

**FIN/250**  
**General Ledger**  
**Operator's Guide**

**HP 250**

## Operating Instructions

OM/250	FIN/250	MFG/250
<b>Manager's Guide</b> 45190-90020	<b>General Ledger Operator's Guide</b> 45200-90020	<b>Operator's Guide</b> 45180-90020
<b>Order Entry Operator's Guide</b> 45191-90000	<b>Accounts Payable Operator's Guide</b> 45199-90020	
<b>Accounts Receivable Operator's Guide</b> 45192-90000	<b>Accounts Receivable Operator's Guide</b> 45192-90000	
<b>Inventory Control Operator's Guide</b> 45190-90010		
<b>Sales Analysis Operator's Guide</b> 45193-90000		

## Technical Reference

OM/250	FIN/250	MFG/250
<b>Applications Customizer Manual</b> 45194-90030	<b>Applications Customizer Manual</b> 45194-90030	<b>Applications Customizer Manual</b> 45194-90030
<b>Implementation Guide</b> 45190-90000	<b>General Ledger Implementation Guide</b> 45200-90000	<b>Implementation Guide</b> 45180-90000
<b>Technical Manual</b> 45190-90040	<b>Accounts Payable Implementation Guide</b> 45199-90000	<b>Technical Manual</b> 45180-90040
	<b>Accounts Receivable Implementation Guide</b> 45192-90001	

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FIN/250  
GENERAL LEDGER  
OPERATOR'S GUIDE

Manual Part No. 45200-90020



## PRINTING HISTORY

New editions of this manual will incorporate all material updated since the previous edition. Update packages may be issued between editions and contain replacement and additional pages to be merged into the manual by the user. Each updated page will be indicated by a revised date at the bottom of the page. Note that pages which are rearranged due to changes on a previous page are not considered revised.

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## PREFACE

This Operator's Guide was written as a reference manual to answer the questions that occur during day-to-day use of the General Ledger/250 software product. It is an excellent source of information, and can be used as the primary vehicle for training operators in the use of the GL/250 software.

The software itself was designed to be as easy to use as possible, so that once the operator is familiar with the product, s/he will only need to reference this manual for procedures that are not used on a regular basis.



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**WHAT DOES YOUR FIN/250 GENERAL LEDGER SYSTEM DO?**

Hewlett-Packard's FIN/250 General Ledger system puts you in control of your company's accounting data. It provides an automated means of capturing and maintaining vital financial data, and produces, on demand, financial statements and other reports needed to manage your company's resources and direct its growth.

Listed below are some of the advantages--to you and your company--of using FIN/250's General Ledger:

Ease of Use. Each step in the General Ledger process can be completed easily and quickly, in contrast to the tedious process of posting and reporting data by hand. All types of transactions are handled directly by the system, without any special knowledge or unusual procedures.

Increased Accuracy. Not only is each transaction checked for accuracy when it is entered, but the sum of debits and credits for each group of transactions must equal zero before it will be accepted for posting to the General Ledger. If the sum is not zero, these transactions are held in abeyance until an adjustment is made to bring them into balance. Thus, your General Ledger is always in balance.

A Reliable Audit Trail. The Posting Journal, prepared every time transactions are posted, and the Extract of Accounts, printed during month-end processing, provide a detailed Audit Trail of every transaction posted to the General Ledger. The page numbers for both of these reports are assigned by the system, and cannot be tampered with. Thus, an unbroken sequence of page numbers is guaranteed, so that you know immediately if a page is missing.

An End to Month-End Drudgery. With FIN/250 General Ledger, month-end closings become an easy task. First, you are prompted to post all pending transactions, and to transfer all current transaction data to your history disc. Next, the Extract of Accounts is printed. Finally, the current transactions are cleared from the transaction file. Month-end is now completed, and you are free to begin entering transactions for the next accounting period. Year-end closing is just as easy.

Easy Adjustments to Previous Periods. During an audit, adjustments are often found to be needed at some point in a previous accounting period. With FIN/250 General Ledger, such an adjustment is a straightforward task. Retroactive transaction posting is a regular function listed on the Transactions Menu. When the posting has been done, the Profit and Loss and Retained Earnings accounts are automatically adjusted, so financial statements reflect the correction.

Simplified Report Preparation. Your General Ledger system relieves you of the burdensome task of preparing reports, while at the same time providing a wide range of reporting possibilities. Standard accounting requirements are met by the Income Statement, Balance Sheet, and Trial Balances-- these reports can be prepared for the company as a whole, or for separate entities. But the need for accurate information goes beyond these reports, and FIN/250 General Ledger answers this need. Departmental expense reports are provided through the use of cost centers and cost accounts, so that costs can be accurately tracked at the level they occur.

As Much Detail As You Want. The Balance Sheet and Income Statement can be requested for any desired level of detail, from summary totals to the most detailed data known to the system. Up to seven levels of summarization can be defined for use when preparing these reports. Other reports are available in either a summarized or detailed version.

Flexible Accounting Structure. When your system is set up, a chart of accounts is defined to meet your accounting needs. As each account is established, you also assign a format code that determines the position of that account on the Balance Sheet or

Income Statement. Furthermore, you can choose to operate with 12 or 13 accounting periods, unless you are integrated with other software modules, in which case you must work on a 12-period basis.

Automatic Subsystem Integration. If you are integrated with another module, the General Ledger transactions that originate in the other module(s) can be automatically transferred to the Pending Transaction file for eventual posting.

Special Record Capability. Accounting summaries and other historical data are easily accumulated for reference purposes, and detailed transaction activity is stored on disc during each month-end closing.

### HOW DOES YOUR GENERAL LEDGER SYSTEM WORK?

The FIN/250 General Ledger system was designed to be as easy to use as possible. At each phase of the operation, you are given a "menu" of options from which to choose. For example, the first menu lists the four main functions of the General Ledger system (See Figure 1-1).

MAINT FUNCTIONS	- Add, modify, delete or list data in GL.	
TRANSACTIONS	- Enter and update transactions.	
REPORTS	- Produce financial and system reports.	
SPECIAL FUNCTIONS	- Access the Special GL Maintenance Functions.	
EXIT	- Return to the CONTROL MODULE.	

Date: 01/31/80

---

Please select a function.

MAINT FUNCTIONS	TRANS- ACTIONS	REPORTS	SPECIAL FUNCTIONS				EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1-1. General Ledger Main Menu

You make your choice by pressing the soft key that corresponds to the function you want to perform. If you press TRANSACTIONS, another menu (see Figure 1-2) is displayed describing the seven functions involved with transaction handling.

HP250.2.1.08.0		GENERAL LEDGER TRANSACTIONS		Date: 01/31/80	
ENTER	- Enter transactions into the GL Pending Transaction File.				
MODIFY	- Modify transactions in the GL Pending Transaction File that have not passed the GL checks for update.				
PURGE	- Purge transactions from the GL Pending Transaction File.				
PRINT	- Produce a listing of the transactions in the GL Pending Transaction File.				
ACTIVATE	- Balance transactions which are in 'Delete Status' and return them to active status.				
SUBSYSTEM TRANSFER	- Transfer transactions from the Subsystem GL Transaction File to the Pending Transaction File.				
UPDATE	- Post transactions to GL.				
EXIT	- Return to the MAIN menu.				

Please select a function.

ENTER	MODIFY	PURGE	PRINT	ACTIVATE	SUBSYSTEM TRANSFER	UPDATE	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1-2. Transactions Menu

If you wish to enter a standard two-part transaction, press the ENTER softkey, then select STANDARD ENTRY from the menu that appears next. At that point, a form is displayed that requests all the information necessary to make this entry (see Figure 1-3).

All you have to do is fill in the fields that appear in "inverse video" (i.e., a white block on your screen, but shown on this printed form as a solid black block.)

So you see, the whole procedure is easy. The system asks you everything it needs to know, and much of the time you answer by choosing one of the functions listed on a menu.





That's how the system was set up, to be ready for day-to-day activities such as making journal entries, posting transactions, requesting reports, and so on.

### Scenes From An Accounting Year

Let's take a look at some situations that occur in a typical accounting department, to see how easily they can be handled by FIN/250 General Ledger.

1. September 12 is a typical day. All the entries that are to be made to the General Ledger system are simple, straightforward transactions that you want to process as quickly as possible.

Some of these transactions consist of only one debit and one offsetting credit. The rest consist of multiple debits offsetting one credit, or vice versa. There is one batch of debits and credits that sums to zero.

For the one debit vs. one credit transactions, you enter only the debit or the credit--the system prepares the offsetting entry, using the offset account number you have supplied. For multiple debits (credits) vs. one credit (debit), you enter the credit (debit) and then all the debits (credits)--the system keeps prompting you for more until a zero sum is reached. The same procedure is used to enter the batch of transactions.

2. On December 17, you arrive at work to find that a major organizational change is being made. A new division is being formed that will be an independent financial unit, i.e., an entity. Your assignment is to enter this new entity in the General Ledger system so that it will be ready for account activity when the new fiscal year begins on January 1.

First, you enter the entity in the HP250 Control Module. Then using an Entity Maintenance function, you add the entity to the General Ledger. Since the account structure is to parallel that of the other entities, you can use one of the Special Functions to duplicate the chart of accounts from one of those entities. Finally, you use another Special Function to enter beginning balances for the accounts.

3. Early in January, you are given the depreciation schedule for the new fiscal year. It is your responsibility to make sure that the accrued depreciation is posted accurately throughout the year. By making forward entries for February through December, as well as the entry for January, you can rely on the system to post each month's depreciation on the correct date.

4. In March, with the country facing a recession, the controller is anxious to review the company's financial situation. At least once a week he comes to you to ask for a Balance Sheet and Income Statement, both showing as much detail as is available. You go directly to the Reports Menu and request one report at a time, summarized at level 7. Within a few minutes, the reports are ready.

5. You have been instructed to provide the general manager with a Balance Sheet at the end of each month. In April, the company's hazard and liability insurance is changed from a monthly billing cycle to an annual billing cycle. The annual premium was paid and posted during April. Because of this change, the Balance Sheet could be misleading. To avoid misinterpretation, you make a reversing entry for 11 months' worth of the premium, effective the last day of April.

#### WHAT IS IN THIS OPERATOR'S GUIDE?

Now that you have an idea of what the FIN/250 General Ledger system does, you'll need to know how to perform each of its functions. This Operator's Guide leads you through each step of every function provided by the system. Detailed information is included in nine chapters. These chapters are listed below, along with a brief description of the material covered in each of them.

You should know how to operate the HP250 Computer System before attempting to run the General Ledger software. The information you absolutely have to know is reviewed in Chapter 2, but we suggest you consult the HP250 Operator's Guide for a more detailed explanation of system operation.

#### CHAPTER TWO - JOB CYCLES

Explains how to load the General Ledger software, reviews operating procedures and the HP250 System Console, and describes, in pictorial form, many of the daily and periodic activities you will carry out when using the system.

#### CHAPTER THREE - MAINTENANCE FUNCTIONS

Explains how to set up and modify the accounting structure for the General Ledger system--entities, accounts, format positions, parameters, and cost centers.

## CHAPTER FOUR - TRANSACTIONS

Shows how to enter all types of transactions, and how to add, modify, or delete journal entries. The Audit Trail reports are also discussed, along with how to correct out-of-balance transactions that were suspended without being posted. Finally, it explains how to transfer transactions that originate in other subsystems to the General Ledger.

## CHAPTER FIVE - REPORTS

Describes all the reports available from the General Ledger system. Included for each report is its purpose, how to obtain it, available options, how to read it, and any special considerations. A sample run of each report is also included.

## CHAPTER SIX - SPECIAL FUNCTIONS

Discusses loading initial balances for an entity, duplicating the chart of accounts from one entity to another, and storing all transaction detail on history discs.

## CHAPTER SEVEN - MANAGER RESERVED FUNCTIONS

Discusses those functions reserved for the MANAGER password: changing the Control File Contents, setting initial balances, and initiating month-end and year-end processing.

## CHAPTER EIGHT - GLOSSARY/DATA ITEM DICTIONARY

Defines all items that appear on the reports or screens throughout the General Ledger system.

## CHAPTER NINE - IN CASE OF TROUBLE

Lists the error messages you might encounter as you use the system, and explains what they mean.

This chapter reviews general operating instructions, explains basic information about the General Ledger software module, and pictorially describes the operator's daily and periodic activities.

Before using FIN/250 General Ledger, you should be generally familiar with the HP 250 computer system--specifically, how to load the software, the keyboard, use of menus and soft keys, and how to fill in forms. For your convenience, we review that information in the following section.

#### THE HP 250 CONSOLE

##### Softkeys

The HP 250 Console has eight "softkeys" built into the system console just below the display screen.

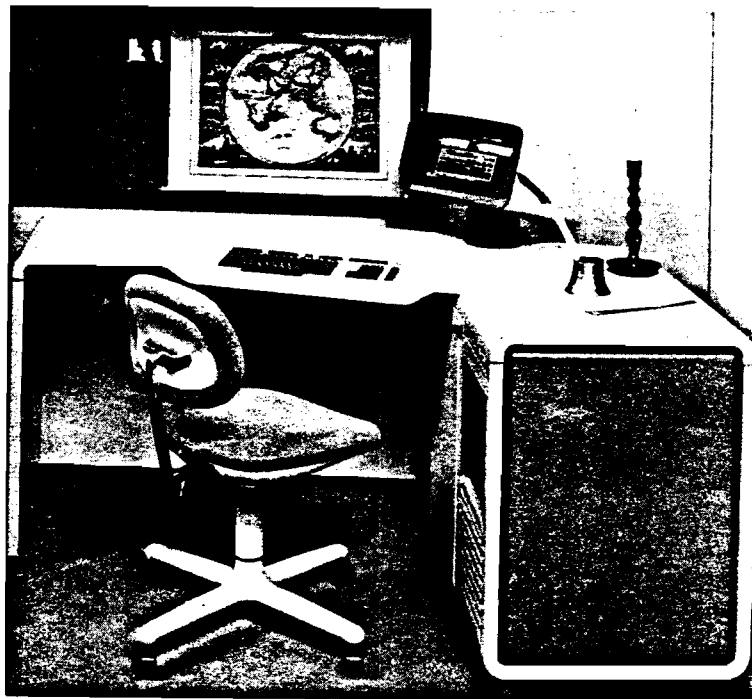


Figure 2-1. The HP 250 Console (Model 35)

Use these softkeys to choose from the menus that present the functions available at certain points within General Ledger.

### The Keyboard

There are eight special function keys on the keyboard that relate directly to the console softkeys. Use these in exactly the same way, if you find them more convenient or if you are running General Ledger from a remote console.

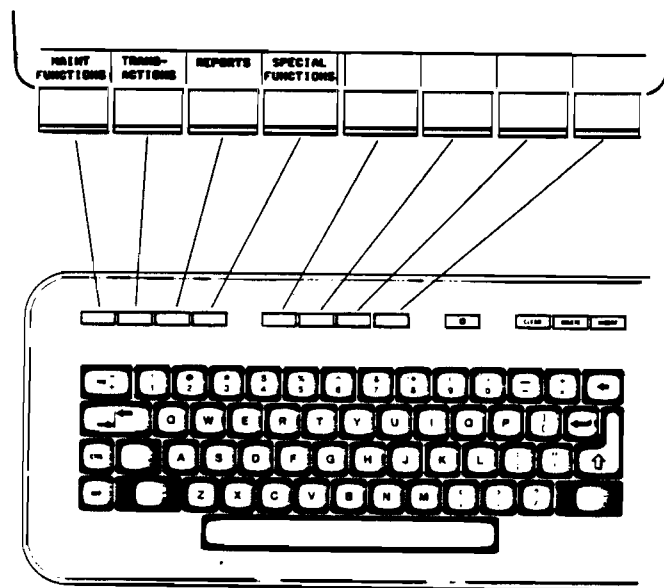





Figure 2-2. The HP 250 Keyboard (Model 35)



### Special Purpose Keys

There are certain other keys that you will find useful when entering General Ledger data. Note their position on the keyboard and review their use as described below:


#2. ENTER or 


The ENTER or  key is on the right side of the keyboard and the right side of the numeric key pad. It is marked like this  but it is referred to in this manual as the ENTER key. You use it to move from field to field when filling in forms, and, when you reach the last field on a form, to signal the system that you have finished entering information. (The ENTER key is analogous to the Carriage Return on earlier computer systems.)


#3. Tab or 

The  key, or Tab key, is also used when filling in forms. It allows you to move the cursor either forward to the next field, or, by pressing the SHIFT key and the  key, back to the previous field(s). If you press this key after reaching the last field on the form, it wraps around, returning to the first field on the form.

#4,5,6. Editing Keys

The  key lets you erase or clear the data entered in one field on the screen. To use it, just move the cursor to the field and press CLEAR.

The  key lets you delete one character at a time, and closes up the space occupied by the deleted character.

The  key lets you insert one or more characters into an existing word or phrase. Position the cursor on the character just after the place you want to make the insertion, and press this key. That position appears in inverse video (a white block with black cursor) and you merely type whatever characters you want to insert. When the insertion is complete, press INSERT again to turn it off, or press the ENTER key.

#7. SHIFT keys

The shift keys cause the upper case characters on the keyboard to be printed. Used in conjunction with certain special keys, such as CLEAR, it performs special functions. For example, Shift CLEAR clears a form from the position of the cursor to the bottom of the form, including the message window.

#8. SHIFT LOCK

Press this key into a locked position if you want all alphabetical characters printed in upper case. The lower case characters of all other keys is printed; use the SHIFT key to print their upper case characters while the SHIFT LOCK is on.

#9. Repeat Key

The only repeating keys on the keyboard are the cursor positioning keys (the five keys above the numeric key pad with arrows on them.) Any other key, however, can be repeated indefinitely by pressing REP. at the same time as the other key.

The Display Screen

Each screen that appears as you use General Ledger is organized into four parts:

1. Identification
2. Form Body
3. Message Window
4. Softkey Definitions

The top of the screen has identifying information including the name of the software module (Control Module or General Ledger, in this case), the name of the function being performed (e.g., Add Invoice), the entity number, and the date.

The form body is the main section of the screen, where menu selections are presented, data you have requested is shown, and forms are displayed for you to fill in.

The message window appears after the form body, separated above and below by a line. This space is used to give you instructions for what to do with the screen, to display error messages, and for you to key in any information not handled by a form.

The softkey definitions occur directly above each console softkey, labeling it with the appropriate function.

HP250.2.1.08.0 GLT140		GENERAL LEDGER STANDARD JOURNAL ENTRY		Date: 01/31/80		
Entity _____						
Journal Ref	_____	Current Period Ends	_____			
Entered Date	_____	Effective Date	_____	(Standard entry)		
Account	_____	Offset Acct	_____			
Trans Amount	_____	Dr/Cr	<input type="checkbox"/>	Description	_____	
Cost Center	_____	Project No.	_____			
Control Sum	_____	Remaining Amount	_____			
Please enter the entity number.						
-						
EXIT						

Figure 2-3. Sample Display Screen

## LOADING YOUR SYSTEM SOFTWARE

### For Cartridge (7906) Disc Systems

To run General Ledger, you will need the flexible system disc, and the removable cartridge labeled HP250. Load the system by following these steps:

1. Mount the flexible system disc if the system is not kept on the 7906, and turn the key to the ON (horizontal) position. It will take a minute or two to load the system memory. You will know you are ready to proceed when the cursor (blinking dash) appears on the left side of the screen.
2. Mount the HP250 cartridge on the 7906 Disc Drive, and RUN "HP250,HP250".
3. The system displays a welcome message and the current date, and asks if the date is correct. Answer "Y" or press the ENTER key without typing anything to indicate that it is.

If the date is not correct, select ENTER NEW DATE, or answer "N", then enter the new date. Perform the daily backup if you didn't run it at the close of the previous day.



4. If you are using the MANAGER password, answer "Y" or press the ENTER key to the question "Are all system parameters and status current?" (This question does not appear if you are using one of the other passwords.)
5. Select the desired entity.
6. Select GENERAL LEDGER from the menu.
7. Finally, the General Ledger Main Menu appears, listing the four major functions available within General Ledger.

For HP 7908 or 7910 Disc Systems

This loading sequence is similar to the procedure described for the 7906.

1. Insert the SYSTEM cartridge tape or mount the SYSTEM flexible disc and turn the key to the ON (horizontal) position. It will take a minute or two to load the system memory. You will know you are ready to proceed when the cursor (blinking dash) appears on the left side of the screen.
2. Type RUN "HP250,HP250" The system displays a welcome message and the current date, and asks if the date is correct. Answer "Y" or press the ENTER key without typing anything to indicate that it is.

If the date is not correct, select ENTER NEW DATE, or answer "N", then enter the new date. Perform the daily backup if you didn't run it at the close of the previous day.

3. If you are using the MANAGER password, answer "Y" or press the ENTER key to the question "Are all system parameters and status correct?" (This question does not appear if you are using one of the other passwords.)
4. Select the desired entity.
5. Select GENERAL LEDGER from the menu.
6. Finally, the General Ledger Main Menu appears, listing the four major functions available within General Ledger.

## USING YOUR GENERAL LEDGER SYSTEM

### Entering Data For More Than One Entity

You can enter General Ledger data for only one entity each time you run a function. If you have data to enter for more than one entity, you must EXIT from the function menu, then re-enter the function from the Main Menu. Enter the entity number for the data you wish to enter, and continue as usual.

### Filling in Forms

Every form in the General Ledger software consists of a group of fields--some listing already entered information (these are called output fields), and others that are blank for you to fill in (these are called input fields). A third kind, input/output fields, display default data but allow you to make necessary changes.

Figure 2-4 shows the form used when adding accounts to the system.

HP250.2.1.00.0 GLM2f0		GENERAL LEDGER ADD ACCDUNT		Date: 01/31/80			
Entity	_____						
Account Number	_____						
Description	██						
Account Type	█	_____					
Total Account Budget	██████████	SMI Identifier		██████████			
Format Position 1	████	(Balance Sheet)					
Format Position 2	████	(Income Statement)					
Cost Center	██						
Cost Account Budget	██						
Please enter the entity number.							
							EXIT

Figure 2-4. General Ledger Add Account Form

The Entity Number and Account Number fields are output fields-- they display information that is already known by the system.

Some of the fields on the form require that you enter data, e.g., account number in this case. The system will not accept the entered form until these required fields are filled in. The optional fields can be left blank, if you have no data to enter in them.

When the form comes up on the screen, the cursor is positioned at the first input field. Key in the requested information (or leave the field blank, as appropriate) and press the ENTER key or Tab key to move on to the next field.

If you discover that you have made a mistake on a field you have already completed, use the SHIFT key and Tab key together to cycle backward through the fields until you reach the one you want to correct. Make the correction, and then Tab forward until you are back where you started from.

When you reach the last field on the form, press ENTER and the message in the message window changes to "Is all information correct?(Y/N)"

If you answer "N", you will be returned to each field in turn so you can correct the erroneous data. When all fields are correct, press the PROCESS DATA softkey.

If you answer "Y", the data is checked for input errors against predefined standards, and entered in the data base if no errors are detected. (A "Y" response results in the same action as pressing PROCESS DATA.)

Pressing ENTER without keying in anything in response to any Y/N question in General Ledger is always interpreted as a "Y".

The PROCESS DATA softkey can be selected at any time if you are finished filling in the form. The system checks to see that all required fields have been filled, and that there are no input errors, then enters all the information on the form into the data base.

If an input error is detected after answering "Y" or pressing PROCESS DATA, an error message tells you which field is in error, and the cursor returns to that field. Enter the correction, then press PROCESS DATA. If another error is detected, this sequence is repeated until all fields are accepted.

To clear one field only, return the cursor to that field and press the CLEAR key on the keyboard. To clear from a field in the middle of the form to the bottom of the form, return the cursor to the first field you wish cleared, then press the SHIFT key together with the CLEAR key. This also clears the message window.

The EXIT key is (with few exceptions) always available, allowing you to escape from whatever function you are performing. However, if you press EXIT before completing the function, no data will be entered.

## DAILY JOB CYCLES

The daily activities of the General Ledger clerk are presented in the following diagrams. These diagrams describe the day-to-day functions that will be carried out in a typical accounting department. Each diagram describes a single operation in a functional manner, i.e., it is not a detailed procedure for accomplishing that operation. For detailed instructions see the chapter referenced for each diagram. Month-end and year-end processing are also included here.

LOADING YOUR SYSTEM SOFTWARE (beginning of this chapter)

```
BEGIN
  Load Operating System
  Run HP250 Program
  Enter New Date (optional)
  Perform Daily Backup (optional)
  Enter Password
  Modify System Parameters (Mgr Only)
  Select General Ledger Module
  Choose Function
EXIT
```

DAILY BACK-UP (GL Implementation Guide)

```
BEGIN
  Load Operating System
  Run HP250 Program
  Select Backup Softkey
  Select Daily Backup Routine
  Enter Disc Set Symbol
  Mount Discs As Instructed
EXIT
```

## ENTERING TRANSACTIONS (Chapter 4)

BEGIN  
Access Transaction Function  
Select ENTER  
Choose Transaction Type  
STANDARD  
AUTOMATIC  
FORWARD            See Chapter 4  
REVERSING  
RETRO-ACTIVE  
MEMO  
Enter Entity Number  
Enter Transaction Data  
EXIT

## SUBSYSTEM TRANSFER (Chapter 4) (if integrated with other modules)

BEGIN  
Access Transaction Function  
Select SUBSYSTEM TRANSFER  
Print Transactions in Transfer File  
Initiate Transfer Operation  
EXIT

POSTING TRANSACTIONS (Chapter 4)

```
BEGIN
  Access Transaction Function
  Select UPDATE
  Print Pre-Posting Check Report
  Print Posting Journal
  Press POST Softkey
EXIT
```

REQUESTING STANDARD REPORTS (Chapter 5)

```
BEGIN
  Access Report Function
  Select Softkey For Desired Report
  Enter Selection Criteria
  Print Report
EXIT
```

CREATE HISTORY DISC (Chapter 6)

```
BEGIN
  Access Special Functions
  Select HISTORY DISC
  Enter Period and Indicate Current or Previous Year
  Mount Diskette As Requested
EXIT
```



## MONTH-END PROCESSING (Chapter 7)

```
BEGIN
  Post Pending Transactions
  Print Balance Sheet and Income Statement Reports for
    current period.
  Enter Control Module (Manager only)
  Access Month-End Function
  Back Up (Forced by the system.)
  Do Module Month-End Processing (If Integrated)
  Do General Ledger Month-end processing
  Month-End Processes Completed Under
    System Control
EXIT
```

## YEAR-END PROCESSING (Chapter 7)

```
BEGIN
  Enter Control Module (Manager Only)
  Run Month-End (see above)
  Access Year-End Function
  Do Module Year-end processing
  Do General Ledger Year-end processing
  Year-End Processing Completed Under
    System Control
EXIT
```

## MAINTENANCE FUNCTIONS

Hewlett-Packard's FIN/250 General Ledger system was designed to meet the changing needs of any company--regardless of size or complexity. A group of maintenance functions provides much of the flexibility needed to accomplish this goal. Using these functions, you can alter the basic accounting structure of your company whenever needed, and change the format used for your financial statements when that is desirable.

Access the Maintenance section of General Ledger by selecting the MAINTENANCE softkey from the Main Menu. The maintenance functions are organized into five groups, listed on the Maintenance Menu:

1. ENTITIES
2. ACCOUNTS
3. FORMAT POSITIONS
4. PARAMETERS
5. COST CENTERS

To add, modify, delete, or list items within these groups, select the appropriate softkey.

## ENTITY MAINTENANCE

In General Ledger, a given company can be composed of one or more financially independent units known as entities. An entity might be a division within a company or, in fact, one of several subsidiary companies that form a conglomerate. Each entity entered in the system is treated as if it were a completely independent company, except that it can be consolidated with other entities to produce financial statements for the entire company.

The Entity Maintenance functions are used to add, modify, delete, or list entities in the General Ledger system. Figure 3-1 shows the Entity Maintenance Menu.

HP250.2.1.08.0		GENERAL LEDGER ENTITY MAINTENANCE		Date: 01/31/80			
ADD ENTITY	- Add a new Entity to General Ledger.						
MODIFY ENTITY	- Modify an existing Entity in General Ledger.						
DELETE ENTITY	- Delete an existing Entity from General Ledger.						
PRINT ENTITY	- Produce a listing of the Entities in General Ledger.						
EXIT	- Return to the MAINTENANCE menu.						
Please select a function.							
ADD ENTITY	MODIFY ENTITY	DELETE ENTITY	PRINT ENTITY				EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3-1. Entity Maintenance Menu

Choose the function you wish to perform by selecting the appropriate softkey.

### Adding Entities

To add a new entity to the General Ledger system, select ADD ENTITY. Enter the entity number as requested, and Figure 3-2 will be displayed for you to fill in.

The entity number must already be entered in the Control Module. If it is not, consult your System Manager.

When the form appears, it lists the entity number, and date the fiscal year began for this entity, the current period, the journal page last printed for this entity, and the number of accounting periods used. Fill in the address in the highlighted fields.

When the form is complete, press PROCESS DATA and the system will check your data for input errors. If no errors are found, the new entity is entered in the General Ledger data base.

GENERAL LEDGER  
ADD ENTITY

HP250.2.1.08.0  
GLM1f0 Date: 01/31/80

Entity Number \_\_\_\_\_

Entity Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip Code \_\_\_\_\_

Begin Fiscal Year \_\_\_\_\_ No. of Trans. \_\_\_\_\_

Current Period \_\_\_\_\_ Journal Page \_\_\_\_\_  
Accounting Periods \_\_\_\_\_

---

Please enter the entity number.  
-

								EXIT

Figure 3-2. Add Entity Form

Modifying Entities

The name and address of any entered entity can be modified by selecting MODIFY ENTITY. Enter the entity number, and the information stored for that entity will be displayed for you to modify (see Figure 3-3.)

GENERAL LEDGER  
MODIFY ENTITY

HP250.2.1.08.0  
GLM1f0 Date: 01/31/80

Entity Number 1000

Entity Name RECREATIONAL BICYCLES DIV.  
Street 3240 WEST CHEYENNE  
City, State FORT COLLINS, CO  
Zip Code 80526

Begin Fiscal Year 01/01/80 No. of Trans. 16

Current Period 1 Journal Page 1  
Accounting Periods 12

---

Please complete this form.

PROCESS DATA								EXIT

Figure 3-3. Modify Entity Form

The entity number, however, may not be modified. (If you enter the wrong number for an entity, the only way to correct it is to delete and then re-enter it. See Deleting Entities, below, for restrictions when making deletions.)

The cursor will be positioned at the first field that can be modified. Tab through the fields that are correct as displayed, and make the necessary modifications. Then press PROCESS DATA. The system will check for input errors, then enter the modifications in the General Ledger Data Base.

### Deleting Entities

To delete an existing entity, select DELETE ENTITY. Note that you may not delete an entity if any accounts, cost centers, or parameters are currently assigned for that entity--you must delete them first.

Enter the entity number you wish to delete. The system checks to see if it can be deleted, and if so, displays the existing data for that entity and asks you to confirm that this is the entity you wish to delete.

If you answer "Y", the deletion will be carried out, and a message will inform you of that fact.

If you answer "N", you will be asked again to enter the entity number you wish to delete. If you want to move to some other General Ledger function, press EXIT.

### Listing Entities

You can print the information stored for one or more entities by selecting PRINT ENTITY. A list of options is displayed to help you list the entities in the most useful manner:

CHANGE PRINTER lets you print this report on any printer configured for your system. (If only one printer is configured, this softkey will not appear.) The default setting is the main system printer. If at any time you see the message PRINTER X IS DOWN, DISCONNECTED, OR OFF-LINE, check to see that the power is on and the printer set to ON-LINE. If that doesn't solve the problem, consult your System Manager.

RESTART REPORT allows you to start the report on some page other than page 1.

CONTINUE proceeds to the next step in producing this report--determining the range of entities to be included in the report. You specify this range by filling in Figure 3-5.



To list the information stored for a single entity, enter the entity number in the From Entity field, and leave the To Entity field blank. Press PROCESS DATA and the report will be printed for that one entity (see Figure 3-6.)

FIN250 DEMO Bicycle Company						Report: GL 001
ENTITY MAINTENANCE						Date: 01/31/80
ENTITY	ENTITY NAME STREET ADDRESS CITY, STATE ZIP CODE	BEGIN FISCAL YEAR	CURRENT PERIOD	ACCOUNTING PERIODS	NUMBER OF TRANSACTIONS	LAST JOURNAL PAGE
1000	RECREATIONAL BICYCLES DIV. 3240 WEST CHEYENNE FORT COLLINS CO 80526	01/01/80	01	12	16	1

Figure 3-6. Entity Maintenance Report (Entity 1000 only)

To list the information stored for all entered entities, leave both fields blank and press PROCESS DATA.

FIN250 DEMO Bicycle Company						Report: GL 001
ENTITY MAINTENANCE						Date: 01/31/80
ENTITY	ENTITY NAME STREET ADDRESS CITY, STATE ZIP CODE	BEGIN FISCAL YEAR	CURRENT PERIOD	ACCOUNTING PERIODS	NUMBER OF TRANSACTIONS	LAST JOURNAL PAGE
1000	RECREATIONAL BICYCLES DIV. 3240 WEST CHEYENNE FORT COLLINS CO 80526	01/01/80	01	12	16	1
1100	COMPETITION BICYCLES DIV. 2231 NORTH NEVADA COLORADO SPRINGS CO 80901	01/01/80	01	12	0	0
3000	CUSTOM BICYCLES DIV. 1000 EAST JACKSON DR ATLANTA GA 40221	01/01/80	01	12	0	0

Figure 3-7. Entity Maintenance Report (all entities)

To print the information stored for a range of entities, say 1000 to 2000, enter 1000 in the From Entity field, and 2000 in the To Entity field (see Figure 3-8.)

FIN250 DEMO Bicycle Company ENTITY MAINTENANCE						Report: GL 001 Date: 01/31/80
ENTITY	ENTITY NAME STREET ADDRESS CITY, STATE ZIP CODE	BEGIN FISCAL YEAR	CURRENT PERIOD	ACCOUNTING PERIODS	NUMBER OF TRANSACTIONS	LAST JOURNAL PAGE
-----	-----	-----	-----	-----	-----	-----
1000	RECREATIONAL BICYCLES DIV. 3240 WEST CHEYENNE FORT COLLINS CO 80526	01/01/80	01	12	16	1
1100	COMPETITION BICYCLES DIV. 2221 NORTH NEVADA COLORADO SPRINGS CO 80901	01/01/80	01	12	0	0

Figure 3-8. Entity Maintenance Report (Entities 1000-2000)

While the report is printing, three options are available:

1. RESTART REPORT stops printing the report and restarts at a specified page number.
2. HALT REPORT stops printing the report, but continues where it left off when you press CONTINUE.
3. EXIT returns immediately to the Entity Maintenance Menu. If you still want to print this report, you must start all over again.

#### ACCOUNT MAINTENANCE

Within each entity, there is a chart of accounts used for itemizing day-to-day financial data.

There are six types of accounts in the FIN/250 General Ledger system:

1. Asset
2. Liability/Capital
3. Income
4. Expense
5. Cost
6. Memo



Accounts from the first five types are used when the Balance Sheet and other reports are created and maintained. Cost Accounts are used to track expenses associated with certain cost centers within each entity. Memo accounts are used to maintain statistical or special data without that data affecting the financial statements.

The Account Maintenance functions allow you to add, modify, delete, and list General Ledger accounts, and to modify a special identifying code (SMI ID). The Account Maintenance Menu describes these functions (Figure 3-9.)

GENERAL LEDGER ACCOUNT MAINTENANCE		Date: 01/31/80
HP250.2.1.08.0		
ADD ACCOUNT	- Add a new Account or Cost Account to General Ledger.	
MODIFY ACCOUNT	- Modify an existing Account in General Ledger.	
DELETE ACCOUNT	- Delete an existing Account from General Ledger.	
PRINT ACCOUNT	- Produce a listing of the Accounts in General Ledger.	
MODIFY SMI ID	- Modify the Special Management Identifier for a particular account.	
EXIT	- Return to the MAINTENANCE menu.	
Please select a function.		
ADD ACCOUNT	MODIFY ACCOUNT	DELETE ACCOUNT
PRINT ACCOUNT	MODIFY SMI ID	EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 3-9. Account Maintenance Menu

Choose the function you wish to perform by selecting the appropriate softkey.

Adding Accounts

To add a new account to the General Ledger system, select ADD ACCOUNT. The system asks for the entity number, then the account number. The account number can be between 1000.00 and 9999.99, and you can enter only four digits (i.e., 2000) and have the system automatically add the decimal point and two zeros to the right of it. Once the system accepts the account number, the Add Account form is displayed (Figure 3-10).

HP250.2.1.08.0  
GLM2f0

GENERAL LEDGER  
ADD ACCOUNT

Date: 01/31/80

Entity \_\_\_\_\_  
Account Number \_\_\_\_\_  
Description \_\_\_\_\_  
Account Type  \_\_\_\_\_  
Total Account Budget \_\_\_\_\_ SMI Identifier \_\_\_\_\_  
Format Position 1 \_\_\_\_\_ (Balance Sheet)  
Format Position 2 \_\_\_\_\_ (Income Statement)  
Cost Center \_\_\_\_\_  
Cost Account Budget \_\_\_\_\_

---

Please enter the entity number.  
-

								EXIT

Figure 3-10. Add Account Form

Fill in the fields as follows (\* denotes required input):

Description

Enter a description of this account (up to 30 characters).

\*Account Type

Enter the code for this account.

1. Asset
2. Liability/Capital
3. Income
4. Expense
5. Cost
6. Memo

Total Account Budget

Enter the dollar amount for this account's annual budget (maximum = \$9,999,999.99). You may not use this field for cost account budgets. Use the Cost Account Budget field instead.

SMI Identifier

This field is filled by using the MODIFY SMI ID function. (Manual input is allowed, but not encouraged.)

Format Position 1

If this account type is 1 or 2, enter its format position code here. (a list of format positions can be printed using one of the Format Maintenance functions).

Format Position 2

If this account type is 3, 4, or 5, enter its format position code here.

Cost Center

If this is a cost account (Type 5), enter the Cost Center number associated with the account.

Cost Account Budget

If this is a cost account, enter the dollar amount budgeted for this account.

When you have finished filling in the form, press PROCESS DATA, and the system will check each field for input errors. If no errors are found, the new account is entered in the General Ledger data base, and you are informed that the addition has been carried out. Then you can add another account or EXIT to the Account Maintenance Menu.

When entering cost accounts, the procedure is slightly different after the account has been entered for the first Cost Center. To add more Cost Centers to an existing cost account, enter the account number as usual. The system recognizes that this is a cost account, and displays Figure 3-11.

GENERAL LEDGER ADD ACCOUNT		Date: 01/31/80
HP250.2.1.08.0 GLM2f1	Entity Account Number	1000 RECREATIONAL BICYCLES DIV. 6200.00
	Description	FACTORY PAYROLL TAXES
	Account Type	5 Cost Account
	Total Account Budget	0.00 SMI Identifier 0002
	Format Position 1	(Balance Sheet)
	Format Position 2	6230 (Income Statement)
	Cost Center	
	Cost Account Budget	
Please complete this form.		
PROCESS DATA		EXIT

Figure 3-11. Add Cost Account Form

This form prompts you only for the format positions, Cost Center number, and Cost Center budget.

Note that a format position cannot be used here unless it has first been added to the system using the Format Maintenance function. Likewise, a Cost Center cannot be specified unless it has first been added to the system using the Cost Center Maintenance function.

Modifying Accounts

The information stored for an account may be modified by selecting MODIFY ACCOUNT from the Account Maintenance Menu. If you have entered the wrong number for an account, you will have to delete the account and re-enter it with the correct number. (See Deleting Accounts below, for restrictions on deleting accounts.)

Enter the entity number as requested, and then the account number (also the Cost Center, if this is a cost account.) The data stored for that account will be displayed for you to make the necessary modifications (see Figure 3-12.)

HP250.2.1.08.0 GLM2f3		GENERAL LEDGER MODIFY ACCOUNT		Date: 01/31/80			
Entity	1000	RECREATIONAL BICYCLES DIV. _____					
Account Number	1200.00						
Description	ACCOUNTS RECEIVABLE						
Account Type	<input checked="" type="checkbox"/> Assets						
Total Account Budget		SMI Identifier					
Format Position 1		(Balance Sheet)					
Format Position 2		(Income Statement)					
Cost Center							
Cost Account Budget							
Please complete this form.							
PROCESS DATA							EXIT

Figure 3-12. Modify Account Form

Tab over fields that are correct as displayed, and modify those that are not. When the modifications are complete, press PROCESS DATA or answer "Y" to "Is all information correct?" and the changes will be entered in the General Ledger data base.

## Deleting Accounts

An inactive account may be deleted from the system, but in this case inactive has a carefully-defined meaning. An account is considered inactive only if there have been no transactions posted to it during the current or previous year and the balance of the account is zero.

Also, you are not allowed to delete an account entered in the parameter file for Profit and Loss, or Retained Earnings.

The only time you can delete an account with a balance is if the balance has been posted by the Special Function INITIAL BALANCES. If no transactions have been posted to an account with an initial balance, you can use the INITIAL BALANCE function again to zero out the account, and then you will be allowed to delete it. Enter the entity number and the account number. If this is a cost account, enter the Cost Center number.

The data currently stored for the account will be displayed, and you will be asked to confirm that this is the account you want deleted.

If you answer "Y", the account is deleted and a message is printed to inform you that the deletion has been accomplished. If you answer "N", you are asked to enter the account number to be deleted.

When the deletion is finished, you can delete another account or EXIT to the Account Maintenance Menu.

## Listing Accounts

You can print the information stored for one account, a range of accounts, or all accounts for a given entity for as many entities as requested. Select PRINT ACCOUNT from the Account Maintenance Menu. A list of options is displayed for your consideration.

CHANGE PRINTER lets you print this report on any printer configured for your system. (If only one printer is configured, this softkey will not appear.) The default setting is the main system printer. Select a starting place other than page 1 by using the RESTART REPORT softkey.

Select CONTINUE to specify the range of accounts to be printed. Fill in the starting and ending entity and account numbers on Figure 3-13.

HP250.2.1.08.0 GLM2f2		GENERAL LEDGER PRINT ACCOUNT		Date: 01/31/80			
From Entity		■	To Entity		■		
From Account		■	To Account		■		
Please complete this form.							
PROCESS DATA							EXIT

Figure 3-13. Account Range Form

To list all accounts entered for one entity, enter the entity number in the From Entity field, and leave the rest of the form blank. List one account for all entities in a similar way, by entering the account number in the From Account field, and leaving the rest of the form blank.

To specify a range of accounts and/or entities, enter the starting number(s) in the From Entity and/or From Account fields, and the ending number(s) in the To Entity and/or To Account fields.

The Account Maintenance Report (Figure 3-14) lists the following information for each account:

1. Entity Number
2. Account Number and Cost Center (if applicable)
3. Account Type (asset, liability, etc.)
4. Description
5. Format Position
6. SMI ID Number
7. Total Account Budget
8. Cost Account Budget (for cost accounts only)

While the list is being printed, three options are available:

1. RESTART REPORT stops printing the report and restarts at a specified page number.
2. HALT REPORT stops printing the report, but continues where it left off when you press CONTINUE REPORT.

3. EXIT returns immediately to the Account Maintenance Menu. If you still want to print this report, you must start all over again.

HP 250 Combined Demo ACCOUNT MAINTENANCE							Report: GL 002 Date: 04/15/80	
ENTITY	ACCOUNT	COST CENTER	ACCOUNT TYPE	ACCOUNT/COST CENTER DESCRIPTION	B/S FORMAT POSITIONS	I/S SMI ID	TOTAL ACCOUNT BUDGET	COST ACCOUNT BUDGET
1000	1000.00		Assets	Petty Cash (1st National)	1118	0000 0001	0.00	
1000	1050.00		Assets	Cash in Bank-General (Central)	1112	0000 0001	0.00	
1000	1060.00		Assets	Cash in Bank-Payroll (Central)	1114	0000 0001	0.00	
1000	1070.00		Assets	Cash in Bank-Other (United)	1116	0000 0001	0.00	
1000	1200.00		Assets	Accounts Receivable - Other	1120	0000 0003	0.00	
1000	1205.00		Assets	Accounts Receivable - Trade	1122	0000 0003	0.00	
1000	1210.00		Assets	Notes Receivable	1150	0000 0001	0.00	
1000	1220.00		Assets	Allowance for Doubtful Account	1140	0000 0003	0.00	
1000	1250.01		Assets	Inventory - Pipe Hardware	1161	0000 0005	0.00	
1000	1250.02		Assets	Inventory - Electronic Parts	1162	0000 0005	0.00	
1000	1250.03		Assets	Inventory - General Hardware	1163	0000 0005	0.00	
1000	1250.04		Assets	Inventory - Gaskets	1164	0000 0005	0.00	
1000	1280.00		Assets	Prepaid Expenses	1190	0000 0001	0.00	
1000	1300.00		Assets	Land	1210	0000 0008	0.00	
1000	1310.00		Assets	Building	1220	0000 0008	0.00	
1000	1310.10		Assets	Accumulated Depreciation	1220	0000 0008	0.00	
1000	1320.00		Assets	Machinery and Equipment	1230	0000 0008	0.00	
1000	1320.10		Assets	Accumulated Depreciation	1230	0000 0008	0.00	
1000	1900.00		Assets	Organization Costs	1610	0000 0016	0.00	
1000	1920.00		Assets	Patent Rights	1620	0000 0016	0.00	
1000	2000.00		Liab/Capital	Accounts Payable - Vendors	3110	0000 0003	0.00	
1000	2010.00		Liab/Capital	Accounts Payable - Other	3120	0000 0003	0.00	
1000	2020.00		Liab/Capital	Notes Payable	3210	0000 0012	0.00	
1000	2025.00		Liab/Capital	Excise Tax Collected	3220	0000 0002	0.00	

Figure 3-14. Account Maintenance Report

### Setting and Modifying the SMI ID

The SMI (Special Management Information) ID is used to flag accounts for use when calculating the financial ratio information needed for the SMI Report.

SMI ID is divided into three groups of accounts: assets, liabilities, and income and expenses.

Select MODIFY SMI ID to set this code for a new account, or to modify the code for an existing account. Enter the entity number and the account number as requested.

According to the type of account, a list of categories are displayed. Place an "X" (or any other character) to indicate those categories that apply to this account. You can mark more than one category (see Figure 3-15.) Once you have marked all applicable categories, press PROCESS DATA, and the SMI ID Number will be calculated, displayed, and stored in the data base for that account (see Figure 3-16.)

GENERAL LEDGER  
MODIFY SMI IDENTIFIER

HP250.2.1.08.0  
GLM2f4

Date: 01/31/80

Entity 1000      RECREATIONAL BICYCLES DIV.

Account      Account Type      Description

2000.00      Liab/Capital      ACCOUNTS PAYABLE-VENDORS

1 <u>Current Debt</u>	7	_____	SMI Identifier  <u>0000</u>
2 <u>Current Liabilities</u>	8	_____	
3 <u>Long Term Debt</u>	9	_____	
4 <u>Long Term Liabilities</u>	10	_____	
5 <u>Intangible Liabilities</u>	11	_____	
6 _____	12	_____	

Please complete this form.

PROCESS DATA							EXIT

Figure 3-15. Modify SMI ID Form

GENERAL LEDGER  
MODIFY SMI IDENTIFIER

HP250.2.1.08.0  
GLM2f4

Date: 01/31/80

Entity 1000      RECREATIONAL BICYCLES DIV.

Account      Account Type      Description

\_\_\_\_\_      Liab/Capital      ACCOUNTS PAYABLE-VENDORS

1 <u>Current Debt</u>	X 7	_____	SMI Identifier  <u>0003</u>
2 <u>Current Liabilities</u>	X 8	_____	
3 <u>Long Term Debt</u>	9	_____	
4 <u>Long Term Liabilities</u>	10	_____	
5 <u>Intangible Liabilities</u>	11	_____	
6 _____	12	_____	

Please enter the account number.

The SMI Identifier has been modified for account 2000.

							EXIT

Figure 3-16. SMI ID Form With SMI ID Displayed



# FORMAT MAINTENANCE

The format position data controls the manner in which the balance sheet and income statement are organized. The Format Maintenance functions are used to add, modify, delete, and list format positions (see Figure 3-17).

GENERAL LEDGER FORMAT MAINTENANCE		Date: 01/31/80
HP250.2.1.00.0		
ADD POSITION	- Add a new Format Position to General Ledger.	
MODIFY POSITION	- Modify an existing Format Position in General Ledger.	
DELETE POSITION	- Delete an existing Format Position from General Ledger.	
PRINT POSITION	- Produce a listing of the Format Positions in General Ledger.	
EXIT	- Return to the MAINTENANCE menu.	

\_\_\_\_\_

Please select a function.

ADD POSITION	MODIFY POSITION	DELETE POSITION	PRINT POSITION				EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3-17. Format Maintenance Menu

Choose the function you wish to perform by selecting the appropriate softkey.

### Adding Format Positions

Ordinarily, a list of format positions will have been prepared when your system was set up, and you will be given this list to use when adding accounts. But you will occasionally need to add a new format position.

To add a new format position, select ADD POSITION, and enter the new format position number (up to 4 digits). Then fill in the form that is displayed (Figure 3-18).

GENERAL LEDGER		Date: 01/31/80
HP250.2.1.08.0	ADD FORMAT POSITION	
GLM3f0		
Format Position	_____	
Position Description	████████████████████	
Summation Position	████	
Format Position Type	█ _____	
Normal Balance	█ (D=Debit; C=Credit)	
Summation Level	_____	
Please enter the format position number.		
-		
		EXIT

Figure 3-18. Add Format Position Form

Fill in the fields as follows (\* denotes required input):

- Position Description . Enter the description of accounts with this format position.
- Summation Position Enter the format position that this format position sums into. 0000 (the highest level of summation) will be assumed if this field is left blank.
- \*Format Position Type Enter a "1" if this format position is used when preparing the balance sheet, or "2" if it is used when preparing the income statement.
- \*Normal Balance Enter "D" (debit) or "C" (credit) for the normal balance of accounts with this format position.

When the form is completed, press PROCESS DATA. The system checks for input errors, assigns the summation level, and enters this format position in the data base.

Press EXIT to return to the Format Maintenance Menu.

### Modifying Format Positions

To modify the data for an entered format position, select MODIFY POSITION. The data stored for that position is displayed, and you are directed to make the necessary modifications. Tab over those fields that are correct as displayed, and make changes to those fields that are incorrect. Press PROCESS DATA when all fields are correct, and the modifications (after being checked for input errors) will be entered in the data base.

You are not allowed to modify the format position number itself. (The only way to do this is to delete it and add a new number with the same description.) Nor are you allowed to modify the summation position at Summation Level 01.

Press EXIT at any time to return to the Format Maintenance Menu.

### Deleting Format Positions

To delete an existing format position, select DELETE POSITION, and enter the format position number when requested.

The data stored for that format position number will be displayed, and you will be asked to confirm that this is the format position you wish to delete.

If you answer "Y", the format position will be deleted, and a message will be displayed to inform you that the deletion has been carried out.

If you answer "N", you are asked again to enter the format position number you wish to delete.

You may not delete a format position if other format positions sum into it (you must delete them first), or if that position is used by any account in the system.

### Printing Format Positions

You can print the information stored for one or more format positions by selecting PRINT POSITION. A list of options is displayed for your consideration:

Change the printer or start the listing on some page other than page one, if these options are applicable.

Select CONTINUE to specify the range of format positions you wish to include in the listing. Fill in the starting and ending format position numbers on Figure 3-19.

GENERAL LEDGER							
HP250.2.1.08.0				PRINT FORMAT POSITION		Date: 01/31/80	
GLM3f1							
From Fmt Position				1000			
To Fmt Position				1230			
Is all information correct? (Y/N)							
-							
							EXIT

Figure 3-19. Format Position Range Form

To list the data for all entered format positions, leave this form blank and press PROCESS DATA.

To list the data for one format position only, enter that position number in the From Format Position field, and leave the rest of the form blank.

To list the data for a range of format positions, enter the starting number in the From Format Position field, and the ending number in the To Format Position field.

The Format Maintenance Report (Figure 3-20) lists the following information for each format position number:

1. Format Position Description
2. Summarization Position - the format position this position sums into. 0000 is the highest summarization position.
3. Summarization Level - shows the level at which this format position is reported (01 = most summarized.) For example, ASSETS would appear on even the most detailed report, and so on as far as your company decides to go (maximum 07).

4. Used in Report - shows whether this format position is used in constructing the balance sheet or income statement.
5. Normal Balance - shows whether the normal balance for accounts with this format position is debit ("D") or credit ("C").

FIN250 DEMO Bicycle Company FORMAT POSITION MAINTENANCE				Report: GL 003 Date: 01/31/80	
FORMAT POSITION	FORMAT POSITION DESCRIPTION	SUMMARIZATION POSITION	SUMMARIZATION LEVEL	USED IN REPORT	NORMAL BALANCE
1000	ASSETS	0000	01	Balance Sheet	D
1100	CURRENT ASSETS	1000	02	Balance Sheet	D
1110	CASH	1100	03	Balance Sheet	D
1112	CASH IN BANK-GENERAL (CENTRAL)	1110	04	Balance Sheet	D
1114	CASH IN BANK-PAYROLL (CENTRAL)	1110	04	Balance Sheet	D
1116	CASH IN BANK-OTHER (LIMITED)	1110	04	Balance Sheet	D
1118	PETTY CASH (1ST NATIONAL)	1110	04	Balance Sheet	D
1120	ACCOUNTS RECEIVABLE	1100	03	Balance Sheet	D
1122	A/R	1120	04	Balance Sheet	D
1140	ALLOWANCE FOR DOUBTFUL ACCT'S	1120	04	Balance Sheet	D
1150	NOTES RECEIVABLE	1100	03	Balance Sheet	D
1200	FIXED ASSETS	1000	02	Balance Sheet	D
1210	LAND	1200	03	Balance Sheet	D
1220	BUILDING	1200	03	Balance Sheet	D
1230	MACHINERY	1200	03	Balance Sheet	D

Figure 3-20. Format Maintenance Report

While the report is printing, three options are available:

1. RESTART REPORT stops printing the report and restarts at a specified page number.
2. HALT REPORT stops printing the report, but continues where it left off when you press CONTINUE REPORT.
3. EXIT returns immediately to the Report Menu. If you still want to print this report, you must start all over again.

After printing, you can restart the report, or EXIT to the Format Maintenance Menu.

## PARAMETER MAINTENANCE

A parameter file is required for each entity before any transactions can be entered for that entity. This file contains four pieces of information: the Year-to-date Profit and Loss account number, the Retained Earnings account number, and the report breaks for the Account Balances Report and the Cost Center Reports.

The YTD Profit and Loss account is used by the system to maintain the year-to-date profit (or loss) amounts. You may not post transactions directly to this account.

The ending balance of the YTD Profit and Loss account is transferred into the Retained Earnings account at the end of the year. You are allowed to post directly to this account.

The report breaks are used to indicate where sub-totals and breaks occur in the Account Balances or Cost Center Reports. The break number is a one, two, three, or four digit code that indicates which digits in the account number are to be used to break for sub-totals.

The Parameter Maintenance Menu lists and describes the functions available to maintain an accurate parameter file (see Figure 3-21.)

HP250.2.1.08.0		GENERAL LEDGER PARAMETER MAINTENANCE		Date: 01/31/80			
ADD PARAMETER	- Add a Parameter file to a General Ledger Entity.						
MODIFY PARAMETER	- Modify a Parameter file for a General Ledger Entity.						
DELETE PARAMETER	- Delete the Parameter file for a General Ledger Entity.						
PRINT PARAMETER	- Produce a listing of the Parameter files for General Ledger Entities.						
EXIT	- Return to the MAINTENANCE menu.						
Please select a function.							
ADD PARAMETER	MODIFY PARAMETER	DELETE PARAMETER	PRINT PARAMETER				EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 3-21. Parameter Maintenance Menu

Choose the function you wish to perform by selecting the appropriate softkey.

Adding Parameters

To supply parameters for a newly-entered entity, select ADD PARAMETER. Figure 3-22 is displayed, and you are asked to enter the entity number.

HP250.2.1.08.0 GLM4f0	GENERAL LEDGER ADD PARAMETER		Date: 01/31/80				
Entity	_____						
	<b>Accounts</b>						
YTD Profit & Loss Account	[REDACTED]						
Retained Earnings Account	[REDACTED]						
	<b>Report Break Groups</b>						
Break for Account Balances	[REDACTED]						
Break for Cost Center List	[REDACTED]						
Please enter the entity number.							
-							
							EXIT
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Figure 3-22. Add Parameter Form

Fill in the fields as follows (\* denotes required input):

- \* Year to Date Profit and Loss Account      Enter the account number to be used to maintain the year-to-date profit (or loss) figures. Once the number is entered here, you may not post to the account directly. This account must be coded Type 2 (Liability/Capital).
- \* Retained Earnings Account      Enter the account number to be used at year-end to transfer the profit (or loss) figures. This account must be coded Type 2 (Liability/Capital).
- Break for Account Balances      Enter, as a one-to-four digit code, the digits of the account number you want to be used to set sub-totals. Example: 1 means only when the first digit

changes, 13 means when the first and third digit change, and 1234 means when any digit changes. The numbers in the code must be ascending order from left to right, e.g., 1234 is all right, but 4321 would not be accepted.

Break for Cost  
Center List

Enter a one-to-four digit code in exactly the same way to indicate the digits of the account number you want used to set sub-totals in the Cost Center Reports.

When the form is completed, press PROCESS DATA. The system checks for input errors, and enters the data into the parameter file for the specified entity.

Press EXIT to return to the Parameter Maintenance Menu.

#### Modifying Parameters

To modify an existing parameter file, select MODIFY PARAMETER. Enter the entity number as requested, and the currently stored parameter data will be displayed. If you modify either of the two account numbers, the new account(s) must still be Type 2 (Liability/Capital), and the balance of the new account must be exactly the same as the old account. Make necessary modifications to the account numbers or the report break codes, then press PROCESS DATA and the modifications will be entered in the parameter file.

Press EXIT at any time to return to the Parameter Maintenance Menu.

#### Deleting Parameters

If you are going to delete an entity, you must first delete the parameter file for that entity. Before deleting the parameter file, you must delete the accounts entered in it, and you must post or purge all pending transactions. When all conditions have been met, select DELETE PARAMETER from the Parameter Maintenance Menu, and enter the entity number as requested. The parameter data for that entity will be displayed, and you will be asked to confirm if this is the data you want to be deleted.



If you answer "Y", the parameter data will be deleted and a message will be displayed to inform you that the deletion has been carried out.

If you answer "N", you are asked again to enter the entity number whose parameter you want to delete.

Press EXIT at any time to return to the Parameter Maintenance Menu.

### Printing the Parameter File Contents

To print the contents of the parameter file, select PRINT PARAMETER. A list of options is displayed for your consideration.

Change the printer or start the listing on a page other than page one, if suitable for your situation. Otherwise, select CONTINUE to specify the entities whose parameter files you wish to print. Fill in the starting and ending entity numbers as follows:

To list the parameter data for all entities, leave this form blank.

To list the data for one entity, enter that entity number in the From Entity field.

To list the data for a range of entities, enter the lowest number in the range in the From Entity field, and the highest number in the range in the To Entity field.

HP 250 Combined Demo PARAMETER MAINTENANCE		Report: GL 004 Date: 04/15/80	
ENTITY	YTD PROFIT & LOSS ACCOUNT	RETAINED EARNINGS ACCOUNT	REPORT BREAK GROUPS ACCOUNT COST CENTER
1000	2050.00	2040.00	0 0

Figure 3-23. Parameter Maintenance Report

Figure 3-23 shows a sample report, listing the four parameters for each entity reported.

## COST CENTER MAINTENANCE

FIN/250 General Ledger allows you to identify cost centers within a given entity to be used as "locations" for cost accounts. This provides an additional level of detail for reporting purposes.

The Cost Center Maintenance functions are used to add, modify, delete, and print cost centers currently in the system (see Figure 3-24.)

HP250.2.1.08.0		GENERAL LEDGER COST CENTER MAINTENANCE		Date: 01/31/80			
ADD COST CENTER	- Add a new Cost Center to General Ledger.						
MODIFY COST CENTER	- Modify an existing Cost Center in General Ledger.						
DELETE COST CENTER	- Delete an existing Cost Center from General Ledger.						
PRINT COST CENTER	- Produce a listing of the Cost Centers in General Ledger.						
EXIT	- Return to the MAINTENANCE menu.						
Please select a function.							
ADD COST CENT	MODIFY COST CENT	DELETE COST CENT	PRINT COST CENT				EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3-24. Cost Center Maintenance Menu

Choose the function you wish to perform by selecting the appropriate softkey.

### Adding Cost Centers

Select ADD COST CENTER and enter the entity number when it is requested. Figure 3-25 is displayed:

HP250.2.1.08.0 3LMSf0		GENERAL LEDGER ADD COST CENTER		Date: 01/31/80			
Entity	1000	RECREATIONAL BICYCLES DIV.					
Cost Center Number	_____						
Cost Center Description	██						
Cost Center Budget	██						
Please enter the cost center number.							
-							
							EXIT

Figure 3-25. Add Cost Center Form

The fields should be filled in as follows:

- Cost Center Number                      Enter a number between 1 and 9999.
- Cost Center Description                Enter a description or label for this Cost Center (e.g., Marketing) (up to 30 characters)
- Cost Center Budget                      Enter the dollar amount for the current year's budget for this Cost Center.

When the form is completed, press PROCESS DATA. The system checks for input errors, then enters the Cost Center in the data base.

Press EXIT to return to the Cost Center Maintenance Menu.

Modifying Cost Centers

To modify an existing Cost Center, select MODIFY COST CENTER. Enter the entity number and Cost Center number as they are requested, and the data for that Cost Center is displayed. Make modifications as needed to the description and budget. You may not modify the Cost Center number itself. When all modifications have been made, press PROCESS DATA, and the modifications will be entered in the data base.

Pressing EXIT at any time returns you to the Cost Center Maintenance Menu.

#### Deleting Cost Centers

You may, on occasion, wish to delete a Cost Center from the system. Cost Centers cannot be deleted if there are active transactions associated with this number.

Select DELETE COST CENTER, and enter the entity number and the Cost Center as they are requested. The data for that Cost Center will be displayed, and you will be asked to confirm if this is the data you want to be deleted.

If you answer "Y", the system checks to see if it can be deleted, and if so deletes it. A message will be displayed informing you that the deletion has been carried out.

If you answer "N", you are asked again for the entity number and Cost Center number.

Press EXIT at any time to return to the Cost Center Maintenance Menu.

#### Printing Cost Centers

To print a list of Cost Centers for one or more entities, select PRINT COST CENTER. A list of options is displayed for your consideration.

Change the printer or start the listing somewhere other than page one, if these options are suitable in your situation. Otherwise select CONTINUE to specify the range of entities and Cost Centers to be reported.

To list all Cost Centers for all entities, leave this form blank.

To list all Cost Centers for one entity, enter the entity number in the From Entity field, and leave the rest blank.

To list a range of Cost Centers from one entity, enter the starting and ending Cost Center number in the From Cost Center field and the To Cost Center field, respectively. To list a range of Cost Centers from a range of entities, enter the starting and ending Cost Center numbers and entity numbers in the From and To fields, as appropriate.

FIN250 DEMO Bicycle Company  
 COST CENTER MAINTENANCE

Report: GL 005  
 Date: 01/31/80

ENTITY	COST CENTER	DESCRIPTION	BUDGET
1000	1100	MARKETING MANAGER	50,000.00
1000	1200	PRODUCT MANAGER	50,000.00
1000	1300	SALES DEVELOPMENT	40,000.00
1000	1400	ACCOUNTING MANAGER	60,000.00
1000	1500	R & D MANAGER	60,000.00
1000	1600	PROJECT ENGINEERING I	40,000.00
1000	1700	PROJECT ENGINEERING II	40,000.00
1000	1800	PROJECT ENGINEERING III	40,000.00
1000	1900	PERSONNEL MANAGER	20,000.00
1000	2000	MANUFACTURING MANAGER	80,000.00

Figure 3-26. Cost Center Maintenance Report

Figure 3-26 shows a sample report, listing the entity, Cost Center number, and budget for each Cost Center reported.

## TRANSACTIONS

The majority of your General Ledger activities will involve transactions--entering them, manipulating them while they are in the pending file, and posting them to the General Ledger data base.

FIN/250 General Ledger is a powerful and flexible tool that handles every General Ledger transaction quickly and accurately. Every batch of transactions (journal entry) is required to balance--and it is checked both when it is entered and when it is posted to make sure that it does. Not only is your General Ledger never out of balance, but you can detect and correct any transaction imbalance as soon as it is entered.

The Transaction Menu describes the seven transaction handling functions provided by your system (See Figure 4-1.)

HP250.2.1.08.0		GENERAL LEDGER TRANSACTIONS		Date: 01/31/80			
ENTER	- Enter transactions into the GL Pending Transaction File.						
MODIFY	- Modify transactions in the GL Pending Transaction File that have not passed the GL checks for update.						
PURGE	- Purge transactions from the GL Pending Transaction File.						
PRINT	- Produce a listing of the transactions in the GL Pending Transaction File.						
ACTIVATE	- Balance transactions which are in 'Delete Status' and return them to active status.						
SUBSYSTEM TRANSFER	- Transfer transactions from the Subsystem GL Transaction File to the Pending Transaction File.						
UPDATE	- Post transactions to GL.						
EXIT	- Return to the MAIN menu.						
Please select a function.							
ENTER	MODIFY	PURGE	PRINT	ACTIVATE	SUBSYSTEM TRANSFER	UPDATE	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4-1. Transactions Menu

Choose the function you wish to perform by pressing the appropriate softkey.

## ENTERING TRANSACTIONS

The most common transaction function is simply entering the transactions generated during the course of a business day. Your FIN/250 General Ledger system was designed to meet your needs in all transaction entry situations. Six different ways of entering transactions are provided, as described on the Enter Transactions Menu (Figure 4-2.)

HP250.2.1.00.0		GENERAL LEDGER ENTER TRANSACTIONS		Date: 01/31/80			
STANDARD ENTRY	- Enter a single manual transaction to General Ledger.						
AUTOMATIC ENTRY	- Enter a manual transaction and its offsetting transaction.						
FORWARD ENTRY	- Enter a transaction with a forward Effective Date.						
REVERSING ENTRY	- Enter a transaction and its reversing transaction.						
RETROACTIVE ENTRY	- Enter a retroactive transaction to General Ledger.						
MEMO ENTRY	- Enter a transaction to a Memo Account in General Ledger.						
EXIT	- Return to the TRANSACTIONS menu.						
Please select a function.							
STANDARD ENTRY	AUTOMATIC ENTRY	FORWARD ENTRY	REVERSING ENTRY	RETROACTV ENTRY	MEMO ENTRY		EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4-2. Enter Transactions Menu

Choose the mode of entry you wish to use by pressing the corresponding softkey.

Transactions are entered into the system and posted to the accounts in two distinct steps. When they are entered, using one of the six entry modes, they are placed in a Pending Transaction file. Then, a separate UPDATE function actually posts them to the General Ledger data base.

### The Enter Transaction Form

The same form (see Figure 4-3) is used for all six entry modes, with slightly different input expected depending on the mode you are using. Each time the form is displayed, some of the fields are already filled in with information known or assigned by the system.

GENERAL LEDGER  
STANDARD JOURNAL ENTRY

HP250.2.1.08.0 Date: 01/31/80  
GLT1f0

Entity 1000 RECREATIONAL BICYCLES DIV.

Journal Ref GL01311000 Current Period Ends 01/31/80

Entered Date 01/31/80 Effective Date  (Standard entry)

Account  Offset Acct

Trans Amount  Dr/Cr  Description

Cost Center  Project No.

Control Sum  Remaining Amount

---

Please complete this form.

PROCESS DATA						CONTROL SUM	EXIT

Figure 4-3. Sample Entry Form

Journal Reference Number

One of the fields is the journal reference number, a unique number assigned by the system to each batch of transactions entered in the system. This number consists of four parts, as follows:

GL 0101 1 010

the GL refers to General Ledger, the next four numbers represent the month and day, the next number tells the User ID number used when entering it, and the last three numbers are assigned in sequence by the system.

The journal reference number remains with the journal entry entered under it for as long as those transactions are in the data base. Any further activity such as modifying the transaction will only be accepted if you know the journal reference number. If the transactions should be purged, the same number will not be reassigned to another journal entry.

The two output fields that are boxed in also require some explanation.



### Remaining Amount

The Remaining Amount field displays the amount you need to enter at this time to complete the transaction or batch of transactions by bringing the sum of debits and credits to 0. A "C" or "D" after the amount indicates whether a credit or debit entry is needed. When you have finished entering the transaction or batch, this field must equal zero or the transaction will not be accepted. A message will be displayed to that effect:

The last batch of entries is out of balance. Do you wish to exit? (Y/N)							
WARNING: ALL ENTRIES IN THE LAST BATCH (JRNL REF GL04013001) WILL BE DELETED.							
							EXIT

If you exit without balancing the transaction, all entries associated with that journal reference number will be placed in delete status. They appear in the Pending Transaction file, but are not included in the totals, and cannot be posted until you use the ACTIVATE function to balance them.

### Control Sum

The Control Sum field and softkey allow you to reconcile the entered debits or credits with a batch total that has been previously prepared. This batch total can be as simple as an adding machine tape of a group of transactions.

Select the CONTROL SUM softkey and enter the batch total amount. The journal reference number will not be allowed to zero out until this total is reached.

### Standard Entry

You will use the standard entry mode for a large percentage of the transactions you enter in your system. You can use this entry mode to enter a single transaction, usually with more than one offsetting account, or to enter a group of transactions that you wish to be grouped together for reporting purposes.

When you make a standard entry, you enter both sides of the transaction--first one side, then the other. Similarly, when you enter a batch of transactions together, you have to enter all the debits and all the credits (see Entering Multiple Transactions as a Batch, below).

To enter transactions in this way, select STANDARD ENTRY from the Enter Transactions Menu. The entry form common to all entry modes is displayed for you to fill in (see Fig. 4-3).

Enter the entity number as requested, and the journal reference number will be displayed, along with the current period ending date, the entered date, and the effective date (both will be today's date for this kind of entry.)

Fill in the rest of the form for the debit (or credit) side of the transaction, as follows (\* denotes required input):

*Account	Enter the account number for this transaction
Offset Account	Skip this field for a standard entry. If you choose to enter an account number here, the system will verify that it is a valid account number.
*Transaction Amount	Enter the amount of the entry to this account.
*Debit/Credit	Enter "D" if this is a debit entry, or "C" if it is a credit entry.
Description	Enter a description of this transaction.
Cost Center	Enter a Cost Center number if this is a Cost Account.
Project Number	Enter the project number, if applicable.

When you have entered all the data, press PROCESS DATA. The system will check for input errors, then display the identical form for you to fill out for the credit (or debit) side of the transaction.

When entering a batch of transactions, it doesn't matter whether you enter debits or credits first, since you indicate which it is in the field, and you are not prevented from intermingling debits and credits, but there is a practical reason for not doing so. Any time the sum of all your entered debits and credits equals zero, the General Ledger system assumes that the batch is completed, and assigns a new journal reference number to the next entry. So if your intent is to keep a group of like transactions together for easy reference, the recommended procedure is to enter all the debits first, then all of the credits. Or, you can also use the Control Sum feature to prevent the batch from being accepted until you are ready to close it out.

Example: Yesterday was the payroll cut-off date for the marketing department of your company. You want to debit the salary cost account (Account 6250) for the marketing department (Cost Center 1100), credit the factory payroll tax cost account the amount due for withholding and FICA, and credit the accrued salaries account (Account 2030) with the net amount to be paid.

Figures 4-4, 4-5, and 4-6 show the appropriate entries for this transaction.

GENERAL LEDGER		STANDARD JOURNAL ENTRY		Date: 01/31/80
HP250.2.1.08.0				
3LT1f0				
Entity	1000	RECREATIONAL BICYCLES DIV.		
Journal Ref	GL01311002	Current Period Ends	01/31/80	
Entered Date	01/31/80	Effective Date	01/31/80 (Standard entry)	
Account	6250	Offset Acct		
Trans Amount	10682.14	Dr/Cr	D	Description PAYROLL
Cost Center	1100	Project No.		
Control Sum		Remaining Amount		
The last batch of entries is out of balance. Do you wish to exit? (Y/N)				
WARNING: ALL ENTRIES IN THE LAST BATCH (JRNL REF GL01311000) WILL BE DELETED.				
				EXIT

Figure 4-4. Debit Entry for Payroll

GENERAL LEDGER		STANDARD JOURNAL ENTRY		Date: 01/31/80
HP250.2.1.08.0				
GLT1f0				
Entity	1000	RECREATIONAL BICYCLES DIV.		
Journal Ref	GL01311002	Current Period Ends	01/31/80	
Entered Date	01/31/80	Effective Date	01/31/80 (Standard entry)	
Account	6240	Offset Acct		
Trans Amount	1068.21	Dr/Cr	C	Description
Cost Center	1100	Project No.		
Control Sum		Remaining Amount	10,682.14 C	
Is all information correct? (Y/N)				
-				
				EXIT

Figure 4-5. Credit Entry for Payroll Taxes

GENERAL LEDGER		STANDARD JOURNAL ENTRY		Date: 01/31/80
HP250.2.1.08.0				
GLT1f0				
Entity	1000	RECREATIONAL BICYCLES DIV.		
Journal Ref	GL01311002	Current Period Ends	01/31/80	
Entered Date	01/31/80	Effective Date	01/31/80 (Standard entry)	
Account	2030	Offset Acct		
Trans Amount	9613.93	Dr/Cr	C	Description
Cost Center		Project No.		NET PAYROLL-MARKETING
Control Sum		Remaining Amount	9,613.93 C	
Is all information correct? (Y/N)				
-				
				EXIT

Figure 4-6. Credit Entry for Net Salary Amount

Note that the Remaining Amount field is filled in once the debit side is entered, and that the subsequent credit entry (Fig. 4-5) reduces that amount. This field must go to 0 when you are finished with the transaction, or the entire transaction will be put in delete status until it is placed in balance.

### Automatic Entry

You will use the automatic entry mode to enter transactions with one equal debit and credit only. In this case, you enter one side of the transaction, and the system automatically prepares and enters the offsetting entry.

Select AUTOMATIC ENTRY from the Enter Transaction Menu, and the entry form appears, exactly as for a standard entry except that the words "Automatic Entry" appear after the Effective Date field.

Enter the entity number as requested, and the journal reference number will be displayed, along with the current period ending date, the entered date, and the effective date (both today's date for an automatic entry).

Fill out the form for one side of the transaction exactly as described for a standard entry, except that the offset account number must be entered. Also, a cost account is not allowed as the offset account; if a cost account is to be the offset, enter the other side of the transaction so the cost center number can be included.

When the form is complete, press PROCESS DATA and the system generates the other side of the transaction and places both entries in the Pending Transaction file.

Example: Several payments have been received from customers, totaling \$2,362.14. You want to debit the Cash Account (Account 1050) and credit Accounts Receivable (Account 1200).

Figure 4-7 shows the single automatic entry that accomplishes this task.

Note that the Remaining Amount field is blank in this case, since the system takes care of balancing the transaction.

The Pending Transaction file shows the two entries made by this entry mode (see Figure 4-8.)



## Reversing Entry

A reversing entry is used to make a temporary entry so that financial statements at the end of a reporting period (month-end or year-end) reflect the company's true situation at that time. Then the entry is reversed immediately after rolling over into the new period.

For a reversing entry, you enter both sides of the transaction whenever appropriate in the current period, and the system prepares and enters reversing entries for the first day of the next period.

To use this entry mode, select REVERSING ENTRY, and enter the entity number as requested.

The journal reference number, current period ending date, entered date, and effective date will be displayed on the entry form that appears.

Fill out the form for both sides of the transaction, exactly as described for a standard entry. When the form is complete, press PROCESS DATA. The system checks for input errors, then enters this transaction and the system-generated reversing transaction in the Pending Transaction file.

Example: The Bond Insurance for the Accounting Department is prepaid on a yearly basis on March 1st, for the coverage period April 1 - March 31. When ending your fiscal year on January 31, 1980 you want to report only that portion of the \$1372.08 premium accountable for Fiscal Year 1979, even though the whole amount was entered as an expense in March of 1979. Therefore, you want to debit the Prepaid Insurance asset account (Number 1270) and credit the Insurance cost account (Number 6400) for Cost Center 1400 for the prorated amount of \$228.68 while you complete your year-end processing. Then you want to re-enter those amounts as of February 1st.

Figures 4-9 and 4-10 show the reversing entry that will do that for you.

HP250.2.1.08.0 GLT1f3		GENERAL LEDGER REVERSING JOURNAL ENTRY		Date: 01/31/80				
Entity	1000	RECREATIONAL BICYCLES DIV.						
Journal Ref	GL01311004	Current Period Ends	01/31/80					
Entered Date	01/31/80	Effective Date	01/31/80 (Reversing entry)					
Account	1270	Offset Acct	6400					
Trans Amount	228.68	Dr/Cr	D	Description				BOND INSURANCE-ACCOUNTING
Cost Center		Project No.						
Control Sum		Remaining Amount						
Is all information correct? (Y/N)								
-								
							EXIT	

Figure 4-9. Reversing Entry for Prepaid Insurance (Debit)

HP250.2.1.08.0 GLT1f3		GENERAL LEDGER REVERSING JOURNAL ENTRY		Date: 01/31/80				
Entity	1000	RECREATIONAL BICYCLES DIV.						
Journal Ref	GL01311004	Current Period Ends	01/31/80					
Entered Date	01/31/80	Effective Date	01/31/80 (Reversing entry)					
Account	6400	Offset Acct	1270					
Trans Amount	228.68	Dr/Cr	C	Description				BOND INSURANCE-ACCOUNTING
Cost Center	1400	Project No.						
Control Sum		Remaining Amount	228.68 C					
Is all information correct? (Y/N)								
-								
							EXIT	

Figure 4-10. Reversing Entry for Prepaid Insurance (Credit)



The Pending Transaction file shows the following listing for this journal reference number:

1000	1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INS. (PREPAID) - ACCTG	GL01311004	RV
1000 1400	6400.00	1270.00		228.68	01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING	GL01311004	RV
1000 1400	6400.00	1270.00	228.68		01/31/80	02/01/80	BOND INSURANCE-ACCOUNTING	GL01311005	RV
1000	1270.00	6400.00		228.68	01/31/80	02/01/80	BOND INSURANCE-ACCOUNTING	GL01311005	RV

Figure 4-11. Reversing Entry Transaction Listing

You can see that the reversing entries have been generated by the system.

### Retro-Active Entry

FIN/250 General Ledger offers a retro-active entry function to allow correcting entries to be made to previous accounting periods, even the previous fiscal year. When such an entry is made, the Year-To-Date Profit and Loss account and the Retained Earnings account are automatically adjusted.

The procedure for a retro-active entry is just like that for a standard entry: First, select RETROACTIVE ENTRY from the Enter Transactions Menu, then enter the entity number as requested.

The form common to all entry modes is displayed, with the journal reference number, current period ending date, and entered date filled in. Enter the effective date of the transaction, then fill out the rest of the form for the debit (or credit) side of the transaction exactly as described for a standard entry.

When the form is complete, press PROCESS DATA, and enter the other side of the transaction in the same way. The system checks for input errors, then enters the transaction in the Pending Transaction file. When the transaction is posted, the Year-To-Date Profit and Loss account and Retained Earnings account will be adjusted accordingly.

Example: Even though your fiscal year ended January 31, the books for that year were not audited until May. At that time, an error was found. The Accounts Receivable account was never debited for a customer payment. You are told to make a correcting entry for the \$962.17 payment.

Figures 4-12 and 4-13 show the two sides of the correcting entry.



In the previous example, there is no change to the Year-To-Date Profit and Loss, so no adjustment is made by the system.

### Forward Entry

The forward entry mode allows you to enter transactions to be posted during some future accounting period.

Use it to ensure posting of an expense or income that is predictable and repeating. When a forward entry is made, the transaction is held in the Pending Transaction file until the effective date arrives. Then it is posted like any other entered transaction.

To make a forward entry, select the softkey labeled FORWARD ENTRY from the Enter Transactions Menu, then enter the entity number as requested.

The form used for entering transactions is displayed, with the journal reference number, current period ending date, and entered date already filled in. Enter the date you wish this transaction posted in the Effective Date field, then fill out the rest of the form for the debit (or credit) side of the transaction exactly as described for a standard entry.

When the form is complete, press PROCESS DATA, then enter the other side of the transaction in the same way. The system checks for input errors, then enters the transaction in the Pending Transaction file, where it remains until the effective date.

Example: On February 17, the accountant hands you the building depreciation schedule for the fiscal year that began February 1st. You want to enter twelve transactions, one for each month in the year, in which you debit Account 4031 (Depreciation Expense) and credit Account 1311 (Building Depreciation) for \$5092. The entry for February is made using automatic entry mode.

Figure 4-14 is an example of one of the eleven forward entries for the rest of the depreciation schedule (the credit side of the transaction is made in the same way).

The transaction in this example will be posted on March 1st.

HP250.2.1.08.0 GLT1f2		GENERAL LEDGER FORWARD JOURNAL ENTRY		Date: 01/31/80			
Entity	1000	RECREATIONAL BICYCLES DIV.					
Journal Ref	GL01311007	Current Period Ends	01/31/80				
Entered Date	01/31/80	Effective Date	03/01/80 (Forward)				
Account	4031	Offset Acct	1311				
Trans Amount	5092.00	Dr/Cr	D	Description	BUILDING DEPRECIATION		
Cost Center		Project No.					
Control Sum		Remaining Amount					
Is all information correct? (Y/N)							
-							
							EXIT

Figure 4-14. Forward Entry for Depreciation (Debit)

Memo Entry

The memo entry mode is the only way you can make entries to a memo account. If the memo accounts are formatted, they will appear on the balance sheet or income statement, as specified by their format position.

You might want to use a memo account to keep track of the shares of stock outstanding, current status of stock options, past financial histories (since FIN/250 General Ledger only provides one year), or contingent liabilities such as lawsuits.

To make an entry to a memo account, select MEMO ENTRY from the Enter Transactions Menu, then enter the entity number when requested.

The same form used to enter all other transactions is displayed, with the journal reference number, current period ending date, entered date, and effective date (the same in this case) already filled in. Fill out the rest of the form for the debit (or credit) side of the transaction exactly as described for a standard entry. Note that there is no cost center number on this form, and that the effective date can be in any period--forward, current, or retro-active.

When the form is complete, press PROCESS DATA, then enter the other side of the transaction in the same way. The system checks for input errors, then enters the transaction in the Pending Transaction file.

Example: Account 9030 is used by your company to keep track of the number of shares of stock outstanding at a given time. The account is formatted into the balance sheet to make it easy to figure the percentage of the company represented by each share of stock; and into the income statement to facilitate figuring the earnings per share.

Figure 4-15 shows a simple memo entry, reporting the sale of 10,000 shares of stock.

HP250.2.1.08.0		GENERAL LEDGER		MEMO JOURNAL ENTRY		Date: 01/31/80	
Entity	1000	RECREATIONAL BICYCLES DIV.					
Journal Ref	GL01311008	Current Period Ends	01/31/80				
Entered Date	01/31/80	Effective Date	01/31/80 (Memo entry)				
Account	9030	Offset Acct					
Trans Amount	1000	Dr/Cr	D	Description	EMPLOYEE STOCK PURCHASE		
		Project No.					
Control Sum		Remaining Amount					
Is all information correct? (Y/N)							
-							
							EXIT

Figure 4-15. Memo Entry (Debit Side)

Again, the balances of these memo accounts are not added into the assets or liabilities reported on the financial statements. Also, the balances are shown as if they were dollar figures--in the example, 10,000 is entered as if it were that many dollars (i.e., 10,000.00).

Once transactions are entered, the other functions contained in the Transactions Menu allow you to make changes and eventually to post the transactions to the appropriate accounts.

## MODIFY TRANSACTIONS

The MODIFY function is used to make corrections to transactions currently in the Pending Transactions file. (You cannot, of course, make modifications to a posted transaction--except by entering a correcting transaction.)

Use MODIFY to correct errors made when entering the transaction (a misspelling in the description, or an incorrect account number, for instance), or to modify transactions that are rejected by the posting function as inaccurate (such as a transaction passed from another subsystem with a bad account number).

Select the MODIFY softkey from the Transactions Menu, then change the printer selection if appropriate. Press CONTINUE to go on to actually modify transactions, or EXIT to return to the Transactions Menu.

If you choose CONTINUE, you are asked to enter the Journal Reference Number for the transaction you wish to modify. Figure 4-16 appears, with the data displayed for the first transaction associated with that reference number:

GENERAL LEDGER							
MODIFY PENDING TRANSACTIONS							
							Date: 01/31/80
HP250.2.1.08.0							
GLT2f1							
Entity	1000	RECREATIONAL BICYCLES DIV.					
Journal Ref	GL01311004	Modified Date	01/31/80				
Entered Date	01/31/80	Effective Date	01/31/80				
Account	1270.00	Offset Acct	6400.00				
Trans Amount	228.68	Dr/Cr	D	Description	BOND INSURANCE-ACCDUNTING		
Cost Center		Project No.					
Please complete this form.							
PROCESS DATA							EXIT

Figure 4-16. Modify Transaction Form

You can modify the account numbers, the description, and the cost center and project numbers if the transaction involves a cost account. If you modify an account number or cost center for the debit side of a transaction, be sure to verify the credit side to make sure any necessary modifications are made there, as well. Please note that you can never modify the amounts.

Each time you modify the form, press PROCESS DATA when the modifications are complete for the data that is displayed. An audit trail is printed as you are making these modifications, with two lines of information for each transaction that is modified. The first line lists the transaction as it was originally entered and the second lists it with the modifications (see Figure 4-17.) Transactions that have been modified in this way will be labeled on the Posting Journal.

FIN250 DEMO Bicycle Company											Report: GL 105	
PENDING TRANSACTIONS MODIFICATIONS											Date: 01/31/80	
PENDING TRANSACTIONS MODIFIED BY JOURNAL REFERENCE (LINE 1: ORIGINAL/LINE 2: MODIFIED TO)												
ENT- ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE	
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311004	RU	
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INS. (PREPAID) - ACCTG		GL01311004	RU	
1000	1400	6400.00	1270.00		228.68	01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311004	RU	
**** TRANSACTION MODIFICATIONS TERMINATED												

Figure 4-17. Audit Trail Printed During Modify Function

When you complete the modifications for one journal reference number, enter another journal reference number to modify more transactions or press EXIT to return to the Transactions Menu.

#### PURGE TRANSACTIONS

To purge a transaction from the Pending Transactions file, select PURGE from the Transactions Menu, and change the printer selection if appropriate. Then press CONTINUE to go on to purge transactions, or EXIT back to the Transactions Menu.

Enter the entity number and journal reference number for the transaction you wish to purge. Figure 4-18 appears, filled out for the journal reference number you have indicated, and you are asked if you want to purge the transactions.





# PRINT TRANSACTIONS

To list the transactions in the Pending Transactions file, or any subset of those transactions, select PRINT from the Transactions Menu.

The system displays four choices for you:

- (1) CHANGE PRINTER allows you to change the printer selection for this listing (this softkey will only be available if more than one printer is configured.)
- (2) RESTART REPORT allows you to specify a starting page other than page 1.
- (3) CONTINUE proceeds to the next step in producing this list.
- (4) EXIT returns to the Transactions Menu.

Press CONTINUE when you are ready to go on. Another menu appears for you to choose whether to modify the selection and sort criteria to be used when printing the transactions, or to produce the listing using the default criteria.

Select PRODUCE LISTING if you want to list all pending transactions, sorted first by entity, then by journal reference number, and finally by transaction amount (see Figure 4-20.)

FIN250 DEMO Bicycle Company											
PENDING TRANSACTIONS											
Report: GL 101											
Date: 01/31/80											
SELECT/SORT OPTIONS LISTED ON LAST PAGE											
ENT-ITY	COST CENTER	ACCOUNT	OFFSE1 ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJ1 NUMBER	JOURNAL REFERENCE	TY PE
1000		2030.00	1060.00	3,100.00		01/01/80	02/01/80	PAID ACCRUED SALARIES (VACATN)		GL01011002	FW
1000		1060.00	2030.00		3,100.00	01/01/80	02/01/80	PAID ACCRUED SALARIES (VACATN)		GL01011002	FW
1000		1050.00	2000.00	50.00		01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011003	RV
1000		2000.00	1050.00		50.00	01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011003	RV
1000		2000.00	1050.00	50.00		01/01/80	02/01/80	REFUND FROM OVERPAID VENDOR		GL01011004	RV
1000		1050.00	2000.00		50.00	01/01/80	02/01/80	REFUND FROM OVERPAID VENDOR		GL01011004	RV
1000		1050.00		1,500.00*		01/01/80	01/01/80	TRANSFER OF FUNDS (DELETE STATUS: NOT ADDED IN TOTALS; WILL NOT BE POSTED)		GL01011007	*1
1000		1050.00			1,500.00*	01/01/80	01/01/80	TRANSFER OF FUNDS (DELETE STATUS: NOT ADDED IN TOTALS; WILL NOT BE POSTED)		GL01011007	*1
1000	1100	6250.00		10,682.14		01/31/80	01/31/80	PAYROLL		GL01311002	ST
1000	1100	6200.00			1,068.21	01/31/80	01/31/80	PAYROLL TAXES-MARKETING		GL01311002	ST
1000		2030.00			9,613.93	01/31/80	01/31/80	NET PAYROLL-MARKETING		GL01311002	ST
1000		1050.00	1200.00	2,362.14		01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311003	AU
1000		1200.00	1050.00		2,362.14	01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311003	AU

Figure 4-20. Pending Transactions Report all transactions

Select MODIFY SEL/SORT to list a subset of the transactions in this file, or to alter the order in which they are presented.

The SELECT screen comes up first (Figure 4-21.)

GENERAL LEDGER  
PRINT TRANSACTIONS

HP250.2.1.08.0 Date: 01/31/80

SELECT OPTIONS: please choose items or ranges.

1: Entity number	FROM		TO	
2: Account number	FROM		TO	
3: Cost Center number	FROM		TO	
2: Transaction Type	FROM		TO	
3: Entered Date	FROM		TO	
4: Effective Date	FROM		TO	
5: Journal Reference	FROM		TO	
6: Project number	FROM		TO	

---

Please complete this form.  
Leaving a field blank means 'no lower or no upper limit'. 'FROM xxx TO xxx' means 'starts with xxx', and 'FROM xxx TO \*' means 'exactly xxx.'

			CLEAR FORM			PROCESS DATA	EXIT

Figure 4-21. Select Screen for Print Transactions function

You can limit the range of transactions reported by entering FROM and TO values for any of the numbered items on the screen.

To report only one entity number, account number, etc., enter the desired number in the FROM field and a "\*" in the TO field.

Example: Entity Number FROM 1000 to 2000 reports entities with numbers between 1000 and 2000.

If you want to begin again after entering some of the selections, press CLEAR FROM. Press PROCESS DATA when all range selections have been specified.

#### Optional Sorts

Next, the SORT screen appears (Figure 4-22.)

You modify the order in which the transactions are printed by entering new sort criteria. Enter the first sort item number in the first field, and "A" or "D" to indicate whether it is to be sorted in ascending or descending order. Enter the second sort in the same way.

SORT OPTIONS: please choose sort order from the numbered categories.

- 1: Entity number
- 2: Account number
- 3: Cost Center number
- 4: Transaction Type
- 5: Entered Date
- 6: Effective Date
- 7: Journal Reference
- 8: Project number

SORT BY: 1 A; 7 A;

Please modify Sort Order as desired.  
Leaving a number field blank means 'skip this set'. Skipping all sets means 'do not sort'. Also, 'A' means 'ascending order' and 'D' means 'descending order'.

			RESET FORM			PROCESS DATA	EXIT

Figure 4-22. Sort Screen for Print Transactions Function

Example: SORT BY: 2A, 6A will list transactions sorted by account number and, when more than one transaction is listed for an account, by the effective date of each transaction.

Press PROCESS DATA when you have finished specifying the sort criteria, then press PRODUCE LISTING to print the transactions in the range you have specified.

While the list is being printed, four options are available. When the printing is completed, you can print it again by pressing PRODUCE LISTING (or specify different Selection/Sort Criteria by pressing MOD SEL/SORT), or EXIT to the Transactions Menu.

**ACTIVATE TRANSACTIONS**

When transactions that do not balance are entered, the entire batch is placed in Delete Status until it is put into balance. To enter a correction to balance the transaction (or batch of transactions), select ACTIVATE from the Transaction Menu. Enter the entity number and the journal reference number as requested, and the following form is displayed:



## SUBSYSTEM TRANSFER

(Only available when integrated with other subsystems)

Transactions generated by activities within other integrated software modules (Accounts Payable, for instance) are transferred to the General Ledger Pending Transaction file using this function.

Select SUBSYSTEM TRANSFER from the Transactions Menu, and complete the forced system backup. Change the printer if you want the list of transactions to be printed on a printer other than the system printer. Then press the CONTINUE softkey and a list of the transactions awaiting transfer will be printed.

When the list has been printed, you are asked "Transfer these transactions to the General Ledger Pending Transaction file? (Y/N)"

If you answer "N", you return immediately to the Transactions Menu, and the transactions remain where they are.

If you answer "Y", the transactions are removed from the subsystem file, and transferred at once to the General Ledger. Then you return to the Transactions Menu.

## UPDATE

The UPDATE function completes the transaction process by posting eligible pending transactions to the accounts in the General Ledger data base.

Start this function by selecting UPDATE from the Transactions Menu. Change the printer selection if appropriate for your situation, then press the CONTINUE softkey. The system remains busy for several seconds getting ready to perform this function--the steps it is going through are noted in the message window for your information.

Next, the Pre-Posting Transaction Check is printed. You can HALT and CONTINUE if necessary, RESTART this report on a specified page, or EXIT altogether from the Update function while the report is printing. Review the Pre-Posting Report carefully, and make any necessary changes to the Pending Transactions file.

Next, if there were transactions that satisfied the pre-posting checks, the Posting Journal is printed. At this time, a message informs you how much room is left in the transaction file. Pay no attention to this unless the number approaches zero. If it does, consult your System Manager.

You may request another copy of the Posting Journal by pressing ANOTHER LISTING. Or you can proceed with posting the transactions by pressing POST. Before pressing this key, be sure that you have a good copy of the Posting Journal. Once the POST key is pressed, there is no turning back--no exit is allowed from the function--so be sure you are ready before beginning it. If Control Halt is used, or the power is turned off at this point, the information in the data base will no longer be valid and you will be forced to go back to your previous back-up set.

The system is busy for a few moments while it posts the transactions, then you return to the Transactions Menu. The posted transactions are now a permanent part of the General Ledger data base. The only way to correct an error is to enter and post a correcting entry.

If you are posting retro-active transactions, you will be prompted for the history disc for the period you are posting to. If you don't have a history disc for that period, you can create one (Chapter 6) or EXIT without updating the history file.



Accurate, up-to-the-minute reports are the cornerstone of a good accounting system. FIN/250 General Ledger includes a powerful reporting system to give you all of the common reports when you want them.

Six commonly requested reports are presented on the Report Menu, and a selection of format options makes it possible for you to have the report that best suits your company's needs.

In addition to the six essential reports, eleven other reports can be prepared as part of other functions of the General Ledger (Entity Maintenance, Account Maintenance, Format Position Maintenance, Parameter Maintenance, Cost Center Maintenance, Pending Transactions, Pre-Posting Transactions Check, Posting Journal, Subsystem Transactions Transfer, Pending Transactions Modifications and Purge Pending Transactions). Finally, in addition to all of these reports, there is a detailed audit trail provided by an Extract of Accounts report printed at month-end. This report lists, account by account, every transaction posted in the accounting period.

To access the six standard reports, select the softkey labeled REPORTS on the Main Menu. The system responds with Figure 5-1.

Select the softkey for the report you wish to run.



- ACCOUNT BALANCES - Produce a listing of Account Balances for a range of accounts in a given period.
- TRIAL BALANCE - Produce the Trial Balance Report for a given period.
- BALANCE SHEET - Produce a Balance Sheet for a given period.
- INCOME STATEMENT - Produce an Income Statement for a given period.
- COST CENT/COST ACCT - Produce Cost Center and Cost Account reports.
- MANAGEMNT REPORT - Produce Special Management Information report.
- EXIT - Return to the MAIN menu.

Please select a function.

ACCOUNT BALANCES	TRIAL BALANCE	BALANCE SHEET	INCOME STATEMENT		COST CENT COST ACCT	MANAGEMNT REPORTS	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 5-1. Report Menu

REPORTING OPTIONS

Once you have chosen a report, its list of options is displayed, along with an explanation of each option. Here is the list of options for the Account Balances Report (Report #1).

1. CHANGE PRINTER
2. RESTART REPORT
3. CONTINUE
4. EXIT

CHANGE PRINTER allows you to change the printing device for this report. Press the softkey, and all printers currently configured for your system are shown so you can choose the one you want to use. (This softkey is available only if more than one printer is configured.)

RESTART REPORT modifies the starting page of the report. You might, for instance, want to print the report starting on page 3. Press the softkey and enter 3 as the desired starting page.

CONTINUE brings up the next screen which contains a range selection form. You use this form to specify the entities, account numbers and period that will be reported. Each of these fields has a valid range of numbers which can be used.

Entity Range can be between 1 and 9999. The smaller number must be input first. Some reports ask for only one entity; this entity must be in the same range of values. To report all entities, leave both fields blank (the system assumes the highest and lowest values). If you leave the first field blank, the lowest value is assumed. If you leave the second field blank, only one entity is reported (the entity number in the first field.)

Account Number range is between 1000 and 9999.99. The numbers can be entered as either integers or real numbers (with decimal points). If you leave one or both of the fields blank, the system makes the same assumptions described for Entity Range.

Period covered by the report, whether for the current year, or the previous year can be between 1 and 12 (or 13 if using 13-period accounting.)

The EXIT option returns you to the Report Menu to choose another report or EXIT again to the Main Menu.

The four options described here are common to all six reports listed on the Report Menu. Some of the reports have additional special options. These special options are described in the detailed discussion of each report.

## PRINTING INSTRUCTIONS

Each report contains a heading with the selection/sort criteria used in preparing the report, and then the report itself.

The column headings in these pages are self-evident. Where abbreviations are used, they are expanded in the detailed discussion of the report.

Four functions are always available while the report is printing:

1. RESTART REPORT stops printing the report and restarts at a specified page number.
2. HALT REPORT stops printing the report.

3. CONTINUE REPORT resumes printing the report where it left off when HALT REPORT was pressed.
4. EXIT returns immediately to the Report Menu. If you still want to print this report, you must start all over again.

## ACCOUNT BALANCES REPORT

- 1) Purpose  
This report lists the beginning year balance, the year-to-date activity, and the ending balance for each account in the report. The report also shows the actual period activity for all the selected periods.
- 2) How To Obtain  
Select the Account Balances Softkey from the Report Menu.
- 3) Selection and Sort Options  
Default Sort:  
Account Number  
Entity  
  
Optional range selections:  
Entity  
Account  
Fiscal Year  
Period
- 4) Special Considerations  
This report can be printed for either the previous year or for the current year. In addition to the balances for each account, this report can produce sub-totals for groups of accounts. The groups are defined by the Account Break Identifier specified in the Parameter File (see Chapter 3.)
- 5) How to Read  
The report lists information for accounts that meet the selection and sort criteria.  
  
The example shown here lists account numbers in the range 1000.00 to 1200.00 for Entity 1000, sorted by account number in ascending order, for the twelfth period of the previous year.

The first line for each account balance shows the account number, the entity number the account is associated with, a description of the account, the beginning balance of the account (in the current year) and actual activity of the account, by period, for all twelve periods.

The second line shows the year-to-date activity of the account.

The third line shows the ending balance of the account.

6) Sample Report

FIN250 DEMO Bicycle Company ACCOUNT BALANCES				Report: GL 201 Date: 01/31/80			
FROM ACCOUNT 1000.00 TO ACCOUNT 1200.00 FOR ENTITY 1000 FOR PERIOD 12 OF THE PREVIOUS YEAR							
ENT- ACCOUNT	COST CENTER	DESCRIPTION	BEGIN BALANCE YEAR TO DATE ENDING BALANCE	PERIODS: 01, 02, 03	PERIODS: 04, 05, 06	PERIODS: 07, 08, 09	PERIODS: 10, 11, 12
1000.00	1000	PETTY CASH (1ST MAT)	0.00 3,716.47 3,716.47	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 3,716.47
1050.00	1000	CASH IN BANK-GENERAL (CENTRAL)	0.00 582,102.45 582,102.45	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 582,102.45
1060.00	1000	CASH IN BANK-PAYROLL (CENTRAL)	0.00 8,066.15 8,066.15	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 8,066.15
1070.00	1000	CASH IN BANK-OTHER (UNITED)	0.00 102,500.52 102,500.52	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 102,500.52
1200.00	1000	ACCOUNTS RECEIVABLE	0.00 2,984.85 2,984.85	500.00cr 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 3,484.85

Figure 5-2. Account Balances Report

## TRIAL BALANCE REPORT

- 1) Purpose  
This report is designed to show that the system is in balance (debits equal credits), for all of the accounting periods.
- 2) How to Obtain  
Select the Trial Balance softkey from the Report Menu.
- 3) Selection and Sort Options  
Default Sort:  
Account Number  
Entity  
Cost Center  
  
Optional Sort:  
Account Type - subtotals are produced for each account type with this option.  
  
Optional Range Selections:  
Entity  
Accounting Period - previous or current year can be used for the summary format, but only the current accounting period can be given in the detailed report.
- 4) Special Considerations  
You have the choice of printing either a summary Trial Balance report, or a Detailed Trial Balance.  
  
The Summary Trial Balance Report can be printed for any range of entities and any selected period in the current or previous year. This report can show all accounts in the system; their prior period ending balance, the selected period activity and the ending balance. If you choose to group the accounts by account type, sub-totals will be produced for each type. It is also possible to print only the summary information, leaving out the detailed account lines and printing only the subtotals and totals.  
  
The Detailed Trial Balance Report is printed for one entity for the current accounting period. It shows the prior period ending balance,

the current period activity summarized from the transaction history by journal entry source, and the current period ending balance. You have the options of grouping all the transaction activity by transaction type, printing debits and credits for each type, or simply summarizing the report and skipping these subtotals.

5) How to  
Read

**Normal Trial Balance Report**

The example shown here is the most detailed of the summary formats with the data sorted by account number for the twelfth period of previous year. The data shown is for a single entity.

The first section of the report lists the selection and sort criteria.

The second part of the report lists the account number and the cost center with which it is associated, the account description, the prior period ending balance, the period activity, and ending balance.

The Adjusted Balance column is blank in this example. The Trial Balance Report works like a Normal Trial Balance Work Sheet, with Manual Adjustments penciled into the column provided, and entered as a regular transaction. The report is then updated with adjusted balances.

The third part of the report lists the total debits and credits for the prior period and current period.

**Detailed Trial Balance Report**

The example shown here is the most detailed form of the report. It summarizes the accounts of entity 1000 for the current period.

The first line for each account shows the account number, cost center, account description, journal entry

source (debit or credit), net activity (for the period), manual adjustments, and adjusted balance.

The second line of each entry shows the prior period ending balance listed as a debit or credit under Net Activity.

The third line for each account gives the Net Period-to-date activity by Journal sources and as a Net Activity.

The fourth line for each account shows the Ending Balance as a Net Activity (debit or credit.)

6) Sample Reports

				FIN250 DEMO Bicycle Company		Report: GL 202		
				TRIAL BALANCE		Date: 01/31/80		
ENTITY 1000 FOR PERIOD 12 OF THE PREVIOUS YEAR. (PERIOD ENDS ON 12/31/79)								
ACCOUNT	ENT-ITY	COST CENTER	DESCRIPTION	PRIOR PERIOD ENDING BALANCE	PERIOD ACTIVITY	ENDING BALANCE	MANUAL ADJUSTMENTS	ADJUSTED BALANCE
-----	-----	-----	-----	-----	-----	-----	-----	-----
1000.00	1000		PETTY CASH (131 NAT)	0.00	3,716.47	3,716.47		
1050.00	1000		CASH IN BANK-GENERAL (CENTRAL)	0.00	582,102.45	582,102.45		
1060.00	1000		CASH IN BANK-PAYROLL (CENTRAL)	0.00	8,066.15	8,066.15		
1070.00	1000		CASH IN BANK-OTHER (UNITED)	0.00	102,500.52	102,500.52		
1200.00	1000		ACCOUNTS RECEIVABLE	500.00cr	3,484.85	2,984.85		
1205.00	1000		A/R	0.00	204,903.35	204,903.35		
1210.00	1000		NOTES RECEIVABLE	0.00	173,780.25	173,780.25		
1220.00	1000		ALLOW. FOR DOUBTFUL ACCOUNTS	500.00	63,085.80cr	62,585.80cr		
1270.00	1000		PREPAID INSURANCE	0.00	0.00	0.00		
1300.00	1000		LAND	0.00	705,480.69	705,480.69		
1310.00	1000		BUILDING	0.00	509,264.33	509,264.33		
1311.00	1000		BUILDING DEPRECIATION	0.00	0.00	0.00		
1320.00	1000		MACHINERY AND EQUIPMENT	0.00	204,569.69	204,569.69		
2000.00	1000		ACCOUNTS PAYABLE-VENDORS	0.00	39,475.33cr	39,475.33cr		
2010.00	1000		ACCOUNTS PAYABLE-OTHER	0.00	20,511.13cr	20,511.13cr		
2020.00	1000		NOTES PAYABLE	0.00	249,857.64cr	249,857.64cr		
2025.00	1000		EXCISE TAX	0.00	0.00	0.00		
2030.00	1000		ACCRUED SALARIES & WAGES	0.00	172,809.25cr	172,809.25cr		
2040.00	1000		RETAINED EARNINGS	0.00	1,935,072.74cr	1,935,072.74cr		
2060.00	1000		CITY TAX	0.00	7,025.44cr	7,025.44cr		
2070.00	1000		STATE TAX	0.00	8,396.71cr	8,396.71cr		
2080.00	1000		OTHER TAX	0.00	1,634.71cr	1,634.71cr		
3000.00	1000		SALES	0.00	0.00	0.00		
3010.00	1000		SALES RETURNS & ALLOWANCES	0.00	0.00	0.00		
3020.00	1000		DISCOUNTS EARNED	0.00	0.00	0.00		
4000.00	1000		PURCHASES	0.00	0.00	0.00		
4005.00	1000		CONTAINER EXPENSE	0.00	0.00	0.00		
4007.00	1000		FREIGHT EXPENSE	0.00	0.00	0.00		
4010.00	1000		COST OF GOODS SOLD	0.00	0.00	0.00		
4020.00	1000		SERVICE EXPENSE	0.00	0.00	0.00		
4030.00	1000		SURCHARGE EXPENSE	0.00	0.00	0.00		
4031.00	1000		DEPRECIATION	0.00	0.00	0.00		
4040.00	1000		MISCELLANEOUS EXPENSE	0.00	0.00	0.00		
4050.00	1000		ACCRUED EXPENSES	0.00	0.00	0.00		
6000.00	1000	1100	RENT-EQUIPMENT	0.00	0.00	0.00		
6000.00	1000	1400	RENT-EQUIPMENT	0.00	0.00	0.00		
6000.00	1000	1500	RENT-EQUIPMENT	0.00	0.00	0.00		
6000.00	1000	1900	RENT-EQUIPMENT	0.00	0.00	0.00		
6000.00	1000	2000	RENT-EQUIPMENT	0.00	0.00	0.00		
6100.00	1000	1100	REPAIRS-BUILDING	0.00	0.00	0.00		
6100.00	1000	1400	REPAIRS-BUILDING	0.00	0.00	0.00		
6100.00	1000	1500	REPAIRS-BUILDING	0.00	0.00	0.00		
6100.00	1000	1900	REPAIRS-BUILDING	0.00	0.00	0.00		
6100.00	1000	2000	REPAIRS-BUILDING	0.00	0.00	0.00		
6200.00	1000	1100	FACTORY PAYROLL TAXES	0.00	0.00	0.00		
6200.00	1000	1200	FACTORY PAYROLL TAXES	0.00	0.00	0.00		
6200.00	1000	1300	FACTORY PAYROLL TAXES	0.00	0.00	0.00		
6200.00	1000	1400	FACTORY PAYROLL TAXES	0.00	0.00	0.00		
6200.00	1000	1500	FACTORY PAYROLL TAXES	0.00	0.00	0.00		
6200.00	1000	1600	FACTORY PAYROLL TAXES	0.00	0.00	0.00		



Figure 5-3. Normal Trial Balance Report



FIN258 DEMO Bicycle Company  
 DETAILED TRIAL BALANCE

Report: GL 203  
 Date: 01/31/80

ENTITY 1000 FOR PERIOD 01 OF THE CURRENT YEAR. (PERIOD ENDS ON 01/31/80)

ACCOUNT	COST CENTER	DESCRIPTION	JOURNAL ENTRY SOURCE		NET ACTIVITY		MANUAL ADJUST	ADJUSTED BALANCE
			DEBIT	CREDIT	DEBIT	CREDIT		
1000.00		PETTY CASH (1ST NAT)						
		PRIOR PERIOD ENDING BALANCE			3,716.47*			
		ST SOURCE	0.00	245.67		245.67		
		NET PERIOD-TO-DATE ACTIVITY	0.00	245.67		245.67*		
		ENDING BALANCE			3,470.80*			
1050.00		CASH IN BANK-GENERAL (CENTRAL)						
		PRIOR PERIOD ENDING BALANCE			582,102.45*			
		AJ SOURCE	0.00	100.00		100.00		
		ST SOURCE	1,100.00	1,100.00	0.00			
		NET PERIOD-TO-DATE ACTIVITY	1,100.00	1,200.00		100.00*		
		ENDING BALANCE			582,002.45*			
1060.00		CASH IN BANK-PAYROLL (CENTRAL)						
		PRIOR PERIOD ENDING BALANCE			8,066.15*			
		NET PERIOD-TO-DATE ACTIVITY	0.00	0.00	0.00*			
		ENDING BALANCE			8,066.15*			
1070.00		CASH IN BANK-OTHER (UNITED)						
		PRIOR PERIOD ENDING BALANCE			102,500.52*			
		NET PERIOD-TO-DATE ACTIVITY	0.00	0.00	0.00*			
		ENDING BALANCE			102,500.52*			
1200.00		ACCOUNTS RECEIVABLE						
		PRIOR PERIOD ENDING BALANCE			2,984.85*			

Figure 5-4. Detailed Trial Balance

## BALANCE SHEET REPORT

- 1) Purpose  
This report shows the ending balances for formatted accounts over a specified period. The comparative form can be used to compare current year values with the same period the previous year. You are totally free to format this report.
- 2) How to Obtain  
Select the Balance Sheet Softkey from the Report Menu.
- 3) Selection and Sort Options  
Default Sort:  
Format Position Level  
Format Position  
Account  
Entity  
Cost Center  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
Entity  
Accounting Period
- 4) Special Considerations  
You have the choice of printing either the Normal Balance Sheet Report or the Comparative Balance Sheet Report.

### Normal Balance Sheet Report

You have complete control over the format of this report. You determine which accounts appear in the report and in what order they appear. Only those accounts which have a non-zero Balance Sheet Format Position Number (entered through Account Maintenance functions) will appear on the Balance Sheet.

You can specify the summarization of information on any of 7 levels. (1 being the most summarized and 7 being the most detailed).

The account balances can be printed in dollars, thousands of dollars, or millions of dollars.

### Comparative Balance Sheet Report

You have the same flexibility in determining the information contained

in this report that you have with the Normal Balance Sheet Report. What is unique about this report is that for the selected accounts, the ending balance of the selected period is compared with the ending balance for the same period in the previous year. The variance between years is reported as well as the percent increase or decrease.

#### Summary Levels

The summary levels for the Normal and Comparative Balance Sheet Reports work the same way. They are directly related to the Level Number associated with each Format Position. For example, if a format position says "CASH IN BANKS" has been set up with a level of 3, its total will show up on the report only if the summarization level you specify is 3 or greater. If the summarization level is less than 3, the total for this position will be consolidated to the next level up. If the detailed account balances under this position are desired, a summarization level of 4, or greater, must be specified at the time the report is printed.

When the reports are printed, only Format Position Leaders (descriptions) will normally be shown. To print the Format Position number, the "SHOW FORMAT" option in the Normal Balance Sheet Report must be used.

#### 5) How to Read

##### Normal Balance Sheet Report

The first part of the report lists the selection/sort criteria for the data which follows. This report covers entity 1000, for the 12th period of the previous year. The report is presented in its most detailed format (summary level).

The body of the report consists of the Ending Balances and date, at each Balance Sheet position indicated by the summarization level.

### Comparative Balance Sheet Report

This report uses the same format as the Normal Balance Sheet. For each account in the report the ending balance of the first period is shown, the ending balance for the same period in the previous year is shown, a comparison is made between these two values and their variance is shown. Finally, the % increase or decrease of the account balance is shown.

6) Sample Reports

FIN250 DEMO Bicycle Company BALANCE SHEET (IN THOUSAND DOLLARS)			Report: GL 204 Date: 01/31/80
ENTITY 1000 FOR PERIOD 12 OF THE PREVIOUS YEAR. REPORT SUMMARIZED AT LEVEL 7			
			ENDING BALANCE AS OF 12/31/79 *****
ASSETS			
CURRENT ASSETS			
CASH			
CASH IN BANK-GENERAL (CENTRAL)			
1050.00	1000	CASH IN BANK-GENERAL (CENTRAL)	502.10
****		TOTAL CASH IN BANK-GENERAL (CENTRAL)	502.10
CASH IN BANK-PAYROLL (CENTRAL)			
1060.00	1000	CASH IN BANK-PAYROLL (CENTRAL)	8.07
****		TOTAL CASH IN BANK-PAYROLL (CENTRAL)	8.07
CASH IN BANK-OTHER (UNITED)			
1070.00	1000	CASH IN BANK-OTHER (UNITED)	102.50
****		TOTAL CASH IN BANK-OTHER (UNITED)	102.50
PETTY CASH (1ST NATIONAL)			
1000.00	1000	PETTY CASH (1ST NAT)	3.72
****		TOTAL PETTY CASH (1ST NATIONAL)	3.72
****		TOTAL CASH	696.39
ACCOUNTS RECEIVABLE			
A/R			
1205.00	1000	A/R	204.90
****		TOTAL A/R	204.90
ALLOWANCE FOR DOUBTFUL ACCT'S			
***** REPORT TERMINATED			

Figure 5-5. Normal Balance Sheet Report

HP 250 Combined Demo  
COMPARATIVE BALANCE SHEET  
(IN THOUSAND DOLLARS)

Report: GL 205  
Date: 04/15/80

ENTITY 1000 FOR PERIOD 01. REPORT SUMMARIZED AT LEVEL 7

	ENDING BALANCE AS OF 01/31/80 *****	ENDING BALANCE AS OF 01/31/79 *****	VARIANCE CURR - PREV YR *****	% INCREASE (DECREASE) *****
<b>Assets</b>				
<b>Current Assets</b>				
<b>Cash</b>				
Cash in Bank-General (Central)				
1050.00 1000 Cash in Bank-General (Central)	77.28	62.92	14.36	22.8
**** TOTAL Cash in Bank-General (Central)	77.28	62.92	14.36	22.8
Cash in Bank-Payroll (Central)				
1060.00 1000 Cash in Bank-Payroll (Central)	14.21cr	.00	14.21-	*****
**** TOTAL Cash in Bank-Payroll (Central)	14.21cr	.00	14.21-	*****
Cash in Bank-Other (United)				
1070.00 1000 Cash in Bank-Other (United)	63.54	9.27	54.27	585.4
**** TOTAL Cash in Bank-Other (United)	63.54	9.27	54.27	585.4
Petty Cash (1st National)				
1000.00 1000 Petty Cash (1st National)	1.00	1.00	0.00	0.0
**** TDOTAL Petty Cash (1st National)	1.00	1.00	0.00	0.0
**** TOTAL Cash	127.61	73.19	54.42	74.3
<b>Accounts Receivable</b>				
Accounts Receivable - Trade				
1205.00 1000 Accounts Receivable - Trade	18.98	39.21	20.23-	51.6-
**** TDOTAL Accounts Receivable - Trade	18.98	39.21	20.23-	51.6-
Allowance for Doubtful Account				
1220.00 1000 Allowance for Doubtful Account	.74cr	0.00	.74-	*****
**** TOTAL Allowance for Doubtful Account	.74cr	0.00	.74-	*****

Figure 5-6. Comparative Balance Sheet Report



## INCOME STATEMENT REPORT

- 1) Purpose  
This report shows the ending balances for formatted accounts over a specified period. The comparative form can be used to compare current year values with the same period the previous year.
- 2) How to Obtain  
Select the Income Statement softkey from the Report Menu.
- 3) Selection and Sort Options  
Default Sorts:  
Format Position Level  
Format Position  
Account  
Entity  
Cost Center  
  
Optional Sorts  
None  
  
Optional Range Selections  
Entity  
Accounting Period
- 4) Special Considerations  
You have a choice of printing either the Normal Income Statement or the Comparative Income Statement Report.

### Normal Income Statement

You specify which accounts are to appear and in what order with Account Format Position numbers.

The information in the report can be summarized at seven levels, as described in Chapter 1.

Format position numbers will be printed on the report if "SHOW FORMAT" option is used.

Account balances can be printed in dollars, thousands of dollars, or millions of dollars.

#### Comparative Income Statement Report

The balance for the selected period range is printed in this report and it is compared to the balance for the same period range in the previous year. The difference between the two balances is printed with the percentage increase or decrease.

The period specified for this report can include the year-to-date balance or the period-to-date balance.

The data in this report can be summarized at seven levels as described in Chapter 1.

Format position number will be printed on the report, if the SHOW FORMAT option is used.

Account balances can be printed in dollars, thousands of dollars, or millions of dollars.

#### 5) How to Read

The first part of this report lists the Entity number, the beginning and ending periods covered by the report for the current year, and the summary level at which the report is being made.

The remainder of the report consists of the balance figures for each entity, for the twelve months of this year. The accounts which appear and the order of their appearance are determined by the Account Format Position numbers you select.

#### Comparative Income Statement

The first part of this report shows that the range of entities reported is between 1000 and 2000, that the period covered by the report is the entire current year, and that the report summary level is the most detailed format.



The remainder of the report consists of account number, entity number, description, year to date total for current year, previous year total, variance in the totals for the two years, and percentage of increase or decrease in the two year values.

The accounts which appear in this report and their order of appearance are determined by the Account Format Position number you select.

6) Sample Reports

			HP 250 Combined Data INCOME STATEMENT (IN THOUSAND DOLLARS)	Report: CL 206 Date: 04/15/80
ENTITY 1000 FROM PERIOD 01 TO PERIOD 01 CURRENT YR (YEAR-TO-DATE). REPORT SUMMARIZED AT LEVEL 7				
			01/01/80 TO 01/31/80 *****	
<b>Sales</b>				
3000.00	1000	Sales - General		162.56
3000.01	1000	Sales - Pipe Hardware		28.33
3000.02	1000	Sales - Electronic Parts		25.41
3000.03	1000	Sales - General Hardware		16.16
3000.04	1000	Sales - Gaskets		54.19
****	TOTAL Sales		-----	286.64
<b>Sales Returns &amp; Allowances</b>				
3010.00	1000	Sales Returns & Allowances		0.00
****	TOTAL Sales Returns & Allowances		-----	0.00
<b>Discounts Allowed</b>				
3020.00	1000	Discounts Allowed		.50dr
****	TOTAL Discounts Allowed		-----	.50dr
****	TOTAL Net Sales		-----	286.15
<b>Purchases</b>				
4000.00	1000	Purchases		0.00
****	TOTAL Purchases		-----	0.00
<b>Container Expense</b>				
4005.00	1000	Container Expense		.11cr
****	TOTAL Container Expense		-----	.11cr
<b>Freight Expense</b>				
4007.00	1000	Freight Expense		.15
****	TOTAL Freight Expense		-----	.15
		CGS - Miscellaneous		0.00

Figure 5-7. Income Statement Report

HP 250 Combined Demo  
 COMPARATIVE INCOME STATEMENT  
 (IN THOUSAND DOLLARS)

Report: GL 207  
 Date: 04/15/80

ENTITY 1000 FROM PERIOD 01 TO PERIOD 01 (YEAR-TO-DATE). REPORT SUMMARIZED AT LEVEL 7

			01/01/80 TO 01/31/80	01/01/79 TO 01/31/79	VARIANCE CURR - PREV YR	% INCREASE (DECREASE)
			*****	*****	*****	*****
<b>Sales</b>						
3000.00	1000	Sales - General	162.56	95.37	67.19	70.5
3000.01	1000	Sales - Pipe Hardware	28.33	28.61	.28-	1.0-
3000.02	1000	Sales - Electronic Parts	25.41	19.07	6.34	33.2
3000.03	1000	Sales - General Hardware	16.16	38.15	21.99-	57.6-
3000.04	1000	Sales - Gaskets	54.19	9.54	44.65	468.2
**** TOTAL Sales			286.64	190.74	95.90	50.3
<b>Sales Returns &amp; Allowances</b>						
3010.00	1000	Sales Returns & Allowances	0.00	.37dr	.37	100.0
**** TOTAL Sales Returns & Allowances			0.00	.37	.37-	100.0-
<b>Discounts Allowed</b>						
3020.00	1000	Discounts Allowed	.50dr	.12dr	.37-	300.0-
**** TOTAL Discounts Allowed			.50dr	.12dr	.37-	300.0-
**** TOTAL Net Sales			286.15	190.24	95.90	50.4
<b>Purchases</b>						
4000.00	1000	Purchases	0.00	0.00	0.00	0.0
**** TOTAL Purchases			0.00	0.00	0.00	0.0
<b>Container Expense</b>						
4005.00	1000	Container Expense	.11cr	.08cr	.03-	33.3-
**** TOTAL Container Expense			.11cr	.08cr	.03-	33.3-
<b>Freight Expense</b>						
4007.00	1000	Freight Expense	.15	.11	.04	33.3
**** TOTAL Freight Expense			.15	.11	.04	33.3
<b>Inventory Change</b>						
4010.00	1000	CRS - Miscellaneous	0.00	0.00	0.00	0.0

Figure 5-8. Comparative Income Statement Report

## COST CENTER/COST ACCOUNT REPORT

- 1) Purpose  
Provides year-to-date and period-to-date balances of the current and previous year with their differences for all cost accounts.
- 2) How to Obtain  
Select the Cost Center softkey from the Report Menu.
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Account  
Cost Center  
  
Optional Sorts:  
Cost Center  
  
Optional Range Selections:  
Entity  
Account  
Cost Center  
Accounting Period
- 4) Special Considerations  
You have a choice of printing either the Normal Cost Center/Cost Account Report or the Detailed Cost Account Report.

**Normal Cost Center/Cost Account Report**  
You specify the range of entities, accounts, and cost centers for any selected period.

You also have the option of selecting the major sort for the report to be either by cost center or by cost account. In either case, subtotals are produced for the appropriate break.

**Detailed Cost Center/Cost Account Report**  
The detailed transactions for this report are taken from the General Ledger Transaction History.

You can select either cost center or cost account as the major sort sequence. Subtotals are produced at appropriate breaks in both cases.

5) How to  
Read

The sample Cost Center/Cost Account Report which follows describes all of the accounts (1000-9999) and cost centers (0001-9999) associated with entity 1000 for the current period. The data in the report is sorted by cost account.

Each cost account is listed with its associated entity and a description of the account. The balances for each cost center for the twelfth period are shown, followed by the balances for the same period of the previous year, the variance between the current year and the previous year values, the year-to-date total for the current year, the year-to-date total for the previous year, and the variance between these two values.

The first part of the Detailed Cost Center Report shows that the data which follows is for entity 1000; that it includes all cost centers and all accounts. The body of the report consists of four line summaries of each cost account. The first line shows the entity, the cost center, and the cost account number. The second line gives a description of the cost center, and a description of the cost account, the effective date of the transaction, a description of the transaction, the transaction amount, and the journal reference for the transaction. The third line shows the cost center totals under transaction amount. The fourth line shows the totals for the entity.

6) Sample Reports

		HP 250 Combined Data COST CENTER / COST ACCOUNT REPORT			Report: GL 208 Date: 04/15/80		
FROM ENTITY 1000 TO ENTITY 1000; FROM ACCOUNT 1000.00 TO ACCOUNT 9999.00; FROM COST CENTER 0001 TO COST CENTER 9999. REPORT FOR PERIOD 01. (PERIOD ENDS ON 01/31/80). MAJOR SORT BY COST ACCOUNT							
ENTITY / COST ACCOUNT / DESCRIPTION	COST CENTER	CURRENT PERIOD	SAME PERIOD PREVIOUS YEAR	VARIANCE	YEAR-TO-DATE CURRENT YEAR	YEAR-TO-DATE PREVIOUS YEAR	VARIANCE
1000 6000.00 Equipment Expense	1100	307.62	230.72	77-	307.62	230.72	77-
	1400	307.62	230.72	77-	307.62	230.72	77-
	1500	307.62	230.72	77-	307.62	230.72	77-
	1900	307.62	230.72	77-	307.62	230.72	77-
	2000	307.62	230.72	77-	307.62	230.72	77-
<b>** 6000.00 TOTAL</b>		<b>1,538.10</b>	<b>1,153.60</b>	<b>385-</b>	<b>1,538.10</b>	<b>1,153.60</b>	<b>385-</b>
1000 6100.00 Building Expense	1100	885.67	664.25	221-	885.67	664.25	221-
	1400	0.00	0.00	0	0.00	0.00	0
	1500	885.67	664.25	221-	885.67	664.25	221-
	1900	0.00	0.00	0	0.00	0.00	0
	2000	885.67	664.25	221-	885.67	664.25	221-
<b>** 6100.00 TOTAL</b>		<b>2,657.01</b>	<b>1,992.75</b>	<b>664-</b>	<b>2,657.01</b>	<b>1,992.75</b>	<b>664-</b>
1000 6200.00 Factory Payroll Expense	1100	9,041.16	6,780.87	2,260-	9,041.16	6,780.87	2,260-
	1200	11,095.96	8,321.97	2,774-	11,095.96	8,321.97	2,774-
	1300	5,671.28	4,253.46	1,418-	5,671.28	4,253.46	1,418-
	1400	4,274.00	3,205.50	1,069-	4,274.00	3,205.50	1,069-
	1500	5,671.28	4,253.46	1,418-	5,671.28	4,253.46	1,418-
	1600	529.32	396.99	132-	529.32	396.99	132-
	1700	378.08	283.56	95-	378.08	283.56	95-
	1800	604.94	453.71	151-	604.94	453.71	151-
	1900	3,123.32	2,342.49	781-	3,123.32	2,342.49	781-

Figure 5-9. Normal Cost Center/Cost Account Report

HP 250 Combined Demo  
 DETAILED COST ACCOUNT REPORT

Report: GL 209  
 Date: 04/15/80

FROM ENTITY 1000 TO ENTITY 1000; FROM ACCOUNT 1000.00 TO ACCOUNT 9999.00; FROM COST CENTER 0001 TO COST CENTER 9999

ENTITY / COST ACCOUNT / DESCRIPTION	COST CENTER / DESCRIPTION	EFFECTIV DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	JOURNAL REFERENCE
1000 6000.00 Equipment Expense	1100 Marketing Manager	01/31/79		230.72	GL04012003
1000 6000.00 Equipment Expense	1400 Accounting Manager	01/31/79		230.72	GL04012003
1000 6000.00 Equipment Expense	1500 R & D Manager	01/31/79		230.72	GL04012003
1000 6000.00 Equipment Expense	1900 Personnel Manager	01/31/79		230.72	GL04012003
1000 6000.00 Equipment Expense	2000 Manufacturing Manager	01/31/79		230.72	GL04012003
COST ACCOUNT 6000.00 TOTALS				----- 1,153.60	

Figure 5-10. Detailed Cost Center/Cost Account Report



5) Sample  
Report

HP 250 Combined Demo SPECIAL MANAGEMENT INFORMATION REPORT													Report: GL 211 Date: 04/15/80
FOR ENTITY 1000													
RATIO DESCRIPTION	UM	01	02	03	04	PERIODS (LAST)	FISCAL/THIS	FISCAL)	10	11	12	YTD	
						05	06	07	08	09			
CURRENT ASSETS TO CURRENT LIABILITIES	*	2.98 2.81	2.98 6.97	2.98 12.29	2.98 12.29	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	2.98 12.29
NET PROFIT (LOSS) ON NET SALES	X	61.10 65.51	0.00 66.36	0.00 92.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	61.10 79.48
NET PROFIT (LOSS) ON TANGIBLE NET WORTH	X	21.62 47.14	0.00 43.34	0.00 70.31	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	21.62 119.4
NET PROFIT (LOSS) ON NET WORKING CAPITAL	X	97.95 173.7	0.00 133.8	0.00 116.4	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	97.95 197.7
NET SALES TO TANGIBLE NET WORTH	*	.35 .72	0.00 .65	0.00 .76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	.35 1.50
NET SALES TO NET WORKING CAPITAL	*	1.60 2.65	0.00 2.02	0.00 1.25	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.60 2.49
FIXED ASSETS TO TANGIBLE NET WORTH	*	1.71 2.30	1.71 2.15	1.71 1.20	1.71 1.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.71 1.20
CURRENT DEBT TO TANGIBLE NET WORTH	*	.08 .05	.08 .01	.08 .01	.08 .01	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	.08 .01
TOTAL DEBT TO TANGIBLE NET WORTH	*	1.04 1.72	1.04 1.53	1.04 .86	1.04 .86	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1.04 .86
INVENTORY TO NET WORKING CAPITAL	*	.56 .18	.56 .58	.56 .16	.56 .16	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	.56 .16
CURRENT DEBT TO INVENTORY	*	.66 1.00	.66 .05	.66 .12	.66 .12	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	.66 .12
FUNDED DEBT TO NET WORKING CAPITAL	*	4.22 5.80	4.22 4.55	4.22 1.34	4.22 1.34	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	4.22 1.34

Figure 5-11. Special Management Information Report



## ENTITY MAINTENANCE REPORT

- 1) Purpose Lists any requested range of entities.
- 2) How To Obtain Select the Maintenance Function from the Main Menu. Select the Entity Function from the Maintenance Menu. This will cause the ADD, MODIFY, DELETE, and PRINT functions to be displayed. Press the PRINT softkey.
- 3) Selection and Sort Options Default Sort:  
Entity  
  
Optional Range Selections:  
Entity
- 4) Special Considerations Default range is entity 0001-9999.
- 5) How To Read This report can list all entities in the system by entity number, name and address. It also gives the following information for each entity: beginning of the fiscal year, the number of accounting periods used by the entity, the number of transactions, and the last journal page number.

6) Sample  
Report

FIN250 DEMO Bicycle Company						Report: GL 001
ENTITY MAINTENANCE						Date: 01/31/80
ENTITY	ENTITY NAME STREET ADDRESS CITY, STATE ZIP CODE	BEGIN FISCAL YEAR	CURRENT PERIOD	ACCOUNTING PERIODS	NUMBER OF TRANSACTIONS	LAST JOURNAL PAGE
-----	-----	-----	-----	-----	-----	-----
1000	RECREATIONAL BICYCLES DIV. 3240 WEST CHEYENNE FORT COLLINS CO 80526	01/01/80	01	12	16	1
1100	COMPETITION BICYCLES DIV. 2221 NORTH NEVADA COLORADO SPRINGS CO 80901	01/01/80	01	12	0	0
3000	CUSTOM BICYCLES DIV. 1000 EAST JACKSON DR ATLANTA GA 40221	01/01/80	01	12	0	0

Figure 5-12. Entity Maintenance Report

## ACCOUNT MAINTENANCE REPORT

- 1) Purpose Lists any requested range of accounts.
- 2) How To Obtain Select the Maintenance Function from the Main Menu. Select the Account Function from the Maintenance Menu. This will cause the PRINT, ADD, MODIFY, DELETE, and SMI ID functions to be displayed. Press the PRINT ACCOUNT softkey to obtain the report.
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Account  
  
Optional Range Selections:  
Entity  
Account
- 4) Special Considerations  
Default values:  
Entity 0001 - 9999  
From Account 1000.00 - 9999.99
- 5) How To Read  
This report lists all of the Account Numbers between 1000 and 2010 belonging to entity 1000. It lists the account type, description, format position, SMI ID, total account budget and cost account budget.  
  
Format Positions are described in the Overview section of this book, and the SMI ID is described in Chapter 3.

6) Sample  
Report

HP 250 Combined Demo ACCOUNT MAINTENANCE							Report: GL 002 Date: 04/15/80	
QUNT ENTITY	ACCOUNT	COST CENTER	ACCOUNT TYPE	ACCOUNT/COST CENTER DESCRIPTION	B/S	I/S	TOTAL ACCOUNT BUDGET	COST ACC BUDGET
-----	-----	-----	-----	-----	-----	-----	-----	-----
1000	1000.00		Assets	Petty Cash (1st National)	1118	0000 0001	0.00	
1000	1050.00		Assets	Cash in Bank-General (Central)	1112	0000 0001	0.00	
1000	1060.00		Assets	Cash in Bank-Payroll (Central)	1114	0000 0001	0.00	
1000	1070.00		Assets	Cash in Bank-Other (United)	1116	0000 0001	0.00	
1000	1200.00		Assets	Accounts Receivable - Other	1120	0000 0003	0.00	
1000	1205.00		Assets	Accounts Receivable - Trade	1122	0000 0003	0.00	
1000	1210.00		Assets	Notes Receivable	1150	0000 0001	0.00	
1000	1220.00		Assets	Allowance for Doubtful Account	1140	0000 0003	0.00	
1000	1250.01		Assets	Inventory - Pipe Hardware	1161	0000 0005	0.00	
1000	1250.02		Assets	Inventory - Electronic Parts	1162	0000 0005	0.00	
1000	1250.03		Assets	Inventory - General Hardware	1163	0000 0005	0.00	
1000	1250.04		Assets	Inventory - Gaskets	1164	0000 0005	0.00	
1000	1280.00		Assets	Prepaid Expenses	1190	0000 0001	0.00	
1000	1300.00		Assets	Land	1210	0000 0008	0.00	
1000	1310.00		Assets	Building	1220	0000 0008	0.00	
1000	1310.10		Assets	Accumulated Depreciation	1220	0000 0008	0.00	
1000	1320.00		Assets	Machinery and Equipment	1230	0000 0008	0.00	
1000	1320.10		Assets	Accumulated Depreciation	1230	0000 0008	0.00	
1000	1900.00		Assets	Organization Costs	1610	0000 0016	0.00	
1000	1920.00		Assets	Patent Rights	1620	0000 0016	0.00	
1000	2000.00		Liab/Capital	Accounts Payable - Vendors	3110	0000 0003	0.00	
1000	2010.00		Liab/Capital	Accounts Payable - Other	3120	0000 0003	0.00	
1000	2020.00		Liab/Capital	Notes Payable	3210	0000 0012	0.00	
1000	2025.00		Liab/Capital	Excise Tax Collected	3220	0000 0002	0.00	

Figure 5-13. Account Maintenance Report

## FORMAT POSITION MAINTENANCE REPORT

- 1) Purpose  
Lists any requested range of format positions.
- 2) How To Obtain  
Select the Maintenance Function on the Main Menu. Select the Format Position Function from the Maintenance Menu. This will cause the ADD, MODIFY, DELETE, and PRINT functions to be displayed. Press the PRINT softkey to obtain the report.
- 3) Selection and Sort Options  
Default Sort:  
Format Position  
  
Optional Range Selection:  
Format Position
- 4) Special Considerations  
Default Values  
From Format Position 0001  
to Format Position 9999
- 5) How To Read  
This report lists the format position numbers, a description of the position, the summarization position, and level. It also describes the report which uses the position.  
  
Format positions, summarization positions and summarization levels are described in the Overview section of this book.

6) Sample  
Report

FIN250 DEMO Bicycle Company FORMAT POSITION MAINTENANCE				Report: CL 003 Date: 01/31/80	
FORMAT POSITION	FORMAT POSITION DESCRIPTION	SUMMARIZATION POSITION	SUMMARIZATION LEVEL	USED IN REPORT	NORMAL BALANCE
1000	ASSETS	0000	01	Balance Sheet	D
1100	CURRENT ASSETS	1000	02	Balance Sheet	D
1110	CASH	1100	03	Balance Sheet	D
1112	CASH IN BANK-GENERAL (CENTRAL)	1110	04	Balance Sheet	D
1114	CASH IN BANK-PAYROLL (CENTRAL)	1110	04	Balance Sheet	D
1116	CASH IN BANK-OTHER (UNITED)	1110	04	Balance Sheet	D
1118	PETTY CASH (1ST NATIONAL)	1110	04	Balance Sheet	D
1120	ACCOUNTS RECEIVABLE	1100	03	Balance Sheet	D
1122	A/R	1120	04	Balance Sheet	D
1140	ALLOWANCE FOR DOUBTFUL ACCT'S	1120	04	Balance Sheet	D
1150	NOTES RECEIVABLE	1100	03	Balance Sheet	D
1200	FIXED ASSETS	1000	02	Balance Sheet	D
1210	LAND	1200	03	Balance Sheet	D
1220	BUILDING	1200	03	Balance Sheet	D
1230	MACHINERY	1200	03	Balance Sheet	D

Figure 5-14. Format Position Maintenance Report

## PARAMETER MAINTENANCE REPORT

- 1) Purpose  
Lists any range of entity parameters to any printer. Parameter values for each entity are:
  1. Year-to-date Profit and Loss Account.
  2. Retained Earnings Account
  3. Breaks for the Account Balances Report.
  4. Breaks for the Cost Center Reports.
  
- 2) How to Obtain  
Select the Maintenance Function on the Main Menu. Select the Parameter Function on the Maintenance Menu. This will cause the ADD, MODIFY, DELETE, and PRINT parameter functions to appear. Press the PRINT softkey to obtain the report.
  
- 3) Selection and Sort Options  
Default Sort:  
Entity  
  
Optional Range Selection:  
Entity
  
- 4) Special Considerations  
Default: Entity 0001 - 9999
  
- 5) How To Read  
The parameters listed for each entity are: the entity number, year-to-date profit and loss account, retained earnings account, the account break groups and the cost center break groups.

6) Sample  
Report

HP 250 Combined Demo PARAMETER MAINTENANCE		Report: CL 004 Date: 04/15/80	
ENTITY	YTD PROFIT & LOSS ACCOUNT	RETAINED EARNINGS ACCOUNT	REPORT BREAK GROUPS ACCOUNT COST CENTER
1000	2050.00	2040.00	0 0

Figure 5-15. Parameter Maintenance Report



## COST CENTER MAINTENANCE REPORT

- 1) Purpose Lists any requested range of cost centers associated with a range of entities.
- 2) How To Obtain Select the Maintenance Function on the Main Menu. Select the Cost Center Function on the Maintenance Menu. This will cause the ADD, MODIFY, DELETE and PRINT functions to appear. Press the PRINT softkey to obtain the report.
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Cost Center  
  
Optional Range Selection:  
Entity  
Cost Center
- 4) Special Considerations None
- 5) How To Read This report shows the cost centers between 1100 and 2000 associated with entity 1000. A description of each cost center is given along with the amount budgeted.

6) Sample  
Report

FIN250 DEMO Bicycle Company		Report: GL 005	
COST CENTER MAINTENANCE		Date: 01/31/80	
ENTITY	COST CENTER	DESCRIPTION	BUDGET
-----	-----	-----	-----
1000	1100	MARKETING MANAGER	50,000.00
1000	1200	PRODUCT MANAGER	50,000.00
1000	1300	SALES DEVELOPEMENT	40,000.00
1000	1400	ACCOUNTING MANAGER	60,000.00
1000	1500	R & D MANAGER	60,000.00
1000	1600	PROJECT ENGINEERING I	40,000.00
1000	1700	PROJECT ENGINEERING II	40,000.00
1000	1800	PROJECT ENGINEERING III	40,000.00
1000	1900	PERSONNEL MANAGER	20,000.00
1000	2000	MANUFACTURING MANAGER	80,000.00

Figure 5-16. Cost Center Maintenance Report

## PENDING TRANSACTIONS REPORT

- 1) Purpose                      Prints all transactions in the Pending Transaction File that satisfy the selection and sort criteria.
  
- 2) How To Obtain                Select the Transactions Function on the Main Menu. Select PRINT on the Transactions Menu.
  
- 3) Selection and Sort Options            Default Sort:  
                                  Entity  
                                  Journal Reference  
                                  Transaction Amount  
  
                                  Optional Sorts:  
                                  Entity  
                                  Account  
                                  Cost Center  
                                  Transaction Type  
                                  Entered Date  
                                  Effective Date  
                                  Journal Reference  
                                  Project Number  
  
                                  Optional Range Selections  
                                  Entity  
                                  Account  
                                  Cost Center  
                                  Transaction Type  
                                  Entered Date  
                                  Effective Date  
                                  Journal Reference  
                                  Project Number
  
- 4) Special Considerations        None
  
- 5) How To Read                    The first part of the report lists the selection and sort criteria by which the pending transactions are listed.  
  
                                  The second part of the report lists the entity number and cost center associated with it, the account number and offset account number associated with it. This information is followed by the debit and credit amounts, the Journal Entry date and the effective date. Note that in the case of forward transactions, these values will not be posted until the Effective Date equals the System Date. A description of each transaction is given and a project

number is listed, if applicable. The Journal Reference number is shown to identify the batch the entry is associated with and an abbreviation of the type of transaction is provided. The transaction types shown in this example are:

FW - Forward Entry  
 RV - Reversing Entry  
 AU - Automatic Entry

The third part of the report lists debit and credit totals for each entity and then sums all entity totals in the file.

6) Sample Report

FIN250 DEMO Bicycle Company										Report: GL 101	
PENDING TRANSACTIONS										Date: 01/31/80	
SELECT/SORT OPTIONS LISTED ON LAST PAGE											
ENT-ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJCT NUMBER	JOURNAL REFERENCE	TY PE
1000		2030.00	1060.00	3,100.00		01/01/80	02/01/80	PAID ACCRUED SALARIES (VACATN)		GL01011002	FW
1000		1060.00	2030.00		3,100.00	01/01/80	02/01/80	PAID ACCRUED SALARIES (VACATN)		GL01011002	FW
1000		1050.00	2000.00	50.00		01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011003	RV
1000		2000.00	1050.00		50.00	01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011003	RV
1000		2000.00	1050.00	50.00		01/01/80	02/01/80	REFUND FROM OVERPAID VENDOR		GL01011004	RV
1000		1050.00	2000.00		50.00	01/01/80	02/01/80	REFUND FROM OVERPAID VENDOR		GL01011004	RV
1000		1050.00		1,500.00*		01/01/80	01/01/80	TRANSFER OF FUNDS (DELETE STATUS: NO) ADDED IN TOTALS; WILL NOT BE POSTED)		GL01011007	#1
1000		1050.00			1,500.00*	01/01/80	01/01/80	TRANSFER OF FUNDS (DELETE STATUS: NO) ADDED IN TOTALS; WILL NOT BE POSTED)		GL01011007	#1
1000	1100	6250.00		10,682.14		01/31/80	01/31/80	PAYROLL		GL01311002	ST
1000	1100	6200.00			1,068.21	01/31/80	01/31/80	PAYROLL TAXES-MARKETING		GL01311002	ST
1000		2030.00			9,613.93	01/31/80	01/31/80	NET PAYROLL-MARKETING		GL01311002	ST
1000		1050.00	1200.00	2,362.14		01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311003	AU
1000		1200.00	1050.00		2,362.14	01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311003	AU
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INS. (PREPAID) - ACCTG		GL01311004	RV
1000	1400	6400.00	1270.00		228.68	01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311004	RV
1000	1400	6400.00	1270.00	228.68		01/31/80	02/01/80	BOND INSURANCE-ACCOUNTING		GL01311005	RV
1000		1270.00	6400.00		228.68	01/31/80	02/01/80	BOND INSURANCE-ACCOUNTING		GL01311005	RV
1000		1200.00	1050.00	962.17		01/31/80	12/31/79	CORRECTING ENTRY-A/R		GL01311006	RT
1000		1050.00	1200.00		962.17	01/31/80	12/31/79	CORRECTING ENTRY-A/R		GL01311006	RT
1000		4031.00	1311.00	5,092.00		01/31/80	03/01/80	BUILDING DEPRECIATION		GL01311007	FW
1000		1311.00	4031.00		5,092.00	01/31/80	03/01/80	BUILDING DEPRECIATION		GL01311007	FW
** ENTITY 1000 **				22,755.81	22,755.81						
**** GRAND TOTALS ****				22,755.81	22,755.81						

Figure 5-17. Pending Transactions Report

## PRE-POSTING TRANSACTIONS CHECK REPORT

- 1) Purpose  
Lists those transactions in the General Ledger Pending Transaction File that have effective dates on, or before, the current system date. These are the transactions that are about to be posted and they are listed as a final opportunity for you to make changes without requiring a correcting entry. Out-of-balance batches can be included, and they will be placed in Delete Status.
- 2) How To Obtain  
Select the Transaction Function on the Main Menu. Select the Update Function on the Transaction Menu. This will cause the PRINT or EXIT softkeys to be activated.
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Journal References  
Transaction Amount  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
None
- 4) Special Considerations  
None
- 5) How To Read  
The first section of the report lists the sort criteria for the data in the report.  
  
The example shown here lists pending transactions for Entity 1000, sorted by entity number and Journal Reference.  
  
The first line of each transaction lists the cost center associated with the entity (if there is one), the account number and the offset account number for the other part of the transaction, the date the pending transaction was entered and the date it will be posted (effective date).

Headings are provided for transaction descriptions and Project Numbers. The Journal Reference number for each batch of transactions is given along with the transaction type.

6) Sample Report

FIN250 UEMO Bicycle Company										Report: GL 102	
PRE-POSTING TRANSACTIONS CHECK										Date: 01/31/80	
ALL PENDING TRANSACTIONS SORTED BY ENTITY AND JOURNAL REFERENCE											
ENT-ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE
1000		1050.00	2000.00	50.00		01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011013	RV
1000		2000.00	1050.00		50.00	01/01/80	01/27/80	REFUND FROM OVERPAID VENDOR		GL01011013	RV
1000		1050.00		1,500.00		01/01/80	01/01/80	TRANSFER OF FUNDS		GL01011007	ST
1000		1050.00			1,500.00	01/01/80	01/01/80	TRANSFER OF FUNDS		GL01011017	ST
1000	1100	6250.00		10,682.14		01/31/80	01/31/80	PAYROLL		GL01311002	ST
1000	1100	6200.00			1,068.21	01/31/80	01/31/80	PAYROLL TAXES-MARKETING		GL01311002	ST
1000		2030.00			9,613.93	01/31/80	01/31/80	NET PAYROLL-MARKETING		GL01311012	ST
1000		1050.00	1200.00	2,362.14		01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311013	AU
1000		1200.00	1050.00		2,362.14	01/31/80	01/31/80	CUSTOMER PAYMENTS		GL01311003	AU
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INS. (PREPAID) - ACCTG		GL01311014	RV
1000	1400	6400.00	1270.00		228.68	01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311014	AU
1000		1200.00	1050.00	962.17		01/31/80	12/31/79	CORRECTING ENTRY-A/R		GL01311016	RT
1000		1050.00	1200.00		962.17	01/31/80	12/31/79	CORRECTING ENTRY-A/R		GL01311016	RT
1000		4031.00	1311.00	100.00		01/31/80	01/31/80	CORRECTING ENTRY		GL01311019	ST
1000		1311.00	4031.00		10.00	01/31/80	01/31/80	CORRECTING ENTRY		GL01311009	ST
1000		1311.00	4031.00		90.00	01/31/80	01/31/80	CORRECTING ENTRY		GL01311009	ST
1000		4031.00	1311.00	100.00		01/31/80	01/31/80	CORRECTION		GL01311010	ST
1000		1311.00	4031.00		10.00	01/31/80	01/31/80	CORRECTION		GL01311010	ST
1000		1311.00	4031.00		90.00	01/31/80	01/31/80	CORRECTION		GL01311010	ST
** ENTITY 1000 **				15,985.13	15,985.13						
**** TOTAL DEBITS				15,985.13							
**** TOTAL CREDITS				15,985.13							

Figure 5-18. Pre-Posting Transaction Check Report

## POSTING JOURNAL REPORT

- 1) Purpose  
Lists by account number within an entity, all of the transactions being posted to that account and the Journal Reference Number associated with each transaction.
- 2) How To Obtain  
Select the Transactions Function from the Main Menu. Select the Update function from the Transactions Menu and proceed with the Pre-Posting Transaction Check Report. If there are transactions that can be posted, the Posting Journal will be printed out.
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Account  
Transaction Amount  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
None
- 4) Special Considerations  
A system backup is required before this report can be obtained.
- 5) How To Read  
The first section of the report lists the sort criteria for the data in the rest of the report. The example shown here lists the transactions that have been posted for Entity 1000, sorted by Account Number.  
  
The main body of the report lists all of the transactions for entity 1000 posted. Each transactions shows an entity number, cost center (if one is associated with the entity), the account number, offset account, the debit or credit amount of the transaction, the entered date, effective date, transaction description (if appropriate), the project number, Journal Reference (for this batch of transactions), and transaction type (automatic).

The third part of the report shows: debit and credit totals for each entity, the net increase to the Year-to-Date Profit and Loss Account (Audit Trail information), and the total debits and credits posted.

The Posting Journal page number printed for each entity at the bottom of the page is assigned by the system.

6) Sample Report

HP 250 Combined Demo POSTING JOURNAL											Report: GL 183
											Date: 04/01/80
ALL TRANSACTIONS TO BE POSTED SORTED BY ENTITY AND ACCOUNT NUMBER											
ENT- ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE
1000		1000.00			682.00	04/01/80	04/01/80	AP Petty Cash Payment		CJ04012	AP
1000		1070.00			4,226.46	04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		2000.00		4,253.75		04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		2000.00		682.00		04/01/80	04/01/80	AP Petty Cash Payment		CJ04012	AP
1000		2000.00			100.00	04/01/80	04/01/80	AP AI 1	101	GJ04011001	AP
1000		2000.00			546.36	04/01/80	04/01/80	AP AI GF5896	107	GJ04012002	AP
1000		2000.00			1,523.65	04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
1000		2075.00		91.42		04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
1000		2075.00		32.78		04/01/80	04/01/80	AP AI GF5896	107	GJ04012002	AP
1000		2085.00		7.62		04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
1000		2085.00		2.73		04/01/80	04/01/80	AP AI GF5896	107	GJ04012002	AP
1000		3030.00			27.29	04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		4000.00		1,236.95		04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
1000		4000.00		510.85		04/01/80	04/01/80	AP AI GF5896	107	GJ04012002	AP
1000		4000.00		100.00		04/01/80	04/01/80	AP AI 1	101	GJ04011001	AP
1000		4005.00		152.00		04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
1000		4007.00		35.66		04/01/80	04/01/80	AP AI ZZ5-986	104	GJ04012001	AP
** ENTITY 1000 **				7,105.76	7,105.76						
FOR A NET DECREASE OF				2,142.72	TO THE YTD PROFIT & LOSS ACCOUNT						
**** TOTAL DEBITS				7,105.76							
**** TOTAL CREDITS						7,105.76					

Figure 5-19. Posting Journal Report



## SUBSYSTEM TRANSACTIONS TRANSFER REPORT

- 1) Purpose  
Lists transactions to be transferred from the Subsystem Pending Transaction File to the General Ledger Pending Transaction File. This report shows all transactions and includes both valid and invalid account numbers. The erroneous data is included so that you can MODIFY the transactions to correct the errors.
  
- 2) How To Obtain  
Select the Transactions Function from the Main Menu. Select the Subsystem Transactions Transfer function from the Transactions Menu.
  
- 3) Selection and Sort Options  
Default Sort:  
Entity  
Journal Reference  
Transaction Amount  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
None
  
- 4) Special Considerations  
This function is only available if General Ledger is configured to be integrated and there is at least one other module with integrated status. A system backup is required before this function can be run.  
  
You should also know that in order to modify an incorrect transaction, you must have the General Ledger Reference Number. This number is the only way to identify the batch in which the incorrect transaction resides.
  
- 5) How To Read  
The first section of the report lists the sort criteria for the transactions to follow:  
  
The body of the report lists the Entity Number, Cost Center (if one is associated with this entity), the account number of the transaction, offset account number,

debit or credit amount, entry date, effective date, transaction description, project number, journal reference and transaction transfer type.

Once the report is printed, you may either transfer the transactions to the General Ledger, or leave them in the subsystem.

The example shown here is an Accounts Payable transaction, the the debit amount shown to the Central Bank and Trust. The Journal Reference shown here will have to have an offsetting credit transaction before this transfer can be posted.

6) Sample Report

HP 250 Combined Demo										Report: GL 104	
SUBSYSTEM TRANSACTIONS TRANSFER										Date: 04/01/80	
ALL SUBSYSTEM TRANSACTIONS SORTED BY ENTITY AND JOURNAL REFERENCE											
ENT-ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE
1000		2000.00		4,253.75		04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		3030.00			27.29	04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		1070.00			4,226.46	04/01/80	04/01/80	AP First National Bank		CJ04011	AP
1000		2000.00		682.00		04/01/80	04/01/80	AP Petty Cash Payment		CJ04012	AP
1000		1000.00			682.00	04/01/80	04/01/80	AP Petty Cash Payment		CJ04012	AP
1000		4000.00		100.00		04/01/80	04/01/80	AP AI 1 101		GJ04011001	AP
1000		2000.00			100.00	04/01/80	04/01/80	AP AI 1 101		GJ04011001	AP
1000		4000.00		1,236.95		04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		4005.00		152.00		04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		2075.00		91.42		04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		4007.00		35.66		04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		2085.00		7.62		04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		2000.00			1,523.65	04/01/80	04/01/80	AP AI Z25-986 104		GJ04012001	AP
1000		4000.00		510.85		04/01/80	04/01/80	AP AI GFS896 107		GJ04012002	AP
1000		2075.00		32.78		04/01/80	04/01/80	AP AI GFS896 107		GJ04012002	AP
1000		2085.00		2.73		04/01/80	04/01/80	AP AI GFS896 107		GJ04012002	AP
1000		2000.00			546.36	04/01/80	04/01/80	AP AI GFS896 107		GJ04012002	AP
1000		2000.00		532.50		04/01/80	04/01/80	AP ADM 589654-1 115		GJ04012003	AP
1000		4050.01			532.50	04/01/80	04/01/80	AP ADM 589654-1 115		GJ04012003	AP
** ENTITY 1000 **				7,638.26	7,638.26						
**** GRAND TOTALS ****				7,638.26	7,638.26						

Figure 5-20. Subsystem Transfer Report

## PENDING TRANSACTIONS MODIFICATIONS REPORT

- 1) Purpose  
Lists transactions in the General Ledger Pending Transaction File whose fields have been modified, usually as a result of not passing the pre-posting check because of invalid data such as account number. At the time of posting, any modified transactions are printed along with the date on which the last modification occurs.
- 2) How To Obtain  
Select the Transactions Function on the Main Menu. Select the Modify Function on the Transaction Menu. The report is automatically printed as the modification is made.
- 3) Selection and Sort Options  
Default Sort:  
None  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
Journal Reference
- 4) Special Considerations  
The only fields that can be changed by the Modification function are: Account Number, Offset Account Number, Transaction Description, Cost Center and Project Number.
- 5) How To Read  
The original transaction is shown on line 1. Line 2 shows that a modification has been made by adding an offset account number.

6) Sample Report

FIN250 DEMO Bicycle Company										Report: GL 105	
PENDING TRANSACTIONS MODIFICATIONS										Date: 01/31/80	
PENDING TRANSACTIONS MODIFIED BY JOURNAL REFERENCE (LINE 1: ORIGINAL/LINE 2: MODIFIED TO)											
ENT- ITY	COST CENTER	ACCOUNT	OFFSE1 ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311004	RV
1000		1270.00	6400.00	228.68		01/31/80	01/31/80	BOND INS. (PREPAID) - ACCTG		GL01311004	RV
1000	1400	6400.00	1270.00		228.68	01/31/80	01/31/80	BOND INSURANCE-ACCOUNTING		GL01311004	RV
**** TRANSACTION MODIFICATIONS TERMINATED											

Figure 5-21. Pending Transactions Modifications Report

## PURGE PENDING TRANSACTIONS REPORT

- 1) Purpose  
Lists those transactions that have been selected for purging from the General Ledger Pending Transaction file. The purge is performed by entity number and Journal Reference Number.
- 2) How To Obtain  
Select the Transactions Function from the Main Menu. Select the Purge Function from the Transactions Menu. The report is automatically printed as each journal reference is purged.
- 3) Selection and Sort Options  
Default Sort:  
None  
  
Optional Sorts:  
None  
  
Optional Range Selections:  
Journal Reference
- 4) Special Considerations  
None
- 5) How To Read  
The first part of the report lists the purge criteria. The body of the report shows the entity number, cost center, account number, offset account number, debit or credit amount, entered date, effective date, journal reference number and transaction type for each of the transactions to be purged. The system follows this with a report, by journal reference, of the transactions actually purged.

6) Sample  
Report

FIN250 DEMO Bicycle Company										Report: GL 106	
PURGE PENDING TRANSACTIONS										Date: 01/31/80	
PURGED TRANSACTIONS BY JOURNAL REFERENCE											
ENT- ITY	COST CENTER	ACCOUNT	OFFSET ACCOUNT	DEBIT	CREDIT	ENTERED DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PROJECT NUMBER	JOURNAL REFERENCE	TY PE
1000		9030.00		10,000.00		01/31/80	01/31/80	EMPLOYEE STOCK PURCHASE		GL01311008	ME
1000		9030.00			10,000.00	01/31/80	01/31/80	EMPLOYEE STOCK PURCHASE		GL01311008	ME
**** ALL TRANSACTIONS IN JOURNAL REFERENCE 'GL01311008' HAVE BEEN PURGED											
**** TRANSACTION PURGE TERMINATED											

Figure 5-22. Purge Pending Transactions Report



## SPECIAL FUNCTIONS

FIN/250 General Ledger provides three special purpose functions that will be used only occasionally, but are extremely helpful when they are used. Select the softkey labeled SPECIAL FUNCTIONS on the Main Menu, and the Special Functions Menu will be displayed, describing the three functions:

- 1) INITIAL BALANCES
- 2) DUPLICATE ENTITY
- 3) CREATE HISTORY DISC

Use these functions to enter or modify initial balances for new accounts, to duplicate an entire account structure from one entity to another, and to create a history disc for storing current period transactions. Choose the function you wish to perform by selecting the appropriate softkey.

## INITIAL BALANCES

This function is used primarily when the system is first set up, though it might also be used when a new entity is entered. You can enter an initial balance for an existing account, or modify a previously-entered initial balance by selecting the INITIAL BALANCES softkey. However, an initial balance can only be entered for an entity if there has been no posting for that entity. A blank form is displayed, and you are asked to enter the entity number. After a minute or so, during which the system selects and sorts accounts for that entity, the form is filled in with the data for the lowest numbered account currently entered (see Figure 6-1.)

You may enter a balance in any of the input fields, and in as many as are appropriate.

When you have entered (or modified) the initial balances, press PROCESS DATA. The data is checked for input errors, then is entered in the system, and the data for the next account in sequence is displayed. A message informs you that the account has been updated.

To move directly to the next account in sequence (without entering any data), select NEXT ACCOUNT. As you move through the chart of accounts, you can "back up" by pressing PREVIOUS ACCOUNT as many times as necessary.





Select DUPLICATE ENTITY from the Special Functions Menu. Figure 6-2 is displayed for you to fill in:

HP250.2.1.08.0 GLS2f0	GENERAL LEDGER DUPLICATE ENTITY DATA	Date: 01/31/80
<p style="text-align: center;">Duplicate from Entity    <input type="checkbox"/> _____</p> <p style="text-align: center;">Duplicate to Entity      <input type="checkbox"/> _____</p>		
Please complete this form.		
PROCESS DATA		EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6-2. Duplicating Entity Data

Enter the entity whose account structure is being duplicated in the "From" field, and the blank or new entity in the "To" field. The system checks to see that all conditions (above) are met, then asks if you want to proceed with the entity duplication. The number of cost centers and accounts are noted for the "From" Entity.

Answer "Y" to complete the duplication under system control. The message window lets you know as each account is duplicated (if the chart of accounts is large, this can take several minutes.)

Answer "N" if you do not want to duplicate this chart of accounts, and you can enter new entity numbers in the "From" and "To" fields.

When you finish the duplication, you return to the Special Functions Menu.

#### CREATE HISTORY DISC

You use the Create History Disc function just prior to month-end processing, and when you are making a retro-active entry to a period prior to the time your General Ledger system was started up.

When you select the softkey for this function, Figure 6-3 appears for you to enter the period for which the disc is being prepared (a number up to 12 or 13) and whether it is for the current or previous year (enter "c" or "p").

HP250.2.1.08.0 GLS3f0	GENERAL LEDGER CREATE NEW HISTORY DISC	Date: 01/31/80					
<p>Transaction History Disc will be created for</p> <p>Period <input type="text"/> <input type="text"/> ('C'=Current Year; 'P'=Previous Year)</p> <p>Label on this disc will be _____</p>							
Please complete this form.							
PROCESS DATA							EXIT

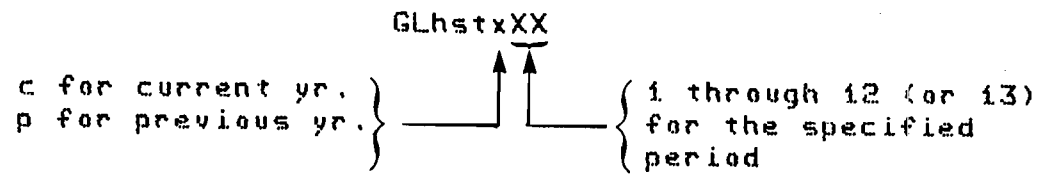
Figure 6-3. Creating a History Disc

Press PROCESS DATA when the form has been filled in.

If you indicate the current period, the system copies the data base and leaves the data intact. This creates a separate history disc for this period that can be labeled and kept as part of your records. You will ordinarily create a history disc in this way just before doing month-end processing. If, as you continue with the closing, you discover that there are transactions that need to be posted before completing month-end, you must create a new history disc for the period after posting the transactions. It is very important that the history disc contain an accurate account of all transactions posted during the current period.

If you indicate any other period, the system copies the data base and then erases all the data, leaving only the structure. You use the function in this way when making retro-active entries to a prior period, when a history disc does not already exist for that period.

The function assigns a label to any history disc created, according to the following scheme:



Once the disc has been created, affix a paper label with the label that has been assigned by the system, so the disc will be easy to find at year-end or when posting retro-active transactions.



## MANAGER ONLY FUNCTIONS

The password designated for use by the System Manager permits you to perform several important functions:

- 1) Maintenance of format positions used when preparing financial statements, and of parameters used to designate earnings accounts and page breaks for reports.
- 2) Entering initial balances for new entities.
- 3) Control Module functions such as adding or deleting entities, or changing passwords.
- 4) Month-end and Year-end functions.

Beyond these specialized functions, however, there are situations that arise from time to time that require the help of someone with knowledge of the system as a whole. That's the function of the system manager--to provide help in special situations and to consult with your software supplier when the need arises.

Computer  
Museum**FORMAT MAINTENANCE**

The Format Maintenance functions described in Chapter 3 can only be accessed by the MANAGER password. See Chapter 3 for how to perform these functions.

**PARAMETER MAINTENANCE**

The Parameter Maintenance Functions described in Chapter 3 can only be accessed by the MANAGER password. See Chapter 3 for detailed instructions on these functions.

**INITIAL BALANCES**

The Initial Balances function described in Chapter 6 can only be performed under the MANAGER password. See Chapter 6 for details.

# CONTROL MODULE FUNCTIONS

When you sign onto the system with the MANAGER password, the system asks "Are all system parameters and status current?" Answer "N" to access the Control Module. The Parameter Change Menu appears:

HEWLETT-PACKARD BUSINESS INFORMATION SYSTEM  
PARAMETER CHANGE SUBSYSTEM  
FIN250 DEMO Bicycle Company

HP250.2.1.A6 Date: 01/31/80

CONVERSION	- To modify module conversion/integration status.
PASSWORD CHANGE	- To change manager and data base passwords.
HOLIDAYS/CALENDAR	- To enter/modify company workdays or holidays. To provide access to CALENDAR functions.
ENTITY DATA	- To add/modify GL entity data.
CONFIGURATION	- To list hardware and software module configurations.
CTRL FILE EDITOR	- Module control file editor.
MONTH-END YEAR-END	- To set month-end and/or year-end process date. To initiate month-end/year-end process.
EXIT	- Return to CONTROL MODULE.

---

Please select a function.

CON- VERSION	PASSWORD CHANGE	HOLIDAYS/ CALENDAR	ENTITY DATA	CONFI- GURATION	CTRL FILE EDITOR	MONTH-END YEAR-END	EXIT

Figure 7-1. Parameter Change Menu

## Password Change

To review and/or change the passwords for any of the Software Modules, select PASSWORD CHANGE. All current passwords are displayed: system manager password and passwords for the data base(s) of each module (see Figure 7-2).

Make the desired changes and press PROCESS DATA. The system will update each data base with its new password. You return to the Parameter Change Menu.

To restore this screen to its original state, press RESET FORM.





Enter the number and name of the entity to be added, then press PROCESS DATA. The system checks for input errors, then updates each software module that are currently part of the system.

### Month-End Closing

Month-end processing must be done at the close of each accounting period. Before attempting this process, you must:

- 1) Complete the module month-end process for all software modules except General Ledger.
- 2) Make sure all transactions for this period have been posted.
- 3) Create a history disc containing your current transactions (See Chapter 6.)
- 4) Run the monthly reports (Trial Balance, Balance Sheet, Income Statement, Cost Center and Cost Account Reports.)

Now access the Control Module by answering "N" to "Are all system parameters and status current?" (Asked after you enter the MANAGER password when signing on to the system.)

Select MONTH-END/YEAR-END from the Control Module Menu. The Month-End/Year-End Menu is displayed, describing all the functions, but only one softkey will be available. If you have completed Module Month-End as required, the softkey will be GL MONTH-END. Press it, and begin the month-end closing process.

The system asks if you are ready to do month-end, and you should answer "Y" or "(blank)".

Next, it asks if you have created a history disc from current transactions. If not, EXIT from this function and do that task.

If the answer is yes, you proceed with an enforced daily back-up. When this is completed, a form is displayed for you to enter the entity to be closed first.

The system checks to make sure that the entity has not already been closed, then prints the Extract of Accounts Report, which lists every transaction posted to each account during the current period.

Entity Number	Entity Name	Account Number	Account Description	Date Printed	Page Number
1000	HP 250 Combined Demo	1250.01	Inventory - Pipe Hardware	05/01/80	4

Cast Center	Project Number	Offset Account	Trans Type	Journal Reference Number	Journal Page	Entered Date	Effective Date	Transaction Description	Dr/Cr Amount
			RT	GL04012001	34	04/01/80	01/31/79		38,876.80
			RT	GL04012007	42	04/01/80	06/08/79		67,873.16cr
			RT	GL04012006	40	04/01/80	02/02/80		28,996.36

<b>ABC Company</b> ANYTOWN, USA 5	Beginning Balance	Activity	Ending Balance
	41,611.21	0.00	41,611.21

( THIS AREA IN WHITE FOR YOUR NAME AND/OR LOGO )		
Entity	Account	Page
1000	1250.01	4

Ref. UARC0 Pre-set C-HP 0100-19

Figure 7-4. Extract of Accounts for Entity 1000

When the printing is complete, you can choose ANOTHER LISTING to print the report again, or you can select CLOSE to complete the closing for this entity (copying account balances to the next period and the Extract of Accounts page number.)

The entity is now closed, and you go on to close each other entity in turn.

### Year-End Closing

Year-end processing must be completed at the end of each fiscal year. But first, make sure these tasks have been completed:

- 1) Complete month-end processing for the current period.
- 2) Collect all the history discs for this fiscal year.

Now access the Control Module, and select MONTH-END/YEAR-END. Only one softkey, GL YEAR-END, will be available. Press it, and begin the year-end closing process.

The system asks if you are ready to do General Ledger year-end closing, and you should answer "Y" or "(blank)". Then it asks if you have all the history discs for the year being closed. If not, find them before you go any further.

At this point, you must do a daily back-up, even though you probably just did one when closing the current period.

After completing the back-up, the system asks you to insert each history disc, one by one, and transfers all account activity to the previous year. The period-ending dates are adjusted for the new year, and the year-end process is complete.

From this point on, you may not carry out any activity for the previous year (except by making a correcting entry retroactively). You must change the date and begin the new fiscal year.

## GLOSSARY

This Appendix explains all the fields used in the General Ledger module. These fields are listed in alphabetical order and are described in the following terms:

**Description** - A brief definition of this field.

**Field Type** - The field may be either alphanumeric (A) or numeric (N). An alphanumeric field can contain both letters and numbers. A numeric field may be any of the following six types.

- 1) Integer - any negative or positive whole number less than 32768.
- 2) Short (whole short) - Any six digit number up to 999999.
- 3) Precision (precision short) - any number up to six digits with a decimal in any position (XXXXX.X, XXXX.XX, etc.)
- 4) Round (roundable short) - the same as precision except that if the field contains seven digits from a calculation, it will be rounded back to six digits. For example, if you are finding per unit cost from a total order cost of 10,000 with 30 ordered, the result is 333.3333. This would then be rounded to 333.333.
- 5) Real - any number up to 12 digits with a decimal in any position (XXXXXXXXXX.X, XXXXXX.XXXXX, XXXXXXXXXXX.XXX, etc.)
- 6) % - any number up to three digits with a decimal in any position up to 325%. If there are more than three digits to the right of the decimal, then the third digit will be rounded.

**Field Length** - This is the number of characters allowed in an alphanumeric field.

**Uppercased by System** - This refers to the system's automatically shifting all input to upper case letters.

**Entry Allowed by Operator** - This designates whether the operator may enter data in this field or the field is only for system output.

If Entry Allowed by Operator, Blank Input Allowed? - This designates whether or not a blank input is allowed or if input is required for further processing.

Default Value If Blank Input - If the field is not completed, then this default value is used by the software.

Edit Allowed After Initial Entry - This designates whether or not the field may be altered after the value is initially set.

A

---

ACCOUNT DESCRIPTION

Description: The name of the account used on reports.

Field Type: Alphanumeric

Field Length: 30 characters

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Edit Allowed After Initial Entry: Yes

Restrictions: None

ACCOUNT NUMBER

Description: A unique number for a General Ledger Account.

Field Type: Numeric

Field Length: Short

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: No, must delete and re-add account.

Restrictions: 6 digits with 2 decimals  $\geq 1000.00$   $\leq 9999.99$

## ACCOUNT TYPE

Description: Used to identify the account classification.

Field Type: Numeric

Field Length: Integer

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: Yes

Restrictions: 1 = Assets  
2 = Liability/Capital  
3 = Income  
4 = Expense  
5 = Cost  
6 = Memo

## AUTOMATIC ENTRY

Description: Allows the operator to enter two account numbers and the system will build the debit and credit entries.

Restrictions: Date effective must be within the current period.

C

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## CONTROL SUM

Description: Indicates when total debits reach this value to increment the journal reference number.

Field Type: Numeric

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes, defaults to zero

Edit Allowed After Initial Entry: Yes

Restrictions: None

## COST ACCOUNT BUDGET

Description: Contains the annual budget for the cost account. It is not used in any report.

Field Type: Numeric

Field Length: Real , 11

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes, defaults to zero

Edit Allowed After Initial Entry: Yes

Restrictions: None

## COST ACCOUNT

Description: A type 5 General Ledger account that requires a cost center number in addition to the account number to uniquely identify the account.

## COST CENTER NUMBER

Description: Identifies a department within a company for which cost accounts can be assigned.

Field Type: Numeric

Field Length: I , 4

Entry Allowed by Operator: Yes

Restrictions: >=1, <=9999

---

**DATE EFFECTIVE**

Description: Specifies the date the transaction is to be posted. If it is after the current system date, it will be held until that date. If it is before the current system date, it will be posted during the next update.

Field Type: Date

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Restrictions: Must be mm/dd/yy

**DATE ENTERED**

Description: Date displayed transaction was entered. Current system date is displayed while entering new transactions.

Field Type: Date

Entry Allowed by Operator: No

Edit Allowed After Initial Entry: No

**DEBIT or CREDIT**

Description: Indicates if current value is a debit or credit.

Field Type: Alphabetic

Field Length: 1 character

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: Sometimes

Restrictions: D or C



## E

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### ENTITY NUMBER

Description: Used to reference different companies or divisions within the General Ledger module.

Field Type: Numeric

Field Length: I , 4

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: Yes

Restrictions: Range: 1 to 9999. Must be at least one, but less than 21 entities in the HP Control Module.

## F

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### FORMAT POSITION

Description: A number used to format the balance sheet and income statement. It determines where the account will be printed on the financial statements.

Field Type: Numeric

Field Length: I , 4

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: Yes

Restrictions: Range: 0001 to 9999

#### FORMAT POSITION 1

Description: Used to print the balance sheet.  
Field Type: Numeric  
Field Length: I , 4  
Entry Allowed by Operator: Yes  
Is BLANK Input Allowed? Yes  
Edit Allowed After Initial Entry: Yes  
Restrictions: Range: 0001 to 9999. Number must be entered in format maintenance before it can be used in account maintenance.

#### FORMAT POSITION 2

Description: Used to print the income statement.  
Field Type: Numeric  
Field Length: I , 4  
Entry Allowed by Operator: Yes  
Is BLANK Input Allowed? Yes  
Edit Allowed After Initial Entry: Yes  
Restrictions: See format position 1

#### FORWARD ENTRY

Description: Allows the transaction to have a date effective in a future period.  
Restrictions: It must be within the current fiscal year.

J

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JOURNAL REFERENCE NUMBER

Description: Generated by the system indicating the source, date, and sequence number of a batch of transactions. Used to locate which batch is to be modified, purged, or reactivated.

Field Type: Alphanumeric

Field Length: 10 characters

Entry Allowed by Operator: No, gets incremented when control sum and remaining balance equal zero.

M

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MEMO ACCOUNT

Description: An account for non-financial values such as outstanding shares of stock, number of employees, value of contingent liabilities, or anything else which can't be maintained properly in another account type.

MEMO ENTRY

Description: Same as a standard entry except the transactions must be to a memo account.

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**REMAINING BALANCE**

**Description:** Indicates the current balance of the transactions being entered. Once it reaches zero, the journal reference number will be incremented unless a control sum has not been reached.

**Field Type:** Numeric

**Field Length:** R , 11

**Entry Allowed by Operator:** No

**RETROACTIVE ENTRY**

**Description:** Same as standard entry except the date effective must be in a previous period.

**REVERSING ENTRY**

**Description:** Similar to standard entry except it will also generate a forward entry to the next period. That entry will return the account balance to what it was before the reversing entry was made.

---

**SMI ID (Special Management Information Identifier)**

Description: A number used to determine what accounts are used in the ratios printed on the special management information report.

Field Type: Numeric

Field Length: I , 4

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes, defaults to zero

Edit Allowed After Initial Entry: Yes

Restrictions: None

**STANDARD ENTRY**

Description: Allows the operator to enter new transactions indicating the debit and credit entries.

**SUMS INTO POSITION**

Description: A format position that this position is to be added into on the financial statements.

Field Type: Numeric

Field Length: I , 4

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Entry: Yes

Restrictions:  $\geq 0000$ ,  $\leq 9999$ . If 0000, the accumulator will be cleared after this level is printed.

T

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TRANSACTION TYPE

Description: A code specifying what type of entry created the transaction.

Field Type: Alphabetic

Field Length: 2 characters

Entry Allowed by Operator: No

Restrictions: AU - Automatic  
FW - Forward  
ME - Memo  
RT - Retroactive  
RV - Reversing  
ST - Standard

Y

---

YEAR-TO-DATE PROFIT AND LOSS

Description: The capital account to be used by the system to summarize the current profit and loss on the balance sheet.



## ERROR MESSAGES

Error messages generated by the FIN/250 General Ledger software fall into three categories:

- (1) Those that result when invalid data is entered
- (2) Those that result when you attempt an illegal operation
- (3) Those that result from circumstances not related to the function you are performing

DATA ENTRY ERROR MESSAGES

The error messages that occur when you enter invalid data are completely self-explanatory--the error is pointed out and the solution is obvious.

Examples:

ERROR: THE EFFECTIVE DATE MUST BE IN THE CURRENT FY.  
ERROR: JOURNAL REF NUM CANNOT BE LONGER THAN 10 CHARACTERS

ERROR MESSAGES FROM PROHIBITED OPERATIONS

There are restrictions associated with many of the General Ledger functions, i.e., they cannot be performed in certain special instances. In this case also, the resulting error messages are quite explicit.

Examples:

ERROR: A COST ACCOUNT BUDGET IS ONLY ALLOWED WITH COST ACCOUNTS  
ERROR: MORE THAN 7 LEVELS OF SUMMARIZATION NOT ALLOWED  
ERROR: POSTING TO YTD P&L ACCOUNT IS NOT ALLOWED

If you have questions about this type of error message, refer to the discussion of that function in your FIN/250 General Ledger Operator's Guide. For instance, for the first example shown here, you would refer to the section on accounts in Chapter 3.



## WHAT THIS CHAPTER INCLUDES

We have not included the messages described above in this chapter since that would make the list of error messages extremely long and therefore not as easy to use when you encounter a message that does require further explanation. If you have trouble interpreting an error message that is not explained in this chapter, consult your system manager.

The few messages that are explained here are those in the third category, i.e., those resulting from circumstances not directly related to the function you are performing. They are listed by function, along with the recommended action necessary to clear the error condition.

### MAINTENANCE FUNCTIONS

Message: THIS ENTITY MUST FIRST BE ADDED THROUGH THE CONTROL MODULE

What to do: Access the Control Module (see Chapter 7) and add the entity by selecting the Entity Data softkey.

### ENTER TRANSACTIONS

Message: INSUFFICIENT SPACE TO ADD ANY MORE ENTRIES

Message: THE TRANSACTION FILE IS OVER 95% FULL. THERE MAY NOT BE SPACE

What to do: Use the Update function to post eligible transactions currently in the Transaction file.

### UPDATE

Message: INSUFFICIENT SPACE IN TRANS HIST FILE TO POST.

What to do: Should this error occur, you are told how much room there is and how many transactions you are attempting to post. There are then two approaches:

- (1) Consolidate multiple transactions to a single account--purge from the pending transaction file and re-enter as one transaction.
- (2) Purge the excess transactions, do month-end closing, then post the purged transactions as retro-active entries.

The chance of this error occurring is quite remote, since it would mean you are posting a great many transactions in a given period.

Message: HISTORY DATA FOR VOLUME GLHSTxxx WILL NOT BE COMPLETE  
IF YOU EXIT

What to do: This error will occur when posting retro-active transactions if you press EXIT when prompted for the history disc of the prior period. You can continue to exit, or return and mount the requested history disc.

#### REPORTS

Message: ENTITY XXXX DOES NOT HAVE A PARAMETER FILE.

What to do: Access Parameter maintenance function, and add a parameter file for this entity.

