewing a screen with a subledger account field, you may enter a subledger account or leave the subledger field blank.
 - **N** – Subledgers are not allowed for this account. When viewing a screen with a subledger account field, you are unable to enter subledger account information. All postings go to the main level account. This is the default.
 - **R** – Subledgers are required for this account. When viewing a screen with a subledger account field, you must enter subledger account information.
4. In the **Validation (N/L/F/S)** field, enter one of the following to define whether the system validates the subledger or not, and if so, how:
 - **N** – No validation takes place, and a warning message displays. We recommend that you not use this option because it may result in reporting errors or difficulties.
 - **L** – The system validates subledger values against a user-defined list, which you create using the **List** hot key. For more information, see *Creating SubLedger Entry Lists*.
 - **F** – Subledger values are validated against a file, such as the INITIALS file or a user-defined file. Indicate which file and which attribute in the file, if applicable, to use in the **File/Subroutine** field.
 - **S** – Subledger values are validated against values generated by a subroutine. Indicate which file to use in the **File/Subroutine** field. For example, use the VERF.VEN.EMP.SUBL subroutine to validate employees and former employees as

subledgers for a G/L Payroll account, if you have your employees set up as vendors in the system with a vendor type of Employee or Former Emp.

5. In the **File/Subroutine** field, enter the name of the file, such as INITIALS, or the subroutine that defines the subledger. If using a file, in addition to a file name, you can also enter an attribute number to further define the subledger.

For example, enter **INITIALS,3** to pull the third attribute, the account name, from the INITIALS file. When you view subledgers using F10 in a subledger field in the system, the list displays the subledger record ID and the name, as that is the third attribute in the INITIALS file. If you decide to validate on a file and attribute, use Dictionary Maintenance Summary to determine which attributes to use.

6. Press **Esc** to save the information and exit the screen.

Creating Subledger Entry Lists

Use the subledger list functionality to create, define, and view the subledgers that exist for a specific general ledger account. The use of this screen varies depending on the setting in the **Validation (N/L/F/S)** field on the G/L Subledger Maintenance screen. For example:

Validation Type	Screen Function
N (None)	Allows free-form entry of subledger IDs and their descriptions. Subledgers entered with this validation type are not validated and you can make new entries on-the-fly when you are in a Subledger field or column on a particular screen.
L (List)	Allows free-form entry of subledger IDs and their descriptions. The subledgers entered here are validated when entering subledgers for this G/L account on other screens.
F (File)	Displays the SubLedger Entry screen in a view-only mode with all the subledgers defined by that file. These subledgers are validated when entering subledgers for this G/L account on other screens.
S (Subroutine)	The SubLedger Entry screen is not accessible for this validation type.

► To create a subledger entry list:

1. From the **G/L > G/L Maintenance** menu, select **G/L Account Maintenance** to display the G/L Account Maintenance screen.
2. From a populated Account Maintenance screen, use the **SubLedger** hot key to display the G/L SubLedger Maintenance screen. If a subledger account exists for a general ledger account, this hot key is highlighted in red.
3. From a populated G/L SubLedger Maintenance screen, use the **List** hot key to display the SubLedger Entry screen.

Note: If you select the Subroutine option in the **File/Subroutine** field as the validation type, the **List** hot key is inactive.

4. In the **Sub Id** column, enter or confirm the subledger ID.
5. In the **Description** column, enter or confirm the description of the subledger. You must enter a description for every subledger.
6. Press **Esc** to save the information and exit the screen.

G/L Report Template Maintenance Overview

Creating a report template is the first step in creating a custom G/L report. The template defines the account or group of accounts that each line of the report represents.

G/L report templates can serve two purposes, both of which are related to creating reports. Each G/L report you create must have a corresponding template that identifies all the accounts to include in that report. This template may call other templates. The most basic template can define a single group of related accounts. Though it is possible to create a report from this template, you may never use it for this purpose; other report templates may just call the template.

For example, you can create a template called "cash" that defines all your cash accounts, such as each checking account, and your cash box. Whenever you create a template for a report on which you want to list your cash accounts or have a line item that represents the total of all your cash accounts, you can call the "cash" template into that template, instead of creating a new group from the beginning each time.

You can insert both comments and subtotal lines throughout the template.

A group consists of one or more G/L accounts delimited by a Start tag and an End tag. A group can also consist of multiple subgroups of accounts, each delimited by Start and End tags. You can also create a group or subgroup by imbedding or calling all the accounts defined in another template. Each imbedded group and subgroup can display on the template screen, or print on a report in its expanded format (showing each G/L account in the group), or as a single line item representing the total value of the accounts contained in the group.

For information about how line items operate within a template, see [Detail Levels in G/L Templates](#).

Use the following procedures to create templates:

- [Creating a Skeleton G/L Report Template](#)
- [Creating G/L Report Templates](#)
- [Populating G/L Template Options](#)

Detail Levels in G/L Templates

Each line item in a template represents a comment, an individual account, or the start, end, or total of a group of accounts. However, whether a line item on a template displays on the screen or in a report depends upon the relationship between the values in the following fields:

- The **Level** field on the G/L Report Template Maintenance screen.
- The **Det** field on the G/L Report Template Maintenance screen.
- The **Detail Level** field on the G/L Report Options screen.

Line Items on a Screen

All line items always display on the original template on which they were entered. Information about comments and start/end groups also displays on the screen, unless they are in a called template that does not display in its expanded format.

When you create a comment or a start/end group, assign it a number from 0 (zero) to 9 in the **Det** field.

Line Items on a Report

The report generator uses the number assigned to comments and start/end groups to determine how many levels print on a report. To display comments and start/end group information on a report, enter a number in the **Det** field that is less than or equal to the number in the **Detail Level** field on the G/L Report Options screen.

Levels of Detail on a Screen

When you create a template, assign it a number from 0 (zero) to 9 in the **Level** field. This number determines the level of detail displayed on the screen.

- Groups that have a number in the **Det** field that is less than or equal to the number in the **Level** field display in expanded format. Otherwise, a group displays as a single line item.
- Comments always display on the G/L Report Template Maintenance screen.

Levels of Detail on a Report

When you create a report, assign it a number from 0 (zero) to 9 in the **Detail Level** field on the G/L Report Options screen. To print all possible detail levels on a report, enter 9 in the **Detail Level** field.

- Groups that have a number in the **Det** field that is less than or equal to the number in the **Detail Level** field print in expanded format. Otherwise, a group prints as a single line item.
- Comments that have a number in the **Det** field that is less than or equal to the number in the **Detail Level** field print. Otherwise, comments do not print.

Levels of Detail for Called Template Start/End Groups

When you add a start/end group by calling another template, the system assigns it a 9 in the **Det** field, however, you can change the default setting.

To display the start/end group information in an expanded format (showing all groups and subgroups) on the screen, enter a number in the **Det** field that is less than or equal to the number in the **Level** field.

- An asterisk (*) proceeds each line displayed on the in the Action column, and you cannot change the numbers assigned in the **Det** field to groups and comments on these lines on this screen.
- To expand a group whose number is assigned in the **Det** field, change the number in the **Level** field assigned to the template.

To display the start/end group information in an expanded format on a report, enter a number in the **Det** field that is less than or equal to the number in the **Detail Level** field on the G/L Report Options screen.

- You cannot change the numbers in the **Det** field assigned to subgroups and comments within this called group.
- To expand a subgroup whose number is assigned in the **Det** field, change the number in the **Detail Level** field assigned to the template.

Creating Skeleton G/L Report Templates

Use the G/L Template Build screen to create a skeleton template (one with no Start, End, Comment, or Total action tags) for a Balance Sheet, Operating Statement, Listing of Accounts, or Trial Balance. Additionally, you can create a skeleton template for all four templates at once from the G/L accounts you have defined. After creating a skeleton template from your accounts, use the G/L Template Maintenance screen to insert Start, End, Comment, and Total action tags to the template, as needed.

When you press **Alt-Delete**, the system asks you to confirm the deletion for the entire template on which you are working. The following message displays: **WARNING: This will delete the ENTIRE template. Type DELETE to continue.**

► To create a skeleton G/L report template:

1. From the **System > System Programming > G/L Setup** menu, select **G/L Template Build Utility** to display the G/L Template Build screen.
2. In the **Sort by** field, do one of the following to indicate which way you want to sort the accounts in the report:
 - Press **Enter** to select the default of Record ID.
 - Press **F10** and select from a list of keywords.

Note: When you created your G/L accounts and you entered the account number from your previous accounting system as a keyword, you can select that keyword as a sort option on this screen. The resulting templates list your accounts in the same order they were listed in your old system.

3. In the **Build Template** field, press **F10** and select from the list of templates:
 - All (Default)
 - Balance Sheet
 - List of Accts
 - Operating Stmt
 - Trial Balance

Note: The templates created on this screen have the same names as the existing templates found on the General Ledger screen (G/L / G/L Reports / General Ledger). However, a template created on this screen does not replace the existing templates, even if the existing template has the same name. Two different templates can have identical names.

4. Use the **Begin** hot key to create the requested templates.
5. In the Reason for Change screen, enter any comments regarding this template and press **Esc**.

6. From the G/L / GL Maintenance menu, select **G/L Template Maintenance** to display the G/L Report Template Maintenance screen.
7. In the **Template** field, press **F10** and select the skeleton template you just created.
8. Use the procedure for Creating G/L Report Templates to add Start, End, Comment, and Total action tags to the skeleton template.
9. Press **Esc** to exit the screen and save your template.

Creating G/L Report Templates

Use the G/L Report Template Maintenance screen to create and maintain G/L report templates. Use G/L report templates to select G/L accounts for a report, arrange them in meaningful groups and subgroups, and define totals and subtotals for your reports.

Complete the following processes to create a G/L report template:

- Open a new template.
- Enter template options.
- Design the template.

Be sure to review the information about Detail Levels in G/L Templates before you begin creating a template.

When you press **Alt-Delete**, the system asks you to confirm the deletion for the entire template on which you are working. The following message displays: **WARNING: This will delete the ENTIRE template. Type DELETE to continue.**

►To open a G/L report template:

1. From the **G/L > G/L Maintenance** menu, select **G/L Template Maintenance** to display the G/L Report Template Maintenance screen.
2. In the **Template** field, press **F10**, select **New** from the list, and then press **Enter**.

Note: The ID of this template is the same as the information in the **Full Description** field on the G/L Template Options screen.

►To enter template options:

1. Complete the procedure for Populating G/L Template Options.
2. When you are finished with that procedure, press **Esc** to return to the G/L Report Template Maintenance screen.
3. In the **Level** field, assign a level from 0 through 9 to the template and press **Enter**.

Designing the Template

After entering the template options, design the report template using any or all of the following options:

- Entering a G/L account.
- Entering a total line.
- Creating a start/end group.
- Entering a comment.

To enter a blank line in the template, enter a blank comment line. Using **Alt-Insert** adds an empty account to the template.

►To enter a G/L account:

1. In the **Description** column of the G/L Report Template Maintenance screen, enter part of an account description to display a list of accounts.

The name of the account displays in the **Description** column.

To add an account to the report, place your cursor where you want to add the account and press **Alt-Insert**.

►To enter a total line:

1. Use the **Total** hot key.

The system places the Total tag in the **Action** column.

2. In the **Description** column, type a description of the total line. The value of a total line represents the sum of all the accounts in a designated group. This description, which is optional, prints on a report and is not a subtotal.
3. Use the **Options** hot key to display the G/L Template Options screen.
4. In the **Total Line** area, type an asterisk (*) next to one or more of the following to indicate whether to insert graphic lines above or below the Total line:

- None – Prints no lines either above or below the Total line.
- Single Line – Prints a single line above the Total line.
- Double Line – Prints a double line below the Total line.

Note: An asterisk (*) next to both Single Line and Double Line prints both a single line above and a double line below the Total line. You can also make this selection in the **Total Line** field on the G/L Template Options screen.

5. Type an asterisk (*) next to one of the following to indicate how the template's total amount displays when this template is called or imported into another template:
 - **Actual Results** – Positive amounts display as positive numbers and negative amounts display as negative numbers.
 - **Reversed Results** – Positive amounts display as negative numbers and negative amounts display as positive numbers. This is the default.
6. Press **Esc** to save the information and return to the G/L Report Template Maintenance screen.

Creating Start/End Groups

A Start/End group is one or more G/L accounts delimited by a Start tag and an End tag. When you create a Start/End group on a template, you assign it a detail level number from 0 (zero) to 9. The default is 0 (zero). Keep in mind the following:

- On the screen, each account and subgroup within the Start/End group always displays, unless it is in a called template that does not display in its expanded format.

- On a report, if the Det number assigned to the Start/End group is less than or equal to the Detail Level number of the report, the group displays in an expanded format, listing each account and subgroup within the group.

When you add a Start/End group by calling another template, the system assigns it a Det number of 9, but you can change it. Keep in mind the following:

- On the screen, if the Det number assigned to the group is less than or equal to the Level number of the template, the group displays in an expanded format, showing each account and subgroup within the group.

Each line displayed on the screen is preceded by an asterisk (*) in the **Action** column, and you cannot change the Det numbers assigned to groups and comments on these lines on this screen.

To expand a group whose Det number you cannot change, change the level assigned to the template.

- On a report, if the Det number assigned to the group is less than or equal to the Detail Level number of the report, the group prints in an expanded format, showing each account and subgroup within the group.

You cannot change the Det numbers assigned to subgroups and comments within this called group.

To expand a subgroup whose Det number you cannot change, change the Detail Level assigned to this template.

▶ To create a start/end group:

1. On the G/L Report Template Maintenance screen, use the **Start** hot key to display the Enter the Group ID prompt.
2. At the prompt, enter an ID for the start group, using up to eight alphabetic characters.

The system does the following:

- Places the Start tag in the **Action** column to mark the start of the account group.
 - Places the group ID in the **Group ID** column.
 - Places a zero (0) in the **Det** column.
3. In the **Description** column, enter a description of the account group. This description, which is optional, prints on a report.
 4. In the **Det** column, change the detail level if necessary and press **Enter**.
 5. Select accounts for this group, as described in the procedure for entering a G/L account, and call other templates as described in the procedure for calling templates.
 6. When the group is complete, use the **End** hot key.

The system does the following:

- Places the End tag in the **Action** column to mark the end of the account group. The End tag matches the last open Start tag above the cursor.
- Places the ID in the **Group ID** column.
- Places the group level number in the **Det** column.

▶ **To create a start/end group from a called template:**

1. From the G/L Report Template Maintenance screen, use the **Call** hot key to display the Enter Template ID prompt.
2. Press **F10**, select a template, and press **Enter**.

The system does the following:

- Places the Start tag in the **Action** column to mark the start of the group of accounts.
 - Places the Call tag in the **Group ID** column.
 - Places the template description in the **Description** column.
 - Places the number 9 in the **Det** column.
 - Places the End tag in the **Action** column to mark the end of the group of accounts. The End tag matches the last open Start tag above the cursor.
3. By default, the system assigns a Det level 9 to the called template. If you want to change this, type a new number in the **Det** column and press **Enter**.

▶ **To save start/end groups as a new template:**

1. With the cursor on the **Start** or **End** tag of the Start/End group that you want to save as a new template, use the **Save** hot key to display the G/L Template Options screen.
2. In the **Full Description** field, enter the name for this template and press **Esc**.

The Det level of the Start/End group becomes the Detail Level of the template and the Start/End group displays as a called template.

Entering Comments

When you create a comment on a template, assign it a detail level number from 0 (zero) to 9. The default is 0 (zero). Keep in mind the following:

- On the screen, the comment always displays, unless it is in a called template that does not display in its expanded format.
- On a report, if the Detail Level number assigned to the comment on the G/L Report Template Maintenance screen is less than or equal to the Detail Level number found on the General Ledger Report Options screen, the comment prints. Otherwise, the comment does not print.

► **To enter a comment:**

1. From the G/L Report Template Maintenance screen, use the **Comment** hot key.
The system adds the Comment tag in the **Action** column.
2. In the **Description** column, enter the comment. If you need more than one line for the comment, use the **Comment** hot key again to insert another comment line. The Detail Level assigned to the comment determines whether the comment actually prints on the report. By default, the system assigns a Det level zero (0) to a comment, but you can enter a new level number.
3. Press **Enter** to move the cursor to the next line.
4. When the template is complete, press **Esc**.
5. At the Reason for Change prompt, enter information that the system stores in the maintenance log associated with this template.

► **To define cost center types for branches:**

1. Place the cursor on the account name for which you want to create multiple cost centers.
2. Use the **Cost Centers** hot key to display the Enter Cost Center Selection screen.
3. Enter the name of the cost centers for that branch.

Note: Before you can define cost center types for branches, set the Valid Cost Center Types control maintenance record and define the parameters in the **Cost Center Type** field on the Branch Maintenance screen.

Hot Keys

Use the following hot keys as necessary to work with the template:

Hot Key	Function
Save	Saves a Start/End group as a new template. Displays the G/L Template Options screen where you can identify the new template. When you press Esc , the Det level of the Start/End group becomes the Level of the new template, and the Start/End group displays as a called template.
Delete	Deletes the displayed template.
Edit Group	Displays the G/L Report Template screen in editing mode when the cursor is placed on a line representing a called template.
Copy	Creates a new template name and then copies the displayed template into it. When you press Esc , the new template containing the copied data displays.
Budget	Prompts you for a branch number and then displays the G/L Budget Maintenance screen for the account, in the designated branch, on which the cursor is positioned.
Find	Prompts you for an account or template name, displays a list of names matching the text you enter, then moves the cursor to the name you select, if that account or template name is used in the displayed template.
Maint Log	Displays the Maintenance Log Viewing screen for the displayed template.

Populating G/L Template Options

When you create a new template, the system displays the G/L Template Options screen. You can also access this screen using the **Options** hot key on the G/L Report Template Maintenance screen.

Use the G/L Template Options screen to:

- Enter full, short, and internal template descriptions.
- Designate the number of spaces to indent on the G/L Report Template Maintenance screen for nested subgroups.
- Select the lines to print above or below the final total line.
- Indicate whether the report should print the template total as an actual or reversed amount when this template is called by another template.

When you press **Alt-Delete**, the system asks you to confirm the deletion for the entire template on which you are working. The following message displays: **WARNING: This will delete the ENTIRE template. Type DELETE to continue.**

► To populate G/L template options:

1. Create a Report Template.
2. From the G/L Report Template Maintenance screen, use the **Options** hot key to display the G/L Template Options screen.
3. In the **Full Description** field, enter the name of the template as you want it to appear on reports. This name should be as complete as possible, can consist of up to 40 characters, and is indexed for G/L template retrieval.
4. In the **Short Description** field, the system copies the first 15 characters from the **Full Description** field. When there is insufficient room on a screen or a template, the system uses this description. Confirm or change this description, as necessary.
5. In the **Internal Description** field, enter descriptive information that you do not want to appear on data entry screens or reports. For example, you could enter the terms of a loan, or the name of an individual connected with the account.
6. In the **# of Spaces to Indent** field, enter the number of spaces that the system indents in the **Description** column on the G/L Report Template Maintenance screen for each level of nested Start and End groups.
7. In the **Suppress Headings (Y/N)** field, indicate whether to suppress or allow the printing of the Heading line (the line containing the Start tag) of called templates when printing a report.

8. Type an asterisk (*) next to one of the following to indicate how the templates total amount displays when this template is called or imported into another template:
- **Actual Results** – Indicates that positive amounts display as positive numbers and negative amounts display as negative numbers.
 - **Reversed Results** – Indicates that positive amounts display as negative numbers and negative amounts display as positive numbers. This is the default.

Note: Totals that are normally credit balances for total sales would be reversed.
For more information, see *Creating G/L Accounts*.

9. In the **Total Line** area, type an asterisk (*) next to one or more of the following to indicate whether the system inserts graphic lines above or below the Total line:
- None – Prints no lines either above or below the Total line.
 - Single Line – Prints a single line above the Total line.
 - Double Line – Prints a double line below the Total line.

Note: An asterisk (*) next to both Single Line and Double Line prints both a single line above and a double line below the Total line.

10. Press **Esc** to save the information and return to the G/L Report Template Maintenance screen.

Assigning G/L Accounts to Automatic Posting

After creating your G/L accounts, assign them to automatic postings, also known as autopostings. Automatic postings are functions within the system that must have a general ledger account to which to post amounts. For example, the system must know:

- Which account is the income account to post freight out charges to (COGS - Outgoing Freight).
- Which account is the inventory account to reduce by cost of goods sold (Default COGS).
- Which accounts to debit for a cash discount (Discount Given).

There is also an autoposting item listed for each combination of sales sources and product types. The number of sales sources and product types determines the number of autopostings. For more information about sales sources and product types, see *Defining a Chart of Accounts*. For a list of all the standard autoposting items, see *Standard G/L Postings*.

To view postings from a transaction, such as a purchase order, sales order, or transfer order, press **Alt ~** from the transaction's screen. The *G/L Postings Viewing* screen displays the account and the amount to which the transaction posted.

►To assign a G/L account to an autoposting item:

1. From the **G/L > G/L Maintenance** menu, select **Automatic Posting** to display the Automatic Postings screen.
2. In the **Autoposting Item** column, position the cursor on the autoposting item you want to assign an account to and press **Enter**.

A screen with the name of the autoposting item as the title displays.

3. Do one of the following to display a list of accounts:

- Press **F10**.
- Type a keyword or part of the account name and press **Enter**.

4. Use the **Up** and **Down Arrow** keys to highlight the account you want to select.

5. Press **Enter** to select the account.

The account displays in the **G/L Account** column.

Note: Only the Cash Account autoposting item can have multiple G/L accounts, such as different bank accounts, assigned to it.

6. Repeat steps 2 through 5 for each autoposting item.
7. Press **Esc** to exit this screen and save this information.

Standard G/L Postings

The following table contains a description of all the standard postings in the system:

Posting Name	The account that is...
Accounts Payable	credited during A/P Entry and that is debited during cash disbursements. Manual adjustments cannot post to this account; however, they can post to the Postable Accounts Payable account.
Accounts Receivable	debited when a sales order is processed and that is credited during cash receipts. Manual adjustments cannot post to this account; however, they can post to the Postable Accounts Payable account.
COGS - Incoming Freight	posted to for incoming freight charges when you want them included as part of the Cost of Goods Sold on a sales order.
COGS - Incoming Handling	posted to for incoming handling charges when you want them included as part of the Cost of Goods Sold on a sales order.
COGS - Outgoing Freight	posted to for outgoing freight charges when you want them included as part of the Cost of Goods Sold on a sales order.
COGS - Outgoing Handling	posted to for outgoing handling charges when you want them included as part of the Cost of Goods Sold on a sales order.
COGS - Extra	added into your true Costs of Goods Sold for a value of cost of goods sold for the business summary. (Inquiry only.)
Cash Account	a valid bank account. This is an account that you want to be able to debit during cash receipts and credit during cash disbursements.
Cashbox	debited when receiving a cash, check, credit card payment or deposit in Sales Order Entry.
Clear Consignment to Inventory	credited when you receive a product for the consignment from a vendor on a purchase order to offset the debit to purchases.
Clear Freight to Inventory	credited to offset Freight In from Receiving or, if you are capitalizing freight, from A/P entry.
Clear Purch to Inventory	credited during receiving of products to offset the debit to purchases.
Clear Transfer to Inventory	credited during receiving of transfers to offset the debit to transfer purchases.
Clear Work Order Purchases to Inventory	credited when you receive a product for a work order step to offset the debit to purchases.
Consignment Inventory	either debited or credited as a function of moving inventory in and out of consignment from a vendor, or transferring consigned inventory between branches.
Currency Exchange Gain/Loss	used to record actual gains or losses due to fluctuating exchange rates. Includes differences between payables and actual payments.

Posting Name	The account that is...
Discount Given	credited when giving a cash discount as a function of cash receipts.
Discount Taken	debited when taking a cash discount as a function of cash disbursements.
Disputed Account Payable	one of four potential accounts to post the differences between what was billed and what was received. Do not post this account against an invoice that you intend to pay.
Duty	credited with any duty charges from Purchase Order Entry.
EDI Discount Given	used to post discount percentages for customers who send orders using EDI. Create a G/L account called EDI Discounts, or something similar, to which to post the amounts.
Exchange Account	the "inter-branch" exchange account. It is posted to whenever a transaction would have left a branch out of balance. This account should not be used with any other autoposting account.
FET Reserve Account	debited and credited when you collect and pay Federal Excise Taxes (FET).
Freight In	debited when you receive product that has freight on the total screen in Purchase Order Entry or debited as a function of A/P Entry.
Freight Out	credited when a sales order that has freight on the Totals screen of Sales Order Entry is processed.
Handling In	debited when you receive product that has handling on the Totals screen of Purchase Order Entry.
Handling Out	credited when a sales order that has handling on the Totals screen of Sales Order Entry is processed.
Inventory	either debited or credited as a function of moving inventory through any of the following: <ul style="list-style-type: none"> • Sales Order Entry • Purchase Order Entry • Transfer Order Entry • Inventory adjustments
Inventory Adjustments	used to offset credit/debit amounts to the inventory account during inventory adjustments.
Inventory Extra	displays the Inventory Extra screen where you can assign multiple G/L accounts to this autoposting item.
Other Payable	used to capture other expenses not already indicated by a specific standard autoposting.
Over/Short Accounts Payable	one of the four potential accounts to post the differences between what was billed and what was received. This account is an expense account, and should therefore be the choice to post against for an invoice that you intend to pay.
Postable Accounts Payable	used to post manual accounts payable adjustments.
Postable Accounts Receivable	used to post manual accounts receivable adjustments.

Posting Name	The account that is...
Postable Unbilled A/P	used to post manual unbilled accounts payable adjustments.
Purchase Order Freight In (Billable)	debited when you receive product that has freight on the total screen of Purchase Order Entry.
Purchase Order Handling In (Billable)	debited when you receive product that has freight on the total screen of Purchase Order Entry or debited as a function of A/P entry.
Profit to Retained Earnings	the bottom line of your P&L statement. This is the amount that will automatically roll into your balance sheet.
Rental - Product Inventory	credited when a sales inventory item is converted to a rental item. The Inventory account is debited with the COGS, and this account is credited.
Rental - Retired Inventory	credited when a rental inventory item is retired from the rental inventory. The Rental - Product Inventory account is debited and this account is credited.
Retained Earnings	on your balance sheet and where the bottom line of your P&L statement rolls into. The system calculates this amount.
Sales Order Freight In (Billable)	debited when you receive product that has freight on the Totals screen of Sales Order Entry or debited as a function of A/P entry.
Sales Order Freight In (Expense)	absorbs the cost when you receive product that has freight on the Totals screen of Sales Order Entry.
Sales Order Freight Out (Billable)	credited when a sales order that has freight on the Totals screen of Sales Order Entry is processed.
Sales Order Freight Out (Expense)	absorbs the cost when you ship product that has freight on the Totals screen of Sales Order Entry.
Sales Order Handling In (Billable)	debited when you receive product that has handling on the Totals screen of Sales Order Entry.
Sales Order Handling In (Expense)	absorbs the cost when you receive product that has freight on the Totals screen of Sales Order Entry.
Sales Order Handling Out (Billable)	credited when a sales order that has handling on the Totals screen of Sales Order Entry is processed.
Sales Order Handling Out (Expense)	absorbs the cost when you ship product that has freight on the Totals screen of Sales Order Entry.
Sales - Extra (Inquiry Only)	added into your true sales accounts for a value of sales revenues for the business summary.
Sales Tax	used by the National Sales Tax companion product and is debited and credited when you collect and pay taxes.
Transfer Freight In (Billable)	debits the receiving branch when product is received that has freight on the Totals screen of a transfer order.
Transfer Freight Out (Billable)	credits the originating branch when product is received that has freight on the Totals screen of a transfer order.
Transfer Handling In (Billable)	debits the receiving branch when product is received that has handling on the Totals screen of a transfer order.
Transfer Handling Out (Billable)	credits the originating branch when product is received that has freight on the Totals screen of a transfer order.

Posting Name	The account that is...
Tax In	debited when you break out sales tax on a vendor's invoice or on the Totals screen of a purchase order.
Transfer Incoming A/P	credited when you receive a transfer.
Transfer Outgoing A/R	debited when you ship a transfer.
Unapproved Accounts Payable	one of four potential accounts to post the differences between what was billed and what was received. Do post this account against an invoice that you intend to pay.
Unbilled Accounts Payable	credited when you receive a purchase order or completed step of a work order. It is debited as a function of A/P entry. You cannot post manual adjustments to this account; however, you can post manual adjustments to the Postable Unbilled A/P account.
Unbilled Consignment	credited when you receive a purchase order for consignment. It is debited as a function of A/P entry. The system also posts to this account when transferring consigned inventory between branches.
Unearned Revenue	credited when you use single invoicing. It allows you to process a sales order and bill the customer for all the material on the sales order, even though some of the material has been backordered. It is usually a balance sheet account that either sits below the A/R account or with the accrual accounts in liabilities.
Unrealized Currency Exchange	used to record the unrealized gains or, if you use historical exchange rate accounting, to record losses due to fluctuating exchange rates between the purchase order and the payable amount.
Unreceived Accounts Payable	one of four potential accounts to post the differences between what was billed and what was received. Do not post this account against an invoice that you intend to pay.
Web Order Entry Discount Given	credited when giving a cash discount as a function of placing an order through the internet.
Work Order Freight In (Billable)	debits the receiving branch when product is received that has freight on the Totals screen of a work order.
Work Order Handling In (Billable)	debits the receiving branch when product is received that has handling on the Totals screen of a work order.
Work Order Processing Holding	for holding the dollar amount of a work order step while it is in process. When completed, the amount is posted to Unbilled Accounts Payable.
Work Order Purchases	credited with the cost of a work order step when the step is completed.
~*Default COGS	debited when a sales order for an unidentified product type is processed. It offsets the credit to inventory.
~*Default Consgn Purchases	debited when you receive a purchase order for consignment for an unidentified product type. It is offset by clear purchases to inventory and should have no net effect on your bottom line.

Posting Name	The account that is...
~*Default Purchases	debited when you receive a purchase order for an unidentified product type. It is offset by clear purchases to inventory and should have no net effect on your bottom line.
~*Default Sales	credited when a sales order is processed for an unidentified product type.
~*Default Work Order Purchases	credited with the cost of a work order step for an unidentified product type when the step is completed.
~*Default Xfer COGS	debited when a transfer order for an unidentified product type is shipped. It offsets the credit to inventory.
~*Default Xfer Purchases	debited when you receive a transfer for an unidentified product type. It is offset by clear transfers to inventory and should have no net effect on your bottom line.
~*Default Xfer Sales	credited when a transfer order is shipped for an unidentified product type.

Month End Procedure Guidelines

The following sections provide information and advice related to month end procedures.

Sales Orders

The customer's statements include all orders that have printed as ship tickets with a ship date during the current fiscal month, including orders that may not have actually shipped, as well as invoices that have not been previewed or printed as final customer copies. The Invoice Preview Queue includes any ship tickets that have not been through the entire invoicing procedure. At month end, there should be few, if any, such tickets in the queue.

If, however, a ticket appears in the queue and truly does not belong in the current fiscal month, change its ship dates to the first day of the new fiscal month. Doing so prevents the invoice from appearing on the customer's statement. However, such changes in ship dates have serious consequences regarding such things as inventory levels and availability, because the Eclipse system is date dependent. Therefore, it is advisable to return such invoices to an open order status rather than changing the ship date.

Remember, it is the ship date that matters for a printed shipping ticket, not whether it has been previewed or sent to the customer as an actual invoice copy.

Branch Transfers

When a shipping branch prints a branch transfer, the inventory in that branch is reduced. The inventory in the receiving branch is not increased until the receiving process for the transfer is complete. At month end, if a branch shows a transfer as being shipped but not received, the transfer quantities seem as if they are in "transit," out of one branch but not yet in the other. Although the on-hands may look out of balance, the general ledger inventory value is kept correctly in balance. Therefore, the "in transit" transfers are not a problem.

However, ensure that all transfers are completed as soon as possible. Be sure that all transfers are entered when they occur so that the month end balances are as current as they should be.

Cashier

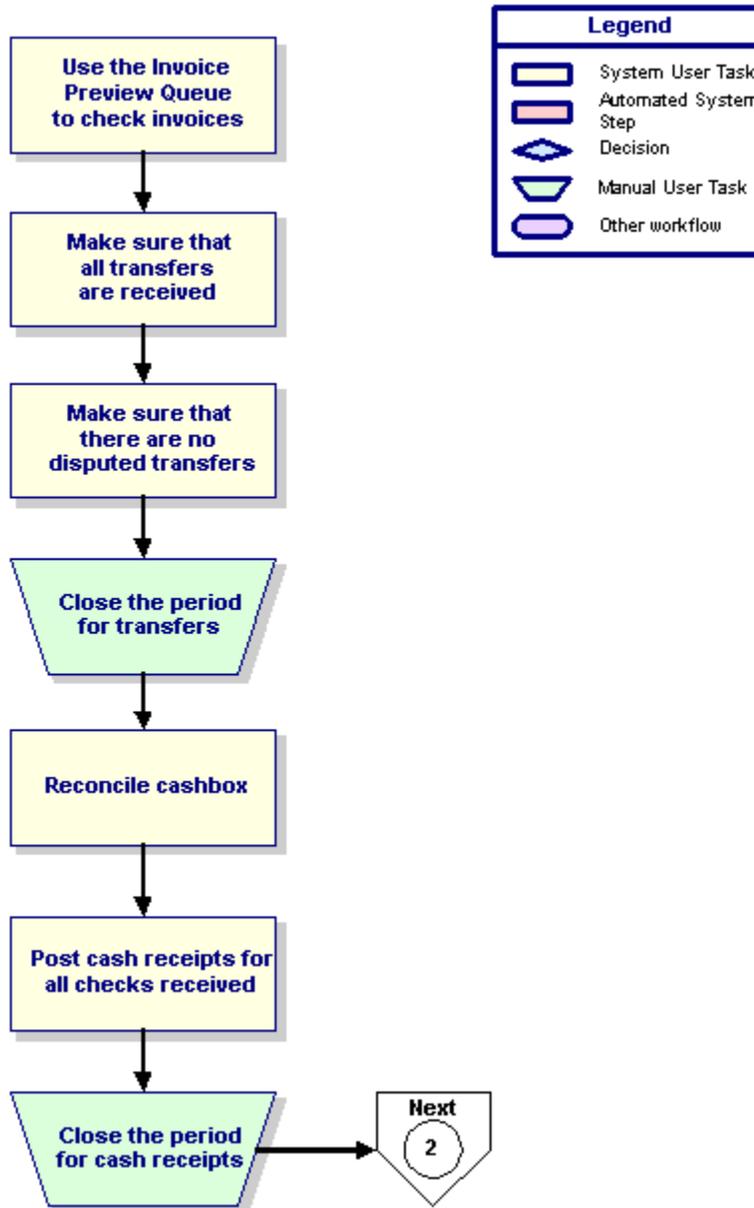
Enter cash payments directly on the sales order using the Totals screen. Use the **Apply Paymt** hot key to apply the payment to the order. If you need to edit a prior payment, go back to the Totals screen and use the **Payments** hot key. Each time you use the **Totals** hot key, the system anticipates a new payment, so be sure to ask for prior payments if that is what you want.

Run the cash box journal daily, paying particular attention to the times used. Use the long version and reconcile the separate cash, check, and credit card totals.

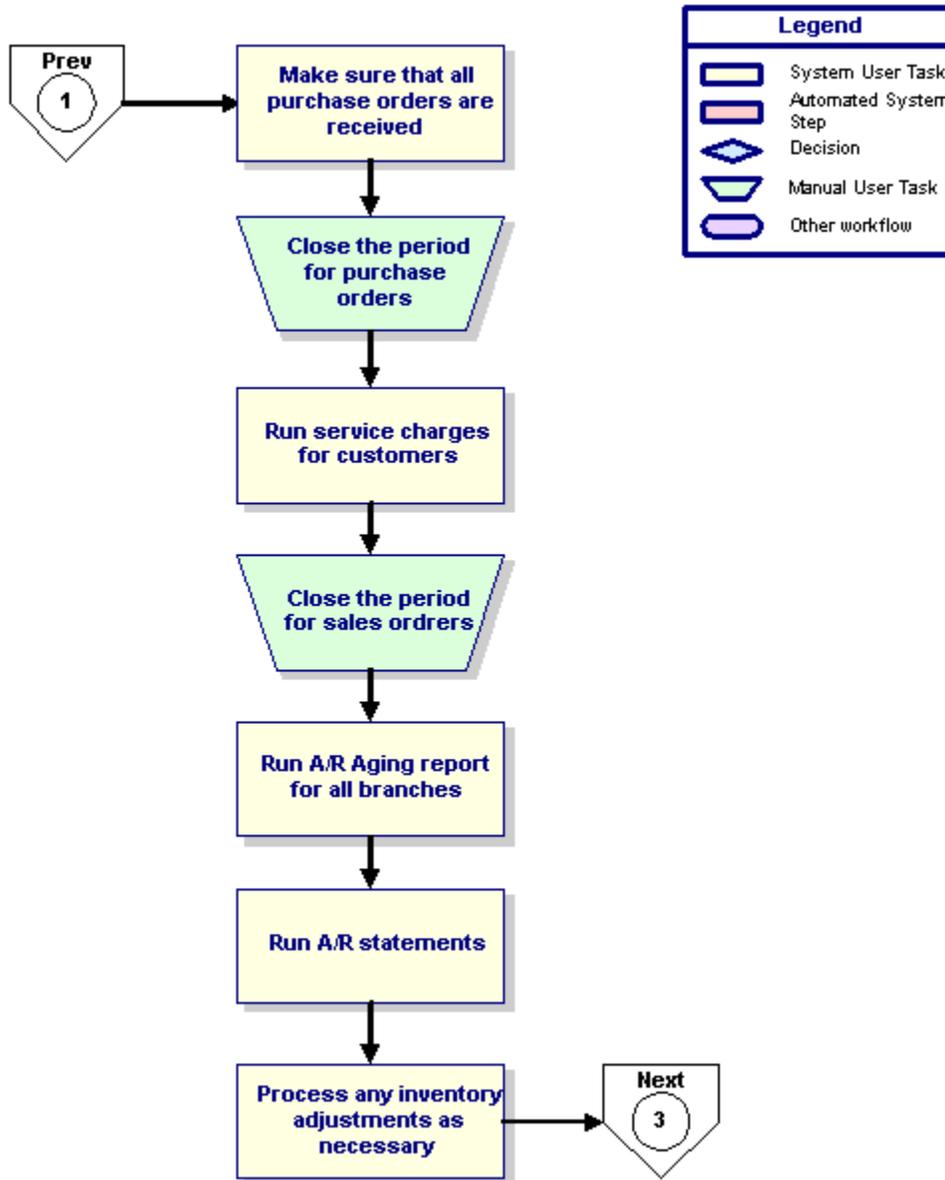
When you receive COD payments, enter the payment on the Totals screen of the order and apply the payment using the **Apply Paymt** hot key. These payments appear on the cashbox report for that day, not for the day of the shipment. You can run an unpaid COD report weekly to check any COD orders whose payments have not yet been applied.

If authorized, run the cash box rollover using the miscellaneous cash receipts procedure. Roll credit card amounts over to the separate credit card A/R accounts, unless the money from these sales is immediately credited to your cash account. Otherwise, forward the cash box journal and the deposit slip to whomever posts the rollover.

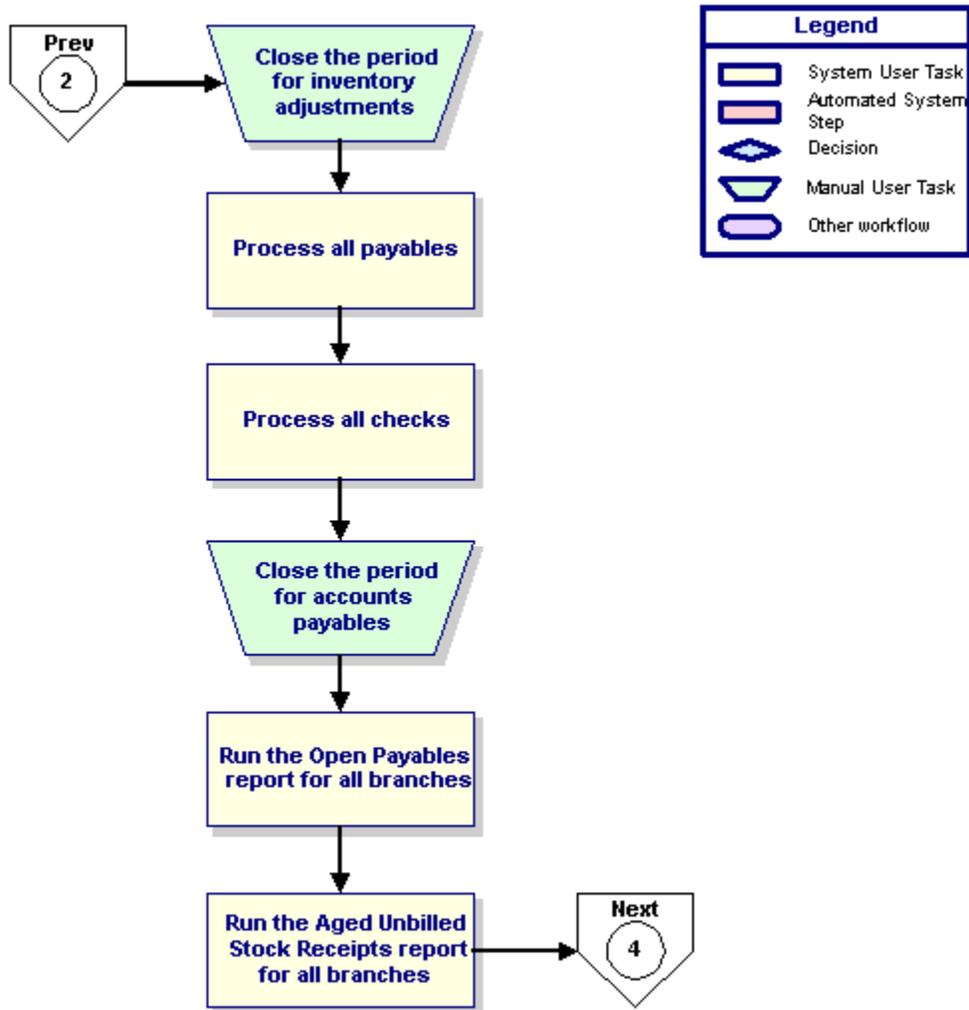
Month End Procedures Checklist Workflow



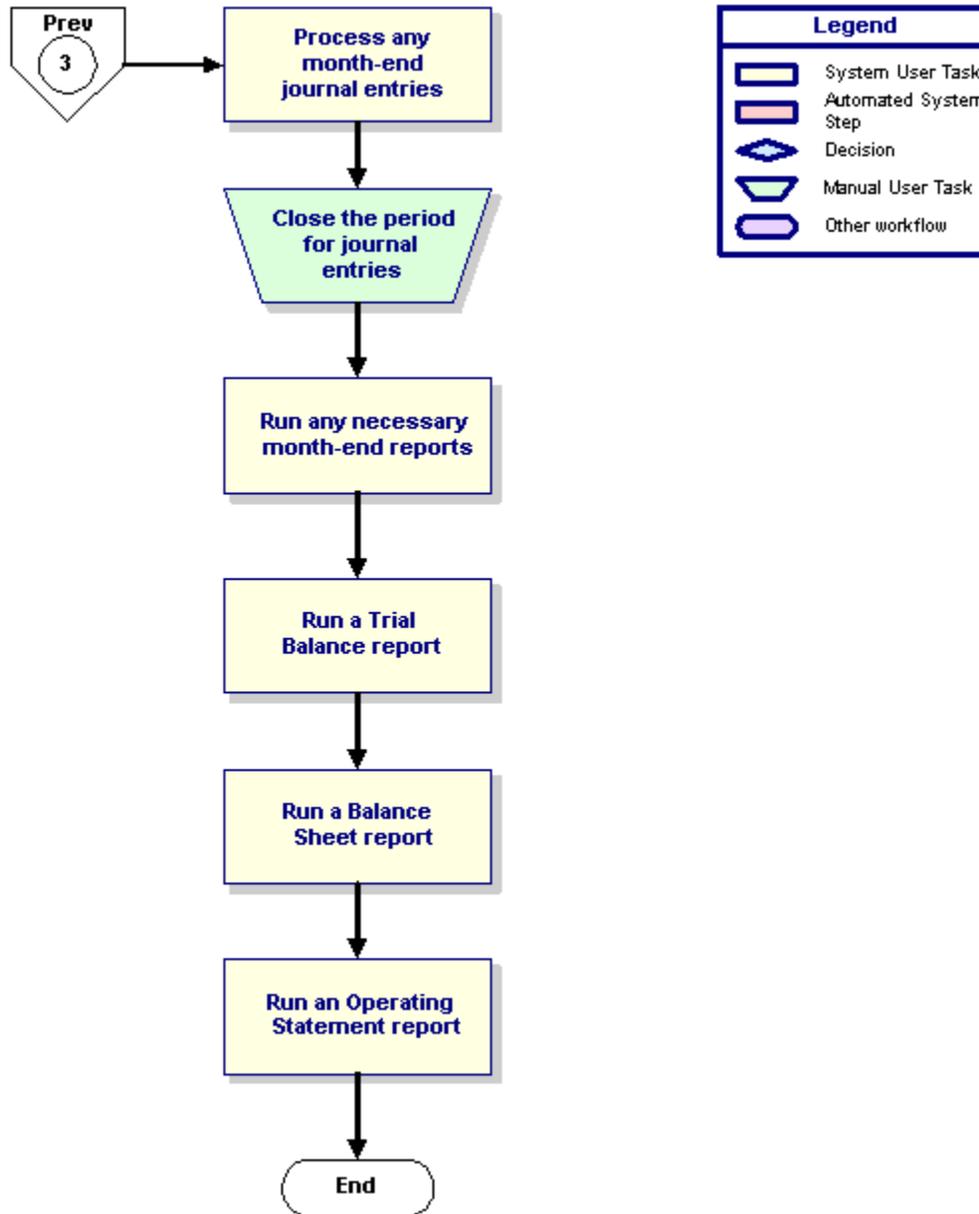
Month End Procedures Checklist Workflow - continued



Month End Procedures Checklist Workflow - continued



Month End Procedures Checklist Workflow - continued



G/L Budgeting Overview

Use G/L Budgeting to create and save a year's budget, in monthly increments, for different branches and accounts. After creating a budget, use the Actual/Difference columns to view and compare monthly totals between years.

Use the following procedures to work with G/L budgets:

- Create G/L budgets.
- Copy G/L budgets.
- Change percentages in G/L budgets.
- Create budgets for balance sheet accounts.

Creating G/L Budgets

Use the G/L Budget Maintenance screen to create and save a budget for a year's income in monthly increments for a given G/L account. You can also create budgets at the subledger level, which allows you to create a more detailed budget for each of your accounts.

►To create a G/L budget:

1. From the G/L menu, select **G/L Budgeting** to display the G/L Budget Maintenance screen.
2. In the **Account** field, press **F10** and select an account.
3. In the **Br** field, enter the branch number for which you want to create a budget.
4. The system populates the **Year** field with the current fiscal year, which is the default. Do one of the following:
 - Press **Enter** to accept the current fiscal year, which is the year in which the last month within the fiscal year occurred. For example, if your fiscal year runs from July 2005 to July 2006, the year displays as 2006.
 - Enter a different year and press **Enter**.

One of the following occurs:

- If you are creating a new budget, the system inputs the amounts for each month in the **Budget** column as zero (0.00).
 - If you are editing a previously created budget, the system populates the amounts in the **Budget** column.
5. In the **SubLedger** field, enter the name of the subledger account or press **F10** to select an account.

Note: This field is editable only if you have subledgers defined for this account.

6. In the **Budget** column, create the budget using one of the following methods:

To...	Do this...
Enter individual monthly budget amounts	Press the Up and Down arrow keys to move between months, enter a budget amount, and press Enter .
Enter monthly budget amounts based on a total amount	<p>In the Totals field, enter a budget amount, and press Enter. The system divides the amount in the Totals field equally over the 12 months in the Budget column.</p> <ul style="list-style-type: none"> • If the amount is not equally divisible, December receives the excess amount. • If there were any amounts other than zero in the Budget column, the system divides the new Total amount over the 12 months according to the percentages that existed.

To...	Do this...
Break down the monthly values based on percentages rather than dollar amounts	Use the Monthly % hot key to display the G/L Budget Percentages screen. For information about how to create a budget using percentages, see Changing the Percentages in a G/L Budget.

7. Use the following hot keys, as necessary:

Hot Key	Function
Copy From	Copies budget amounts from a previously created budget. For more information, see Copying a G/L Budget.
Delete	Deletes the displayed budget.
Actual On/Off	Hides or displays the information in the Actual/Difference columns.
Balance Budget	Displays the G/L Balance Sheet Budget Maintenance screen. For information about how to use this screen, see Creating Budgets for Balance Sheet Accounts.
Roll Up	<p>Displays a prompt where you can determine whether or not to include the amounts from all the subledger amounts for an account. Enter one of the following:</p> <ul style="list-style-type: none"> • Y – Replaces all current budget figures for the base account with the accumulated total of the account's subledgers. • N – Does not replace all current budget figures for the base account with the accumulated total of the account's subledgers. <p>Note: This hot key is active only if you have subledgers defined for this account.</p>
Roll Down	<p>Displays the G/L Budget Roll Down screen, where you can determine what percent of which subledgers you want to allocate from the main account. For more information, see Determining Subledger Budget Rolldown.</p> <p>Note: This hot key is active only if you have subledgers defined for this account.</p>

8. Press **Esc** to exit this screen and save the information.

Copying G/L Budgets

Use the G/L Budget Copy screen to copy a budget of an account, branch, or year into the displayed budget on the G/L Budget Maintenance screen. For example, if you already have an accounts payable budget that is very similar to the accounts receivable budget you want to create, you can copy the first one to create the second one, which would then need only a few changes to update it.

► To copy a G/L budget:

1. From the **G/L** menu, select **G/L Budgeting** to display the G/L Budget Maintenance screen.
2. Display the account to which you want to copy a budget by completing the following fields:

Field	Description
Account	The general ledger account name. Enter or select an account.
Branch	The branch number of the account for which the copied budget applies. Enter or select a branch.
Year	The fiscal year for which you want to create the budget. Enter the year and click Update .

3. Use the **Copy From** hot key to display the G/L Budget Copy screen.
4. In the **Account to Copy From** field, press **F10**, select an account, and press **Enter**.
5. If you want to copy the budget amounts from the account's subledger, enter the subledger account in the **Subledger to Copy From** field.
6. In the **Branch of Account** field, enter the branch of the account for the budget you are creating and press **Enter**.
7. In the **Year of Budget to Copy** field, do one of the following:
 - Press **Enter** to accept the default of the current year.
 - Enter a new year and press **Enter**.
8. In the **Percentage of Budget** field, enter the percentage of dollars of the copied budget that you want in the new budget and press **Enter**.

For example, the accounts receivable budget that you are copying is \$100,000. The accounts payable budget that you are creating is \$85,000. Enter 85 in this field to use 85 percent of the copied budget. The numbers in the new budget would reflect \$85,000.

After you press **Enter**, the G/L Budget Copy screen closes and the G/L Budget Maintenance screen displays with the copied budget. Use the procedure for Creating G/L Budgets to adapt the copied budget to meet your needs.

Changing Percentages in G/L Budgets

Use the G/L Budget Percentages screen to change the monthly dollar values to percentage values. Use this method if you want to break up your budget using percentages instead of dollar amounts. For example, if you want to budget most of your money in the beginning of the year by percentages, you would create larger percentage amounts from January to June, and smaller percentage amounts from July to December.

► To change a percentage in a G/L budget:

1. From the **G/L** menu, select **G/L Budgeting** to display the G/L Budget Maintenance screen.
2. From a populated G/L Budget Maintenance screen, enter the total budget amount for the year in the **Totals** field.
3. Use the **Monthly %** hot key to display the G/L Budget Percentages screen.
To change a percentage value for a month, enter a new value and press **Enter**.
4. Continue making changes as needed, ensuring that the percentages add up to 100 percent. You cannot exit the screen until the values total 100 percent.
5. Press **Esc** to save this information and exit the screen.

The G/L Budget Maintenance screen displays, with the percentage amounts for each month converted to the corresponding dollar amounts that add up to the original value in the **Total** field.

Creating Budgets for Balance Sheet Accounts

Use the G/L Balance Sheet Budget Maintenance screen to create and edit budgets for balance sheet accounts.

► **To create a budget for a balance sheet account:**

1. From the **G/L** menu, select **G/L Budgeting** to display the G/L Budget Maintenance screen.
2. From the G/L Budget Maintenance screen, use the **Balance Budget** hot key to display the G/L Balance Sheet Budget Maintenance screen.

The system populates the fields and columns according to the information on the G/L Budget Maintenance screen.

3. In the **Account** field, do one of the following:
 - To work with the displayed balance sheet account, press **Enter** to move to the **Br** field.
 - To work with a different balance sheet account, delete the name in the **Account** field, press **F10**, and select an account.
4. In the **Br** field, do one of the following:
 - To accept the branch entered, press **Enter** to move to the **Year** field.
 - To work in a different branch, delete the number in the **Br** field, and enter the branch number for which you want to create a budget.
5. The **Year** field populates with the current year, which is the default. Do one of the following:
 - Press **Enter** to accept the current year.
 - Type a different year and press **Enter**.
6. In the **Budget** column, use one of the following ways to enter budget information:

To...	Do this...
Enter individual monthly budget amounts	Press the Up and Down arrow keys to move between months, enter a budget amount, and press Enter .
Enter monthly budget amounts based on a total amount	Move the cursor to the Totals field, enter a budget amount, and press Enter . The amount in the Totals field is divided equally over the 12 months in the Budget column. <ul style="list-style-type: none"> • If the amount is not equally divisible, the excess amount is added to December. • If there were any amounts other than zero in the Budget column, the new Total amount is divided over the 12 months according to the percentages that existed previously.

To...	Do this...
Break down the monthly values based on percentages rather than dollar amounts	Use the Monthly % hot key to display the G/L Budget Percentages screen. For information about how to use this screen, see Changing the Percentages in a G/L Budget.

7. Use the following hot keys as necessary:

Hot Key	Function
Copy From	Copies budget amounts from a previously created budget. For more information, see Copying a G/L Budget.
Delete	Deletes the currently displayed budget.
Actual On/Off	Hides or displays the information in the Actual/Difference columns.
Balance Budget	Displays the G/L Balance Sheet Budget Maintenance screen.

8. When you finish creating your budget, do one of the following:

- To exit this screen and save the information, press **Esc**.
- To return to the G/L Budget Maintenance screen, use the **G/L Budget** hot key.

Determining Subledger Budget Roll Down

Use the subledger budget roll down functionality to allocate funds from a main account into subledger accounts. On the G/L Budget Roll Down screen, you can specify what subledger accounts you want your budget figures to prorate to, and determine what amounts to allocate to each subledger.

► To determine subledger budget roll down:

1. From the **G/L** menu, select **G/L Budgeting** to display the G/L Budget Maintenance screen
2. Enter the account for which you want to allocate subledger budget amounts.
3. Use the **Roll Down** hot key to display the G/L Budget Roll Down screen.

The **Account**, **Yr**, and **Branch** fields reflect the information from the G/L Budget Maintenance screen.

4. In the **Subledgers** column, do one of the following:
 - Use the **Get All** hot key to populate this column with any active subledger accounts tied to the main account. The system populates the first row with the following information:
 - **Subledgers** – *Default*
 - **%** – 0.00
 - **Description** – ***Default Null Subledger***

Note: Use the default account as a holding account where you can set aside funds that do not, as yet, have a subledger account established.

- Enter the name of the subledger account to which you want to allocate budget amounts. You can only enter subledgers that are tied to the main account you entered on the G/L Budget Maintenance screen.
 - Leave the field blank to allocate budget amounts from the main account to a single subledger account.
5. In the **%** column, enter the percentage of the budget amounts from the main account that you want to allocate to the subledger account. Percentages must add up to 100%.

The following occurs:

- The **Description** column reflects the short name or purpose of that subledger, as defined on the G/L Subledger Maintenance screen. For more information, see [Creating Subledger Accounts](#).
- The **Total** field reflects the sum of all subledger amounts.

6. Use any of the following hot keys to work with subledger accounts:

Hot Key	Function
Get All	Populates the SubLedger column with any active subledger accounts tied to the main account. Note: The system does not retrieve accounts that are used for validation.
Clear All	Clears the SubLedger column of all subledger accounts.
Even Alloc%	Allocates an even percentage amount to each subledger. When you select this option, the system calculates the amount based on the number of subledgers you selected.
Begin Roll	Allocates the budget amounts to each of the subledgers you selected. When you select this option, the system overwrites any prior budget figures in the selected subledgers.

7. Use the **Begin Roll** hot key to start the roll down process.

Displays a prompt where you can determine whether or not to include the amounts from all the subledger amounts for an account. Enter one of the following:

- **Y** – Performs the roll down and replaces all current subledger budget figures with the parameters you entered on the G/L Budget Roll Down screen.
- **N** – Does not perform the roll down and does not replace all current subledger budget figures with the parameters you entered on the G/L Budget Roll Down screen.

Note: The system applies any rounding that occurs because of percentages to the last subledger account.

8. Press **Esc** to return to the G/L Budget Maintenance screen.

Defining G/L Allocations

Use the G/L allocation function to calculate allocations and post them to specific general ledger accounts. You can define these allocations by branch, subledgers, allocation percentages, whether the allocation is a fixed percentage, or whether the allocation is by a comparison or branch comparison method. You can also specify the amount to allocate and its frequency. You can name, save, reuse, and delete allocations as needed, or establish them as a regularly scheduled event. Use the G/L Allocation Maintenance screen to name templates, and determine from where the allocations originate, and to where the allocations are delivered.

This page describes how to do the following:

- Define a G/L allocation template.
- Enter the allocation from an account.
- Enter the allocation to an account.

► To define a G/L allocation template:

1. From the **G/L** menu, select **G/L Allocation Maintenance** to display the G/L Allocation Maintenance screen.
2. In the **ID** field, type **New** and press **Enter**. The system assigns a sequential number ID for every allocation template it creates.
3. In the **Description** field, enter a descriptive name for this allocation template and press **Enter**. This description is indexed and searchable.

► To enter the allocation from an account:

1. Define the allocation template.
2. In the **Start Date** field, enter the start date you want to use when gathering money from a specified account.
3. In the **End Date** field, enter the end date you want to use when gathering money from a specified account.
4. In the **Br/Terr** field, enter the branch or territory from which the allocation is drawn.
5. In the **Acct/Template** field, enter the G/L account or allocation template from which the allocation is drawn. Templates have the letter "T" as a prefix indicator.
6. In the **%** field, enter one of the following to determine the percentage of the total amount that should be allocated:
 - Enter a number representing a percentage of the total. For example, if the amount to allocate is \$10,000, and you enter 75, then \$7,500 is allocated to the target accounts.
 - Leave this field blank to allocate a default amount of 100 percent.

7. In the **SubLedger** field, specify the G/L subledger from which the allocation is drawn, if the account has subledgers. You can only specify a subledger that contains money within the specified date range.
8. In the **Contra Acct** field, enter a different account to reduce by the allocation amount if you do not want the from G/L account to be reduced by that amount. The net effect is a perfect balance in those accounts, but the history in the from account remains rather than being reduced as a result of the allocation.

► **To enter the allocation to an account:**

1. Enter the allocation from an account.
2. In the **Post Date** field, enter the date you want the allocation to post.
3. In the **Allocate By** field, enter one of the following to determine how to post the allocations:

Options	Description
Branch	<p>Displays the Acct/Template field to the right of the Allocate By field.</p> <p>In the Acct/Template field, press F10 and select an account or enter an account name. The system uses the account as the Allocate By account for each line entry in the Allocation To section of the screen. The system bases its pooling decision on this account to determine how many of the funds it allocates to each G/L account in the Allocation To section. For example, you would allocate funds from a specific G/L account to each of your branches. You must apply these allocations to the same G/L account type.</p> <p>Note: When you use the Branch option, the Allocation By column is inaccessible because each G/L account line item is based on the same account, per branch.</p>
Comparison	<p>Totals the accounts specified in the Allocate By column, calculates the percentage of the total from each account, then applies the percentage to the amount being allocated, and then allocates those amounts to the G/L accounts listed in the G/L Account field. You can apply these allocations to any G/L account type.</p> <p>Note: The difference between this allocation option and the Branch option is that under this option you can specify different Allocate By accounts for each G/L account line item, whereas the Branch option provides for one Allocate By G/L account to use as a pooling basis.</p>
Fixed	<p>Allows you to specify fixed percentages of a total pool of funds in the Allocate By column. Those percentages are then applied, or multiplied, towards the amount that is being allocated. The resulting amounts are allocated to the accounts specified in the G/L Account column.</p> <p>Note: The percentages in the Allocate By column must total 100 percent.</p>

4. In the **Branch** column, enter the branch to which you want to make the allocation.
5. In the **G/L Account** column, enter the name of the G/L account to which you want to make the allocation.

6. In the **SubLedger** column, enter the name of the subledgers, if any, to which you want to make the allocation.
7. In the **Allocate By** column, if you entered **Fixed** in the **Allocate By** field, enter the percentage to allocate to that G/L account. If you selected **Branch**, the Allocate By column displays the account in the **Acct/Template** field. If you selected **Comparison**, press **F10** and select an account.
8. Use the **Preview** hot key to display the allocation in report format. You can preview the results of the allocation before activating it on the G/L Allocation Maintenance screen. If you used variable dating for the allocation, the preview displays real dates.
9. Use any of the following hot keys to process the allocation:

Hot Key	Description
Allocate Now	Activates an immediate allocation.
Copy	Copies the template so that you can use it to create another, similar template with the appropriate changes.
Delete	Deletes the displayed allocation template.

10. Use any of the following hot keys to view information related to the allocation:

Hot Key	Description
Template Maint	Displays the G/L Report Template Maintenance screen for the selected account.
G/L Account Maint	Displays the G/L Account Maintenance screen for the selected account. From there, you can find information about or change the G/L account or its subledgers.
G/L Inquiry	Displays the G/L Inquiry screen for the selected account. From there, you can check the balance of the account.
Change Log	Displays the Maintenance Log Viewing screen, which contains a record of any change made to the allocation template.
History	Displays the History screen, which contains a list of every journal entry that was created as a result of using the allocation template. From there, you can press Enter to display the Journal Entry screen. It is important that you use this hot key to refer to previously created allocations because under certain circumstances, primarily as a result of the start and end date selection range, the system may re-allocate the same dollars more than once. If you determine that a duplicate journal entry was created, you can identify the entry using the History hot key and delete the duplicate entry.

G/L Journal Entry Overview

Use the journal entry program to make entries directly into the general ledger. Use the recurring journal entry program to set up the system to post entries at repeated intervals.

See the following topics about journal entries:

- Posting Entries to G/L Accounts
- Reversing Journal Entries
- Copying Journal Entries
- Creating Templates for Recurring Journal Entries
- Posting Recurring Journal Entries Using the Phantom Scheduler
- Deleting Expired Recurring ID Templates
- Filtering G/L Accounts for the Recurring Journal Entry Proofing Report
- Limiting Recurring IDs for the Recurring Journal Entry Proofing Report
- Running the Recurring Journal Entry Report
- Running the Recurring Journal Entry Proofing Report

Posting Entries to G/L Accounts

Use the Journal Entry screen to make entries directly to the general ledger. You can also create journal entries by uploading information from various file types, such as from a text file or from Microsoft Excel. For more information, see *Maintaining User-Defined Upload Formats and Uploading User-Defined Journal Entries*.

To view postings from a transaction, such as a purchase order, sales order, or transfer order, press **Alt ~** from the transaction's screen. The G/L Postings Viewing screen displays the account and the amount to which the transaction posted.

This page contains information about the following:

- Posting entries to G/L accounts.
- Viewing changes made to journal entries.
- Viewing postings between branches.

▶ To post an entry to a G/L account:

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. In the **Date** field, press **Enter** to accept the current date or enter a different date and then press **Enter**.

To create a journal entry using a defined template, use the **Recall Template** hot key and select the template you would like to use.

3. In the selection menu that displays, do one of the following:
 - Select **New** to create a new journal entry. If you select **New**, the system assigns a journal number and populates the **Jrl#** field.
 - Select a journal entry number to open an existing entry. If you select an existing entry, continue with this procedure. If the entry you select is in a closed G/L period, a message displays indicating that the entry is in a closed period. Press **Enter** to view the entry in view-only mode.
4. In the **Header Notation** field, type a description of the journal entry and press **Enter**. This description can be up to three lines long and is the text that appears on the Journal Entry Report. This field is optional.
5. In the **Br** field, enter the number of the branch to which the G/L account belongs.
6. In the **Account/Description** field, do one of the following to select an account, then press **Enter**:
 - Press **F10** to select from a list of account names.
 - Type a **Forward Slash (/)** to select from a list of account numbers.
 - Type part of the account name to select from a limited list of account names.

7. Use the **View** hot key to display one of three information types in the **Account/Description** field.
8. In the **SubLedger** field, press **F10** and select from a list of subledgers.
Note: This field is accessible only if the value in the **SubLedger Allowed** field on the G/L SubLedger Maintenance screen is set to **Y**. For more information, see Creating Subledger Accounts.
9. In the **Amount** field, enter the amount of the journal entry. If it is a credit amount, enter a minus sign before the amount. The system converts the minus sign to a "cr."
10. Use the **Detail Notes** hot key to add an explanatory note for the journal entry line on which the cursor is positioned. The first 16 characters of the note display in the **Note** field.
11. Use the **Print** hot key to print this journal entry.
12. Repeat steps 4 through 8 to create additional postings.
13. Press **Esc**. The balance of all the amounts must equal zero before you can exit the screen.

▶ **To view the changes made to a journal entry:**

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. In the **Date** field, press **Enter** to accept the current date or enter a different date and then press **Enter**.
3. In the selection menu that displays, select a journal entry number to view an existing entry. If the entry you select is in a closed G/L period, a message displays indicating that the entry is in a closed period. Press **Enter** to view the entry in view-only mode.
4. Use the **Change Log** hot key to view the Change Log Viewing screen. The screen displays the history of changes made to the journal entry.

▶ **To view postings between accounts at different branches:**

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. In the **Date** field, press **Enter** to accept the current date or enter a different date and then press **Enter**.
3. In the selection menu that displays, select a journal entry number to view an existing entry. If the entry you select is in a closed G/L period, a message displays indicating that the entry is in a closed period. Press **Enter** to view the entry in view-only mode.
4. Use the **Interbranch Exchange** hot key to display the InterBranch Exchange Postings screen.

The screen displays the branches, accounts, and credit and debit amounts for postings that happened across G/L accounts that exist in different branches. If the Journal Entry you are viewing does not cross branches, the InterBranch Exchange Posting screen is blank.

Reversing Journal Entries

If you find errors in your journal entries that you need to reverse, you can negate the journal entry that is in error without having to create a whole new journal entry. The system allows you to reverse entries by creating a new generation of an existing journal entry with the updated posting. The original posting and the new generation negate each other in your general ledger.

► To reverse a journal entry:

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. In the **Date** field, press **Enter** to accept the current date or enter a different date and then press **Enter**.
3. In the selection menu that displays, select a journal entry number to open an existing entry.

If you select an existing entry, continue with this procedure. If the entry you select is in a closed G/L period, a message displays indicating that the entry is in a closed period.

4. Use the **Reversal** hot key to display the Journal Entry Reversal prompt.
5. In the **Enter Reversal Posting Date** field, enter the date on which you want to reverse the journal entry and press **Enter**. For example, if you found an entry that was posted incorrectly two weeks ago, enter that date to reverse the journal entry on the date it was posted.

The system reverses the posting on a new journal entry generation, and the Journal Entry screen shows the posting reversed.

6. Press **Esc** to save the entry and exist the screen.

Copying Journal Entries

If you have journal entries with similar information, you can save time posting entries to the general ledger by copying existing entries and making modifications as needed.

►To copy a journal entry:

1. From the **G/L** menu, select **Journal Entry** to display the Journal Entry screen.
2. In the **Date** field, press **Enter** to accept the current date or enter a different date and then press **Enter**.
3. In the selection menu that displays, select an existing journal entry number to open an existing entry.
4. Use the **Copy** hot key to display the Journal Entry Copying prompt.
5. In the **Enter Copy Posting Date** field, enter the date to post the new, copied journal entry and press **Enter**.

The system creates a new journal entry, which a new journal entry ID with the same information from the original journal entry.

6. Make changes to the entry, as needed
7. Press **Esc** to save the entry and exit the screen.

Posting In-Process Work Orders to the Next Open G/L Period

You can change the general ledger posting dates for work order generations that are still in process in an open general ledger period that you need to close. Pushing the dates to the next open general ledger period allows you to post the work orders when the order is complete, as you cannot post to a closed general ledger period.

Important: Use this process with caution. All in-process work order generations that fall into the criteria you indicate can change when this process runs.

As the system pushes in-process work orders to a new general period, it creates the In-Process Work Orders Pushed to Open General Period Report and places it in the Hold File for the user who ran the process. The report lists all the work order IDs with the original post date for each order. Drill down from a line in the report directly into the work order.

► To post in-process work orders to the next open G/L period:

1. From the Program Editor, run the WIP.DVR.PUSH.POST.DATE program to display the Change Posting Date for Inprocess Work Orders screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to change the posting date. Enter **All** to change the posting date for all in-process work order generations at all the branches and territories.
3. In the **Select Date** field, enter the first date for which the system selects work order generations for posting to the new posting date. The date defaults to the first date in the current general ledger period.

For example, if you want to push all work order generations that are in process after October 1, 2003 to the next period, enter **10/01/03** in the **Select Date** field.

4. In the **New Posting Date** field, enter the date on which you want to post the in-process work order generations to the general ledger. The posting date also acts as the end date for selecting work order generations.

For example, if you want to push all work order generations that are in process during the month of October 2003, enter **10/01/03** in the **Select Date** field and **11/1/03** in the **New Posting Date** field. All in-process work order generations with post dates from 10/01/31 to 10/31/03 at the branch you indicated in the **Br/Tr/All field** post on 11/1/03.

5. Use the **Begin** hot key to run the process immediately or use the **Schedule** hot key to schedule the process to run at a later time or at regular intervals using the Phantom Scheduler.

If the original completion date for a work order is after the new posting date you entered in the **New Posting Date** field, the original completion date for the order does not change. If the original completion date was before the new posting date, the new completion date for the order is now the same as the new posting date.

Uploading User-Defined Journal Entries

Use the User-Defined G/L Entry Upload and the User-Defined G/L Journal Upload DB/CR utilities to upload journal entries that you want reflected in your general ledger within Eclipse, but that occur in systems or places not connected to the system. For example, you may use an external payroll program but would like to upload a journal entry for each payroll period to update the general ledger.

Complete the following tasks before running the upload process:

- Identify the columns in the update file.
- Ensure the file is in an understandable format for the system: comma delimited (.csv), text (.txt), or Microsoft Excel (.xls).
- Import the file into your system Hold File.

►To select a G/L upload process type:

1. Complete the required tasks above.
2. From the **System > Printers** menu, select **Your Hold Entries** to display the Spooler Control screen.
3. Select the file you want to upload and use the **Process** hot key to display the User Defined Upload Processing screen.
4. In the **Processing Type** field, press **F10** and select one of the following:
 - **G/L Journal Entry Upload** - Select this type if the posting amount in the file has only one amount.
 - **G/L Journal Upload DB/CR** - Select this type if the posting amount in the file is broken into a credit amount and a debit amount.
5. Use the **Begin** hot key to display the User Defined Auto Journal Entry screen and continue with the next procedure.

►To upload journal entries:

1. Complete the procedure above.
2. In the **Work ID** field, do one of the following:
 - Leave the field blank to process the file without creating a template.
 - Enter a work ID that identifies the journal entry. If this is a new work ID, select **New** at the prompt to continue. Entering a new work ID creates a new template.
 - Press **F10** and select an ID of an existing template.
3. In the **Desc** field, enter a complete description that identifies the update, such as, "Bi-weekly Payroll Updates."
4. In the **Branch** field, enter a branch ID.

5. In the **Jrl Date** field, enter the date you want the entry to post.
6. In the **Heading** field, enter the header notation for the entry.
7. Use the **Rec Layout** hot key and define the following record layout information:

Field	Description
Record Type	Enter one of the following formats for the file: <ul style="list-style-type: none"> • Blocked (fixed-length) • Variable (comma-delimited) Note: Data elements in a blocked record may be separated by a delimiter.
Record Length	For blocked records, enter the number of characters necessary if the record has a specified length. The record length is not applicable to variable record types.
Delimiter Char	Enter the character that is used between each field as a delimiter, such as a comma (.).
Delete Chars	Enter any characters that you do not want the system to read as data, such as quotation marks or the dollar sign.

8. Press **Esc** to return to the User Defined Auto Journal Entry screen.
9. For each data format that is contained in the file, enter the following information:

Field	Description
Start	For blocked records, enter the starting position character number that begins the section of data. The starting position is not applicable for variable records.
Lngh	For blocked records, enter the length of the section of data. The length is not applicable for variable records
Dec#	For both blocked and variable records, enter one of the following for numeric data: <ul style="list-style-type: none"> • The appropriate number of decimal places if the decimal point is not embedded, but the numeric data contains a defined number of decimal places. • A zero if the decimal point is embedded.
Elmt#	For variable records, enter the sequence in which the fields appear in the upload file. For example, if the first data format listed in the Data Format field is actually the second section of data in the file, enter 2. If a data format is not included in the upload file, leave the Elmt# field blank for that data section.

10. Use the **Begin** hot key to process the file.

Note: Use the Delete hot key to delete the template, if necessary.

Journal Entry Screen Account Views

When you first display the Journal Entry screen, the system assumes that the information you want to enter relates to a standard account. The screen displays information about the branch, the account number, and the amount. For more information about how to populate this screen, see Posting Entries to G/L Accounts.

Use the **View** hot key to display any of the views available on this screen:

- Account Description View
- Account Number View
- SubLedger/Notes View

Account Description View

The Account Description view displays information about the branch, the account description, and the amount of the journal entry. This is the default view.

Field	Description
Br	Enter the number of the branch to which the G/L account belongs.
Account Description	Do one of the following to select an account, then press Enter : <ul style="list-style-type: none"> • Press F10 and select from a list of account names. • Type a Forward Slash (/) to select from a list of account numbers. • Type part of the account name and select from a filtered list of account names.
Amount	Enter the amount of the journal entry. If it is a credit amount, enter a minus sign before the amount. The system converts the minus sign to a "cr."

Account Number View

The Account Number view displays information about the branch, the account number, and the amount of the journal entry. This view is only active if your site has enabled account numbers

Field	Description
Br	Enter the number of the branch to which the G/L account belongs.
Account Number	Enter the account number to which you want this journal entry to post. Press F10 for a list of account numbers.
Amount	Enter the amount of the journal entry. If it is a credit amount, enter a minus sign before the amount. The system converts the minus sign to a "cr."

Subledger/Notes View

The Subledger/Notes view displays information about the branch, the account description, the name of the subledger, and the amount of the journal entry.

Field	Description
Br	Enter the number of the branch to which the G/L account belongs.
Account/Description	Do one of the following to select an account, then press Enter : <ul style="list-style-type: none"> • Press F10 and select from a list of account names. • Type a Forward Slash (/) to select from a list of account numbers. • Type part of the account name and select from a filtered list of account names.
SubLedger	Press F10 and select from a list of subledgers. Note: This field is accessible only if the value in the SubLedger Allowed field on the G/L SubLedger Maintenance screen is set to Y . For more information, see Creating Subledger Accounts.
Amount	Enter the amount of the journal entry. If it is a credit amount, enter a minus sign before the amount. The system converts the minus sign to a "cr."
Note	Displays the first part of any information entered using the Detail Notes hot key on the Journal Entry screen.

Creating Templates for Recurring Journal Entries

Use the Recurring Journal Entry screen to create or modify a template for a recurring journal entry and set up your system to automatically post payables that are made at regular intervals. For example, you can create recurring journal entries for payables such as rent, or expenses such as the depreciation of company vehicles.

► To create a template for recurring journal entries:

1. From the **G/L > Recurring Journal Entry** menu, select **Recurring Journal Entry** to display the Recurring Journal Entry screen.
2. In the **Recurring ID** field, press **F10**, select **New**, and press **Enter**.
The message "New Item" displays in the upper right corner of the screen.
3. In the **Description** field, type a short description of this recurring journal entry template and press **Enter**. The description can be up to 40 alphanumeric characters long and spaces are allowed.
4. In the **Next Posting Date** field, enter the date in MM/DD/YYYY format on which you want the first recurring journal entry to post. This is the date on which the next posting date occurs. After the posting occurs, the system uses this date and the number of days in the **Post every** field to calculate the next posting date.

You can enter a date in the past, as the system posts pre-dated journal entries. However, if a posting date is in a closed period for a G/L account, the system posts the journal entry on the first available date in the open accounting period, along with a note explaining the source of the transaction.

5. In the **Post every** field, enter a number in the parentheses next to either **Days**, **Months**, or **Years** to indicate the frequency of the recurring journal entry. For example, you can have the journal entry occur every 25 days, every 2 months, or every year. You cannot set more than one frequency.

To...	Do this...
Make a weekly journal entry	Enter (7) Day(s)
Make a monthly journal entry	Enter (1) Month(s)
Make a quarterly journal entry	enter (3) Month(s)
Make a yearly journal entry	enter (1) Year(s)
et up an end-of-month posting	Do all of the following: <ul style="list-style-type: none"> • In the Next Posting Date field, enter a month-end date. • In the Post every field, enter a number next to Months. • In the at the End of the Month field, enter an asterisk (*). Each subsequent posting date is the last day of the designated month, rather than a designated date.

6. In the **Total Postings** field, the number of postings that have been made to date display.

7. In the **Total Posted \$** field, the total dollar amount that has been posted to date displays.
8. In the **Remaining Postings** field, the number of postings remaining displays. If the system cannot determine the remaining postings, or if the recurring journal entry is set up not to expire, the system displays three asterisks (***)).
9. In the **Expire After** field, if you want this recurring journal entry never to expire, leave all information for this field blank. If you want this recurring journal entry to expire after a number of postings have occurred, after a dollar amount has been reached, or after a date, enter that information in one of the following fields:
 - **# of Postings** – Enter a number of postings after which the recurring journal entry stops.
 - **Dollar Amount** – Enter a dollar amount after which the recurring journal entry stops.
 - **Date** – Enter a date after which the recurring journal entry stops.
10. Use the **Journal Entry** hot key to display the Journal Entry screen.

Enter the journal entry accounts and amounts to post every period. Press **Esc** to return to the Recurring Journal Entry screen.
11. Use the **G/L Accounts** hot key to display the G/L Accounts screen. Use this screen to designate which G/L accounts the system should track when calculating the amount for the **Total Posted \$** field.

You can select either debit or credit postings, but not both. If you select both debit and credit postings, the postings cancel each other out.
12. Press **Esc** to save the recurring journal entry template.

Posting Recurring Journal Entries Using the Phantom Scheduler

Use the Recurring Journal Entry Posting Phantom to have the system scan the recurring journal entries and post those that are scheduled to be done. From the Recurring Journal Entry Posting screen you can either run or schedule the program.

▶ To post a recurring journal entry using the Phantom Scheduler:

1. From the **G/L > Recurring Journal Entry** menu, select **Recurring Journal Entry Posting Phantom** to display the Recurring Journal Entry Posting screen.
2. In the **A/P Recurring** field, do one of the following to either include or exclude A/P recurring entries:
 - **Include** – Lists recurring A/P entries in the report.
 - **Exclude** – Does not list recurring A/P entries in the report.
3. Use one of the following hot keys to process the scheduling:
 - **Begin** – Runs the program that scans all the recurring journal entry templates, looking for postings that are scheduled to be done when the program is run.
 - **Schedule** – Displays the Phantom Scheduler screen, which lets you schedule when, how often, and for how long to run the program.

When the phantom posting routine runs, it creates the following information:

- System log for the records.
- Report listing each ID and whether or not it was posted.
- Maintenance Log comment for the recurring ID each time it posts a journal entry.

Deleting Expired Recurring ID Templates

Use the Recurring Journal Entry Purge program to delete expired recurring ID templates.

▶ To delete an expired recurring ID template:

1. From the **Files > Merge/Purge** menu, select **Purge Recurring Journal Entries**.

The system displays a prompt telling you that this deletes any expired accounts and asks you if you want to continue.

2. Do one of the following:

- To cancel your request, press **Enter** to accept the default **No**.
- To continue with your request and delete all expired accounts, type **Yes** and press **Enter**.

The system deletes all expired recurring ID templates.

Filtering G/L Accounts for the Recurring Journal Entry Proofing Report

Use the GL Accounts Selection screen to determine which G/L accounts you want to include in the Recurring Journal Entry Proofing Report. From this screen you can create, recall, and edit lists of accounts.

When this screen first displays, all G/L accounts to which a recurring journal entry has been posted are in the selection list.

► To filter G/L accounts for the Recurring Journal Entry Proofing Report:

1. From the Recurring Entry Journal Postings screen, when you have entered the information, use the **GL Accounts** hot key to display the GL Accounts Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Press **F10** and select from a list of G/L accounts.
4. Press **Enter**.
5. Repeat steps 3 and 4 to add additional accounts to the list.
6. When you are finished adding accounts, use the **Save** hot key.
7. At the Save Work ID prompt, enter a name for this list, which you can use to recall it at a later time.
8. Press **Esc** to return to the Recurring Journal Entry Postings screen.

► To recall a list of G/L accounts for the Recurring Journal Entry Proofing Report:

1. From the Recurring Entry Journal Postings screen, when you have entered the information, use the **GL Accounts** hot key to display the GL Accounts Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Use the **Recall** hot key.
4. At the Recall Work ID prompt, do one of the following:
 - Press **F10** and select from a list of Work IDs.
 - Enter the name of the Work ID.
5. Press **Enter**.
A list of accounts displays.
6. Press **Esc** to return to the Recurring Journal Entry Postings screen.

▶To edit a list of G/L accounts for the Recurring Journal Entry Proofing Report:

1. From the Recurring Entry Journal Postings screen, when you have entered the information, use the **GL Accounts** hot key to display the GL Accounts Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Use the **Recall** hot key.
4. At the Recall Work ID prompt, do one of the following:
 - Press **F10** and select from a list of Work IDs.
 - Enter the name of the Work ID.A list of accounts displays.
5. Do one of the following:
 - To add an additional account, press **Alt-Insert**. With the cursor on the newly created blank line, press **F10** and select from a list.
 - To delete an account, place the cursor on the account you want to delete and press **Alt-Delete**.
6. When you are finished making changes to the list, use the **Save** hot key.
7. At the Save Work ID prompt, you can either press **Enter** to save the name as given, or enter a new name and press **Enter**.
8. Press **Esc** to return to the Recurring Journal Entry Postings screen.

Limiting Recurring IDs for the Recurring Journal Entry Proofing Report

Use the Recurring IDs Selection screen to limit the Recurring Journal Entry Proofing Report to one or more recurring IDs. From this screen you can create, recall, and edit lists of recurring IDs.

When this screen first displays, all recurring IDs are displayed.

► To limit recurring IDs:

1. From the Recurring Entry Journal Postings screen, when you have entered the information, use the **Recurring IDs** hot key to display the Recurring IDs Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Press **F10** and select from a list of recurring IDs.
4. Press **Enter**.
5. Repeat steps 3 and 4 to add additional accounts to the list.
6. When you are finished adding accounts, use the **Save** hot key.
7. At the Save Work ID prompt, enter a name for this list, which you can use to recall it at a later time.
8. Press **Esc** to return to the Recurring Journal Entry Postings screen.

► To recall a list of recurring IDs for the Recurring Journal Entry Proofing Report:

1. From the Recurring Entry Journal Postings screen, when you have filled in the information, use the **Recurring IDs** hot key to display the Recurring IDs Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Use the **Recall** hot key.
4. At the Recall Work ID prompt, do one of the following:
 - Press **F10** and select from a list of Recurring IDs.
 - Enter the name of the Recurring ID.
5. Press **Enter**.
A list of recurring IDs displays.
6. Press **Esc** to return to the Recurring Journal Entry Postings screen.

► To edit a list of Recurring IDs for the Recurring Journal Entry Proofing Report:

1. From the Recurring Entry Journal Postings screen, when you have entered the information, use the **Recurring IDs** hot key to display the Recurring IDs Selection screen.
2. Use the **Clear List** hot key to erase the list of data displayed on the screen.
3. Use the **Recall** hot key.
4. At the Recall Work ID prompt, do one of the following:
 - Press **F10** and select from a list of recurring IDs.
 - Enter the name of the recurring ID.A list of recurring IDs displays.
5. Do one of the following:
 - To add an additional account, press **Alt-Insert**. With the cursor on the newly created blank line, press **F10** and select from a list.
 - To delete an account, place the cursor on the account you want to delete and press **Alt-Delete**.
6. When you are finished making changes to the list, use the **Save** hot key.
7. At the Save Work ID prompt, you can either press **Enter** to save the name as given, or enter a new name and press **Enter**.
8. Press **Esc** to return to the Recurring Journal Entry Postings screen.

Running the Recurring Journal Entry Proofing Report

Use the Recurring Journal Entry Proofing Report to create a list of journal entries posted by one or more recurring journal entry templates over a period of time. For each journal entry created by a recurring journal entry template, the report displays the following information:

- Recurring ID.
- Journal number.
- Date of the journal entry.
- Line of the journal entry screen on which the account is listed.
- G/L account, branch, and amount. The amount fields are totaled.

Additionally, the report lists cancelled entries, but totals only the non-cancelled entries. The recurring ID for cancelled entries displays as "XXX."

► To run the Recurring Journal Entry Proofing Report:

1. From the **G/L > Recurring Journal Entry** menu, select **Recurring Journal Entry Proofing Report** to display the Recurring Journal Entry Postings screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
3. In the **Branch Detail** field, when printing the report for more than one branch, indicate whether to break out the G/L account data by branch. **Y** is the default.
4. In the **Recurring ID** field, do one of the following:
 - To select the postings for all recurring journal entry template IDs, press **Enter** to select **All**. This is the default.
 - To select one recurring template ID, press the **Spacebar** to delete All, press **F10** and select from a list of recurring IDs, and then press **Enter**.
 - To select more than one recurring template ID, use the **Recurring IDs** hot key. When you select multiple recurring template IDs, ***Multi*** display in this field. For more information about creating lists of recurring IDs, see Limiting Recurring IDs for the Recurring Journal Entry Proofing Report.
5. In the **G/L Account** field, do one of the following:
 - To select all the postings for each G/L account that the journal entry affected, press **Enter** to leave this field blank. This is the default.
 - To select one G/L account, press **F10**, select a G/L account, and press **Enter**.
 - To select more than one G/L account, use the **G/L Accounts** hot key. When you select multiple G/L accounts, ***Multi*** displays in this field. For more information about how to create lists of G/L accounts, see Filtering GL Accounts for the Recurring Journal Entry Proofing Report.

6. In the **Start Date** field, enter the first date of the period to include in the report. This is an optional field.
7. In the **End Date** field, enter the last date of the period to include in the report. This is an optional field.

Note: If you do not enter a start or end date, then the report runs for all dates.

Also, for both the **Start Date** and the **End Date** field, you can enter an actual date or a variable date, which the system converts to an actual date based on the As of Date entered when the report runs.

8. In the **Sort by** field, press **F10** and select one of the following to determine how to sort the report:
 - **Recurring ID by Date** – Sorts the postings first by recurring ID, then by posting date, then by G/L account.
 - **Recurring ID by Account** – Sorts the postings first by recurring ID, then by G/L account, then by posting date.
 - **Account by Date** – Sorts the postings first by G/L account, then by posting date, then by recurring ID.
 - **Account by Recurring ID** – Sorts the postings first by G/L account, then by recurring ID, then by posting date.
9. In the **Expired** field, press **F10** and select one of the following to determine which templates to include in the report:
 - **Include** – Lists postings from all templates that meet the other selection criteria, including those that are expired.
 - **Exclude** – Lists postings from templates that meet the other selection criteria, excluding those that are expired.
 - **Only** – Lists postings that meet the other selection criteria and are only from templates that are expired.
10. In the **A/P Recurring** field, press **F10** and select from one of the following to determine whether to include A/P entries in the report:
 - **Include** – Lists recurring A/P entries in the report.
 - **Exclude** – Does not list recurring A/P entries in the report.
11. Set Options, if needed, and generate the report.

Running the Recurring Journal Entry Report

Use the Recurring Journal Entry Report to view a summary of the status of each recurring journal entry template as well as the G/L accounts to which the recurring journal entries post.

For each template, the report displays the following information:

- Template description
- Next posting date
- Posting frequency (schedule)
- Period amount
- Number of non-cancelled postings to date (posted)
- Dollars posted to date
- Number of postings remaining to be done (remain)
- Expiration parameters (expire after)

For each G/L account within a template, the report displays the following information:

- Account description
- Branches
- Debit and credit information

▶ To run a Recurring Journal Entry Report:

1. From the **G/L > Recurring Journal Entry** menu, select **Recurring Journal Entry Report** to display the Recurring Journal Entry Templates screen.
2. In the **Sort by** field, press **F10** and select one of the following to determine how to sort the report:
 - **Recurring ID** – Lists templates alphabetically by template ID.
 - **Next Posting Date** – Lists templates chronologically by next posting date.
3. In the **Expired** field, press **F10** and select one of the following to determine which templates to include in the report:
 - **Include** – Lists postings from all templates that meet the other selection criteria, including those that are expired.
 - **Exclude** – Lists postings from templates that meet the other selection criteria, excluding those that are expired.
 - **Only** – Lists postings that meet the other selection criteria and are only from templates that are expired.

4. In the **A/P Recurring** field, press **F10** and select one of the following to determine whether to include A/P entries in the report:
 - **Include** – Lists recurring A/P entries in the report.
 - **Exclude** – Does not list recurring A/P entries in the report.
5. Set Options, if needed, and generate the report.

G/L Business Summaries Overview

Use the summary functions to display general ledger information at a specific point in time. For example, you can obtain a summary that gives you real-time data on assets and liabilities, sales and purchasing activity, cost of goods sold (COGS), and gross profit percentages for all sales accounts.

Use the following procedures to access summary information:

- Viewing Business Summary Information
- Viewing Business Sales Detail Information
- Viewing Business Sales Detail Inquiry Information
- Viewing Open Order and Bid Summary Information
- Viewing Rentals Summary Information

Viewing Business Summary Information

Use the Business Summary screen to create a snapshot of the financial status of your company at any given date. The business summary is a real-time inquiry that provides information about the following:

- Assets and liabilities.
- Sales and purchasing activity.
- Month-to-date and year-to-date totals for sales, cost of goods sold (COGS).
- Month-to-date and year-to-date totals for sales, commission costs.
- Gross profit dollars and percentages.

The system uses the information you define in the Month Ends screen for the BSUM year to determine the month-to-date and year-to-date days. If you have not defined dates for the BSUM year, the system uses the default calendar dates defined in the Month Ends screen. For more information about defining BSUM and default dates, see Defining Fiscal End-of-Month Dates.

You must be assigned the COST.VIEW or COGS.VIEW authorization key to access Business Summary information.

► To view business summary information:

1. From the **G/L** menu, select **Business Summary** to display the Business Summary screen.
2. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the summary.
3. In the **As of** field, the system populates this field with the current date. If you want to compile the summary using a different date, enter it in MM/DD/YYYY format. The summary recalculates the information on the screen as of the new date.

The following information displays in the upper half of the screen:

Field	Description
Accts Rec	The current general ledger balance of your accounts receivable accounts.
Bank Bal	The sum of the amounts in all cash accounts on the Automatic Posting screen.
Cash Box	The general ledger balance of your Cash Box account from cash payments recorded on the Totals screen of Sales Order Entry. The system clears this amount at the end of every day.
Accts Pay	The current general ledger balance of your accounts payable.
Unbill Pay	The amount of stock you have received for which an invoice has not yet been received.
Inventory	The current general ledger inventory balance. Inventory consists of purchases, less transfers, less stock adjustments, less the invoice register.

The following information displays in the lower half of the screen:

Field	Description
Sales	The current amount of all stock and nonstock product sales. This amount does not include miscellaneous charges, such as freight, handling, and tax credits. If you want the sales amount to include miscellaneous charges in the sales amount, add the appropriate general ledger accounts on the Automatic Posting screen under Sales. See your system administrator for assistance.
Sales IP	The amount of the total sales that is considered in-process sales. This total includes all sales that have a print status as defined in the Print Statuses To Define The Sales In Process For Business Summary control maintenance record. When you first run a business summary, the Sales IP field is blank. Use the Sales In Process hot key to calculate the amount of sales that are in process for the as of date. Use the Sales In Process hot key again to clear the Sales IP field. The hot key highlights when you are viewing the summary with sales in process information.
COGS	The total general ledger balance for all COGS accounts whose entries are posted through the sales order process. If you want this amount to include additional accounts, add them on the Automatic Posting Screen under Sales. See your system administrator for assistance.
Cost	The total general ledger balance for all cost accounts whose entries are posted through the sales order process. If you want to include additional accounts in this amount, add them on the Automatic Posting Screen under Sales. See your system administrator for assistance.
GP \$	The difference between the amount in the Sales field and the amount in the COGS field.
GP %	The result of dividing the amount in the GP \$ field by the amount in the Sales field.
Rentals	The general ledger balance of all rental accounts, such as rental fees and rental revenue.
Purch	The general ledger balance of all purchase accounts, including stock receipts and direct purchases.

4. To recalculate the information on this screen, do one of the following:
 - Use the **Recalculate** hot key.
 - In the **Br/Tr/All** field, enter new branch information.
 - In the **As of** field, enter a new date.
5. To run a Sales Detail Report, use the **Sales Details** hot key. See Viewing Business Sales Detail Information for additional information.
6. If your company has the EIS graphical reporting companion product, use the **Executive Info System** hot key to create a graphical representation of the summary..
7. On the initial selection screen, select one of the following to determine the type of information the graphs display totals for and press **Enter**:
 - Year-to-Date
 - Rolling-12-Months

- Rolling-6-Months
 - Rolling-3-Months
8. On the secondary selection screen, select one of the following to determine how far back you want the information to represent and press **Enter**:
- No Yearly Comparison
 - The Past 2 Years
 - The Past 3 Years
 - The Past 4 Years
 - The Past 5 Years

The message "Preparing Graph Data" displays, then the graphical and color representation of your data displays.

9. When you are done viewing the graphical information, close the Eclipse EIS window.
10. Press **Esc** to close the Business Summary screen.

Viewing Business Sales Detail Information

Use the Business Sales Detail screen to view an account-by-account breakdown of sales, cost of goods sold (COGS), and gross profit percentage for all sales and COGS accounts.

► To view business sales detail information:

1. From the **G/L** menu, select **Business Summary** to display the Business Summary screen.
2. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the summary.
3. In the **As of** field, the system populates the current date. If you want a different date, enter it in MM/DD/YYYY format. The summary recalculates the information on the screen as of the new date.
4. Use the **Sales Detail** hot key to display the Business Sales Detail screen.

Note: If the Show All GL Type Detail In The GL Acct Business Summary control maintenance record is set to **Yes**, the Business Sales Detail screen shows detail for all orders for each main G/L account. If the control maintenance record is set to **No**, use the remaining steps in this procedure to display the business detail information.

5. On the selection screen that displays, select one of the following to determine the length of time on which you want to view detail information:
 - Current date
 - Month-to-Date
 - Year-to-Date

Note: The system uses the information you define in the Month Ends screen for the BSUM year to determine the month-to-date and year-to-date days. If you have not defined dates for the BSUM year, the system uses the default calendar dates defined in the Month Ends screen. For more information about defining BSUM and default dates, see Defining End-of-Month Dates.

The inquiry displays the following information:

Column	Description
Sales Account	The autoposting items listed on the Automatic Posting screen that are related to sales.
Sales Amt	The total sales amount for the associated sales account for the time, period, and branch defined on the Business Summary screen.
COGS Amt	The COGS for all products included in the sales amount posted to the indicated sales account.
GP%	The calculated gross profit percentage for the sales posted to the indicated sales account.

6. Use the **Detail Inquiry** hot key to display additional information about the origination of numbers on the Business Summary screen. The Business Summary Detail Inquiry screen shows the invoices posted to the selected sales account. For more information about the detail inquiry, see Viewing Business Sales Detail Inquiry Information.
7. Use the **Show Zero Amounts** hot key to display zero amounts, or use the **Hide Zero Amounts** hot key to hide zero amounts.
Note: Use the Hide Zero Amount Accounts in Business Summary Sales Detail Screen control maintenance record to define the default parameters for this hot key.
8. Press **Esc** to return to the Business Summary screen.

Viewing Business Sales Detail Inquiry Information

Use the Business Sales Detail Inquiry screen to view the invoices that are posted to the sales account on which the cursor is positioned on the Business Sales Detail screen for the time period and branch indicated on the Business Summary screen.

►To view business sales detail inquiry information:

1. From the **G/L** menu, select **Business Summary** to display the Business Summary screen.
2. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the summary.
3. In the **As of** field, the system populates this field with the current date. If you want a different date, enter it in MM/DD/YYYY format. The summary recalculates the information on the screen as of the new date.
4. Use the **Sales Detail** hot key to display the Business Sales Detail screen.
5. On the selection screen that displays, select one of the following to determine the length of time for which you want to view detail information:
 - Current date
 - Month-to-Date
 - Year-to-Date
6. Use the **Detail Inquiry** hot key to display the Business Sales Detail Inquiry screen.

The system populates the screen with the following information:

Field	Description
Sales Account	The sales account indicated by the cursor on the Business Sales Detail Screen. To change the account, press Esc to return to the Business Sales Detail Information screen, then move the cursor to another account.
Br/Tr	The selected branch on the Business Summary screen. To change the branch, press Esc to return to the Business Sales Detail Information screen, then move the cursor to another account.
Invoice #	The invoices posted to the displayed sales account for the period and branch indicated on the Business Summary screen.
Customer	The customer associated with the invoice.
Sales Amt	The sales amount of the invoice.
COGS Amt	The cost of goods sold associated with the invoice.
GP %	The gross profit percentage associated with the invoice.

7. Use the **View** hot key to display the sales order on which the cursor is positioned in view-only mode.

Use the **Edit** hot key To display the sales order on which the cursor is positioned in edit mode.

8. Use the **Sort** hot key to change the sort order of the invoices listed on the screen. Select from one of the following sorting methods.
 - Default
 - Sales Dollars - Ascending
 - Sales Dollars - Descending
 - Gross Profit % - Ascending
 - Gross Profit % - Descending
9. Press **Esc** to exit the screen.

Viewing Open Order and Bid Summary Information

Use the Open Order/Bid Summary screen to view information for sales and cost of goods sold (COGS) subtotals and their corresponding gross profit percentages on all open order and bid generations.

Information entered in the **Br/Tr/All**, **As of**, and **Status** fields determines the selection of the order generations.

► To view open order or bid summary information:

1. From the **G/L** menu, select **Open Order/Bid Summary** to display the Open Order/Bid Summary screen.
2. In the **Br/Tr/All** field, enter the branch, territory, or **All** for which you want to display the open order or bid summary information.
3. In the **As of** field, enter the date to use to calculate the subtotals, using the MM/DD/YYYY format.
4. In the **Status** field, to limit the summary to order generations with a particular order status, enter the letter that represents the order status. You can enter multiple order status letters separated by commas, for example, C,S.

In the Open Order Summary and the Open Bid Summary areas, the columns display information on sales, COGS, and gross profit percentages for the following date ranges:

- All open order/bid generations whose ship date is prior to the As of date.
 - All open order/bid generations whose ship date is on the As of date.
 - All open order/bid generations whose ship date falls within the day after the As of date and that month's fiscal month-end date.
 - All order/bid generations whose ship date falls within the day after the fiscal month-end date and the fiscal year-end date.
 - All open order/bid generations whose ship date is after the fiscal year-end date.
5. Press **Esc** to close the screen.

G/L Inquiry Overview

Use the G/L Inquiry and G/L Detail Inquiry screens to access G/L account information. The G/L Inquiry screen displays a summary of the postings for any G/L account in the order of oldest to newest information. The G/L Detail Inquiry screen displays a listing of the postings for source and date as defined by your selection on the G/L Inquiry screen.

Use the following procedures to make G/L inquiries:

- Making a Basic General Ledger Inquiry
- Making a Detailed General Ledger Inquiry
- Comparing General Ledger Accounts
- Reviewing Subledger Activity

Making Basic General Ledger Inquiries

Use the G/L Inquiry screen to display a summary of the postings for any general ledger account. This screen displays line items from oldest to newest and in the system's default currency.

►To make a basic general ledger inquiry:

1. From the **G/L** menu, select **G/L Inquiry** to display the G/L Inquiry screen.
2. In the **Account** field, do one of the following and then press **Enter** to select the general ledger account whose activity you want to view:
 - Press **F10** and select from a list of accounts.
 - Enter a partial account name.
3. In the **Br/Tr/All** field, enter the branch, branches, or territories whose account you want to view and press **Enter**. One of the following occurs:

If you select...	the system displays...
a Balance Sheet account	the postings using the current date in the End Dt field. If you do not enter a date in the Start Dt field, the balance displayed is the total balance for the account since its inception. Enter a start date and an end date to establish a range for which to display the balance. Leave the Start Dt field blank to display a true historical account balance.
an Income Statement account	a prompt to enter the fiscal year for which you want information. After you enter the year, the system displays the postings for the first day of the fiscal year until the last posting in that fiscal year.

Note: If you use either the **Account** hot key to access the **Account** field, or the **Branch** hot key to access the **Br/Tr/All** field, you can press the **Tab** key, the **Shift-Tab** key combination, or the **Arrow** keys to move the cursor to other fields in the header area of the G/L Inquiry screen. After changing the header information, press **Enter** to display the account information.

4. In the **SubLedger** field, enter the subledger of the account whose activity you want to view and press **Enter**.

Leave this field blank to view the activity for all subledgers in the account. If the account does not have subledgers defined, N/A displays in this field and it is not available.

The following information displays:

Field	Description
Br	The branch to which the posting applies. This field is available if you are viewing the postings by Date by Branch by Source . Use the View hot key to view the branch. If you select Date by Branch by Source , you can drill into the detail of a posting for the branch using the Detail hot key.
Source	The origination of the transactions represented by each line item, for example, purchasing or payables.

Field	Description
PostDate	The date the specified source posted activity to the account.
Debit	The amount of debit activity associated with the source.
Credit	The amount of credit activity associated with the source.
Balance	The running total of the activity posted to the account.

5. Use any of the following hot keys to process or view different information about a transaction:

Hot Key	Function
Currency Exchange (\$)	Displays information in a currency different than the company's base currency and the date whose exchange rate you want to use to calculate the values in the new currency.
Prt	Prints a General Ledger Report.
Detail	Displays the G/L Detail Inquiry screen. For more information about this screen, see Making Detailed General Ledger Inquiries.
Account	Moves the cursor to the Account field where you can change the account name without having to exit the screen.
Dates	Based on the account type you are viewing, this hot key does the following: <ul style="list-style-type: none"> If the account is a <i>balance sheet</i>, the Dates hot key moves the cursor to the End Dt field, where you can change the current date for the information displayed. From there, press the Up Arrow key to move the cursor to the Start Dt field, where you can enter a starting date and view invoices for a specific date range. If you do not enter a date in the Start Dt field, the balance displayed is the total balance for the account since its inception. Enter a start date and an end date to establish a range for which to display the balance. Leave the Start Dt field blank to display a true historical account balance. If the account is an <i>income statement</i>, the Dates hot key displays a prompt, where you can enter a different fiscal year for the displayed account. After you enter the year, the system displays the postings for the first day of the fiscal year until the last posting in that fiscal year.
Branch	Moves the cursor to the Br field where you can change branch information without having to exit the screen.
Graph	Displays a graph of the transaction information. This hot key only works if you have the Eclipse EGRAPH companion product.
G/L Comp	Displays the G/L Inquiry Compare screen, where you can compare the percentage of difference between transaction amounts for two dates. For more information about this screen, see Comparing General Ledger Accounts.
Show SubLedgers	Based on the setting in G/L Subledger Maintenance, this hot key allows you to view related subledger accounts.

Hot Key	Function
View	<p>Changes the sort order of the general ledger data. Select Date by Source to list the account postings by the date they were posted and then by the source. Select Date by Branch by Source to list the account postings by date, by the applicable branch, and then by source.</p> <p>If you select Date by Branch by Source, you can drill into the detail for a posting for the branch using the Detail hot key, even if you are viewing postings for all branches.</p>

Making Detailed General Ledger Inquiries

Use the G/L Detail Inquiry screen to display detailed information for transactions listed on the G/L Inquiry screen. For example, in addition to post date, debit, and credit information, you can view source and reference information. If you have the Egraph companion product, you can graph your inquiry results.

► To make a detailed general ledger inquiry:

1. Make a basic general ledger inquiry.

To drill into the detail for a posting specific to a branch, use the **View** hot key and select **Date by Branch by Source**.

2. From the G/L Inquiry screen, use the **Detail** hot key to display the G/L Detail Inquiry screen.

The system populates the following fields, based on the selected account on the G/L Inquiry screen when you use the **Detail** hot key:

Field	Description
Account	G/L account to which the listed transactions apply.
Br/Tr	Branch or branches to which the listed transactions apply.
Subledger	An indicator of the existence, if any, of related subledger accounts. If related subledger accounts exist, then ALL displays in this field. If you have established the parameters to allow for subledgers, but none have been created, then the field is blank. If you have not established subledgers, then N/A displays in this field.
Source	Posting source of the transaction.
Reference#	Number assigned to the transactions posted to the selected account for the displayed date.
PostDate	Posting date for the transaction.
Debit	Amount of the transaction, if it is a debit.
Credit	Amount of the transaction, if it is a credit.

3. Use the **View** hot key to display a breakdown of the selected transaction. Depending on the type of original transaction, different screens display in a view-only mode, for example, the Journal Entry, A/P Entry, or the Purchase Order Entry screen.

From the view-only screen that displays, use the **Alt-~** (tilde) hidden hot key to display a list of all the postings that transaction generated on the G/L Postings Viewing screen.

You can also use the **Edit** hot key to edit the selected transaction.

All authorization rules apply when entering these transactions in edit mode. If you do not have authorization to view the particular transaction type, you are automatically brought into the ticket in view only mode. If the transaction is in a closed G/L period the user will not have the ability to edit and will be brought into view only mode. If the transaction is a purchase order and has already been paid on a disbursement the user will be put into view only mode.

4. Press **Esc** to exit the screen.

More Options for Making Detailed General Ledger Inquiries

The G/L Detail Inquiry screen also offers these options:

Use the **Currency Exchange (\$)** hot key to view the information in a different currency.

Field	Description
Display Currency	Enter the currency in which to display the G/L inquiry information.
Calculate Exchange	Enter the date whose exchange rate you want to use to calculate the values in the new currency.

For more information about this hot key, see Foreign Exchange Rates Overview.

► To graph your inquiry results using EIS:

1. Make a detailed inquiry.
2. Use the **Graph** hot key to display the G/L Inquiry Graphing screen.
3. In the **As of Date** field, enter the date from which you want to graph data.
4. In the **Time Period** field, press **F10** and select the period of time for which you want to graph data. For example, quarterly or yearly.
5. In the **Number of Periods** field, enter the number of periods to include in the graph.
6. In the **Title for Graph** field, enter the title you would like to display with the graph.
7. In the **Type of Graph** field, press **F10** and select the type of graph you want to create.
8. Use the **Begin** hot key to graph the data.

Comparing General Ledger Accounts

Use the G/L Inquiry Compare screen to compare two G/L account balance amounts and to view the percentage difference between the accounts.

► To compare general ledger accounts:

1. From the **G/L** menu, select **G/L Inquiry** to display the G/L Inquiry screen.
2. Inquire about a G/L account.
3. Place your cursor on the transaction for which you want to compare information.
4. Use the **G/L Comp** hot key to display the G/L Inquiry Compare screen.

The system populates the screen with the following information:

Field	Description
G/L Account	The name of the account to which the transaction applies.
SubLedger	An indicator of the existence, if any, of related subledger accounts. If related subledger accounts exist, ALL displays in this field. If you established parameters to allow for subledgers, but none have been created, the field is blank. If you have not established subledgers, N/A displays in this field. Use the Chg SL hot key to change the subledger account.
Br/Tr/All	The branch to which the transaction applies.
Source	All the sources associated with the transaction. Use the Chg Src hot key at any time to change the source information. Use the Sources hot key to indicate multiple sources.

5. The cursor is positioned on the first date column, which populates with the current date of the transaction your cursor was on for the previous screen, and which is one month after the date in the second column. Do one of the following:
 - To accept the dates in both columns, press **Enter** twice.
 - To change the date in either date column, type a new date and press **Enter**.

The system populates the fields with the following information for each branch listed in the **Br/Tr/All** field:

Field	Description
Br	The branch of the account information being viewed. To change the branch, use the Chg Br hot key.
First Date	The current date, which is the default. To change the date, use the Chg Dt hot key.
Second Date	A date 30 days earlier than the date in the First Date field, which is the default. To change the date, use the Chg Dt hot key.
Difference	The sum of the First Date column less the Second Date column.
Diff %	The percentage of difference between the First Date and Second Date columns.

6. Use the **Budget** hot key to view the daily budget for the month listed in the **Second Date** field. For more information about budgets, see *G/L Budgeting Overview*.

Note: If you have specified any subledger accounts, this hot key respects any subledger budgeting.

7. Press **Esc** or use the **G/L Inq** hot key to return to the G/L Inquiry screen.

Reviewing Subledger Activity

Use the subledger inquiry function to review activity associated with a general ledger subledger account.

► **To review subledger activity:**

1. From the **G/L** menu, select **G/L Subledger Inquiry** to display the G/L SubLedger Inquiry screen.
2. In the **SubLedger** field, enter the name of the subledger account or press **F10** to select an account.

If you are unsure of the subledger name or ID, but know the G/L account, enter the G/L account in the **Verf G/L Acct** field. Then, use the **SubLedger** field to search the descriptions of the subledgers for the account.

3. In the **Br** field, enter the branch you want to select. Enter **All** to select all branches.
4. In the **As of** field, enter the starting date for the subledger activity that you want to review.
5. In the **Show Account Summary** field, enter one of the following to determine which columns the screen displays:

Setting	Description
Y	The following columns display: <ul style="list-style-type: none"> • G/L Account – Displays each G/L account associated with the selected subledger account. • Debit – Displays a summary of the debits to each account. • Credit – Displays a summary of the credits to each account. • Balance – Displays the balance for each account.
N	The following columns display: <ul style="list-style-type: none"> • PostDate – Displays the date for each posting to the selected subledger account as a subledger to the displayed G/L account. • G/L Account – Displays the G/L account associated with any activity to the selected subledger account. • Amount – Displays the amount of money associated with the posting to the subledger account as a subledger to the displayed G/L account.

6. Use any of the following hot keys to process the information:

Hot Key	Function
Print	Displays the General Ledger Report setup screen where you can print a general ledger report. For more information, see General Ledger Report.
Detail	Displays the G/L Inquiry screen, and prompts you to specify a year. For more information, see Making a Basic General Ledger Inquiry.
As of Date	Positions the cursor in the As of field, where you can change the date for the inquiry.

Hot Key	Function
Branch	Positions the cursor in the Br field, where you can change the branch for the inquiry.

G/L Reports Overview

Use the G/L reporting function to print preformatted reports and to create reports of your own design.

The reporting feature allows you to create an unlimited number of reports, such as balance sheets, income statements, profit and loss statements, and operating statements, with the content and format of each report you define. In addition, you can define the content and format of other reports, as needed, for your company.

Run the following G/L report types:

- Standard G/L Reports
- Customized G/L Reports

Standard G/L Reports Overview

The G/L reporting function contains reports common to business accounting practices. Click any of the following links to learn more about each report:

- [Listing of Accounts Report](#)
- [Trial Balance Report](#)
- [Balance Sheet Report](#)
- [Operating Statement Report](#)
- [General Ledger Report](#)
- [Print Source Register Report](#)
- [Journal Report](#)

Running the Listing of Accounts Report

Use the Listing of Accounts Report to run a report that lists all of the accounts that exist in your company.

►To run the Listing of Accounts Report:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, press **F10** and select **Listing of Accounts**.
The system populates the fields on the G/L Report Generator screen.
3. Use the **Run Report** hot key to display the G/L Report screen.
4. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the report.
5. In the **As of Date** field, the current date displays. Do one of the following to determine the start date and end date on a report that is designed using variable dates:
 - Leave the default date.
 - Press **F10** and select a new date from the calendar.
6. In the **Company Name** field, enter the name of the company for which you want to run the report.
Note: If the value for the **Allow for Update** field on the G/L Report Options screen is set to **Y**, you can delete the company name and the template name and enter a different one for the report.
7. In the **Acct Template** field, press **F10** and select a defined template.
8. Do one of the following:
 - Set Options, if needed, and use the **Preview** hot key to preview the report.
 - Set Options, if needed, and generate the report.

Running the Trial Balance Report

Use the Trial Balance Report to run a report that displays all accounts and their balances. This report is useful for the following:

- Checking the accuracy of postings by showing whether the total debits equal the total credits.
- Establishing a summary of balances in preparation for formal financial statements.

▶To run the Trial Balance Report:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, press **F10** and select **Trial Balance**.
The system populates the fields on the G/L Report Generator screen.
3. Use the **Run Report** hot key to display the G/L Report screen.
4. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the report.
5. In the **As of Date** field, the current date displays. Do one of the following to determine the start date and end date on a report that is designed using variable dates:
 - Leave the default date.
 - Press **F10** and select a new date from the calendar.
6. In the **Company Name** field, enter the name of the company for which you are running the report.
Note: If the value for the **Allow for Update** field on the G/L Report Options screen is set to **Y**, you can delete the company name and the template name and enter a different one for the report.
7. In the **Acct Template** field, press **F10** and select a defined template.
8. Do one of the following:
 - Set Options, if needed, and use the **Preview** hot key to preview the report.
 - Set Options, if needed, and generate the report.

Running the Balance Sheet Report

Use the Balance Sheet Report to run a report that describes your company's financial status at any given moment in time.

► To run the Balance Sheet Report:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, press **F10** and select **Balance Sheet**.
The system populates the fields on the G/L Report Generator screen.
3. Use the **Run Report** hot key to display the G/L Report screen.
4. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
5. In the **As of Date** field, the current date displays. Do one of the following to determine the start date and end date on a report that is designed using variable dates:
 - Leave the default date.
 - Press **F10** and select a new date from the calendar.
6. In the **Company Name** field, enter the name of the company for which you are running the report.
Note: If the value for the **Allow for Update** field on the G/L Report Options screen is set to **Y**, you can delete the company name and the template name and enter a different one for the report.
7. In the **Acct Template** field, press **F10** and select a defined template.
8. Do one of the following:
 - Set Options, if needed, and use the **Preview** hot key to preview the report.
 - Set Options, if needed, and generate the report.

Running the Operating Statement Report

Use the Operating Statement Report to run a report that lists all revenues and expenses for a certain time period. This report is also known as an Income Statement Report.

►To run the Operating Statement Report:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, press **F10** and select **Operating Statement**.
The system populates the fields on the G/L Report Generator screen.
3. Use the **Run Report** hot key to display the G/L Report screen.
4. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
5. In the **As of Date** field, the current date displays. Do one of the following to determine the start date and end date on a report that is designed using variable dates:
 - Leave the default date.
 - Press **F10** and select a new date from the calendar.
6. In the **Company Name** field, enter the name of the company for which you are running the report.
Note: If the value for the **Allow for Update** field on the G/L Report Options screen is set to **Y**, you can delete the company name and the template name and enter a different one for the report.
7. In the **Acct Template** field, press **F10** and select a defined template.
8. Do one of the following:
 - Set Options, if needed, and use the **Preview** hot key to preview the report.
 - Set Options, if needed, and generate the report.

Running the General Ledger Report

The General Ledger Report lists the posting from each source for a single general ledger account or a designated group of ledger accounts for a specified period of time. You can set up the report to list the postings individually, subtotaled by source by day, or subtotaled only by source.

For a description of the report layout, see Report Data at the end of the topic.

► To run the General Ledger Report:

1. From the **G/L > G/L Reports** menu, select **General Ledger** to display the General Ledger screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
3. In the **Start Date** field, enter the first date of the period to include in the report.
4. In the **End Date** field, enter the last date of the period to include in the report.

Note: For both the **Start Date** and the **End Date** field, you can enter an actual date or a variable date, which the system converts to an actual date based on the As of Date entered when the program runs.

5. In the **Account** field, enter the account name for which you want to run the report.
6. In the **Template** field, press **F10** and select a report template ID.
7. In the **SubLedger** field, press **F10** and select a subledger to include in the report.

Note: If you leave the **Account** field and the **Template** field blank but enter a subledger or multiple subledgers in the **Subledger** field, the report contains all accounts that have postings for those subledgers.

8. In the **Sort by** field, press **F10** and select one of the following ways to sort the report:
 - **Account#** (Default)
 - **Account# by Branch**
9. In the **Summary/Detail** field, press **F10** and select one of the following options:
 - **Summary** – Totals the transactions for each source and prints a line for each subtotal on the report.
 - **Branch Summary** – Subtotals the transactions for each source by branch and prints a line for each branch on the report.
 - **Totals by Day** – Totals the transactions for each source for each day and prints a line for each subtotal on the report.
 - **Detail** – Prints a line for each transaction on the report. Any detail notes added when the general ledger is distributed against in A/P, with cash receipts, or for inventory adjustments are included when you run the report in detail mode.

10. In the **Report Currency** field, if you want to print the report in a currency other than your company's base currency, press **F10** and select a new currency.
11. In the **Calculate Exchange** field, if you have defined a currency other than your company's base currency in the **Report Currency** field, select one of the following to indicate how to convert the transaction funds:
 - **As of Current Date** – Converts each transaction amount using the current date's exchange rate.
 - **Historically** – Converts each transaction amount using the exchange rate in effect on the transaction date.
 - **Average** – Uses an average exchange rate by taking the average of all exchange rates within the reporting period and dividing the balance by the amount for that period. Days that do not carry a balance are not included in the average.
12. In the **Break on Periods** field, type one of the following:

If the report period spans any two fiscal months:

 - Type **Y** to print separate reports for each fiscal month.
 - Type **N** to print one report for a single month. This is the default.

If the report does not span two fiscal months, type **N**. This is the default.
13. In the **SpreadSheet Format** field, enter one of the following to determine how to format the report:
 - **Y** – Formats the report for downloading purposes. Specifically, it moves the Account Name into the first column, and adds a Posting Date column after the Source column.
 - **N** – Formats the report for on-screen viewing.
14. Set Options, if needed, and generate the report.

Report Data

The General Ledger Report lists the following columns of information:

Column	Description
Account	The name of the account and the date a journal entry was made.
Curr Period	The amount of the journal entry.
Balance	The amount in the account as of a given date.
Grand Totals	The total amount of the deposits as well as the total amount in the account as of the report date.

Running the General Ledger Export Report

The General Ledger Export Report lists the posting from each source for a single general ledger account or a group of ledger accounts for a specified period of time. You can list the postings individually, subtotaled by source by day, or subtotaled only by source. The difference between this report and the General Ledger Report is that this report is designed to format the data so that you can download the report. You see the same information as in the other report, but in this one, there are no breaks and heading lines.

► To run the General Ledger Export Report:

1. From the **G/L > G/L Reports** menu, select **General Ledger Export** to display the General Ledger Export Report screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
3. In the **Start Date** field, enter the first date of the period to include in the report.
4. In the **End Date** field, enter the last date of the period to include in the report.

Note: In the Detail version of the report, each transaction is broken out by the day the transaction occurred. In the Summary version of the report, the amount includes the accumulated total for all transactions that occurred on or between the start and end date.

5. In the **Account/All** field, do one of the following to select for which accounts to run the report:
 - Press **F10** and select from a list of accounts.
 - Type **ALL** to include all general ledger accounts.
 - Leave the field blank to enter a particular general ledger report type by template. If you select this option you must select a report template in the **Template** field.
6. In the **Template** field, to include all the accounts in a particular general ledger report template, press **F10** and select from a list of report template IDs. This field is only accessible if you leave the **Account/All** field blank.

Note: Define templates on the G/L Report Template Maintenance screen. For more information, see Template Maintenance Overview.

7. In the **SubLedger** field, press **F10** and select a subledger to include in the report or type **All** to include all subledgers in the report.

8. In the **Detail/Summary** field, press **F10** and select one of the following options:

Options	Description
Summary	Includes reports in two formats: <ul style="list-style-type: none"> Any general ledger account that has the Export Detail field checked is included in detail form. Any general ledger account that does not have the Export Detail field checked is included in summary form.
Summary All	Includes all general ledger accounts in summary form regardless of whether the Export Detail field for an account is checked.
Detail	Prints a line for each transaction on the report.

Note: Set the parameters for the **Export Detail** field are set on the G/L Account Maintenance screen. For more information, see *Creating G/L Accounts*.

9. In the **Branch Detail** field, select one of the following to determine how to format detail information by branch:
- If you select **Detail** in the **Detail/Summary** field, the system populates this field with a **Y** and moves the cursor to the **Reference** field.
 - If you select **Summary** or **Summary/All** in the **Detail/Summary** field, select **Y** to break out all summary information by branch, or **N** to combine summary information for all the branches.
10. In the **Reference** field, select one of the following to specify how each general ledger account is identified in the report:
- Key Word 1** – Identifies the account by the entry in the first line of the **Key Words** field on the G/L Account Maintenance screen.
 - Description** – Identifies the account by the entry in the **Full Description** field on the G/L Account Maintenance screen.

Note: For more information about how to set these parameters, see *Creating G/L Accounts*.

11. In the **Sort by** field, press **F10** and select one of the following ways to sort the report:

- Account#** (Default)
- Account# by Branch**

12. Set Options, if needed, and generate the report. Do not use the following options:

- Print
- Faxing
- User Defined Heading
- Forwarding
- Reporting Server

Running the Journal Report

A Journal Report lists all the activity posted to the general ledger from a journal for a designated period of time.

▶ **To run the Journal Report:**

1. From the **G/L > G/L Reports** menu, select **Journals** to display the Journals screen.
2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Enter **All** to run the report for all branches and territories.
3. In the **Source** field, press **F10** and select a source, such as Journal Entries or ALL.
4. In the **Start Date** field, enter the first date of the period to include in the report.
5. In the **End Date** field, enter the last date of the period to include in the report.

Note: For both the **Start Date** and the **End Date** field, you can enter an actual date or a variable date, which the system converts to an actual date based on the As of Date entered when the program runs.

6. Set Options, if needed, and generate the report.

Running the Print Source Register Report

The Print Source Register Report lists all the transactions from a source of posting for a certain time period. This is the type of report you use to audit your general ledger.

► To run the Source Register Report:

1. From the **G/L > G/L Reports** menu, select **Print Source Register** to display the Print Source Register screen.
2. In the **Register** field, press **F10** and select a posting source such as stock sales or cash receipts.
3. In the **Br/Tr/All** field, enter the branch or territory for which you want to print this report. Enter **All** to run the report for all branches and territories.
4. In the **Exchange Br** field, enter a branch name to list any general ledger transactions for the branch identified in the **Br/Tr/All** field that posted some sort of activity to this branch. This is an optional field.
5. In the **Start Date** field, enter the first date of the period to include in the report.
6. In the **End Date** field, enter the last date of the period to include in the report.

Note: For both the **Start Date** and the **End Date** field, you can enter an actual date or a variable date, which the system converts to an actual date based on the As of Date entered when the program runs.

7. In the **Details/Totals** field, press **F10** and select from the following options:
 - **Detail** – Prints details, such as subledger information, followed by a totals page.
 - **Totals** – Prints only totals information.
8. Set options, if needed, and generate the report.

Customized G/L Reports Overview

Use the G/L Report Generator function to define G/L reports to meet your company's needs. Perform the following tasks in the order given below to set up a customized report:

- Step One – Starting the General Ledger Report Layout
- Step Two – Completing the General Ledger Report Options
- Step Three – Completing the Report Generator Options
- Step Four – Completing the General Ledger Report Column Information

Starting General Ledger Report Layouts

In this task, enter the primary information for a new report on the G/L Report Generator screen.

▶ **To start a general ledger report layout:**

1. From the **GL > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, type an identifying name for this report, up to 25 characters, and then press **Enter**.
3. From the option screen that displays, select **New** and press **Enter**.
The G/L Report Options screen displays.
4. Continue with Step Two - Completing the General Ledger Report Options.

Completing the General Ledger Report Options

In this task, define the report type, detail level, and formatting options for a report by populating the General Ledger Report Options screen.

► To complete the general ledger report options:

Note: Before you begin, be sure you have completed Step One - Starting the General Ledger Report Layout and are on the G/L Report Options screen.

- In the **Report Type** field, press **F10** and select from the following types. The report type determines whether the system requires a start and an end date to calculate the correct values for the report:
 - Listing of Accounts** – Does not require a start or end date.
 - Balance Sheet** – Requires an end date.
 - Operating Statement** – (same as Income Statement) Requires a start and an end date.
 - Change in Financial Condition** – Requires a start and an end date.
 - Trial Balance** – Requires a start and an end date.

If the Use G/L Account Type Flags for Trial Balance control maintenance record is set to **No**, the **Actual** column on the Trial Balance report shows a negative amount only when an account is carrying a balance opposite of its "natural" balance.

- In the **Audited Report** field, indicate whether the system should verify that the report template has included all of the appropriate accounts:
 - Y** – The system should audit the following reports:

Report	Includes...
Listing of Accounts	Every valid G/L account.
Balance Sheet	Every G/L account that is designated as a Balance Sheet account.
Operating Statement	Every G/L account that is designated as an Income Statement account.
Trial Balance	Every valid G/L account that is a balance sheet account in the first portion of the report and every G/L account that is designated as an Income Statement account in the second portion of the report.

- N** – The system should not audit any reports. This is the default.
- In the **Show Zero Lines** field, enter one of the following:
 - Y** – Includes a report line item that contains a value of zero. This is the default.
 - N** – Does not include a report line item that contains a value of zero.

4. In the **Show Zero Branches** field, enter one of the following:
 - **Y** – Includes a branch with a zero balance on the report. This is the default.
 - **N** – Does not include a branch with a zero balance on the report.
5. In the **Show SubLedgers** field, type one of the following:
 - **Y** – Includes subledgers on the report and allows you to determine whether to include the account balance for the entire account.

Note: If you set the **Show Subledgers** field to **Yes**, the data on the Subledger lines of the report shifts to the left 10 characters to distinguish it from data in Account Balances lines. Because of this shift, all data columns should be at least 11 characters wide to keep subledger data from shifting into the adjacent columns.

 - **N** – Does not include subledgers on the report.
 - **Only** – Includes only accounts on the report that have subledgers defined. Use the **SubLedgers** hot key to define which subledgers you want to include in the report. If you do not define subledgers using the **SubLedgers** hot key, the report includes any account that has a subledger attached.
6. In the **Detail Level** field, type a number, 0 through 9, to designate the level of detail to print on the report. The default is 1. Keep in mind the following:
 - Start and End groups and templates that have detail levels with numbers less than or equal to the report detail level print in the expanded format.
 - Comments with a detail level less than or equal to the report detail display.
7. In the **Represent Numbers** field, press **F10** and select from the following list to determine how dollar amounts print:
 - **To the Penny** – Displays dollars and cents.
 - **Whole Dollars** – Displays dollar values rounded to whole dollars.
 - **Thousands** – Displays dollar values rounded to thousands of dollars.
8. In the **% Decimals** field, enter a number, 0 through 3, to indicate the number of decimals you want the report to contain for percentages. For example, if you enter 2, the percentage displays two numerals after the decimal point. The default is 0.
9. To override the default company name, enter the name of a different company in the **Company Override** field. This name displays on both the G/L Report screen and on the report itself.

By default, if you run the report for a single branch, the system uses the name assigned to that branch on the Branch Maintenance screen. If you run the report for multiple branches, the system uses the name assigned to the first branch.

10. In the **Allow Dvr Update** field, enter one of the following:

- **Y** – Allows a user to change the G/L Report Template or override the company name used for this report.
- **N** – Does not allow a user to change the G/L Report Template or override the company name used for this report. This is the default.

11. In the **Report Currency** field, do one of the following:

- To print reports in the company's base currency, leave this field blank.
- To print the report in a currency different from the base currency, press **F10** and select from a list of currencies.

Note: Indicate the method for selecting the exchange rate to use for converting each transaction amount to a foreign currency on the G/L Account Maintenance screen.

12. In the **Column Delimiter** field, enter the character the system uses as a delimiter between columns.

13. In the **Record Delimiter** field, enter a character the system uses as a delimiter between records.

14. In the **Negatives as** field, press **F10** and select from the following list of options:

- **<>** – Places angle brackets around a negative number and inserts commas in large numbers.
- **-** – Places a minus sign in front of a negative number and deletes commas from large numbers.

15. In the **Trim Blanks (Y/N)** field, enter one of the following:

- **Y** – The system trims the trailing blanks from the fields of data.
- **N** – The system does not trim the trailing blanks should not be trimmed from the fields of data. This is the default.

16. Press **Esc** to display the G/L Report Generator screen.

17. Continue with Step Three - Completing the Report Generator Options.

Completing the Report Generator Options

Use the G/L Report Generator screen to define new G/L reports.

▶ To complete report generator options:

Note: Before you begin, be sure you have completed Step Two - Completing the General Ledger Report Options and are on the G/L Report Generator screen.

1. In the **Report Title** field, type a title for this report, up to 25 characters, and press **Enter**.
The cursor moves to the **Template of Accounts** field.
2. In this field, do one of the following:
 - Press **F10** and select from a list of templates that match your criteria.
 - Type a part of the template description and select from the list of templates that match your criteria.
3. Press **Enter**.
The cursor moves to the **Data/Formula** field for column number 1.
4. Continue with Step Four - Completing the Column Information.

Completing the General Ledger Report Column Information

In this task, enter the remainder of the column information on the G/L Report Generator screen.

The G/L Report Generator screen displays the numbers 1 through 9 in the **Col** column. These numbers indicate there are nine columns in the report you are creating, although you can define up to 15 columns for the report.

► To complete the general ledger report column information:

Note: Before you begin, be sure you have completed Step Three - Completing the Report Generator Options and are on the G/L Report Generator screen.

1. In the **Data/Formula** field, do one of the following:
 - Press **F10** and select from a list of options to designate the data to display in the report column.

Data Type	Description
Actual	Calculates and prints the actual amount of the account or group of accounts represented by the report line item for the time period designated on the report. If the report is an operating statement or balance sheet and you print an amount for a liability account, credit amounts display as positive numbers and debit amounts display as negative numbers. If the report is a trial balance report type, and the Use G/L Account Type Flags for Trial Balance control maintenance record is set to No , the Actual column on the Trial Balance report shows a negative amount only when an account is carrying a balance opposite of its "natural" balance.
Bal.Budget	Calculates and prints the balance sheet budget amount for the account or group of accounts represented by the report line item for the time period designated on the report.
Budget	Calculates and prints the budgeted amount for the account or group of accounts represented by the report line item for the time period designated on the report. Note: If you add this column, the report respects any subledger budget settings. For more information, see Creating G/L Budgets.
Credit	Calculates the actual amount of the account or group of accounts represented by the report line item for the period of time designated on the report and, if the amount is negative, prints the amount in this column.
Debit	Calculates the actual amount of the account or group of accounts represented by the report line item for the time period designated on the report and, if the amounts positive, prints the amount in this column.
Full.Desc	Prints the full description of the G/L account when the report line item represents a G/L account.

Data Type	Description
Internal.Desc	Prints the internal description of the G/L account when the report line item represents a G/L account.
Internal.Number	Prints the record ID of the G/L account when the report line item represents a G/L account.
Keyword#	Prints the contents of the designated keyword from the G/L account when the report line item represents a G/L account.
Short.Desc	Prints the short description of the G/L account when the report line item represents a G/L account.

- Enter a formula to determine the data to display in the report column.

The system reads the formulas left to right in exact order. For example, the following formula calculates the percentage difference of column 3 from column 2, divided by column 2: $\% \#3 - \#2 / \#2$.

Symbol	Function
+	Adds two items.
-	Subtracts the second item from the first item.
*	Multiplies two items.
/	Divides the first item by the second item.
%	Multiplies the result by 100 so the result is represented as a percentage. The % symbol must be in the first character position of the formula.
#	Indicates a column number. The # symbol must precede a number, and a formula can only use column numbers that are less than the column number in which the formula displays.
" "	Encloses the names of accounts or templates.

See the following table for sample formulas:

To calculate...	Enter...
the dollar difference between column 3 and column 2	$\#3 - \#2$
the percentage column 3 is of column 2	$\% \#3 / \#2$
the percentage of column 2 is of the template value DEFAULT SALES	$\% \#2 / \text{"DEFAULT SALES"}$

2. The **Wid** column populates, based on your selection for the **Data/Formula** column. The default is 10 spaces wide. Overwrite the default value, if necessary.
3. In the **Start Date** column, enter the start date of the report, if required.
4. In the **End Date** column, enter the end date of the report, if required.

Note: If a start date or end date does not apply to the report type designated for this report, the message NOT USED displays in the **Start Date** and **End Date** columns.

5. In the **Column Heading** column, enter a descriptive name for that column. For example, Profit or Expenditures.
6. Set Options, if needed, and generate the report.. For more information about how to finish running a report, see Entering G/L Report Information.
7. Press **Esc** to save the report definition for this Report ID and clear the screen.

Note: This is the last step in the series of procedures needed to set up a new report.

Entering G/L Report Information

Use the G/L Report screen to identify the branches to include in a report, the as-of date, and the G/L Report Template to use.

►To enter G/L report information:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.
2. In the **Report ID** field, enter or select the report you want to run.
3. Use the **Run Report** hot key to display the G/L Report screen.
4. In the **Br/Tr/All** field, enter the branch or branches for which you want to run the report.
5. In the **As of Date** field, the current date displays. The system uses the date as the basis for determining all the start dates and end dates on a report that is designed using variable dates. To change this date, press **F10** and select a new date.

Note: If the value for the **Allow for Update** field on the G/L Report Options screen is set to **Y**, you can delete the company name and the template name and enter a different one for the report.

6. In the **Company Name** field, enter the name of the company for which this report is being printed.
7. In the **Acct Template** field, enter the name of the G/L Report Template being used for this report.
8. Use the **Print**, **Hold**, and **Opts** hot keys as necessary to run the report.

If you entered multiple branches or territories in the **Br/Tr/All** field, the Grouping of Reports screen displays. Select how you would like the information grouped in the report.

- **Individual Reports by Branch** - Creates a separate report for each branch listed in the **Br/Tr/All** field, with totals for each branch.
- **Individual Branch Consolidated** - Creates a report that includes all the requested branch reports with their totals, followed by a grand total for all of the branches included in the report.
- **Consolidated with Branch Detail** - Creates one report that includes detail information for each branch for each account, and a total for each account that includes totals from each branch.
- **Consolidated, no branch detail** - Creates one report that includes only summary information for each branch.

Formatting G/L Reports

Use the General Ledger Report Options screen to specify the report type, detail level, and other formatting options for a report.

►To format a G/L report:

1. From the **G/L > G/L Reports** menu, select **Report Generator** to display the G/L Report Generator screen.

2. In the **Report ID** field, enter an identifying name up to 25 characters.

The list of report names displays.

3. Select **New** and press **Enter** to display the G/L Report Options screen.

You can also display the G/L Report Options screen using the **Options** hot key on the G/L Report Generator screen.

4. In the **Report Type** field, press **F10** to select from the following list of types. This report type determines whether the system requires a start and an end date to calculate the correct values for the report:

- **Listing of Accounts** – Does not require a start or end date.
- **Balance Sheet** – Requires an end date.
- **Operating Statement** – (same as Income Statement) Requires a start and an end date.
- **Change in Financial Condition** – Requires a start and an end date.
- **Trial Balance** – Requires a start and an end date.

5. In the **Audited Report** field, enter one of the following options:

Option	Description
Yes	Indicates whether the system should audit the following reports: <ul style="list-style-type: none"> • Listing of Accounts – This audit includes every valid G/L account. • Balance Sheet – This audit includes every G/L report that is designated as a Balance Sheet account. • Operating Statement – This audit includes every G/L report that is designated as an Income Statement account. • Trial Balance – This audit includes every valid G/L account in the first portion of the report and Every G/L account designated as an Income Statement account in the Retained Earnings portion of the report.
No	Indicates that the system should not audit any reports. This is the default.

6. In the **Show Zero Lines** field, type one of the following:

- **Y** – Includes report line items that contain a value of zero. This is the default.
- **N** – Includes report line items that do not contain a value of zero.

7. In the **Show Zero Branches** field, type one of the following:
 - **Y** – Includes a branch with a zero balance on the report. This is the default.
 - **N** – Does not include a branch with a zero balance on the report.
8. In the **Show SubLedgers** field, type one of the following:
 - **Y** – Includes subledgers on the report and allows you to determine whether to include the account balance for the entire account.

Note: If you set the **Show Subledgers** field to **Yes**, the data on the Subledger lines of the report shifts to the left 10 characters to distinguish it from data in Account Balances lines. Because of this shift, all Data columns should be at least 11 characters wide to keep subledger data from shifting into the adjacent columns.

 - **N** – Does not include subledgers on the report.
 - **Only** – Includes only accounts on the report that have subledgers defined. Use the **SubLedgers** hot key to define which subledgers you want to include in the report. If you do not define subledgers using the **SubLedgers** hot key, the report includes any account that has a subledger attached.
9. The **Account Bal** field is active only if you entered **Y** in the **Show SubLedgers** field. Type one of the following:
 - **Y** – Displays the account balance for the entire account.
 - **N** – Does not display the account balance for the entire account.
10. In the **Detail Level** field, type a number, 0 through 9 to designate the level of detail to print on the report. The default is 1. Keep in mind the following:
 - Start and End groups and templates that have detail levels with numbers less than or equal to the report detail level are printed in the expanded format.
 - Comments with a detail level less than or equal to the report detail are displayed.
11. In the **Represent Numbers** field, press **F10** and select one of the following to determine how dollar amounts print:
 - **To the Penny** – Displays both dollars and cents.
 - **Whole Dollars** – Displays dollar values rounded to whole dollars.
 - **Thousands** – Displays dollar values rounded to thousands of dollars.
12. In the **% Decimals** field, enter a number, 0 through 3, to indicate the number of decimals you want the report to contain for percentages. For example, if you enter 2, the percentage displays two numerals after the decimal point. The default is 0.
13. In the **Company Override** field, enter the name of a company to override the default company name.

14. In the **Allow Dvr Update** field, enter one of the following:

- **Y** – Allows a user to change the G/L Report Template or override the company name used for this report.
- **N** – Does not allow a user to change the G/L Report Template or override the company name used for this report. This is the default.

15. In the **Report Currency** field, do one of the following:

- To print reports in the company's base currency, leave this field blank.
- To print the report in a currency different from the base currency, press **F10** to select a new currency.

Note: Indicate the method for selecting the exchange rate to use for converting each transaction amount to a foreign currency on the G/L Account Maintenance screen.

16. In the **Column Delimiter** field, enter the character the system uses as a delimiter between columns.

17. In the **Record Delimiter** field, enter the character the system uses as a delimiter between records.

18. In the **Negatives as** field, press **F10** and select one of the following options:

- **< >** – Places angle brackets around a negative number and inserts commas in large numbers.
- **-** – Places a minus sign in front of a negative number and deletes commas from large numbers.

19. In the **Trim Blanks (Y/N)** field, enter one of the following:

- **Y** – The system trims the trailing blanks from the fields of data.
- **N** – The system does not trim the trailing blanks from the fields of data. This is the default.

20. Press **Esc**.

Note: If you are performing the Starting the New General Ledger Report Layout, return to the next task in the procedure Completing the Report Generator Options.

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