

ORDER POWER!

General Ledger

User Guide

Release 3.3.2



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General Ledger

Introduction

General Ledger keeps track of the overall financial worth of a company and indicates how the company attained its value.

Any transaction that results in the exchange of money and/or products affects the **General Ledger** (for example, taking an order where cash has been received, ship confirmation, PO Receiving, moving an item into or out of inventory etc.).

ORDER POWER! automates the process of recording the debits and credits for these transactions.

When a company sets the profile option for the **General Ledger** to Yes, **ORDER POWER!** automatically creates a file of all transactions affecting the **General Ledger**. This file can subsequently be used to interface with **ORDER POWER!**'s **General Ledger** module or any other external accounting module of the user's choice.

The **General Ledger** is summarized into a variety of financial statements such as a Balance Sheet and a Profit & Loss Statement. A Balance Sheet records assets, liabilities, and equity; a Profit & Loss statement records income versus expenses.

The following are basic **General Ledger** account types: asset, liability, income, expense, and equity. The box below indicates the type of balance maintained for these account types.

BALANCE SHEET

Assets:

- T Cash
- T Inventory
- T Fixed assets
- T Receivables

Liabilities:

- T Bank note
- T Payables

Equity:

- T Retained Earnings

PROFIT & LOSS

Income:

- T Sales revenue

Expenses:

- T Cost of Sales
- T Overhead

DEBITS (+)	CREDITS (-)
ASSET	LIABILITY
EXPENSE	INCOME
	EQUITY

ORDER POWER! Accounting

General Ledger is integrated with other **ORDER POWER!** modules. For example, all **General Ledger** accounts affected by sales and refunds, inventory, accounts receivable, adjustments, write-offs, discounts, accounts payable invoicing, credit memos, and checks can be predefined and journal entries are automatically posted to the appropriate accounts.

ORDER POWER! will automatically generate a file of journal entry transactions (PGLTRN) for all activities that affect the **General Ledger**. However, the **ORDER POWER! General Ledger Interface** option in the *Company Profile (Panel 2)* must be turned on.

Standard Features

ORDER POWER! supports 999 companies, each with as many as 999 profit centers or departments. The user must define various **General Ledger** accounts against which the transactions can be posted. These accounts are established in the appropriate “Work With Files” master file.

There is no period-end processing required in the **ORDER POWER! General Ledger** module. **ORDER POWER!** keeps monthly account balances for three years. Two of those years are available for transaction posting, and the detail of all **General Ledger** transactions is always available for both of those years. The third and oldest year is available for prior period comparisons on financial reports. The fiscal year may begin with any month.

ORDER POWER! supports both *12-period* and *13-period* fiscal reporting. *Twelve period* reporting is defined in quarters based on either calendar month or “5,4,4” weekly periods identified by a start and end date. A “5-4-4” period comprises consecutive terms of 5-, 4-, and 4-weeks.

Thirteen period reporting allows a company to define periods comprising three consecutive 4-week terms. This flexibility enables retail businesses to establish intervals covering a predefined number of weekends / weekdays. Therefore, the financials for specific periods can be compared with other periods having the same number and type of retail days.

ORDER POWER! General Ledger retains three years of budgeting and reports on “actual” versus “budgeted” amounts as well as “actual” versus “prior period” results.

Note: The third or oldest year of financial data can be reported on; however, the data cannot be modified.

Examples: General Ledger Effect

The following examples demonstrate how the different types of orders progress through the **ORDER POWER!** accounting cycle.

Type 1 Order

This is an order that is accompanied with payment (for example, a “mail-in” order accompanied by a check for the merchandise).

ORDER POWER! ACTIVITY	DEBIT	CREDIT
Post cash from order	Cash	Unearned Income
Pick order	N/A	N/A
Ship Confirmation	Cost of Goods Sold	Inventory
Invoicing	Unearned Income	Sales Revenue

Type 2 Order

This is an order purchased with a credit card. The credit card is charged and authorized for payment only when the merchandise is shipped.

ORDER POWER! ACTIVITY	DEBIT	CREDIT
Take order (NO GL AFFECT)	N/A	N/A
Authorize order (NO GL AFFECT)	N/A	N/A
Ship Confirmation	Cost of Goods Sold	Inventory
Invoicing/Settle Credit Card	Cash or Credit Card Receivables	Sales Revenue

Type 3 Order

This is an order to be paid from a customer’s Accounts Receivable account or with Cash on Delivery (C.O.D.).

ORDER POWER! ACTIVITY	DEBIT	CREDIT
Take order (NO GL AFFECT)	N/A	N/A
Authorize order (NO GL AFFECT)	N/A	N/A
Ship Confirmation	Cost of Goods Sold	Inventory
Invoicing	A/R (Customer)	Sales Revenue
Receive Payment	Cash / Tender	A/R (Customer)

GL Processing

The **General Ledger** accounts are established in the **Work With Files** function. See “General Ledger Accounts and Format” section on page 7.

ORDER POWER! has an established hierarchy of **General Ledger** accounts from which it will search to determine which account a transaction should be posted against.

When the interface option is turned on, **ORDER POWER!** generates transactions only when an account number is defined. Therefore, when the primary account number does not exist or is zero, **ORDER POWER!** searches the hierarchy for the secondary account number (if applicable). If **ORDER POWER!** cannot find an account number, a transaction will not be created.

When an account number is missing, the **General Ledger** transaction file (PGLTRN) may contain a “single” or unbalanced journal entry; no editing to ensure balanced journal entries is performed on this file until the interface is run and journal posting is attempted.



Creating separate ledger accounts for particular item classes helps a company determine the profitability of a product line.

Hierarchy of General Ledger Accounts

- **Cash Received:** defined in **Tenders (Work With Files: Tenders)**. The account number will *always* be derived from the tender type; there is no hierarchy of accounts for cash.
- **Cash Paid:** defined in the **GL Company Master File**. The default account may be overridden at the time checks are written.
- **Unearned Revenue:** defined in the **GL Default Accounts (Work With Files: Tenders)**. The account number will *always* be derived from the GL Defaults. There is no hierarchy of accounts for unearned revenue.
- **Inventory:** defined primarily in the **Item GL Class (Work With Files: Items)** defined secondarily in the **GL Default Accounts**. Contra inventory accounts are defined in **Work With Files: Inventory Effect Codes**.
- **Cost of Goods Sold:** defined primarily in the **Item GL Class (Work With Files: Items)** defined secondarily in the **Inventory Effect Codes**
- **Sales Revenue** defined primarily in the **Item GL Class (Work With Files: Items)** defined secondarily in the **GL Default Accounts**

General Ledger Accounts and Format

The **General Ledger** account number is comprised of three components: company, department, and ledger account. The account number is formatted as **111-222-33333** where:

111	indicates the company number
222	specifies the department number
33333	is the General Ledger account

ORDER POWER! creates a **General Ledger** Master List by combining account numbers or ranges of numbers with specific departments within a particular company. When all departments and account numbers are defined and combined into the three-part **General Ledger** account number format, then **ORDER POWER!** establishes the Chart of Accounts or **General Ledger** Master File. An account number is not valid until all components have been *defined and combined*.

Closing out a Period

At the completion of a fiscal year, you can close the accounting ledgers.

ORDER POWER! rolls **Balance Sheet** accounts over to the new year, zeroes out **Profit and Loss** account balances for the new fiscal year, and posts retained earnings to the ledger.

ORDER POWER! maintains two open fiscal years, which allows auditors and accountants to make any final adjustments after the fiscal year-end while continuing to account for the new year. Adjustments may be made for tax return purposes, missing calendar days during 13-period accounting etc. However, to prevent users from posting transactions or making adjustments to the wrong year, **ORDER POWER!** allows the user to define which periods in both years are open and/or closed. You cannot post a transaction to a closed month or the last period of the second during 13-period accounting.



Closing a month is not a process. **ORDER POWER!** internally resets an indicator while normal processing continues uninterrupted.

It is recommended that all months except the current month be *closed* to prevent posting erroneous entries to the ledgers. When adjusting entries are required, the appropriate month can temporarily be reopened, the entry posted, then the month closed again. Refer to the *Company Update panel 1 (figure 6)*.

Financial Statements

Financial statements are reports that compile the financial information pertaining to a company into standardized documents. The format for these documents is defined by the company to meet its specific financial disclosure requirements (for example, income tax purposes, distribution to stockholders and/or lending institutions, etc.).

ORDER POWER! supports an unlimited number of financial statements and formats.

Financial statements generally fall into three category types:

- **Profit and Loss (Income) statements**
- **Balance Sheets**
- **Cash Flow Reports**

Additionally, **ORDER POWER!** supports calendar year and non-calendar year fiscal reporting, including, *12-period* and *13-period* non-calendar year fiscal reporting. *Calendar period* reporting is defined in quarters based on the calendar month.

Non-calendar period reporting allows a company to define either 12 or 13 periods per fiscal year. *12 period non-calendar year accounting* typically consists of four equal quarters comprising two 4-week and one 5-week interval. *13 period accounting* typically consists of thirteen 4-week periods. This flexibility enables retail businesses to establish intervals covering an equal number of weekends / weekdays. Therefore, the financials for specific periods can be compared with other periods having the same number and type of retail days.

ORDER POWER! retains three years' worth of data for financial reporting requirements. However, only the current and prior year of data are available for posting.

Balance Sheet

The Balance Sheet, a the portion of the **General Ledger**, signifies the actual value of a company to date. Assets can be such items as cash, receivables, and inventory.

A basic Balance Sheet consists of an Assets and Liabilities section. Totals are listed for each asset/liability type; grand totals of are printed for each section. Columns are created for the current and prior month as well as beginning of the year values and are used for trend analysis.

BALANCE SHEET	
ASSETS:	
Cash	+ \$100.00
Inventory	- 90.00

Profit & Loss Statement

The Profit & Loss statements depict the current and historical profitability for a company. A profit is made when the total income exceeds the total expenses. A loss is incurred when the total expenses exceed the income for the same period.

A basic Profit and Loss statement compares the actual month's financials either to the budgeted amount or to the prior period's actuals.

ORDER POWER! will report on any number of months within a single report. Profit and Loss reports will optionally display variance and percentage columns.

ORDER POWER! financials follow accrual basis accounting practices which record transactions to the ledger during the month that the income or expense was incurred (as opposed to cash basis accounting which posts entries to the ledger at the time the income is received or the expense is disbursed). Therefore, actual cash payment does not affect the profit or loss measure.

Refer to the illustration at right for an example of Profit and Loss accounting. There is an item in inventory with a cost of \$90. The item is sold for \$100. The journal entries will reflect the posting of a cash sale.

Notice that for each positive entry (debit) there is an equal negative entry (credit). This is referred to as Double Entry Bookkeeping.

PROFIT & LOSS	
INCOME:	
Sales Revenue	- \$100.00
EXPENSE:	
Cost of Goods Sold	+ 90.00
PROFIT	- 10.00

Setting up GL

Because **General Ledger** is so specific to each individual company, there are some areas that require setup to reflect your company's needs. This setup should be organized by your company's accounting department prior to the implementation of **ORDER POWER! General Ledger**.



GL account numbers are created based on **Company, Department and Account** number. Each **Account** is associated to a specific **Department**, and each **Department** to a **Company**. Therefore, you must create these account components, in this order:

1. Company
2. Department
3. Account Names

When you have created the account components, you can then generate your **GL Master File**, which is a list of all GL accounts that are appropriate to each Company/Department.

To do this **you must perform options #1 through #4** on the *General Ledger Work With Files* submenu **sequentially**, then setup certain areas in **ORDER POWER!** as described below.

General Ledger is actually a separate application available from within **ORDER POWER!**, so some setup is needed in each one before you can use GL.

These areas require setup in **General Ledger Work with Files** before you can set up the **ORDER POWER!** side:

- Companies *see page 17*
- Departments *see page 22*
- Account Names *see page 23*
- GL Master file *see page 25*
- Financial Statement Tables *see page 28*

You must create your GL accounts by performing options #1 through #4 (sequentially) on the *General Ledger Work with Files menu (figure 4)* before you can setup these areas in **ORDER POWER!**:

- **General Ledger Default Accounts** *see page 11*
- Inventory Effect Codes *see page 12*
- Tenders *see ORDER POWER! "Work with Files"*

General Ledger Default Accounts

Default accounts are established to reduce the amount of data entry required by the operator and to increase data accuracy. During processing, **ORDER POWER!** applies transactions to the corresponding ledger accounts based on these defaults.



You must create your GL accounts by performing options #1 through #4 on the *General Ledger Work with Files* menu (figure 4) before you can setup **GL Default Accounts, Inventory Effect Codes or Tenders.**

To establish General Ledger Default Accounts

1. From the **ORDER POWER! Main Menu**, select: **Work With Files** **o** **GL Default Accounts** **o** **F15=Maint** to display the *General Ledger Defaults Update* panel (figure 1).

Computer Solutions, Inc.				
General Ledger Defaults Update				
Account	Dpt	Account	Dpt	
Accounts Receivable..	<u>000</u>	<u>00119</u>	AR Writeoff.....	<u>000</u>
<u>00120</u>				
Prompt Pmt Discount..	<u>000</u>	<u>00121</u>	Late Fee Revenue....	<u>000</u>
<u>00390</u>				
Long Term Receivable..	<u>000</u>	<u>00129</u>	Cost of Pers Sold...	<u>000</u>
<u>00022</u>				
Accounts Payable.....	<u>000</u>	<u>00200</u>	Cost of Pers Return..	<u>000</u>
<u>00004</u>				
Refund Payable.....	<u>000</u>	<u>00201</u>	Pers Labor/Materials	<u>000</u>
<u>00006</u>				
Unearned Revenue.....	<u>000</u>	<u>00209</u>	Pers Lab/Mat Return..	<u>000</u>
<u>00088</u>				
Merch Disc 1 Allowed..	<u>000</u>	<u>00442</u>	Merch Disc 1 Taken..	<u>000</u>
<u>00441</u>				
Merch Disc 2 Allowed..	<u>000</u>	<u>00444</u>	Merch Disc 2 Taken..	<u>000</u>
<u>00445</u>				
Coupon Allowed.....	<u>000</u>	<u>00443</u>	Coupon Taken.....	<u>000</u>
<u>22200</u>				
Sales Merchandise....	<u>000</u>	<u>00310</u>	Shipping/Handling...	<u>000</u>
<u>00320</u>				
Sales Personalization	<u>000</u>	<u>00312</u>	Tax 1 (State).....	<u>000</u>
<u>00236</u>				
Sales Misc 1	<u>000</u>	<u>00315</u>	2 (Country).....	<u>000</u>
<u>00237</u>				
2	<u>000</u>	<u>00316</u>	Returned Merchandise	<u>000</u>
<u>00399</u>				
Inventory.....	<u>000</u>	<u>00140</u>		
Note: See Inventory Effect Codes for Contra Inventory Asset Accounts				
such as: Cost of Goods Sold - Transaction Code 002				
Cost of Goods Returned - Transaction Code 004				
F1=Help F3=Exit F12=Cancel				

General Ledger Defaults Update panel (figure 1)

2. Type a **Department** and **Account** number for each transaction on this panel.

The numbering scheme used in your company's **General Ledger** is developed by your accounting department prior to the implementation of **ORDER POWER! General Ledger. Computer Solutions** provides **File Worksheets** (see the "**ORDER POWER! File Worksheet Masters**" book) to assist in organizing this information for entry on this panel.

The **Company Code** is predefined in the **Company Profile** and the same for every entry on the *General Ledger Defaults Update panel (figure 1)*.

Inventory Effect Codes

Default contra inventory asset accounts are defined for each activity that affects inventory. **ORDER POWER!** defines codes 001 through and including 050 for standard system processing. You can define codes 051 through 999 as alphanumeric codes in order to meet the unique demands of your business environment.

When a transaction code is defined, the **General Ledger** effect can be specified as a default; therefore, when a specific transaction is processed, the GL information does not need to be entered

To Establish Inventory Effect Codes

1. From the **ORDER POWER! Main Menu**, select: **Work With Files** **ö** **Inventory Effect Codes** to display the Inventory Effect Codes Inquiry panel.
2. Choose an option to work with. Type **5=Display** and press **Enter** to display the *Inventory Effect Codes Display window (figure 2)*

```

--C.S.I. Development 3.3--
Position To :          Inventory Effect Codes Inquiry          Show
Delete : N

2=Change  5=Display

Effect  Description
-  SS    Show Sale
-  001   Physical
-  002   Issue -
-  003   Adjustme
-  004   Cr. Mem
-  005   PO Rece
-  006   PO Rece
-  007   Non-PO
-  008   Non-PO
-  009   PO Cost
-  010   Non-PO
-  011   Cost Cha
-  012   Drop Sh
-  013   Drop Sh
-  014   Inventor

F1=Help  F3=Exit

```

```

Inventory Effect Codes
Display
Delete
Effect Code          005
Description          PO Receipt
WITH Cost
Check Unit of Measure N
Effect Average Cost  N
Effect Last Cost     N
Effect Units         Y

```

Inventory Effect Codes Display window (figure 2)

3. Press **Enter** to return to the Inventory Effect Codes Inquiry panel.
4. Type **F6=Create** to display the Inventory Effect Codes Prompt panel. Type a one, two, or three character **Effect Code**. Then, press **Enter** to display the *Inventory Effect Codes Update panel (figure 3)*.

```

Computer Solutions, Inc.
Inventory Effect Codes Update

Effect Code
  SS

Description      Show Samples

Check Unit of Measure  N
Effect: Average Cost   Y
      Last Cost        Y
      Units            N
      Date             Y
Receipt              N
Adjustment           Y
Issue                N
Cost Adjustment Only  N

Info 1 Description
Info 2 Description
Info 3 Description   _____  Contra GL Dpt/Account  999
00999

Delete
F1=Help  F3=Exit  F12=Cancel

```

Inventory Effect Codes Update panel (figure 3)

Description

Type the elaborated description which defines the previously entered Effect Codes.

Check Unit of Measure

Indicates whether the data entry operator should be prompted for the unit of measure to verify that the quantity is in the correct form during manual creation of inventory entries.

- Y (yes) prompts the data entry operator for the unit of measure
- N (no) omits verification for the unit of measure during inventory entry

Effect Average Cost

Indicate if the "average cost" should be modified when an inventory transaction is posted.

- Y (yes) adjusts the average cost
- N (no) leaves the average cost unaltered

Effect Last Cost

Indicate whether the last cost should be updated when an inventory transaction is posted

- Y (yes) updates the last cost
- N (no) leaves the average cost unaltered

Effect Units

Indicate whether the quantity on hand value should be updated when an inventory transaction is posted.

- Y (yes) adjusts the quantity on hand
- N (no) leaves the quantity on hand unaltered

Effect Date

Indicate whether the 'last transaction date' should be updated in the **Quantity On Hand** record when a transaction is posted.

- Y (yes) updates the 'last transaction date'
- N (no) leaves the 'last transaction date' unaltered

Receipt

Indicates whether the quantity on the transaction is to be added to the quantity on hand.

- Y (yes) adds to the sum when the quantity on the transaction is positive
- N (no) subtracts the sum when the quantity on the transaction is positive

Adjustment

Indicate whether the "quantity on hand" should be updated when the quantity is either a positive or negative number (Effect Code processing).

- Y (yes) adds to the total when the quantity is positive and subtracts when the quantity is negative
- N (no)

Issue

Specifies that the transaction quantity should be subtracted from the quantity on hand.

- Y (yes) subtracts from the total when the amount inputted is positive
- N (no) adds to the total when the amount inputted is positive

Cost Adjustment Only

Indicate whether a transaction should affect the cost or the quantity on hand

- Y (yes) affects only the cost
- N (no) affects the quantity on hand

Info 1,2,3 Description

Type a field name to be used to create a user defined field in the **General Ledger**. In the **General Ledger**, the **Description** will be followed by a blank field capable of holding up to 10 alphanumeric characters.

Tenders

The Tender file identifies and maintains a list of all methods accepted by the company for payment of an order. Codes, such as CASH, COD, VISA, MC, are defined by the company. Each company also defines the processing rules unique to each tender. Part of defining a Tender code is to specify a **GL Department/Account**. These should be decided on by your company's accounting department prior to the implementation of ***ORDER POWER! General Ledger***.

Work With Files

The *General Ledger Work with Files menu (figure 4)* contains the building blocks that comprise the account numbers which drive **ORDER POWER!'s General Ledger**.

To create the **General Ledger** Master List or Chart of Accounts you must combine the basic account number components. For more information see the *General Ledger Accounts and Format* section on page 7.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** \circ **Work with Files** to display the *General Ledger Work with Files menu (figure 4)*.

```
WRK03                               Computer Solutions, Inc.
3/01/99                             General Ledger Work with Files
CSIUSER
DSP108S1

Select one of the following :

    1. Companies
    2. Departments
    3. Account Names
    4. GL Master
    5. Financial Statement Tables

    51. AS/400 Operational Assistant

    80. GL Main Menu

    90. Signoff

Selection

===>
Bottom
F1=Help  F3=Exit  F9=Command Line  F12=Cancel

                                Copyright 1999 Computer Solutions, Inc.
Version 3.3
```

General Ledger Work with Files menu (figure 4)

Companies

ORDER POWER! General Ledger supports a three-digit company identifier, permitting up to 999 companies. It is recommended that one company be reserved as a test company for employee training, etc.

To Add a New Company

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** \circ **Work with Files** \circ **Companies** to display the Company Inquiry panel.
2. Type **F6=Create** to display the *Company Prompt panel (figure 5)*

-01-

To Change a Company and the Fiscal Period Definition

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Companies** to display the Company Inquiry panel.
2. Type **2=Change** to display the *Company Update panel 1* (figure 6).

Company Prompt

Company 001

F1=Help F3=Exit F12=Cancel

Company Prompt panel (figure 5)

- 2.1 Type a **Company** number. Press **Enter** to display the *Company Update panel 1* (figure 6).

Company Update			
Company	001		
Company Name	<u>Computer Solutions, Inc.</u>		
Address	<u>6187 NW 167th Street</u> <u>Suite H33</u>		
City, State	<u>Miami</u>		<u>FL</u>
Zip Code, Country	<u>33015</u>		<u>US</u>
# of Fiscal Periods	<u>12</u> (12 or 13)	Last Closed Year Ended	<u>1998</u> (ie 1997)
Default Accounts:			Account
Cash Disbursement	<u>000</u> - <u>00110</u>	First Liability	<u>00200</u>
Retained Earnings	<u>000</u> - <u>00290</u>	First Income	<u>00300</u>
AP Liability	<u>000</u> - <u>00200</u>	First Expense	<u>00400</u>
AP Discount Taken	<u>000</u> - <u>00390</u>		
Delete F1=Help F3=Exit F12=Cancel			

Company Update panel 1 (figure 6)

3. Complete the following fields:

Company Name
Address
City, State
Zip Code, Country

of Fiscal Periods

Indicate whether the fiscal year will consist of twelve or thirteen consecutive periods.

Last Closed Year Ended

Indicate the most recent fiscal period in which the accounting books have been completely closed.

Default Accounts

Default Ledger are required for the automation of **ORDER POWER!** Accounts Payable and **General Ledger**.

Type the Default Ledger account number for each of the following:

Cash Disbursement

Retained earnings are an automatic entry that records the prior year's profit (or loss) determined at the year-end close (the difference between the income and expenses for the total year).

AP Discount Taken is the ledger account that records the discounts "received" by the company for such activities as early bill payment, etc.

The first liability, income, and expense accounts indicate the starting ledger account in a potential range of accounts for the specific account type.

For example:

First Liability	<u>10000</u>	(range 10000-29999)
First Income	<u>30000</u>	(range 30000-49999)
First Expense	<u>50000</u>	(range 50000-99999)

ORDER POWER! assumes that any account lower than the First Liability account is an asset account; therefore, the First Asset account is not required on the screen.

As the Liability, Income, and Expense account ranges are defined sequentially, **ORDER POWER!** assumes that all accounts affecting profit and loss will have an account number greater than or equal to the first income account.

3. Press **Enter** again to display the *Company Update panel 2* (figure 7).

Fiscal Period Definition

Fiscal periods for either the 12- or 13-period formats are defined on the *Company Update panel 2* (figure 7). A naming convention has been established for the first **period** of each open year. The first period of each year begins with January of the *to year* defined for the last period within the corresponding open year. For example, Open Year 1 begins 4/01/96 and ends 4/01/97; therefore, the first period is named 1/97. Once the fiscal periods have been defined, they cannot be changed.

Company Update							
Company		426					
Company Name		Computer Solutions, Inc.					
Open Year 1 Period Ranges:				Open Year 2 Period Ranges:			
Period	From	To	"C"losed	Period	From	To	"C"losed
1/99	1/01/98	1/31/98	C	1/00	2/01/99	2/28/99	C
2/99	2/01/98	2/28/98	C	2/00	3/01/99	3/31/99	
3/99	3/01/98	3/31/98	C	3/00	4/01/99	4/30/99	
4/99	4/01/98	4/30/98	C	4/00	5/01/99	5/31/99	
5/99	5/01/98	5/31/98	C	5/00	6/01/99	6/30/99	C
6/99	6/01/98	6/30/98	C	6/00	7/01/99	7/31/99	C
7/99	7/01/98	7/31/98	C	7/00	8/01/99	8/31/99	C
8/99	8/01/98	8/31/98	C	8/00	9/01/99	9/30/99	C
9/99	9/01/98	9/30/98	C	9/00	10/01/99	10/31/99	C
10/99	10/01/98	10/31/98	C	10/00	11/01/99	11/30/99	C
11/99	11/01/98	11/30/98	C	11/00	12/01/99	12/01/00	C
12/99	12/01/98	12/31/98	C	12/00	12/02/00	12/01/01	C
13/99	1/01/99	1/31/99	C	13/00	0/00/00	0/00/00	C
F3=Exit F12=Cancel F15=Setup as Calendar Year							

Company Update panel 2 (figure 7)

With 12 or 13 non-calendar period accounting, thirteen periods are typically thirteen 4-week intervals. Twelve period accounting typically consists of four equal quarters comprised of two 4-week and one 5-week periods.

With 13-period accounting, the periods may not total a complete year (365 days) or a complete leap year (365 days). To avoid conflicts that may arise during period name assignment, the last period for Year 2 of a *non-calendar* fiscal year cannot be entered (opened) when the periods are initially set. *The last period is defined during the fiscal year-end closing process.* At year-end closing, the operator specifies new ranges of fiscal periods covering the next two open years (*except, again, the final period*).

During the setup of a twelve-period calendar fiscal year, you can force **ORDER POWER!** to automatically calculate the period ranges using the Calendar Year Setup function (**F15=Setup as Calendar Year**). However, this function requires a *from date* for the first period of Open Year 1 that begins with the first of any month within the year specified as the *last closed year ended* on the prior panel.

For more information about closing a fiscal period read *Closing out a Period* on page 8.

Departments

ORDER POWER! allows the user to associate a department number and department name to a particular company.

To Create a New Department

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Departments** to display the Department Inquiry panel.
2. Type **F6=Create** to display the *Department Prompt panel (figure 8)*.

Department Prompt	
?Company	<u>501</u>
Department	<u>426</u>

F1=Help F3=Exit F4=Prompt F12=Cancel

Department Prompt panel (figure 8)

- 2.1 Complete the following fields:

Company

Type a number to represent a new company. To change an existing company, type the existing company number.

Department

Type a number to represent the department.

- 2.2 Press **Enter** to display the *Department Update panel (figure 9)*.

-or-

To Change a Department Name

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Departments** to display the Department Inquiry panel.
2. Choose a Department. Type **2=Change** and press **Enter** to display the *Department Update panel (figure 9)*.



Department number **000** is valid and is usually used for Balance Sheet accounts and/or all accounts within a company that do not require departmental accounting (for example, Miami Headquarters).

Department Update	
Company	501 Computer Solutions, Inc.
Department	426
Department Name	<u>Tech Writing</u>
Delete F1=Help F3=Exit F12=Cancel	

Department Update panel (figure 9)

3. Type the **Department Name**. Then press **Enter** to save the information.

Account Names

An account number and account description must be specified for each ledger account added or updated.

To Add an Account

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Account Names** to display the Account Name Inquiry panel.
2. Choose an account. Then, type **2=Change** and press **Enter** to display the *Account Name Update panel (figure 11)*.

-or-

To Change An Account

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Account Names** to display the Account Name Inquiry panel.
2. Type **F6=Create** to display the *Account Name Prompt panel (figure 10)*.

Account Name Prompt

Account Number 00000

F1=Help F3=Exit F12=Cancel

Account Name Prompt panel (figure 10)

2.1 Type a new **Account Number**. Press **Enter** to display the *Account Name Update panel (figure 11)*.

Account Name Update

Account Number 50000

Account Description Payroll

Delete
F1=Help F3=Exit F12=Cancel

Account Name Update panel (figure 11)

3. Complete the following fields:

Account Number

Type a number for the Account.

Account Description

Type a definition to explain the account.

4. Press **Enter** to update the current information.

GL Master file

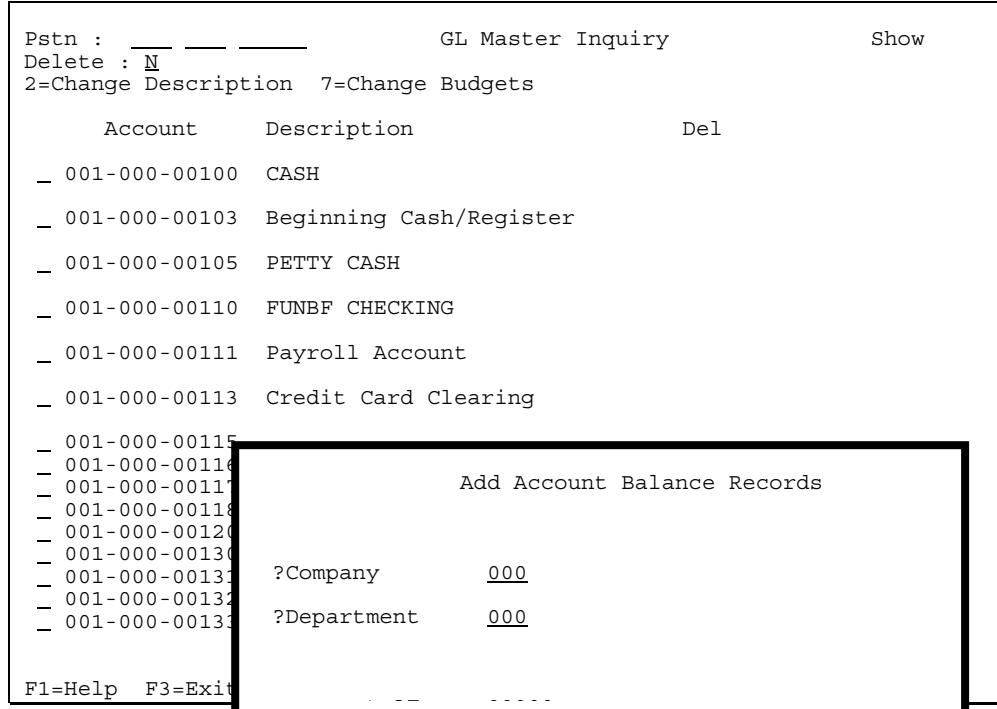
The **General Ledger** Master List refers to all ledger accounts that have been defined in Account Number format (111-222-33333) where

111	Company Number
222	Department Number
3333	Specific Ledger Account Number

ORDER POWER! does not require every department to have all accounts. For example, the Sales department (001) may have an account number for payroll (50000) while the department assigned to the Warehouse may not have a separate payroll account.

To Create a General Ledger Master File

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **GL Master** to display the GL Master Inquiry panel.
2. Type **F6=Create** to display the *Add Account Balance Records window (figure 12)*.



Add Account Balance Records window (figure 12)

3. Complete the following fields:

?Company

?Department

Type the number representing each category.

Account ?From

?To

Type a range of numbers indicating which accounts to include.

4. Press **Enter** to update the current information.

ORDER POWER! assigns the description from the account name to the composite account number. Unique descriptions can be assigned to any account in the GL Master.

To Change the Description

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **GL Master** to display the GL Master Inquiry panel.
2. Choose the Account. Type **2=Change Description** and press **Enter** to display the *Change Account Name window (figure 13)*.

```

Pstn : _____          GL Master Inquiry          Show
Delete : N

2=Change Description  7=Change Budgets

      Account      Description          Del

2  001-000-00100  CASH
-   001-000-00103  Beginning Cash/Register
-   001-000-00105  PETTY CASH
-   001-000-00110  FUNBF CHECKING
-   001-000-00111  Payroll Account
-   001-000-00113  Credit Card Clearing
-   001-000-00115  ACCOUNTS RECEIVABLE
-   001-000-00116  UNEARNED
-   001-000-00117  REFUN
-   001-000-00118  REFUN
-   001-000-00120  ADVAN
-   001-000-00130  INVEN
-   001-000-00131  INVEN
-   001-000-00132  INVEN
-   001-000-00133  INVEN

                                Change Account Name

Account      001-000-00100
Description  CASH

F1=Help  F3=Exit  F6=Cre

```

Change Account Name window (figure 13)

3. Type a definition for the account. Press **Enter** to update the information.

Budgets

To Change the Budget

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **GL Master** to display the GL Master Inquiry panel.
2. Choose an account. Type **7=Change Budgets** and press **Enter** to display the Budget Year Prompt window.
3. Type the number representing the budget year and press **Enter** to display the *Change Budgets window (figure 14)*.

```

Pstn : _____ GL Master Inquiry Show
Delete : N
2=Change Description 7=Change Budgets

```

Account	Description	Del
_ 001-000-00100	CASH	
_ 001-000-00103	Beginning Cash/Register	

Account	001-000-00116	UNEARNED REVENUE (A/R)
Z	Budgets for Open Year 2	
	1/99	2/99
	6/99	3/99
		4/99
		5/99
F	7/99	8/99
		9/99
		10/99
		11/99

Change Budgets window (figure 14)

When defining budgets in **ORDER POWER!**, the following rules must be adhered to:

- Budgets must be defined in whole dollars only.
- **ORDER POWER!** assumes the sign (+ or -) is the same as expected in the ledger (for example, when budgeting \$550 for office supplies in September of 1995, the value entered on the budget panel should be 550; the system will assume the value is \$550+).
-

Financial Statement Tables

Financial statement formats may vary depending upon the needs of the business and/or recipient. (See *Financial Statements* on page 8.) **ORDER POWER!** generates standard reports in formats designed, defined, and stored by the you. Before printing each financial statement **ORDER POWER!** generates an internal table. **ORDER POWER!** defines the columns that appear in the tables; you define the rows (or accounts) that are to be summarized.

You can optionally print out a listing of the table; the internal code will be expanded and printed descriptively.

Financial Statement Table Inquiry

The Financial Statement Table Inquiry shows all tables currently defined in **ORDER POWER!** From this panel, new financial tables can be created or existing tables can be selected for modification, deletion, display, and/or print.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry panel* (figure 15).

Pstn To : _____		GL Financial Table Inquiry		
2=Change 4=Delete 5=Display 6=List				
No. Of Lines	Table	Description	Created	Created By
- 53	BSTABLE	Balance Sheet Table Sample		
- 1	GARY	demo	12/03/98	GARY
- 2	INCOMETBL	Contribution Income Statement	1/26/99	CLARA
- 57	ISTABLE	Income Statement Table Sample		
Bottom				
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print List				

GL Financial Table Inquiry panel (figure 15)

To Create/Update the Financial Statement Table

When either creating a new table or updating an existing one, then GL Financial Table Prompt screen will be displayed to enter and confirm the table name and description to be worked on.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** to display the *GL Financial Table Prompt panel (figure 16)*.

GL Financial Table Prompt	
Table	<u>BSTABLE</u>
Description	<u>Balance Sheet Table Sample</u>
F1=Help F3=Exit F12=Cancel	

GL Financial Table Prompt panel (figure 16)

- Complete the following fields:

Table (required)

Type a name for the table which may be a maximum of ten alphanumeric characters.

ORDER POWER! will assume that a new table is being created when the table name does not currently exist in the database; a blank update screen will be displayed for entry. Otherwise, when the table exists, the current table definition will be displayed for modification.

Description (required)

Type a description to define the financial statement or report.

- Press **Enter** to display the *GL Financial Table Update panel (figure 17)*.

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
  1.00 Print "Balance Sheet" @ Col 001 Space 1
  2.00 Print "-----" @ Col 001 Space 2
  3.00 Print "ASSETS" @ Col 001 Space 1
  4.00 Print "-----" @ Col 001 Space 2
  5.00 Print "CURRENT ASSETS:" @ Col 001 Space 1
  6.00 Accum 00100 to 00110 in 1 "Cash",Space 1
  7.00 Accum 00115 to 00115 in 1 "Accounts Receiva",Space 1
  8.00 Accum 00116 to 00116 in 1 "Unearned Revenue",Space 1
  9.00 Accum 00117 to 00120 in 1 "Short-Term Recei",Space 1
 10.00 Accum 00130 to 00133 in 1 "Inventory",Space 1
 11.00 Accum 00135 to 00141 in 1 "Prepaid Expenses",Space 1
 12.00 Underscore and Space after 1 line(s)
 13.00 Prt Total# 1 " TOTAL CURRENT ASSETS",Space 2
 14.00 Print "FIXED ASSETS:" @ Col 001 Space 1
 15.00 Accum 00150 to 00155 in 2 "Land",Space 1

More...
F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top  F11=Insert
F12=Cancel  F18=Bot  F20=Renumbr  F21=Print List

```

GL Financial Table Update panel (figure 17)

The *GL Financial Table Update panel (figure 17)* will be blank if you have created a new table.

Each statement definition line corresponds to a single instruction which defines the format of the corresponding line on the report or statement.

You can perform the following functions to a line:

Action	Description
2=Change	Display the <i>Print a Heading window (figure 19)</i>
4=Delete	Display the <i>Delete Verification window (figure 28)</i>
F6=Create	Display the <i>Function To Be Performed window (figure 18)</i>
F11=Insert	Display the <i>Insert a Line window (figure 27)</i>
F20=Renumbr	Resequence the lines beginning at one and then adding one to the value of each consecutive line

Function To Be Performed

When adding or inserting new table lines, the type of line (or function to be performed) must be defined. A prompt screen will be displayed from which a function selection may be made.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.

```
Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete
Line #
  1.00 Print "Balance Sheet" @ Col 001 Space 1
  2.00 Print "-----" @ Col 001 Space 2
  3.00 Print "ASSETS" @
  4.00 Print "-----" @
  5.00 Print "CURRENT A
  6.00 Accum 00100 to C
  7.00 Accum 00115 to C
  8.00 Accum 00116 to C
  9.00 Accum 00117 to C
 10.00 Accum 00130 to C
 11.00 Accum 00135 to C
 12.00 Underscore and S
 13.00 Prt Total# 1 "
 14.00 Print "FIXED ASS
 15.00 Accum 00150 to C

F1=Help  F3=Exit  F6=Creat
F12=Cancel  F18=Bot  F20=F
```

Function To Be Performed

Select one of the following. Then Enter.

- 1. Print a Heading
- 2. Accumulate/Store/Print Amounts from GL
- 3. Add or Subtract Stored Totals
- 4. Print a Total Previously Stored

Function To Be Performed window (figure 18)

Each addition to the table that you create from this screen will be stored as a new line in the table immediately following the last line of the table. For example, a new line created for an existing table consisting of 49 lines, would be stored as line # 50. However, a line created for a *new* table would be stored as line # 1. **ORDER POWER!** automatically increments subsequent line numbers by one.

4. Select one of the following actions:

Action	Description
1. Print a Heading	Display the <i>Print a Heading window (figure 19)</i>
2. Accumulate/Store/Print Amounts from GL	Display the <i>Accumulate/Store/Print Amounts From GL window (figure 20)</i>
3. Add or Subtract Stored Totals	Display the <i>Add To or Subtract From Stored Totals window (figure 21)</i>
4. Print a Total Previously Stored	Display the <i>Print Stored Total window (figure 22)</i>
5. Print an Underscore	Display the <i>Print an Underscore window (figure 23)</i>
6. Skip to a New Page	Display the <i>Skip to a New Page window (figure 24)</i>
7. Table Comment	Display the <i>Table Comment window (figure 25)</i>
8. Accumulate Denominator for Percentages	Display the <i>Accumulate Denominator From GL and Store window (figure 26)</i>

To Print a Heading

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ° **Work with Files** ° **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
 2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
 3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
 - 3.1 Select **Print a Heading** to display the *Print a Heading window (figure 19)*.
- or-
3. Choose a line number. Type **2=Change** and press **Enter** to display the *Print a Heading window (figure 19)*.


```

Table  BSTABLE          GL Financial Table Update

      Balance Sheet Table Sample

Pstn To :

2=Change  4=Delete

Line #

1.00 Print "Balance Sheet" @ Col 001 Space 1

2.00 Print "-----" @ Col 001 Space 2

3.00 Print "ASSETS" @
4.00 Print "-----" @
5.00 Print "CURRENT A
6.00 Accum 00100 to C
7.00 A
8.00 A
9.00 A
10.00 A
11.00 A
12.00 U
13.00 P
14.00 P
15.00 A

F1=Help  F3
F12=Cancel

Function To Be Performed

Function 1          Print a Heading          Line #
54.00

Heading to be Printed

Space this number of lines after printing  _  (1 - 3)

```

Print a Heading window (figure 19)

4. Complete the following fields:

Heading to be Printed

Type the heading of the table to be printed on the financial statement.

Space this number of lines after printing

Type 1,2, or 3 to indicate how many lines to advance after printing the heading before printing the statement.

Starting position from left edge of page

Type a number between or including 1 and 132 to determine in which column to begin printing.

Accumulate / Store / Print Amounts from GL

ORDER POWER! maintains up to nine separate totals (“buckets”). The number of total buckets *usually* corresponds to the number of subtotals printed on the statement. However, a single bucket may be utilized to combine values or subtotals and/or simply cleared out and reused as needed.

When printing the financial statement, **ORDER POWER!** automatically reverses the signs for the income and liability accounts to make “logical” sense. For example, income is recorded as a “negative” value in the **General Ledger**; however, most people view income as a positive number. Therefore, **ORDER POWER!** will print income accounts as “positive” values. Optionally, the sign for any account or variance may be reversed to meet specific reporting requirements by selecting this option for the appropriate field on the screen.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ° **Work with Files** ° **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
4. Select **Accumulate/Store/Print Amounts from GL** to display the *Accumulate/Store/Print Amounts From GL window (figure 20)*.

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete
      Line #
Function 2  Accumulate/Store/Print Amounts From GL  Line
#  54.00
?Enter first Account Number  00101
      If multiple Accounts:
?Enter last Account Number  00110
To print the Accumulated Amount type the Description to be
Printed
on this Line  Cash
F1=He
F12=C  And the number of lines to space after  _  (1 - 3)

```

Accumulate/Store/Print Amounts From GL window (figure 20)

5. Complete the following fields:

Enter first Account Number

Enter last Account Number

Type a range of accounts to be computed even when all accounts have not been created. In the range of cash accounts 00001-00110 for the following example, only account number 00001 is currently defined in the **General Ledger** master list; however, you specify the entire range of accounts. This eliminates the need to continually update the financial statement tables every time a new account is opened. Unopened accounts will *not* interfere with processing.

Description to be Printed

Type the row description that will be printed along with the value accumulated in the “bucket”.

Number of lines to space after

Type **1, 2, or 3**, to indicate how many lines should be left blank following the “total” line.

Stored Total #

Type a number between or including **1** through **9** to indicate which “bucket” will be used to accumulate the total.

Reverse the Sign of the Variance

Determine whether the sign for variance should be reversed for printing purposes only based on your specific reporting requirements.

- Y** (yes) changes the sign of the variance
- N** (no) keeps the sign of the variance the same



Reversing the sign only changes the look of the report when printing. It does not change the outcome of the report.

Reverse the Sign of the Amount being Accumulated

Determine whether the sign for amount being accumulated should be reversed for printing purposes only based on your specific reporting requirements. Note: this does not change the outcome of the report.

- Y** (yes) changes the sign of the amount being accumulated
- N** (no) leaves the sign of the amount being accumulated the same

To Add to or Subtract from Stored Totals

Determine whether certain “buckets” should be added together or subtracted from one another.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **o** **Work with Files** **o** **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
4. Select **Add or Subtract Stored Totals** to display the *Add To or Subtract From Stored Totals window (figure 21)*.

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
1.00 Print "Balance Sheet" @ Col 001 Space 1
2.00 Print "-----" @ Col 001 Space 2
3.00 Print "ASSETS" @ Col 001 Space 1
4.00 Print "-----" @
5.00 Print "CURRENT A
6.00 Accum 0
7.00 Accum 0
8.00 Accum 0
9.00 Accum 0
10.00 Accum 0
11.00 Accum 0
12.00 Undersc
13.00 Prt Tot
14.00 Print "
15.00 Accum 0

F1=Help  F3=
F12=Cancel

```

Function To Be Performed			
Function 3	Add To or Subtract From		Line #
			54.00
Stored Totals			
Add To / (+)			
Place	Total #	Sub From (-)	Total #
Result in			

Add To or Subtract From Stored Totals window (figure 21)

5. Complete the following fields:

Total #

Type **1-9** to indicate the first “bucket” to be included in the calculation.

Add To / (+)Sub From (-)

Indicate the arithmetic operation to be performed on the two operands.

- +** Addition
- Subtraction

Total #

Type **1-9** to indicate the second “bucket” to be included in the calculation.

Place Result in

Type **1-9** to indicate which work area to store the result of the operation in.

Clear

Determine whether the “bucket” should be reset to zero upon the completion of the calculation. Set each bucket individually.

- Y** (yes) reset the “bucket” to zero
- N** (no) maintain the current data

To Print a Stored Total

Use this function to print a total which has been accumulated during a previous step.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** \circ **Work with Files** \circ **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
4. Select **Print a Total Previously Stored** to display the *Print Stored Total window (figure 22)*.

```

Table  BSTABLE          GL Financial Table Update
Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
1.00 Print "Balance Sheet" @ Col 001 Space 1
2.00 Print "-----" @ Col 001 Space 2
3.00 Print "ASSETS" @ C
4.00 Print "-----" @ C
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
F1=He
F12=C

```

Function To Be Performed

Function 4	Print a Stored Total	Line #
54.00		
Stored Total # to be Printed <u> 1 </u> (1 - 9)		
Description to be Printed <u>Total Assets</u>		
Number of lines to space after <u> _ </u> (1 - 3)		

Print Stored Total window (figure 22)

5. Complete the following fields:

Stored Total # to be Printed

Type a number between or including **1** through **9** to indicate which “bucket” will be used to accumulate the total.

Description to be Printed

Type the row description to be printed along with the accumulated value in the “bucket”.

Number of lines to space after

Type **1**, **2**, or **3**, to indicate how many lines should be left blank following the “total” line.

Reverse the sign of the variance

Determine whether the sign for variance should be reversed based on your specific reporting requirements.

- Y (yes) changes the sign of the variance when printing the report
- N (no) keeps the sign of the variance the same

Reverse the sign of the amount being printed

Indicate whether the sign of the amount being printed should be changed based on your specific printing requirements. This does not alter the outcome of the report.

- Y (yes) reverses the sign of the amount being printed
- N (no) leaves the sign of the amount being printed the same

Print an Underscore

Use this function to print a single or double underscore line to delineate subtotal and total lines in the financial statement report.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ° **Work with Files** ° **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
4. Select **Print an Underscore** to display the *Print an Underscore window (figure 23)*.

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
  1.00 Print "Balance Sheet" @ Col 001 Space 1
  2.00 Print "-----" @ Col 001 Space 2
  3.00 Print "ASSETS" @
  4.00 Print "-----" @
  5.00 Print "CURRENT A
  6.00 Accum 00100 to C
  7.00 Accum 00115 to C
  8.00 Accum 00116 to C
  9.00 Accum 00117 to C
 10.00 Accum 00130 to C
 11.00 Accum 00135
 12.00 Underscore
 13.00 Prt Total#
 14.00 Print "FIXED
 15.00 Accum 00150

F1=Help  F3=Exit  F6
F12=Cancel  F18=Bot
  
```

Function To Be Performed

Select one of the following. Then Enter.

Function 5	Print an Underscore	Line #
		54.00

Space this number of lines after printing 3
(1-3)

Print an Underscore window (figure 23)

5. Complete the following fields:

Space this number of lines after printing

Type a **1, 2, or 3** to indicate how many lines should be left blank following the printing of an underscore line.

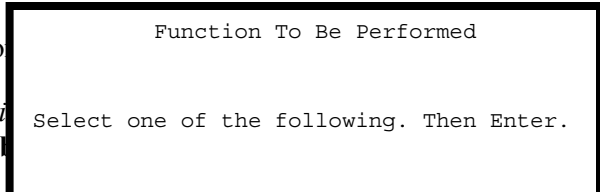
Print Double Underscore

Indicate whether a second underscore line should be printed following the first one.

- Y** (yes) prints a second underscore line
- N** (no) omits a second underscore line

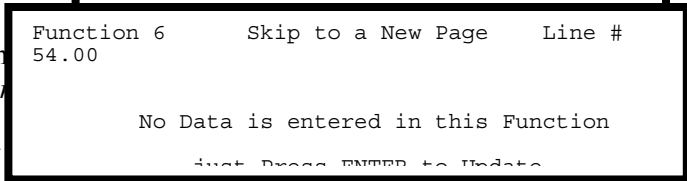
Skip to a New Page

Use this field to advance the printer of



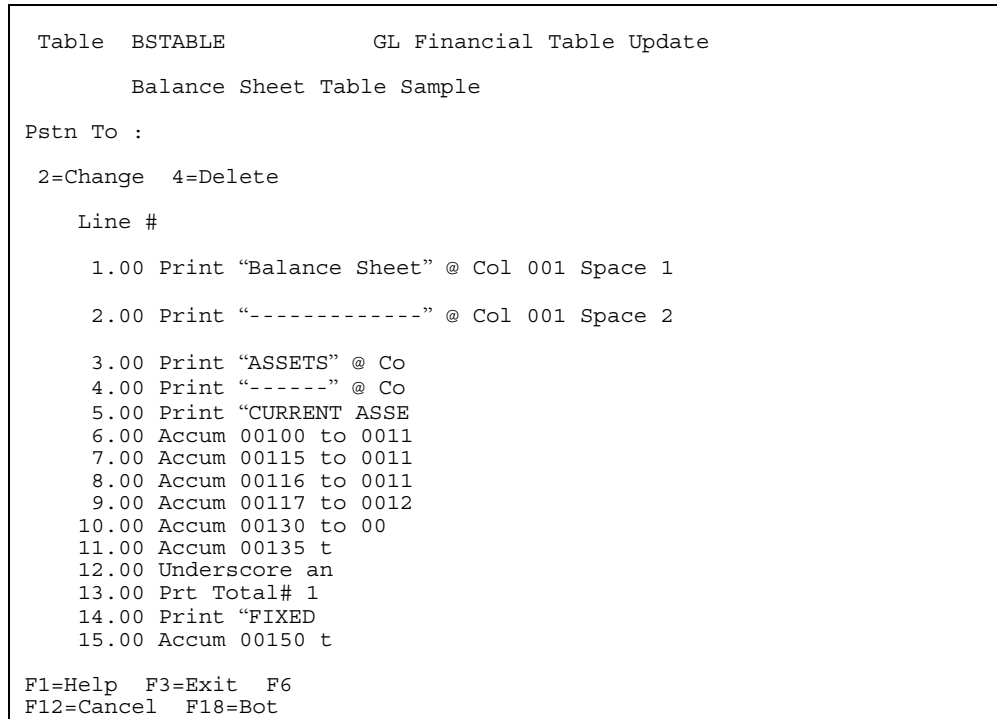
1. From the **ORDER POWER! Main Files** ° **Financial Statement Tables** (figure 15).

2. Choose a table to work with **Financial Table Update**



3. Type **F6=Create** to display

4. Select **Skip to a New Page** to display the *Skip to a New Page window* (figure 24).



Skip to a New Page window (figure 24)

5. Press **Enter** to print a blank page before printing the next report.

Table Comment

This function allows you to enter comments into the table. These comments will not be printed in the financial statement report.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ◊ **Work with Files** ◊ **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a table to work with. Type **2=Change**. Then, Press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
3. Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
4. Select **Table Comment** to display the *Table Comment window (figure 25)*.

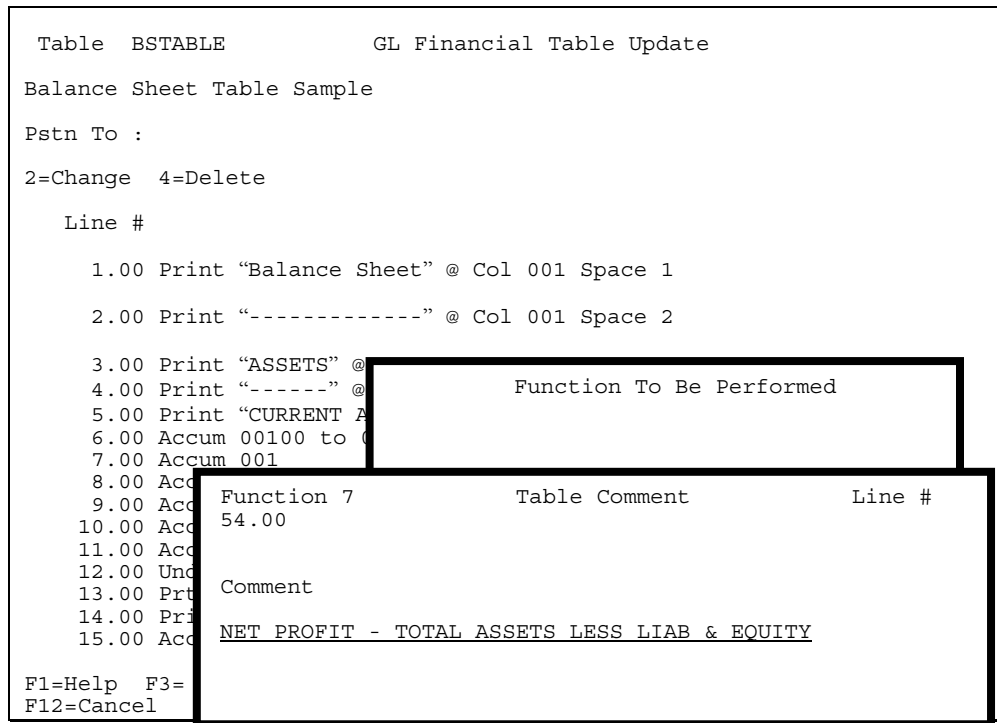


Table Comment window (figure 25)

5. Complete the following field:

Comment

Type the text which will appear in the table instructions.

Accumulate Denominator

The **Accumulate Denominator for Percentages** function is used to determine any line item's (or class of items) percentage of any total for analytical purposes.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ◊ **Work with Files** ◊ **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.

- Choose a table to work with. Type **2=Change** and press **Enter** twice to display the *GL Financial Table Update panel (figure 17)*.
- Type **F6=Create** to display the *Function To Be Performed window (figure 18)*.
- Select **Accumulate Denominator for Percentages** to display the *Accumulate Denominator From GL and Store window (figure 26)*.

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
  1.00 Print "Balance Sheet" @ Col 001 Space 1
  2.00 Print "-----" @ Col 001 Space 2
  3.00 Print "ASSETS" @ C
  4.00 Print "-----" @ C
  5.00 Print
  6.00 Accum
  7.00 Accum
  8.00 Accum
  9.00 Accum
 10.00 Accum
 11.00 Accum
 12.00 Under
 13.00 Prt T
 14.00 Print
 15.00 Accum

Function To Be Performed
Function 8      Accumulate Denominator      Line #
54.00
      From GL and Store

?Enter first Account Number  00101
      If multiple Accounts:
?Enter last Account Number   00110

F1=Help  F3=Exi
F12=Cancel  F18

```

Accumulate Denominator From GL and Store window (figure 26)

- Complete the following fields:

Enter first Account Number

Enter last Account Number

Type a range of accounts to be computed even when all accounts have not been created. In the range of cash accounts 00001-00110 for the following example, only account number 00001 is currently defined in the **General Ledger** master list; however, you specify the entire range of accounts. This eliminates the need to continually update the financial statement tables every time a new account is opened. Unopened accounts will *not* interfere with processing.

Zero out previous denominator for new calculation

Indicate whether the current work “bucket” total should be reset to zero.

- Y** (yes) resets the total to zero
- N** (no) does not change the total

Reverse the sign of the amount being accumulated

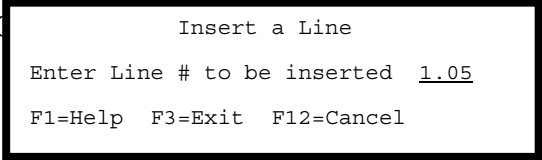
Determine whether the sign for amount being accumulated should be reversed for printing purposes only based on your specific reporting requirements.

Note: this does not change the outcome of the report.

- Y (yes) changes the sign of the amount being accumulated
- N (no) leaves the sign of the amount being accumulated the same

Insert a Line

You can make modifications to an existing financial statement table by including additional lines, deleting lines, and/or inserting any type of line between two existing lines.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ° **Work with Files** ° **Financial Statement Tables** to display the *GL Financial Table Inquiry panel* (figure 15).
2. Choose a table to work with. Type **2=C**  *Financial Table Update panel* (figure 16).
3. Type **F11=Insert** to display the *Insert*

```

Table  BSTABLE          GL Financial Table Update
      Balance Sheet Table Sample
Pstn To :
2=Change  4=Delete

Line #
1.00 Print "Balance Sheet" @ Col 001 Space 1
2.00 Print "-----" @ Col 001 Space 2
3.00 Print "ASSETS" @ Col 001 Space 1
4.00 Print "-----" @ Col 001 Space 2
5.00 Print"-----" @ Col 001 Space 2
6.00 Accum"CURRENT ASSETS:" @ Col 001 Space 1
7.00 Accum00100 to 00110 in 1 "Cash",Space 1
8.00 Accum00115 to 00115 in 1 "Accounts Receiva",Space 1
9.00 Accum00116 to 00116 in 1 "Unearned Revenue",Space 1
10.00 Accum00117 to 00120 in 1 "Short-Term Recei",Space 1
11.00 Accum00130 to 00133 in 1 "Inventory",Space 1
12.00 Underscore and Space aft
13.00 Prt Total# 1 " TOTAL CU
14.00 Print "FIXED ASSETS:" @
15.00 Accum 00150 to 00155 in

F1=Help  F3=Exit  F6=Create  F7=B
F12=Cancel  F18=Bot  F20=Renumber

```

Insert a Line window (figure 27)

4. Complete the following field:

Enter Line # to be inserted

Type the number representing where the new line will be placed. To place a new line between two existing lines type a number between the two line values. For example, to insert a line between table line numbers 1.00 and 2.00, specify any value from 1.01 to 1.99.

Financial Table Delete

Once a table is deleted, it cannot be restored.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry* panel (figure 15).
2. Choose a Table. Type **4=Delete** and press **Enter** to display the *Delete Verification* window (figure 28).

```
Pstn To :                               GL Financial Table Inquiry

2=Change  4=Delete  5=Display  6=List

No. Of      Table      Description      Created      Created By
Lines
4  BSTABLE   Balance Sheet Table Sample
53
-   GARY     demo                12/03/98    GARY
1
-   INCOMETBL Contribution Income Statement  1/26/99    CLARA
2
-   ISTANCE  Income Statement Table Sample
57

F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F9=Print
```

Delete Verification

BSTABLE

Balance Sheet Table Sample

Continue? Y/N

Delete Verification window (figure 28)

3. Determine whether or not to continue the deletion process.
Y (yes) delete the displayed table
N (no) cancel the deletion process

Financial Table Display

When a financial table is selected for display, the *Financial Table window* (figure 29) is presented which lists basic status information pertaining to the selected table. All fields are informational only and cannot be modified on this screen.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry* panel (figure 15).

2. Choose a Table. Type **5=Display** and press **Enter** to display the *Financial Table window (figure 29)*.

Pstn To : _____		GL Financial Table Inquiry		
2=Change 4=Delete 5=Display 6=List				
No. Of Lines	Table	Description	Created	Created By
5	BSTABLE	Balance Sheet Table Sample		
53				
-	GARY	demo	12/03/98	GARY
1				
-	INCOMETBL	Contribution Income Statement	1/26/99	CLARA
2				
-	ISTABLE	Income Statement Table Sample		
57				

Financial Table Display	
Table	BSTABLE
Description	Balance Sheet Table Sample
No. Of Lines	53

F1=Help F3=Exit F6=Create F

Financial Table window (figure 29)

GL Financial Table Detail Listing

A hard copy report of a financial statement table can be printed. **ORDER POWER!** expands the internal table code to provide descriptive explanations of the functionality of each line. (See the **GL Financial Table Detail Listing** on page 1.)

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Files** **Financial Statement Tables** to display the *GL Financial Table Inquiry panel (figure 15)*.
2. Choose a Table. Type **6=List** and press **Enter** to display the *Printer Defaults window (figure 52)*.
3. Press **Enter** to print the **GL Financial Table Detail Listing** on page 1.

GL Financial Table Detail Listing

User: CSUSER
 Wsid: FS03004P
 Prog: FS03004
 Table: BSTABLE
 Line #

COMPUTER SOLUTIONS, INC.

GL Financial Table Detail Listing
 Balance Sheet Table Sample

Page: 1
 Date: 3/02/99
 Time: 14:06:51

1.00	Balance Sheet	Print thisHeading starting in position 001 and space after 1
2.00	-----	Print thisHeading starting in position 001 and space after 2
3.00	ASSETS	Print thisHeading starting in position 001 and space after 1
4.00	-----	Print thisHeading starting in position 001 and space after 2
5.00	CURRENT ASSETS:	Print thisHeading starting in position 001 and space after 1
6.00	00100 To 00110	Print thisHeading starting in position 001 and space after 1
	Cash	Accumulate these Amounts
7.00	00115 To 00000	Print this line for Total# 1 and space after 1
	Accounts Receivable	Accumulate these Amounts
8.00	00116 To 00000	Print this line for Total# 1 and space after 1
	Unearned Revenue	Accumulate these Amounts
9.00	00117 To 00120	Print this line for Total# 1 and space after 1
	Short-Term Receivable	Accumulate these Amounts
10.00	00130 To 00133	Print this line for Total# 1 and space after 1
	Inventory	Accumulate these Amounts
11.00	00135 To 00141	Print this line for Total# 1 and space after 1
	Prepaid Expenses	Print an undercore
12.00	-----	Print this Line for Total# 1 and space after 2
13.00	TOTAL CURRENT ASSETS	Print thisHeading starting in position 001 and space after 1
14.00	FIXED ASSETS:	Accumulate these Amounts
15.00	00150 To 00155	Print this line for Total# 2 and space after 1
	Land	Accumulate these Amounts
16.00	00160 To 00170	Print this line for Total# 2 and space after 1
	Furniture, Fixtures and Equipment	Accumulate these Amounts
17.00	00175 To 00000	Print this line for Total# 2 and space after 1
	Leasehold Improvements	Print this line for Total# 2 and space after 1
18.00	-----	Print an undercore
19.00		Print this Line for Total# 2 and space after 1
20.00	00190 To 00190	Accumulate these Amounts
	Less Accum. Depr. & Amort.	Print this line for Total# 2 and space after 1
21.00	-----	Print an undercore

Work With Journal Entries

A *journal entry* refers to any transaction that affects the **General Ledger**. Journal entries are gathered as a group or **batch** of transactions; however, there is no minimum or maximum number of entries allowed per batch. **General Ledger** batches are created via the Work With Journal Entries option from the **General Ledger** menu or via the **ORDER POWER!** Interface.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Work with Journal Entries** to display the *Journal Entry Processing menu* (figure 30).

```
JRL03                               Computer Solutions, Inc.
3/02/99
CSIUSER                             Journal Entry Processing
DSP108S1

Select one of the following :

    1. Enter Journal Entries
    2. Account Transaction History
    3. Enter Recurring Journals

51. AS/400 Operational Assistant

80. GL Main Menu

90. Signoff

Selection

===>
Bottom
F1=Help  F3=Exit  F9=Command Line  F12=Cancel

Copyright 1999 Computer Solutions, Inc.
Version 3.3
```

Journal Entry Processing menu (figure 30)

ORDER POWER! will not permit more than one user to concurrently update the same batch; a lock will be placed on the batch and indicated by the “locked by” field on the GL Batch Inquiry screen. The batch lock can be overridden (for example, in the event of a system crash) with the **F18** function key. However, before overriding the lock, **verify** that the batch is not currently in use otherwise, unpredictable results may occur.

The following procedures should be followed to verify that a batch is not in use:

- check with the person identified by the “locked by” field
- issue the **WRKACTJOB** command to determine if the update job is running
- issue the **WRKSBMJOB** command to determine if the job that posts the batch of entries has been submitted as that will also lock the batch.

Enter Journal Entries

To enter a new Journal Entry, you must first determine which batch to post it to. The *GL Batch Inquiry panel (figure 31)* displays all current batches and their corresponding status information. From here, you can create a new batch or list, edit, modify, and/or post an existing batch.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **ö** **Work with Journal Entries** **ö** **Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.

Pstn : _____	GL Batch Inquiry	Show Unposted
: <u>Y</u>		Show Posted :
<u>N</u>		Show Deleted
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post		Opened
: <u>N</u>		
Last Chg		
Batch Status Description Locked by Date		
_ AP-CD50037 Errors CD Journal No. AP-CD 10/20/98		
_ AP-CD50038 Errors CD Journal No. AP-CD 10/21/98		
_ ED040798-A Unedited EDI Batch Created 04 4/07/98		
8/17/98		
_ FIXENTRY Unedited reverse 10/23/98		
1/05/99		
_ GW0415982 Unedited period 3 jv's 4/15/98		
8/28/98		
_ GW042198 Errors 1299 4/21/98		
6/05/98		
_ GW042198A Unedited reversal for paychecks 6/05/98		
6/11/98		
_ GW1203982 Unedited Recurring Journal 01 12/03/98		
12/03/98		
_ MO111098 Unedited OP! Base Interface t 11/11/98		
2/01/99		
_ REGAL01 Errors Training by Stan 12/10/98		
12/10/98		
_ REGAL3 Unedited test rev 7/07/98		
7/21/98		
_ TESTQUICK Unedited check 8/18/98		
1/05/99		
_ YR2000 Unedited test 8/18/00		
1/05/99		
Bottom		
F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print List		

GL Batch Inquiry panel (figure 31)

2. Complete the following fields:

Show Unposted

Indicate whether a batch that has not been posted should appear in the list.

Y (yes) shows unposted batches

N (no) hides unposted batches

Show Posted

Indicate whether a posted batch should appear in the list.

Y (yes) shows posted batches

N (no) hides posted batches

Show Deleted

Indicate whether a deleted batch should appear in the list.

Y (yes) shows deleted batches

N (no) hides deleted batches

Status

This field indicates the current condition or the result of the last action performed on the batch. For example, a batch may be unedited, edited and found to contain errors (Errors), posted, or deleted.

Locked by

This field will display the User ID of the operator that is currently working on a batch. Multiple users cannot perform concurrent modifications to a batch; therefore, **ORDER POWER!** will place a lock on the batch and list the user ID on the screen to inform other operators.

Batch locks can be overridden in the event of a system crash during a batch update session. However, it is imperative to verify that the batch is not currently in use before overriding the lock or unpredictable results may occur and the database may become corrupt.

You can perform the following functions on a customer record:

Action	Description
2=Change	Display the <i>Batch JE Prompt panel (figure 32)</i>
4=Delete	Display the <i>Delete Verification window (figure 28)</i>
5=Display	Display the <i>Batch Display window (figure 34)</i>
6=List	Display the <i>List prompt for deleted records (figure 35)</i>
7=Edit	Print <i>JE's Batch Detail Listing</i>
8=Post	Display the Error! Not a valid bookmark self-reference.

Batch JE Add / Update

ORDER POWER! supports accrual basis accounting practices. Accrual basis accounting assumes that certain events will occur (for example, receivables will be collected and debts will be paid). Therefore, income and expenses will be accumulated (accrued) and posted to the ledger so that they appear on the financial statement(s) in the same month as they were incurred. This practice provides a true representation of a business chronological activity and eliminates potential swings in financial statements. Note, Accounts Receivable and/or Payable accruals are automatically posted to the appropriate ledgers at the time the batch is created; therefore, these batches cannot be reversed in the same manner as manual accruals.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **ö** **Work with Journal Entries** **ö** **Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.
2. Choose a batch. Type **2=Change** and press **Enter** to display the *Batch JE Prompt panel (figure 32)*.

-or-

2. Type **F6=Create** to display the *Batch JE Prompt panel (figure 32)*.

Batch JE Prompt

Batch AP-CD50037

Description CD Journal No. AP-CD50037

If you wish this batch to be automatically reversed, enter the following:

Reversal Batch

GL Effective Date

JE# Incremental Value _____ (optional)

Blanking out reversal fields will make this a regular batch.

F1=Help F3=Exit F12=Cancel

Batch JE Prompt panel (figure 32)

Batch (required)

Indicate which batch to modify. If the batch name does not exist, **ORDER POWER!** creates a new batch. **ORDER POWER!** will not create another batch with the same name. Duplicate batches are not permitted within the same company.

Description (required)

Define the contents of the batch. The description may be modified.

Reversal Batch Name

Indicate a unique batch name and **ORDER POWER!** will automatically create a batch that will back-out all accrual entries posted to the previous month (for manual accruals entered via JE Batch Entry only). This field is required when a reversal **GL Effective Date** is specified.

GL Effective Date

Indicate the date that the reversal entry(s) should be posted (effective). The **GL Effective Date** must differ from the effective date for the accrual entry and frequently reflects the month following the accrual entry. This field is required when a **Reversal Batch Name** is specified.

JE# Incremental Value

Indicates how **ORDER POWER!** should increment the journal entry number during the automatic reversal of manual accrual entries. If you do not complete this field, **ORDER POWER!** records the same JE# for the reversal batch entry that was used for the corresponding accrual batch entry.

- 3. Press **Enter** to display the *Batch JE Update panel (figure 33)*.

Batch	AP-CD50037	Batch JE Update	Debits
	300.00		
	CD Journal No. AP-CD50037		Credits
	.00		
Pstn :	_____		Opened
	10/20/98		
2=Change 4=Delete			
Seq#	Account	Debit	Credit
Check# C/W			JV# Eff Date
- 1	001-000-00100	300.00	50037 10/20/98
5			
<u>Bottom</u>			
Seq#	JV#	Eff Date	?Account
Check# C/W			
2	50038	070699	001 000 00100
C			420
Ref 2	Debit	Credit	JE Description
	242.00		CD Journal No. AP-CD50037
Ref 1			
F1=Help F3=Exit F4=?List F7=Bkwd F8=Fwd F10=Top F12=Cancel			

Batch JE Update panel (figure 33)

The Batch JE Update function lists all entries included in a batch. For each batch, all journal entries may be modified and/or new entries added. A running total of both debits and credits is maintained and reflected immediately as the batch is updated. This allows you to quickly identify whether the batch is in balance and if not, to locate potential recording errors.

This screen is composed of three different sections of activity. The top portion of the panel reflects basic information concerning the current batch (for example, batch name and description, opened date, and current debit and credit running totals).

The second portion reflects the entries that currently exist in the batch file. These entries can be modified or deleted as required. As new entries are added, they will be displayed in the update portion of the screen.

The last section is the data entry portion where new journal entries can be recorded.

3. Complete the following fields located on the third portion of the *Batch JE Update panel (figure 33)*.

Seq #

ORDER POWER! automatically increments this number to create a unique identifier for each journal entry in the batch.

JV#

Type the journal voucher number which is automatically assigned by **ORDER POWER!** during the interface.

Eff Date

Type the (**Effective**) date that the income or expense was incurred.

Account (required)

Type the **General Ledger** account number to which the journal entry will be posted.

Check#

Type the identification number from the face of the check that was issued for payment of the transaction, if applicable.

C/W

Indicates how monies were remitted

C (check) indicates a check

W (wire) indicates a wire transfer

Debit

Type the amount to be debited to the corresponding ledger account for the current transaction, if applicable. Either a debit and/or credit dollar amount must be entered.

Credit

Type the amount to be credited to the corresponding ledger account, if applicable. Either a debit and/or credit dollar amount must be entered.

JE Description

ORDER POWER! defaults to the batch description. The default value can be overridden as required. To override the default type a new description.

Ref 1 (Reference Field 1)

This field is informational only and is optional. If the journal entry is added via Accounts Payable, this field will contain the corresponding vendor number.

Ref 2 (Reference Field 2)

This field is informational only and is optional. If the journal entry is added via Accounts Payable, this field will contain the corresponding vendor name.

Journal Entry Batch Delete

When a batch is selected for deletion, the *Delete Verification window (figure 28)* is displayed to confirm the request.

Once a batch is deleted, it cannot be reactivated. A deleted batch can be listed and the basic batch information can be displayed however, no other actions can be performed on the batch.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Ö** **Work with Journal Entries** **Ö** **Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.
2. Choose a batch. Type **4=Delete** and press **Enter** to display the *Delete Verification window (figure 28)*.

Journal Entry Batch Display

When a batch is selected for display, the *Batch Display window (figure 34)* is presented which lists basic status information pertaining to the selected batch. All fields are informational only and cannot be modified on this screen.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Ö** **Work with Journal Entries** **Ö** **Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.
2. Choose a batch. Type **5=Display** and press **Enter** to display the *Batch Display window (figure 34)*.

```

Pstn : _____          GL Batch Inquiry          Show Unposted
: Y
N
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post  Show Posted :
: N
                                         Show Deleted
                                         Opened
Last Chg
  Batch      Status      Description          Locked by      Date
Date
- AP-CD50037 Errors      CD Journal No. AP-CD      10/20/98
- AP-CD50038 Errors      CD Journal No. AP-CD      10/21/98
- ED040798-A Unedited      E
- FIXENTRY Unedited      r
- GW0415982 Unedited      p
- GW042198 Errors        l
- GW042198A Unedited      A
- GW1203982 Unedited      R
- MO111098 Unedited      O
- REGAL01 Errors         T
- REGAL3 Unedited        t
- TESTQUICK Unedited      c
- YR2000 Unedited        t
                                         Batch Display
                                         Status      Unedited
                                         Batch      AP-CD50037
                                         Description CD Journal No. AP-CD50037
                                         Opened      10/20/98
                                         Posted      10/20/98
                                         Changed     3/02/99
                                         Total Debits      300.00
                                         Total Credits     .00
                                         Locked By/Ws
                                         Last Changed By/Ws CSIUSER
                                         DSP108S1
F1=Help F3=Exit F6=Create
F1=Help F3=Exit F12=Cancel

```

Batch Display window (figure 34)

Journal Entry Batch List

The list request will produce a hard copy Batch Detail Listing.

The *List prompt for deleted records* (figure 35) is displayed to determine whether deleted batch records should be printed in the report. The Batch Detail Listing can include deleted records, exclude deleted records, or print only the deleted records based upon your response to the print prompt.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Ö** **Work with Journal Entries** **Ö** **Enter Journal Entries** to display the *GL Batch Inquiry* panel (figure 31).
2. Choose a batch. Type **6=List** then press **Enter** to display the *List prompt for deleted records* (figure 35).

Pstn : _____	GL Batch Inquiry	Show Unposted
: <u>Y</u>		Show Posted :
<u>N</u>		Show Deleted
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post		Opened
: <u>N</u>		
Last Chg		
Batch	Status	Description
Date		Locked by
		Date
_ AP-CD50037	Errors	CD Journal No. AP-CD
		10/20/98
_ AP-CD50038	Errors	CD Journal No. AP-CD
		10/21/98
_ ED040798-A	Unedited	EDI Batch Created 04
8/17/98		4/07/98
_ FIXENTRY	Unedited	reverse
17/05/99		10/23/98
_ GW0415982	Unedited	period 3 jv's
8/28/98		4/15/98
_ GW042198	Errors	1299
6/05/98		4/21/98
_ GW042198A	Unedited	Aaaaaaallrighty then
6/11/98		6/05/98
_ GW1203982	Unedited	Recurring Journal 01
12/03/98		12/03/98
_ MO111098	Unedited	OP! Base Interface t
2/01/99		11/11/98
_ REGAL01	Errors	Training by Stan
12/10/98		12/10/98
_ REGAL3	Unedited	test rev
7/21/98		7/07/98
_ TESTQUICK	Unedited	check
1/05/99		8/18/98
_ YR2000	Uned	

Print deleted records *OMIT *INCLUDE,
 *ONLY, *OMIT

F1=Help F3=Exit F6

List prompt for deleted records (figure 35)

- Complete the following field:

Print Deleted Records

Indicate whether to include deleted records.

- Press **Enter** to display the *Printer Defaults window* (figure 52)
- Press **Enter** to print the **Batch Detail Listing** which appears on the following page.

JE's Batch Detail Listing

User:	Computer Solutions, Inc.				Page:
1					
Wsid: DSP108SI					Date: 3/02/99
Prog: JE03005	GL Batch Listing				Time: 15:25:34
Batch AP-CD50037	CD Journal No. AP-CD50037	Date Opened 10/20/98	Date Posted 10/20/98	Last Changed 3/02/99	By CSUSER
		Effective Date 10/20/98	Check# 5	Source Code GP	JV# 50037
Seq# 1	Account 001-000-00100	Description CD Journal No. AP-CD50037		Ref 1 1	Ref 2 KREIDMAN
				C/W	Debit 300.00
					Credit
					DeL
					Batch Status Unedited

JE Batch Editing

During batch editing, **ORDER POWER!** validates the fiscal year and account number, and determines whether all journal entries balance. Journal entries must be balanced (debits equal credits) both by journal voucher number and for the entire batch. An error listing (Batch Detail Edit Listing) will be produced and printed by sequence number within journal voucher number when any errors are detected.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Ö** **Work with Journal Entries** **Ö** **Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.
2. Choose a batch. Type **7=Edit** and press **Enter** to display the *Printer Defaults window (figure 52)*.
3. Press **Enter** to print the **Batch Detail Edit Listing** which appears on the following page.

Source Code

Source code refers to the **ORDER POWER!** function that added the journal entry to the batch file. This indicator is maintained internally and cannot be modified by the operator.

- AP** indicates the entry was added via Accounts Payable processing.
- GP** indicates that the entry was also added via Accounts Payable; however, this entry summarizes multiple transactions.
- GL** indicates that the entry was added through the manual journal entry process.
- MO** indicates the entry was added via the Mail Order Fulfillment Subledgers.

Batch Detail Edit Listing

Date: 3/03/99
Time: 9:41:09

Computer Solutions, Inc.

User: CSUSER
 Wsid: DSP108S1
 Prog: JE03007 GL Batch Detail Edit Listing
 Batch: AP-CD50037 CD Journal No. AP-CD50037

Effective	Date	Account	Debit	Date Opened	Date Last Changed	Check Source	Ref 1	Ref 2	C/W	Seq#
50037	10/20/98	001-000-00100	300.00	10/20/98	3/03/99					

**** Closed fiscal month.
 **** Company 1 Totals 300.00
 **** Company 1 totals out of balance. 300.00
 **** JV# 50037 Totals 300.00
 **** Batch AP-CD50037 Totals 300.00
 **** Batch AP-CD50037 totals out of balance.

Credit Description	Number	Code	Ref 1	Ref 2	C/W	Seq#
CD Journal No. AP-CD50037	5	GP		1		1

Balance Sheet 300.00 Profit or Loss

 # ERRORS IN BATCH #
 #####

JE Batch Posting

Batch posting is actually a *two-step process*. The first step will perform the same editing process as discussed in the previous section. The second step performs the actual posting of the batch entries. Batch posting; however, will not proceed unless the editing process finished successfully and no errors were detected.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Ö Work with Journal Entries** **Ö Enter Journal Entries** to display the *GL Batch Inquiry panel (figure 31)*.
2. Choose a batch. Type **8=Post** and press **Enter** to display the *Error! Not a valid bookmark self-reference.*

Pstn : _____		GL Batch Inquiry		Show Unposted
: <u>Y</u>				Show Posted :
<u>N</u>				Show Deleted :
2=Change 4=Delete 5=Display 6=List 7=Edit 8=Post				Opened
: <u>N</u>				
Last Chg	Batch	Status	Description	Locked by
Date				Date
	_ AP-CD50037	Errors	CD Journal No. AP-CD	
	_ AP-CD50038	Errors	CD Journal No. AP-CD	
	_ ED040798-A	Unedited	EDI Batch Created 04	
8/17/98				4/07/98
	_ FIXENTRY	Unedited	reverse	
1/05/99				10/23/98
	_ GW0415982	Unedited	period 3 jv's	
8/28/98				4/15/98
	_ GW042198	Errors	1299	
6/05/98				4/21/98
	_ GW042198A	Unedited	Aaaaaaallrighty then	
6/11/98				6/05/98
	_ GW1203982	Unedited	Recurring Journal 01	
12/03/98				12/03/98
	_ MO111098	Unedited	OP! Base In	
	_ REGAL01	Errors	Training by	
	_ REGAL3	Unedited	test rev	
	_ TESTQUICK	Unedited	check	
	_ YR2000	Unedited	test	

Posting Verification	
AP-CD50037	
CD Journal No. AP-CD50037	

F1=Help F3=Exit F6=Create F7=Bkwd F8=Print

Posting Verification window (figure 36)

3. Indicate whether to continue the posting process
 - Y** (yes) continues the posting process
 - N** (no) cancels the call to post
4. Press **Enter**. If you Responded **Y** (yes), then **ORDER POWER!** displays the *Printer Defaults window (figure 52)*.
5. Press **Enter** to print the **Batch Detail Posting List** which appears on the following page.



When a reversal batch is specified for accrual entries, both batches will be processed through the posting operation.

The **Journal Entry Batch Posting** process generates a **Batch Detail Post Listing** which will either list any errors encountered during the editing step with the following message:

```
#####  
# ERRORS IN BATCH #  
#####
```

or list the successfully posted transactions with the following message:

```
#####  
# BATCH ACCEPTABLE - POSTED #  
#####
```



Batch Detail Post Listing

JV#	Date	Account	Debit	Credit	Description	Date Opened	Date Last Changed	Check Number	Source Code	Ref 1	Ref 2	C/W	Seq#
COMPUTER SOLUTIONS, INC.													
User: CSUSER Wsid: DSP108S1 Prog: JE03007 GL Batch Detail Post Listing Batch: AP-CD50038 CD Journal No. AP-CD50038													
3808	10/21/98	001-000-00142	98.00		CD Journal No. AP-CD 50038	10/21/98	3/03/99		AP				1
3808	10/21/98	001-000-00200		98.00	AP Batch NO AWE0228				GP	111	WATERS		2
Company 1 Totals			98.00	98.00	Balance Sheet		98.00						
JV# 3808 Totals			98.00	98.00									
Batch AP-CD50038 Totals			98.00	98.00									
##### # BATCH ACCEPTABLE - POSTED # #####													

Account Transaction History

ORDER POWER! displays a chronological history of all transactions posted against a specific **General Ledger** account during a specific time period.

The report will also display the opening balance for the account and calculate the account activity and balance for each month. The account activity indicates the net change in the debits and credits while the account balance indicates the dollar value for the account at the completion of each month. The *Account Transaction History window (figure 37)* will be displayed to specify the ledger account and define the time period to be covered by the inquiry.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** \circ **Work with Journal Entries** \circ **Account Transaction History** to display the *Account Transaction History window (figure 37)*.

-OR-

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** \circ **Financial Reporting** \circ **Account Transaction History** to display the *Account Transaction History window (figure 37)*.

```
JRL03                               Computer Solutions, Inc.
   3/03/99                           Journal Entry Processing
CSIUSER
DSP108S1

Select one of the following :
1. Enter Journal Entries
2. Account Transaction History
3. Enter Recurring Journals

51.                                     Account Transaction History
80.                                     ?Account 000 001 00001
90.                                     ?From Period/Year 0199
Selectio
===> 2

F1=Help
```

Account Transaction History window (figure 37)

2. Complete the following fields:

Account (required)

Type the account number which will be validated against the GL Master List of acceptable values.

**From Period/Year
To Period/Year**

Type the range of dates to see all of the transactions which have taken place with a GL Effective date that falls within the fiscal period

Period and *year* fields must be entered in the format **NNYY** where:

NN represents fiscal periods 1 through 12 within an open fiscal year.

The period number is a range of dates predefined for each **General Ledger** company when the company is initially set up or redefined during **General Ledger** Year-End processing. See the *Company Update panel 2 (figure 7)*.

YY is the two-digit suffix of an open fiscal year (for example, **98** represents 1998).

3. Press **Enter** to display the *Account History Inquiry panel (figure 38)*.

Position To: _____	Account History Inquiry	From:	
1/01/98		To:	
001-000-00100			
12/31/98		Opening Bal:	
CASH			
84041.86			
Effective			
Date	Description	JV#	Debits
Credits			
2/24/98	Cash Posting - Payment	13147	
28.98			
2/24/98	Cash Posting - Payment	13150	
131.25			
2/24/98	Cash Posting - Payment	13150	
23.98			
2/25/98	CRM - Cash	13159	
2.50			
2/25/98	Cash Posting - Payment	13162	2.50
2/27/98	Counter - Payment	13186	500.00
2/28/98	C/D Batch No. AP-CD50014	50014	
11.39			
2/28/98	Adjusted Sales Income REC	201	1000.00
	Period's Activity		1304.40
	Balance		85346.26
3/04/98	Cash Posting - Payment	13219	59.00
3/09/98	Cash Posting - Payment	13282	3161.52
3/10/98	temp	5	100.00
More...			
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F21=Print List			

Account History Inquiry panel (figure 38)

From Period/Year

To Period/Year

This is the range of periods covered by the query as specified on the selection screen. The numeric value has been converted to the standard NN/YY (period/year) display format.

Account

This is the **General Ledger account** for which the chronological transaction history was generated. The account number was specified on the previous selection screen.

Description

This is the *description* assigned to the account number in the GL Master List.

Opening Balance

This is the *opening balance* as of the beginning of the “from” month/year. The opening balance is actually the account balance at the end of the previous month.

Effective Date

The *effective date* is the date recorded in the **General Ledger** as the date that the income or expense was incurred.

Description

This *description* field defines the individual transaction entry.

JV#

The *journal voucher number* is an identifier that is assigned to a journal entry within a batch. The JV# is automatically assigned by **ORDER POWER!** during the **General Ledger** interface and assigned manually by the operator during manual Batch JE Update.

Debits

Debits refer to the total dollar amount of the journal entry that was debited from the ledger account.

Credits

Credits refer to the total dollar amount of the journal entry that was credited to the ledger account.

Period's Activity

The period's activity refers to the net change in debits and credits for the fiscal period. Refer to the *Account History Inquiry panel (figure 38)* to compare the period's activity vs. account balance.

Period's Account Balance

Balance refers to the dollar value of the account at the conclusion of the fiscal period. Refer to the *Account History Inquiry panel (figure 38)* to compare the period's activity vs. account balance.

3. Press **F21=Print List** to display the *Printer Defaults window (figure 52)*.
4. Press **Enter** to print the *Account Transaction History* report on page 65.

Account Transaction History Report

User: ANDREA
 Wsid: GL03002P
 Prog: GL03002 Account Transaction History
 Account 001-000-00100 CASH

SUNBELT SPORTSWEAR

From Period: 2/98 To Period: 2/98 Dated From: 2/01/98 To: 2/28/98
 Effective Date JV# C/W Number Ref 1 Ref 2 Debit Credit Balance

Account	Description	Effective Date	JV#	C/W	Number	Ref 1	Ref 2	Debit	Credit	Balance
001-000-00100	CASH									84041.86
001-000-00100	Cash Posting - Payment	2/24/98	13147			35898	000002782		28.98	
001-000-00100	Cash Posting - Payment	2/24/98	13150			35910	000002782		131.25	
001-000-00100	Cash Posting - Payment	2/24/98	13150			35908	000002782		23.98	
001-000-00100	CRM - Cash	2/25/98	13159			35922			2.50	
001-000-00100	Cash Posting - Payment	2/25/98	13162			35922	000006197	2.50		
001-000-00100	Counter - Payment	2/27/98	13186			35979		500.00	11.39	
001-000-00100	C/D Batch No. AP-CD50014	2/28/98	50014					1000.00		
001-000-00100	Adjusted Sales Income	2/28/98	201					1304.40		
								1502.50	198.10	85346.26
								Period's Activity		
								Account Totals		

Financial Reporting

Financial reporting compiles and summarizes a company's financial information into standardized documents called financial reports or financial statements. Financial statements generally fall into three category types: Profit and Loss (Income) statements, Balance Sheets, and Cash Flow Reports.

ORDER POWER! can generate basic Balance Sheets and Profit & Loss Statements as well as allow a company to customize additional reports to meet the unique demands of the business. As all companies have distinct financial disclosure requirements (for example, income tax purposes, distribution to stockholders and/or lending institutions, etc.), **ORDER POWER!** has incorporated a flexible report writer for formatting financial statements. Once a report has been defined, it can be used globally to report on any company and/or consolidated group of selected companies and/or departments. **ORDER POWER!** supports an unlimited number of financial statements and formats through the use of financial statement tables.

Balance Sheets

Basic Balance Sheets consist of an Assets and Liabilities section. Totals are listed for each asset/liability type; grand totals of are printed for each section. Columns are created for the current and prior month as well as beginning of the year values and are used for trend analysis.

Profit and Loss Statements

Basic Profit and Loss statements compare the actual month's financials either to the budgeted amount or to the prior period's actuals. **ORDER POWER!** will report on any number of months within a single report. Profit and Loss reports will optionally display variance and percentage columns.

- Financial Statements include:
 - actual vs. budget for a single period and year-to-date period
 - actual vs. last year for a single period and year-to-date period
 - percentage columns with user-defined denominators
 - twelve-period spreadsheets with actual or budgeted amounts including a column for each period, and totals
 - a four-column spreadsheet - each column can include any range of fiscal periods. This allows a company to compare the results of four quarters which may span more than one fiscal year.
 - presentation quality financial reports rounded to the whole dollar
 - audit quality financials which list each account and corresponding balance to the cent (in financial statement format)
 - year-to-date detail **General Ledger** for either of two years
 - detailed **General Ledger** for any of 24 periods

General Ledger trial balance

These reports and features can be initiated from the following menu.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ◊ **Financial Reporting** to display the *General Ledger Financial Reports menu* (figure 39).

```
FSM03                               Computer Solutions, Inc.
  3/03/99
CSIUSER                             General Ledger Financial Reports
DSP108S1

Select one of the following :

    1. Account Transaction History
    2. GL Listing for a Selected Period
    3. Year-To-Date GL Listing
    4. Working Trial Balance
    5. GL Financial Statement Tables
    6. Print a Financial Statement

   51. AS/400 Operational Assistant

    80. GL Main Menu

    90. Signoff

Selection

===>
Bottom
F1=Help  F3=Exit  F9=Command Line  F12=Cancel

                               Copyright 1999 Computer Solutions, Inc.
Version 3.3
```

General Ledger Financial Reports menu (figure 39)

Account Transaction History

ORDER POWER! displays a chronological history of all transactions posted against a specific **General Ledger** account during a specific time period. (See *Account Transaction History* on page 62.)

GL Listing for a Selected Period

This **General Ledger** report displays all transactions posted to the **General Ledger** for a specific fiscal period. All accounts that had activity during the specified period are listed.

The report is sequenced by account number and then **General Ledger's** effective date.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** ◊ **Financial Reporting** ◊ **GL Listing for a Selected Period** to display the *GL for a Selected Period window* (figure 40).

FSM03
3/03/99
CSIUSER
DSP108S1

Computer Solutions, Inc.
General Ledger Financial Reports

Select one of the following :

1. Account Transaction History
2. GL Listing for a Selected Period
3. Year-To-Date GL Listing
4. Working Trial Balance
5. GL Financial Statement Tables

6. Print a

51. AS/400

80. GL Main

90. Signoff

Selection

===>_2

F1=Help F3=Exit

GL for a Selected Period

?Company 000

GL for a Selected Period window (figure 40)

2. Complete the following fields:

Company (required)

Type the **general ledger** company number to be reported on.

From Period/Year

Type the fiscal period and year to be covered by the report. The numeric value is required and must be in the format **NNYY** where:

NN represents fiscal periods 1 through 12 within an open fiscal year.

YY is the two-digit suffix of an open fiscal year (for example, **98** represents 1998).

3. Press **Enter** to display the *Printer Defaults window (figure 52)*.
4. Press **Enter** to print the **GL Listing for a Selected Period** on the following page.

GL Listing for a Selected Period

COMPUTER SOLUTIONS, INC.										
User: CSIUSER										
Wsid: GL03002P										
Company 001 GL Development Company 001										
General Ledger for a Selected Period										
For GL Period Of: 2/98 From: 2/01/98 To: 2/28/98										
Account	Description	Effective Date	JV#	C/W	Check Number	Ref 1	Ref 2	Debit	Credit	Balance
001-000-00100	CASH	2/24/98	13147			35898	000002782		28.98	84041.86
001-000-00100	Cash Posting - Payment	2/24/98	13150			35910	000002782		131.25	
001-000-00100	Cash Posting - Payment	2/24/98	13150			35908	000002782		23.98	
001-000-00100	CRM - Cash	2/25/98	13159			35922		2.50		
001-000-00100	Cash Posting - Payment	2/25/98	13162			35922	000006197	2.50		
001-000-00100	Counter - Payment	2/27/98	13186			35979		500.00		
001-000-00100	C/D Batch No. AP-CD50014	2/28/98	50014						11.39	
001-000-00100	Adjusted Sales Income	REC 2/28/98	201							
Period's Activity								1000.00	198.10	85346.26
Account Totals								1304.40	1502.50	10.00-
001-000-00103 Beginning Cash/Registrar										
001-000-00105 PETTY CASH										
001-000-00110 FUNBF CHECKING										
001-000-00110	regal custom test	REV 2/01/98	1						10.00	
001-000-00110	regal custom test	REV 2/01/98	1						20.00	
001-000-00110	regal custom test	REV 2/01/98	1						30.00	
001-000-00110	regal custom test	REV 2/01/98	1						40.00	
001-000-00110	Cash Posting - Payment	2/24/98	13134			35886	000002782	98.65		
001-000-00110	Cash Posting - Payment	2/24/98	13138			35887	000002782	39.87		
001-000-00110	Cash Posting - Payment	2/24/98	13140			35890	000002782	121.05		
001-000-00110	Cash Posting - Payment	2/24/98	13142			35894	000002782	288.67		
001-000-00110	Cash Posting - Payment	2/24/98	13147			35899	000002782	553.16		
001-000-00110	Cash Posting - Payment	2/24/98	13150			35910	000002782	550.79		
001-000-00110	Cash Posting - Payment	2/25/98	13164			35926	000002782	415.15		
001-000-00110	Cash Posting - Payment	2/26/98	13167			35946	000002782	455.65		
001-000-00110	Cash Posting - Payment	2/26/98	13169			35953	000002782	270.77		
001-000-00110	AR Post	2/26/98	13175			35954	000019745	75.00		
001-000-00110	Cash Posting - Payment	2/27/98	13181			35974	000006197	33.53		
001-000-00110	Cash Posting - Payment	2/27/98	13184			35975	000002782	256.47		
001-000-00110	Counter - Payment	2/27/98	13188			35986		500.00		
001-000-00110	AR Post	2/27/98	13196			35989	000015404	150.00		
001-000-00110	AR Post	2/27/98	13197			35994	000015412	240.00		
001-000-00110	AR Post	2/27/98	13198			30253	000002683	85.01		
001-000-00110	Recurring Journal 01	REC 2/28/98	201						50.00	
Period's Activity								3983.77	4133.77	150.00
Account Totals								4538.50	100.00	85346.26
001-000-00113 Credit Card Clearing										
001-000-00113	regal custom test	REV 2/01/98	1						15.00	
001-000-00113	regal custom test	REV 2/01/98	1						15.00	

Year-To-Date GL Listing

Similar to the **GL Selected Period Listing**, the **General Ledger Year-to-Date** report displays all the transactions posted to the **General Ledger** for an entire year. The year is determined to be the twelve-month period whose last (or ending) period/year corresponds to the operator's entry on the selection panel.

The report is sequenced by account number and then **General Ledger's** effective date.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Financial Reporting** **Year-To-Date GL Listing** to display the **Error! Not a valid bookmark self-reference**.

```
FSM03                      Computer Solutions, Inc.
3/03/99
CSIUSER                    General Ledger Financial Reports
DSP108S1

Select one of the following :

1. Account Transaction History
2. GL Listing for a Selected Period
3. Year-To-Date GL Listing
4. Working Trial Balance
5. GL Financial Statement
6. Print a Financial Statement
51. AS/400 Operations
80. GL Main Menu
90. Signoff
Selection
===> 3
F1=Help F3=Exit
```

```
YTD General Ledger Listing
?Company 000
?Thru Period/Year
F1=Help F3=Exit F4=?List F12=Cancel
```

YTD General Ledger Listing window (figure 41)

2. Complete the following fields:

Company (required)

Type the **General Ledger** company number to be reported on.

Thru Period/Year

This value defines the *last* period covered by the report and is used to calculate the twelve reporting periods.

ORDER POWER! counts back eleven periods from this entry to calculate the beginning fiscal period. All activity posted to the designated company's **General Ledger** within this year period is listed in the report.

The numeric value is required and must be in the format **NNYY** where:

- NN** represents fiscal periods 1 through 12 within an open fiscal year.
- YY** is the two-digit suffix of an open fiscal year (for example, **98** represents 1998).

3. Press **Enter** to display the *Printer Defaults window (figure 52)*.
4. Press **Enter** to print the **Year-To-Date General Ledger** which appears on the following page.



ORDER POWER! uses the company number to determine which General Ledger company's fiscal periods to display. The prompting of period entry fields is supported throughout **General Ledger Financial Reporting**.

Year-To-Date General Ledger

User: ANDREA Wsid: GL03002P Prog: GL03002 Company 003 co 003	Year-To-Date General Ledger	COMPUTER SOLUTIONS, INC.	Page: 1 Date: 3/04/99 Time: 16:36:57
Account Description 003-000-00142 UNINVOICED LIABILITY	Effective Date Through GL Period: 3/95 Ending: 5/31/94 Check	Ref 1 Ref 2 Ref 1 Ref 2	Debit Credit Balance
Period's Activity	Period's Activity	Company 3 Totals	.00 .00 .00 .00
003-000-00270 RETAINED EARNINGS	Period's Activity	Company 3 Totals	.00 .00 .00 .00
Account Description 003-000-00142 UNINVOICED LIABILITY	Date Through GL Period: 3/95 Ending: 5/31/94 Check	Ref 1 Ref 2 Ref 1 Ref 2	Debit Credit Balance
Period's Activity	Period's Activity	Company 3 Totals	.00 .00 .00 .00
003-000-00270 RETAINED EARNINGS	Date Through GL Period: 3/95 Ending: 5/31/94 Check	Ref 1 Ref 2 Ref 1 Ref 2	Debit Credit Balance
Period's Activity	Period's Activity	Company 3 Totals	.00 .00 .00 .00

Working Trial Balance

The **Working Trial Balance** produces a list of all **General Ledger** accounts and their corresponding account balances for a specific fiscal period. Total debit and credit balances are provided to quickly ascertain whether the debits equal the credits for all accounts.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Financial Reporting** **Working Trial Balance** to display the *Working Trial Balance window* (figure 42).

```
FSM03                               Computer Solutions, Inc.
3/03/99
CSIUSER                             General Ledger Financial Reports
DSP108S1

Select one of the following :

    1. Account Transaction History
    2. GL Listing for a Selected Period
    3. Year-To-Date GL Listing
    4. Working Trial Balance
    5. GL Financial Statement Tables
    6. Print a Financial Statement

51. AS/400 Oper
80. GL Main Men
90. Signoff
Selection
===> 4
F1=Help  F3=Exit

                                Working Trial Balance
                                ?Company  000
                                ?For Period/Year  0199
                                F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Working Trial Balance window (figure 42)

2. Complete the following fields:

Company (required)

Type the **General Ledger** company number to be reported on.

For Period/Year

Type the fiscal period for which the **Working Trial Balance** is created. The numeric value is required and must be in the format **NNYY** where:

- NN** represents fiscal periods 1 through 12 within an open fiscal year.
- YY** is the two-digit suffix of an open fiscal year (for example, **98** represents 1998).

Financial Statement Tables

Financial statement formats may vary depending upon the needs of the business and/or recipient. (See *Financial Statements* on page 8.) You can design, define, and store statement formats so standardized reports can be generated on request by **ORDER POWER!** Report formats are stored as financial tables. (See the *Change Budgets window* (figure 14))

Print a Financial Statement

From the *Financial Report Request panel (figure 43)*, the financial statements or reports that were defined as financial tables can be printed. Additional report format options are available to further tailor the report (for example, the type of report, comparison requirements, and optional report columns).

The generation of financial statements does not modify the database; therefore, financial statements can be printed as often as required.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Financial Reporting** **Print a Financial Statement** to display the *Financial Report Request panel (figure 43)*.

```

                                Financial Report Request
                                ?Enter the Name of the Table to be used
                                Select one of the following Reports:  _ 1. Profit & Loss
                                Percentages                               2. Profit & Loss with
                                Spread Sheet                             3. Balance Sheet
                                Four Periods                            4. Y-T-D Profit & Loss
                                If Profit & Loss Format,                  5. Profit & Loss for any
                                Select comparison to one of these:      1. Budget      Print Variance
                                Y Y/N                                   2. Last Year
                                Print Consolidated Report N Y/N      Print Detail N Y/N
                                ?From Company      000 ?To 000
                                ?From Department   000 ?To 000
                                ?For GL Period of  _____ Period/Year
                                F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Financial Report Request panel (figure 43)

2. Complete the following fields:

Enter the Name of the Table to be used (required)

Type the financial table name.

Select one of the following Reports (required)

Type the number representing one of the available reports. The report type instructs **ORDER POWER!** on how to format the report columns.

If Profit & Loss Format, Select comparison to one of these (required)

Determine whether to perform comparisons against the same period's budget or prior year's figures.

Print Variance

Indicate whether an optional variance column should be printed for Profit and Loss (P&L) statements.

- Y** (yes) prints a variance column
- N** (no) omits the variance column

Print Consolidated Report

Indicate whether to consolidate the printing of a report into a single financial statement for all companies or produce a separate statement for each company selected. *Any combination* of company/departments can be printed separately or consolidated into a single report. The company(s) and department(s) covered by this report is specified on the *Financial Report Request panel (figure 43)*.

- Y** (yes) prints a consolidated report
- N** (no) prints multiple reports

Print Detail

Indicate whether to print the statements in detail or summarized format.

- Y** (yes) prints a financial statement in detail format listing the balance, or activity, of each account number.
- N** (no) prints a financial statement in summarized format listing the total balance of all accounts within each company

From Company

To Company

Indicate which **Company(s)** to include in the report. The financial report can be run for one company or a range of companies.

Entering the same value in both the "from" and "to" fields will produce a statement for a single company while entering different values in these fields will create a list of multiple companies to report on. When multiple companies are covered by the report, **ORDER POWER!** displayed an additional screen to further refine the selection. Refer to the *Financial Report Request Select Companies panel (figure 44)*.

From Department

To Department

Indicate which **Department(s)** to include in the report. The financial report can be run for one department or a range of departments.

Entering the same value in both the "from" and "to" fields will produce a statement for a single department while entering different values in these fields will create a list of multiple departments to report on. When multiple departments are covered by the report, **ORDER POWER!** displays an additional to further refine the selection. Refer to the *Financial Report Request Select Departments panel (figure 45)*.

For GL Period of

Type the fiscal period (and year) to be covered by the current financial statement. The financial statement will report the balance and/or activity for the specified period/year.

For any report covering multiple periods (for example, Year-To-Date Profit & Loss Spreadsheets), the *GL period* defines the *last* period covered by the report and is used to calculate the twelve reporting periods.

ORDER POWER! counts back eleven periods from this entry to calculate the beginning fiscal period. All activity posted to the designated company's **General Ledger** within this year period is listed in the report.

The GL period is required and must be a numeric value in the format **NNYY** where:

- NN** represents fiscal periods 1 through 12 within an open fiscal year. The period number is a range of dates predefined for each **General Ledger** company when the company is initially set up or redefined during **General Ledger** Year-End processing. See the *Company Update panel 2 (figure 7)*.
- YY** is the two-digit suffix of an open fiscal year (for example, **98** represents 1998).

3. Press **Enter** to update the information. If you selected multiple companies then the *Financial Report Request Select Companies panel (figure 44)* will be displayed. If you selected multiple departments then the *Financial Report Request Select Departments panel (figure 45)* will be displayed.

This panel will be displayed after all other options from the previous Financial Report Request screen have been selected. **ORDER POWER!** displays all companies in the master file which fall within the selected company range. You may optionally deselect any or all the companies or include additional companies as required.

```

Financial Report Request
Select Companies

From Company 001 To 501
Pstn To :
4=Delete
  Co#  Company Name
- 001  GL Development Company 001
- 002  GL Co 002, Calendar July
- 003  Adirondack Rental
- 004  Test Company
- 005  Stan's test company
- 000
- 000
- 000
- 000
- 000
- 000
- 000
- 000
- 000
- 000

Bottom
F1=Help  F3=Exit  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel  F14=Process
Financial Report Request

```

Financial Report Request Select Companies panel (figure 44)

4. If there are any **Companies** on the screen that you would **NOT** like in the report type **4=Delete** and press **Enter** to remove the company from the list.
5. Press **F14=Process** to update the information and display the *Financial Report Request Select Departments panel (figure 45)*.

This panel All company/departments in the master file which fall within the range from the *Financial Report Request panel (figure 43)* will be displayed. You may optionally deselect any or all the company/departments or include additional companies and departments as required.

Financial Report Request			
Select Departments			
From Department 000 To 000			
Pstn To :			
4=Delete			
Co#	Dpt	Company Name	Department Name
- <u>001</u>	<u>000</u>	GL Development Company 001	Base Department
- <u>002</u>	<u>000</u>	GL Co 002, Calendar July	Dept 000
- <u>004</u>	<u>000</u>	Adirondack Rental	Testing
- <u>500</u>	<u>000</u>	Test Company	Test company
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
- <u>000</u>	<u>000</u>		
Bottom			
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F14=Process			

Financial Report Request Select Departments panel (figure 45)

- 4. If there are any **Departments** on the screen that you would **NOT** like in the report type **4=Delete** and press **Enter** to remove the company from the list.
- 5. Press **F14=Process** to update the information and display the *Financial Report Request Report Title window (figure 46)*.

```

Financial Report Request
Select Departments
From Department 000 To 000
Pstn To :
4=Delete
  Co#  Dpt  Company Name                Department Name
-  001  000  GL Development Company 001        Base Department
-  002  000  GL Co 002, Calendar July          Dept 000
-  004  000  Adirondack Rental                Testing
-  500  000  Test Company                       Test company

```

Financial Report Request Report Title window (figure 46)

8. Type the title of the table that you would like to appear at the top of the printed draft. If you would like it to be centered then center it on the line.
9. Press **F14=Process** the print the Profit & Loss Table.

Sample Financial Statements

Refer to the following pages for some examples of **ORDER POWER!** Financial Statements (for example, Profit & Loss Statements and Balance Sheets).

The ledger statement periods for net income Loss value be within disagree

```

Financial Report Request
Report Title
To print a Title on top of the Financial Statement, enter the Title on the following two lines. Each will be printed on a separate line on the report. Center the entries. Press "ENTER" when finished. Title entry is Optional.

```

General Ledger Balance Sheet

COMPUTER SOLUTIONS, INC.						
User: CSIUSER	Jan. 01, 99	Apr. 01, 99	July 01, 99	Oct. 01, 99		
Wsid: DSP80	to	to	to	to		
Prog: FS03012	Mar. 31, 99	June 30, 99	Sep. 30, 99	Dec. 31, 99		
Profit & Loss					Variance	Variance
Statement Of Income and Expenses						
SALES:						
Sales - Merchandise	0	0	0	0	0	0
Sales - Gift Certificates	0	0	0	0	0	0
Sales - Cash Discounts	0	0	0	0	0	0
Sales - Shipping/Handling	0	0	0	0	0	0
Sales - Returns	0	0	0	0	0	0
TOTAL SALES	0	0	0	0	0	0
LESS: COST OF SALES	0	0	0	0	0	0
NET SALES	0	0	0	0	0	0
EXPENSES:						
OPERATING EXPENSES	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
REPAIRS	0	0	0	0	0	0
DEPRECIATION	0	0	0	0	0	0
INSURANCES	0	0	0	0	0	0
UTILITIES	0	0	0	0	0	0
RENT	0	0	0	0	0	0
PREPAID TAXES	0	0	0	0	0	0
FREIGHT	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0
WAGES	0	0	0	0	0	0
PAYROLL TAXES	0	0	0	0	0	0
SUPPLIES	0	0	0	0	0	0
POSTAGE	0	0	0	0	0	0
ADVERTISING	0	0	0	0	0	0
TELEPHONE	0	0	0	0	0	0
PUBLIC RELATIONS	0	0	0	0	0	0
TRADE SHOWS	0	0	0	0	0	0
CONSULTING	0	0	0	0	0	0
LEGAL & PROFESSIONAL	0	0	0	0	0	0
DUES & SUBSCRIPTIONS	0	0	0	0	0	0
REPAIRS & MAINTENANCE	0	0	0	0	0	0
PAYROLL EXPENSE	0	0	0	0	0	0
TRAVEL & ENTERTAINMENT	0	0	0	0	0	0
CONTRIBUTIONS	0	0	0	0	0	0
OTHER TAXES & LICENSES	0	0	0	0	0	0
PENALTIES	0	0	0	0	0	0
401K ADMIN & CONTRIBUTIONS	0	0	0	0	0	0
BAD DEBT & WRITE OFFS	0	0	0	0	0	0
SEMINARS & TRAINING	0	0	0	0	0	0
CHARGES & FEES	0	0	0	0	0	0
OTHER TAXES	0	0	0	0	0	0

COMPUTER SOLUTIONS, INC.												
User: CSUSER					Page: 1							
Wsid: DSP80					Date: 3/05/99							
Prog: FS03009					Time: 15:33:21							
Profit and Loss with Percentages												
+-----MONTH-TO-DATE-----+-----YEAR-TO-DATE-----+												
	Actual	Pct	Last-Yr	Pct	Variance	Budget	Actual	Pct	Last-Yr	Pct	Variance	Budget
Statement Of Income and Expenses												
SALES:												
Sales - Merchandise	0	.0	0	.0	0	0	0	.0	0	.0	0	0
Sales - Gift Certificates	0	.0	0	.0	0	0	0	.0	0	.0	0	0
Sales - Cash Discounts	0	.0	0	.0	0	0	0	.0	0	.0	0	0
Sales - Shipping/Handling	0	.0	0	.0	0	0	0	.0	0	.0	0	0
Sales - Returns	0	.0	0	.0	0	0	0	.0	0	.0	0	0
TOTAL SALES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
LESS: COST OF SALES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
NET SALES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
EXPENSES:												
OPERATING EXPENSES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
SUPPLIES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
REPAIRS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
DEPRECIATION	0	.0	0	.0	0	0	0	.0	0	.0	0	0
INSURANCES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
UTILITIES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
RENT	0	.0	0	.0	0	0	0	.0	0	.0	0	0
PREPAID TAXES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
FREIGHT	0	.0	0	.0	0	0	0	.0	0	.0	0	0
MISCELLANEOUS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
WAGES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
PAYROLL TAXES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
SUPPLIES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
POSTAGE	0	.0	0	.0	0	0	0	.0	0	.0	0	0
ADVERTISING	0	.0	0	.0	0	0	0	.0	0	.0	0	0
TELEPHONE	0	.0	0	.0	0	0	0	.0	0	.0	0	0
PUBLIC RELATIONS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
TRADE SHOWS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
CONSULTING	0	.0	0	.0	0	0	0	.0	0	.0	0	0
LEGAL & PROFESSIONAL	0	.0	0	.0	0	0	0	.0	0	.0	0	0
DUES & SUBSCRIPTIONS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
REPAIRS & MAINTENANCE	0	.0	0	.0	0	0	0	.0	0	.0	0	0
PAYROLL EXPENSE	0	.0	0	.0	0	0	0	.0	0	.0	0	0
TRAVEL & ENTERTAINMENT	0	.0	0	.0	0	0	0	.0	0	.0	0	0
CONTRIBUTIONS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
OTHER TAXES & LICENSES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
PENALTIES	0	.0	0	.0	0	0	0	.0	0	.0	0	0
401K ADMIN & CONTRIBUTIONS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
BAD DEBT & WRITE OFFS	0	.0	0	.0	0	0	0	.0	0	.0	0	0
SEMINARS & TRAINING	0	.0	0	.0	0	0	0	.0	0	.0	0	0
CHARGES & FEES	0	.0	0	.0	0	0	0	.0	0	.0	0	0

User: CSIUSER		COMPUTER SOLUTIONS, INC.						Page: 1
Wsid: DSP80								Date: 3/05/99
Prog: FS03011								Time: 15:33:51
Y-T-D Profit and Loss Spread Sheet		Through Period 1/99 Ended January 31, 1999						
		NOV						Year Total
		DEC						
		OCT						
		SEP						
		AUG						
		JULY						
Statement Of Income and Expenses								
SALES:								
Sales - Merchandise	0	0	0	0	0	0	0	
Sales - Gift Certificates	0	0	0	0	0	0	0	
Sales - Cash Discounts	0	0	0	0	0	0	0	
Sales - Shipping/Handling	0	0	0	0	0	0	0	
Sales - Returns	0	0	0	0	0	0	0	
TOTAL SALES	0	0	0	0	0	0	0	
LESS: COST OF SALES	0	0	0	0	0	0	0	
NET SALES	0	0	0	0	0	0	0	
EXPENSES:								
OPERATING EXPENSES	0	0	0	0	0	0	0	
SUPPLIES	0	0	0	0	0	0	0	
REPAIRS	0	0	0	0	0	0	0	
DEPRECIATION	0	0	0	0	0	0	0	
INSURANCES	0	0	0	0	0	0	0	
UTILITIES	0	0	0	0	0	0	0	
RENT	0	0	0	0	0	0	0	
PREPAID TAXES	0	0	0	0	0	0	0	
FREIGHT	0	0	0	0	0	0	0	
MISCELLANEOUS	0	0	0	0	0	0	0	
WAGES	0	0	0	0	0	0	0	
PAYROLL TAXES	0	0	0	0	0	0	0	
SUPPLIES	0	0	0	0	0	0	0	
POSTAGE	0	0	0	0	0	0	0	
ADVERTISING	0	0	0	0	0	0	0	
TELEPHONE	0	0	0	0	0	0	0	
PUBLIC RELATIONS	0	0	0	0	0	0	0	
TRADE SHOWS	0	0	0	0	0	0	0	
CONSULTING	0	0	0	0	0	0	0	
LEGAL & PROFESSIONAL	0	0	0	0	0	0	0	
DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	
REPAIRS & MAINTENANCE	0	0	0	0	0	0	0	
PAYROLL EXPENSE	0	0	0	0	0	0	0	
TRAVEL & ENTERTAINMENT	0	0	0	0	0	0	0	
CONTRIBUTIONS	0	0	0	0	0	0	0	
OTHER TAXES & LISCENSES	0	0	0	0	0	0	0	
PENALTIES	0	0	0	0	0	0	0	
401K ADMIN & CONTRIBUTIONS	0	0	0	0	0	0	0	
BAD DEBT & WRITE OFFS	0	0	0	0	0	0	0	
SEMINARS & TRAINING	0	0	0	0	0	0	0	
CHARGES & FEES	0	0	0	0	0	0	0	
DISCOUNTS EARNED	0	0	0	0	0	0	0	

General Ledger Profit & Loss for any Four Periods

User: CSIUSER		Computer Solutions, Inc.				Page:					
Seq#	Account	Description	Effective Date	Check#	Source Code	JV#	Ref 1	Ref 2	Batch Status	Unedited	
1	001-000-00100	CD Journal No. AP-CD50037	10/20/98	5	GP	50037	1	KREIDMAN	3/02/99	CSUSER	300.00
			Date Opened	10/20/98	Date Posted	10/20/98	Last Changed	3/02/99	By	CSUSER	
			Date: 3/02/99		Time: 15:25:34		Batch Status		Unedited		

Year End Processing

ORDER POWER! permits two types of year-end closings: permanent and temporary. A permanent close (hard close) will create a copy of the **General Ledger** to a file (tape) and remove the data from the system. No additional adjustments can be posted to a permanently closed year. Totals are kept by account, by month to be used for reference but no changes can be made. However, since the ledger was copied to a backup file, the ledger could be “recovered” in extreme situations.

A temporary (soft) close simulates an actual year-end close. Balance sheet accounts are rolled over, Profit & Loss accounts are zeroed out, and retained earnings are posted to the ledger. Financial statements can be produced for the current year while the prior year is still open. Entries and adjustments may be made to the ledger for either year.

Close GL for Oldest Open Fiscal Year

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Y** **Year-End Processing** **Y** **Close GL for Oldest Open Fiscal Year** to display the *GL Year-End closing window* (figure 47).

```
GYE03                               Computer Solutions, Inc.
 3/03/99
CSIUSER                               GL Year-End Processing
DSP108S1

Select one of the following :

1. Close GL for Oldest Open Fiscal Year
2. Save Closed Year Files to
3. Display Status of Most
4. Purge All Deleted Accounts

51. AS/400 Operational A
80. GL Main Menu
90. Signoff
Selection
===> 1

F1=Help F3=Exit F9=Com

                                GL Year-End Closing
?Company  000
-or-
Close all Companies?      N   Y/N
Permanently close year?  N   Y/N
Submit Close to Batch?   N   Y/N

F1=Help F3=Exit F12=Cancel
```

GL Year-End closing window (figure 47)

Company

Type the **General Ledger** company to be reported on.

If any company being closed is set up as either a 12- or 13-period *non-calendar* fiscal year, the Setup Fiscal Period Date Ranges for the New Year panel is displayed to define new ranges of dates (periods) for the new fiscal year.

The last period for Open Year 2 will not be pre-filled and must be entered along with the period date ranges for the new year. 12-period non-calendar year reporting only defines, and shows, periods 1 through 11. 13-period non-calendar year reporting defines, and shows, twelve period date ranges.

Close All Companies?

Indicate whether to perform the year-end closing for all companies at the same time.

- Y** (yes) issues the year-end close for all companies
- N** (no) indicates only a single company will be closed with the current job. During single company year-end closing, the company being closed must be specified in the company field (above).

Permanently Close Year?

Indicate whether a permanent (hard) or a temporary (soft) closing will be performed.

- Y (yes) closes the files, adjusts the account balances, and *physically removes* the year's data from the database
- N (no) simulates the closing, adjusts the account balances, but keeps the closed year resident on the database

Submit Close to Batch?

Indicate how the job performing the close should be submitted to the job queue.

- Y (yes) submits the job to process "behind the scenes" in batch mode
- N (no) submits the job to be run interactively which freezes the terminal until the job has completed.

Save Closed Year Files To Tape

The user can archive permanently closed **General Ledger** files to a backup tape. All data will be physically removed from the system.

Closed files must exist for this feature to be performed. These files are created by selecting the permanent close option during the **Close GL for the Oldest Open Fiscal Year process**.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Y** **Year-End Processing** **Y** **Save Closed Year Files to Tape** to display the *No Closed Year GL files window* (figure 48).

```
GYE03                               Computer Solutions, Inc.
  3/03/99
CSIUSER                               GL Year-End Processing
DSP108S1

Select one
  1. Cl
  2. Sa
  3. Display Status of Most Recent Close
  4. Pur
 51. A
  80. G
  90. S

Selection
===> 2
Bottom
F1=Help  F3=Exit  F9=Command Line  F12=Cancel

                                Copyright 1999 Computer Solutions, Inc.
Version 3.3
```

No Closed Year GL files were found. A permanent
GL Year-End Close will create these files.

Press ENTER to end job

No Closed Year GL files window (figure 48)

Display Status of Most Recent Close

ORDER POWER! displays either the *Last GL Year-End Closing successful window* or the *Last GL Year-End Close terminated window* (figure 50) indicating the success or failure of the last closing procedure.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Y** **Year-End Processing** **Y** **Display Status of Most Recent Close** to display the *Last GL Year-End Closing successful window* .

```

GYE03                               Computer Solutions, Inc.
  3/03/99
CSIUSER                             GL Year-End Processing
DSP108S1

Select one of the following :

1. Close GL for Oldest Open Fiscal Year
2. Save Closed Year Files to Tape
3. Display Status of Most Recent Close
4. Purge All Deleted Accounts
51. AS/400
80. General Ledger
90. Signoff

Last GL Year-End Closing was completed successfully.
Press ENTER to continue

Selection

==> 3
Bottom
F1=Help  F3=Exit  F9=Command Line  F12=Cancel

C                               opyright 1999 Computer Solutions, Inc.
Version 3.3

```

Last GL Year-End Closing successful window (figure 49)

```

GYE03                               Computer Solutions, Inc.
  3/03/99
CSIUSER                             GL Year-End Processing
DSP108S1

Select one of the following :

1. Close GL for Oldest Open Fiscal Year
2. Save Closed Year Files to Tape
3. Display Status of Most Recent Close

Last GL Year-End Close Status Display

PROCESSING TERMINATED!!
Last close performed for Company 001 Computer Solutions,
Inc.

Close started on      1/22/99  at  13:55:31.

Sel  Type of close performed:      Permanent
===
F1=  Last close step completed:  9   Close completed - SAVE
FILES!

```

Last GL Year-End Close terminated window (figure 50)

Purge All Deleted Accounts

All **General Ledger** accounts that have had no activity and have been deleted manually can be automatically removed from the system files. A report will be produced which lists all purged account numbers and their corresponding descriptions.

Unlike other **ORDER POWER!** functions, **Purge All Deleted Accounts** does not offer you any additional selection options other than those associated with the printer requirements. Therefore, when this function is requested, the *Printer Defaults window (figure 52)* will be presented for modifications.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **Y** **Year-End Processing** **O** **Purge All Deleted Accounts** to display the *Printer Defaults window (figure 52)*.
2. Complete the panel and press **Enter** to print the Error! Not a valid bookmark self-reference. on page 1.

GL Purge Listing

Page: 1
Date: 3/08/99
Time: 10:57:24

User: CSIUSER
Wsid: GL03011P
Prog: GL03011 GL Purge Listing
GL Account Description
004-013-00209 Other Payables - Unclassified

Interface from Order Fulfillment Subledgers

ORDER POWER! contains a **General Ledger** Interface module. This module uses the PGLTRN file created by **ORDER POWER!** to produce a batch of journal entries. The batch is then edited and posted to the **General Ledger** if the batch is in balance. The **General Ledger** Interface will generate a summarized report and an optional detail entry listing.

It is strongly suggested that the General Ledger Interface be run daily to facilitate detection and correction of any unbalanced journal entries.

The interface marks the transactions in the PGLTRN file as having been posted to the **General Ledger**; however, **ORDER POWER!** does not automatically reinitialize nor purge any entries from the PGLTRN file.

1. From the **ORDER POWER! Main Menu**, select: **General Ledger** **o** **Interface from Order Fulfillment Subledgers** to display the *General Ledger Interface panel* (figure 51).


```

                                Computer Solutions, Inc.
                                General Ledger Interface

ORDER POWER! creates detailed GL Journal Entries at the time most OP!
acti-
vities occur, and a GL Journal Voucher Number (JV Number) is assigned
at that
time, to those entries.

The detail Journal Entries will now be summarized, by GL Account
Number, and
posted to the General Ledger. Please select the following:

ORDER POWER! Company Number ..... 001      Computer
Solutions, Inc.

Select transactions through date ..... 3/02/99

GL Batch Name to Assign ..... MO030299

Print detail entries before summarizing .. Y

?Select summarization level ..... 1 (1, 2, 3 or 4)

For summarization levels 3 or 4, select
day of month for summarized entries ..... 2

F1=Help  F3=Exit  F4=?List  F12=Cancel

```

General Ledger Interface panel (figure 51)

2. Complete the following fields:

Select Transactions Through Date

Type a date to indicate which transactions should be selected for processing. All transactions occurring on or before the specified date will be selected.

GL Batch Name to Assign

Specify the name **ORDER POWER!** will assign to the selected batch of transactions. Type an eight (8) character alphanumeric identifier.

Print Detail Entries Before Summarizing

Indicate whether a detailed listing of all entries should be produced prior to posting any journal entries. ***It is strongly suggested that error checking be performed prior to posting journal entries.***

- Y (yes) produces a detailed listing of all entries prior to posting journal entries
- N (no) omits a listing prior to posting

Select Summarization Level

Type a number to indicate how the selected transactions should be grouped to create the **General Ledger** journal entries for posting. The default value is set to “1” to provide you with the maximum amount of posting detail.

Summarization Levels	
1	by day, within original JV Numbers
2	by day, creating a new summarized JV
Number for each day	
3	by month, within original JV Numbers
4	by month, creating a new summarized JV
Number for each month	

It is strongly suggested that the hard copy “detail before summary” listing be printed when summarizing the transactions in order to retain a record of each individual transaction. The PGLTRN file may also be queried should a need arise to track individual transactions.

Day of Month for Summarized Entries

When a summarization by month (level 3 or 4) is selected, the day of the month must be specified. This day will be assigned as the posting day or GL effective day on which all summarized entries will be posted.

ORDER POWER! defaults this value to the current system day; however, like all *defaults*, the value may be overridden as required.

Printer Defaults

Printer Defaults		
Report Name	Listing Parameters for:	GL03002P
Number of Copies	<u>1</u>	1-255
Submit to Batch	<u>*YES</u>	*NO, *YES
Printer to Use	<u>*JOB</u>	Name, *JOB, *SYSVAL
Output Queue	<u>*JOB</u>	Name, *JOB
Library	_____	Name, *LIBL
Align Forms	<u>*NO</u>	*NO, *YES
Forms Type	<u>*STD</u>	Character value, *STD
Hold Spool File	<u>*NO</u>	*NO, *YES
Save Spool File	<u>*NO</u>	*NO, *YES
Bottom of Page Text . .	<u>*JOB</u>	_____ *JOB
Apply Changes Permanently	<u>*NO</u>	*NO, *YES
F1=Help F3=Exit F12=Cancel		

Printer Defaults window (figure 52)

1. Complete these fields, or press **Enter** to accept the displayed values:

Number of Copies

Type a number (from 1 to 255) to indicate the number of copies of the report to be produced.

Submit to Batch

Indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal or run the report interactively which locks the terminal until the report has completed.

- *YES indicates that the report will be submitted as a batch job
- *NO indicates that the report will be run interactively

Printer to Use

Indicate which printer device the report should be printed on.

- Name** a user-supplied printer identifier
- *JOB defaults to the printer set up in the jobstream
- *SYSVAL defaults to the printer identifier set up for the system

Output Queue

Indicate the name of a spool file where the report output can be stored temporarily until it is printed.

- Name* a user-supplied output queue identifier
- *JOB defaults to the output queue set up in the jobstream

Library

Indicate the name of the library where the output queue is maintained. This is an optional field.

- Name* a user-supplied library identifier
- *LIBL defaults to the library set up for the system

Align Forms

Indicate whether special forms are to be realigned before printing can begin.

- *YES the forms should be realigned

***NO** no realignment is required prior to printing

Forms Type

Indicate whether the report/output should print on a special type of form.

***STD** regular forms are used

Character value a user-supplied name representing which type of form the output should be printed on

Hold Spool File

Indicates whether the report output should be held on a spool file until physically released.

***YES** hold the output spool file

***NO** automatically release the output spool file

Save Spool File

Indicate whether the spool file should be saved at the completion of printing the report.

***YES** save the spool file

***NO** release the spool file

Print Text at Bottom of Page

Indicate text to be printed at the bottom of each page of the

***JOB** defaults to the page set up for the jobstream

Apply Changes Permanently

***YES** any default modifications become the new default values for the current report

***NO** **ORDER POWER!** will not apply any changes made during the current report run to any subsequent reports

NOTE: Defaults can be changed any time as required.



ORDER POWER!

General Ledger

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Y2K tip:

ORDER POWER! assumes the 100-year time span from January 1, 1980 through December 31, 2079.

Throughout *ORDER POWER!*, if you enter a year greater than 80, the century used is 19. Otherwise, the century prefix is assumed to be 20.

When the year (YY), month (MM), and day (DD) are all zero, the century is also zero.