DDMSPLUS®: General Ledger

Updated April 2024

Contents
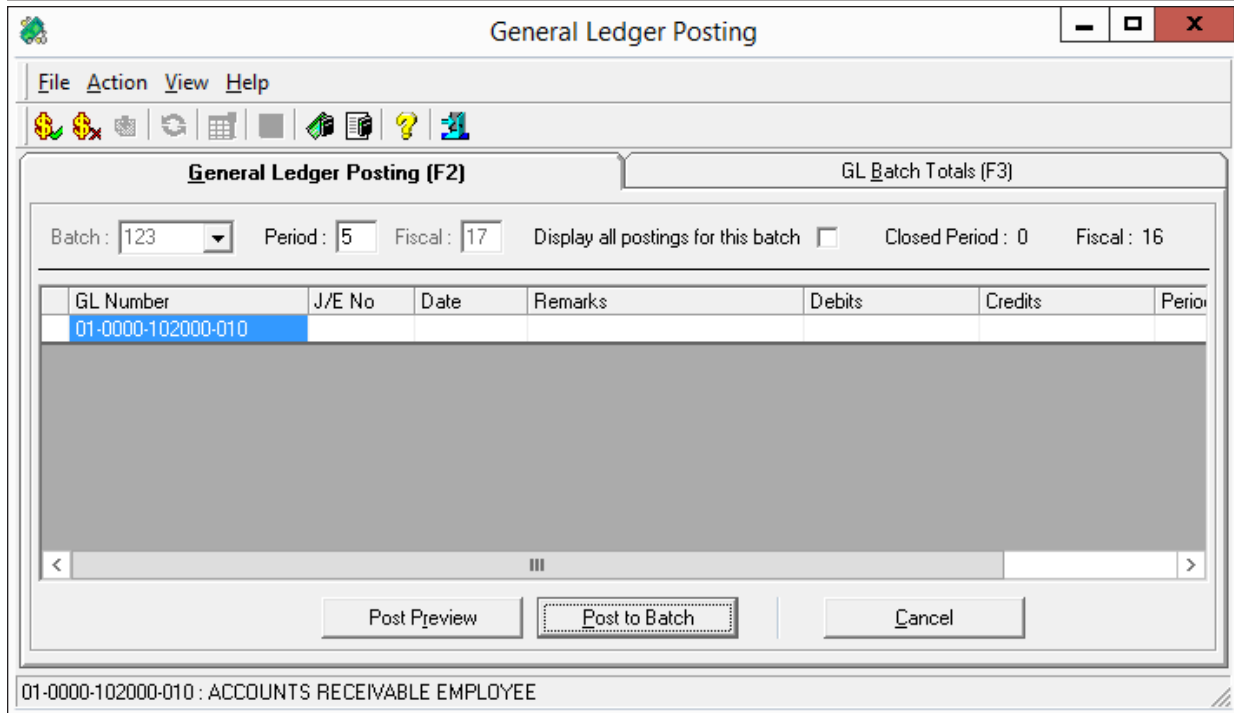
About General Ledger

General Ledger (G/L) is the core of financial applications in your system. It maintains the records of your company's financial transactions. It is an information system that stores, measures, processes, and communicates financial information.

Note: See the G/L Flow of Information Through Batches flow chart later in this handout.

Navigating General Ledger

Each tab in General Ledger Posting window has its own unique tool bar.

General Ledger Posting (F3)

GL Batch Totals (F3)

Setting Up General Ledger for First-Time Use

You must set up and maintain your journal files before going live on General Ledger. Please check the following:

- G/L files from previous years should be listed in the (LJ1) General Ledger Archive Parameters screen

- A/R journal files must be set up in the (LA4) A/R Journals Parameters screen

- A/P journal files must be set up in the (LC1) A/P Journals Parameters screen

- P/O Entry journal files must be set up in the (LF2) P/O Journals Parameters screen.

In your general ledger flow, all of your business periods from last year are open to posting. Previously, only periods 12 and 13 were open to posting. To resume the previous G/L flow, first set your passwords in the General Ledger Close Period Passwords Parameters boxes. Then, go to the new Close G/L Period dialog box and close period 11 of the last fiscal year.

About Setting Up G/L Parameters

General Ledger parameters determine the default accounts used for your accounting functions, set up the standard chart of accounts, and govern how general ledger procedures are handled. You also use these parameters to assign passwords to general ledger procedures. This lets you control who can utilize the different functions in your general ledger.

Preset parameters are provided for location 1. This means that even if you make no changes to the parameters, you can use the system. However, you may determine that one or more of the preset parameters needs to be changed to best suit the needs of your business, or that you need to set up additional locations.

Before you begin using general ledger, view the preset parameters in the following text-based screens:

- (L2) G/L Master Numbers screen

- (LJ) General Ledger Parameters screen

- (LJ1) General Ledger Archive Parameters screen.

The general ledger parameters in the (L2) screen determine the default accounts used for accounting functions. These account numbers are used for system-generated postings and the defaults for manual postings.

The preset options in the (L2) screen are set up for the default chart of accounts that is included with your system. If you modify or replace the chart of accounts, you must change the parameters in this screen accordingly for your G/L application to function properly. You also set the default business period, the auto-posting option, and the default fiscal year in the (L2) screen. (You can also set the Auto Post parameter in the graphical General Ledger General Configuration Parameters.)

The parameters in the (LJ) screen govern how general ledger procedures are handled.

The parameters in the (LJ1) screen let you specify the previous year's file names. As part of the year-end process, you must rename the previous year's CHARTFILE, BUDGETFILE, and GL-MASTER files. However, to post or inquire on a previous fiscal year, you must designate where this information is stored or archived by entering previous year's file names.

There are also parameters in the Parameter Editor window (graphical). In the General Ledger parameters, you set parameters for responsibility centers, G/L master numbers, and G/L departments. General Ledger General Configuration parameters let you set Auto Post and various other G/L parameters. You can also set passwords for the Close G/L Periods feature.
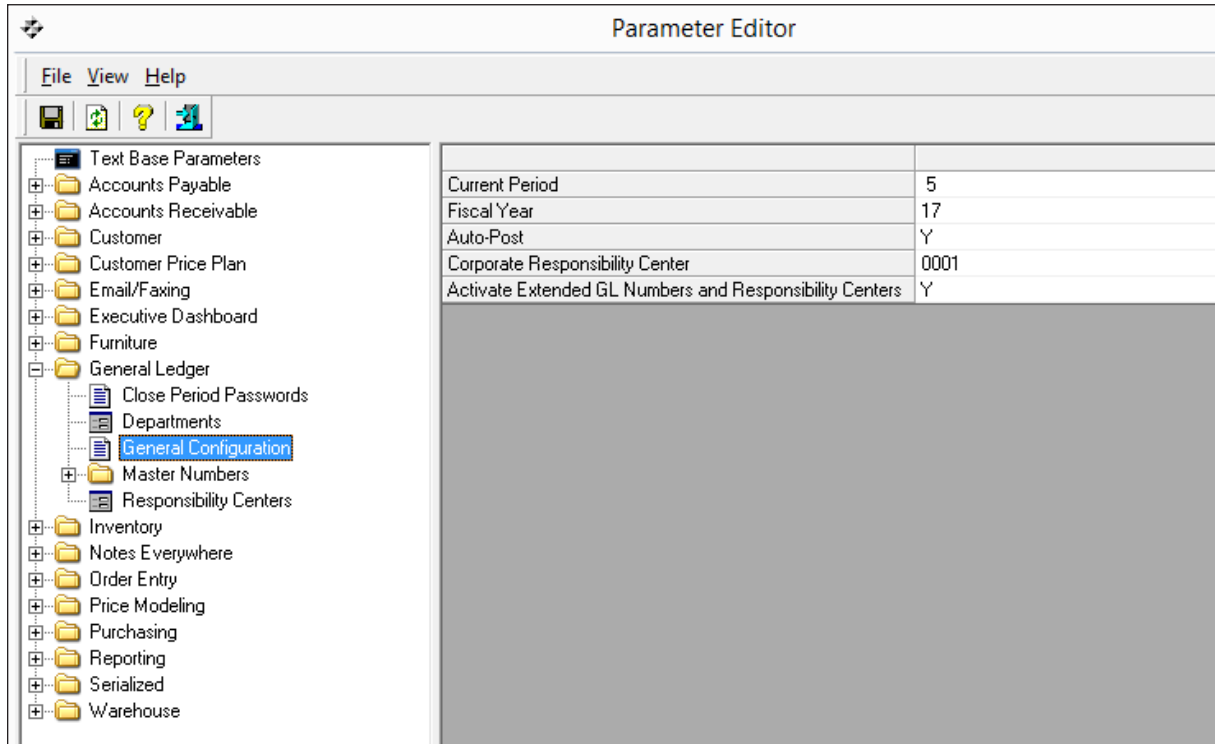
Note: Some of these features are not included in all software packages and may require authorization. For more information, contact ECI sales.

Setting the G/L Parameters

1.   From the Main Menu, double-click .

2.   From the Keyop Menu, double-click .

3.   From the Parameter Editor window, double-click General Ledger.

4.   Click the function for which to set parameters. For example, to set General Configuration parameters, click General Configuration and complete the boxes shown in the right hand side of the window. For more information on the parameters, see your online help.

5.   When you finish making changes, click to save your changes or when you exit the Parameters screens, you are prompted to save your changes.

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Setting the Closing G/L Periods Passwords

We recommend you set passwords for the G/L Close Period feature before using it.

1. From the Main Menu, double-click Keyop Menu .

2. From the Keyop Menu, double-click Parameters .

3. From the Parameter Editor window, double-click General Ledger.

4. Click Close Period Passwords.

5. In the Close G/L Period Password text box, enter a password. If you enter a password in this box, you are prompted for this password when making a change to a closed business period.

6. In the Post to Closed Period Password text box, enter a password. If you enter a password in this box, you are prompted for this password when trying to post to a closed fiscal period. This applies to G/L posting, A/P posting, voiding checks, the (W) [A] Print G/L Batch function, the (W) [E] Build Cost of Goods Sold Batch function, the (W) [F] Print Allocation Batches function, and using the (QR) [D] Print Checks function. When posting to a closed period, a warning message appears when performing any of these functions.
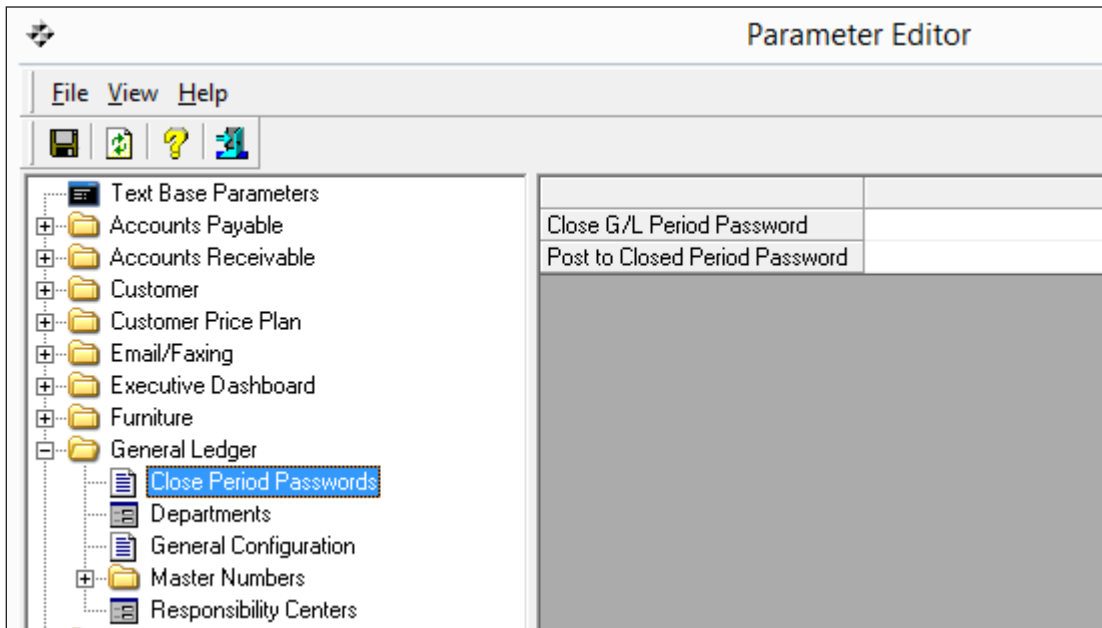
7. When you finish making changes, General Ledger and Close Period Passwords now appear in bold in the Parameter Editor window. Click to save your changes or when you exit the Parameters screens, you are prompted to save your changes.

Chart of Accounts

You use the Chart of Accounts Master window to view totals by business period. In this window, you can set up your G/L chart of accounts or make changes to current chart of accounts. From this window, you can access Chart of Accounts History, G/L Posting History, Special Functions, and Journal Allocations. You can also edit categories and subcategories and use the G/L close period function.
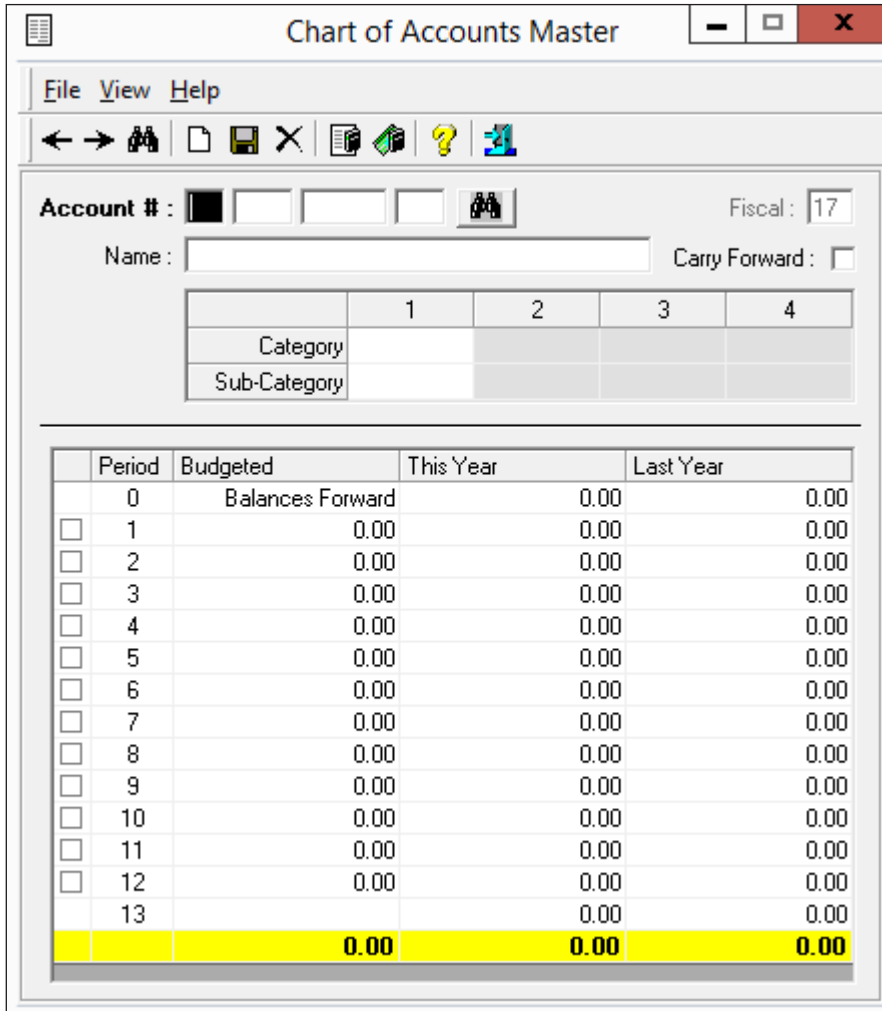
Summary Accounts

Summary accounts are special accounts that calculate totals within General Ledger. There are three types of summary accounts:

- Book summary accounts (for each book account)

- Major summary accounts (for each major account)

- Summary accounts for all locations.

These accounts are used to show account balances when you inquire or request reports.

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Book Summary Accounts have the digits 00 in both the major and minor positions. For example, the book summary account for the book, Assets, in the default chart of accounts is 01-100-00.

Major Summary Accounts have the digits 00 as the minor (the last two digits of the account number). For example, the major summary account for Cash in the default chart of accounts is 01-101-00.

Summary Accounts for all locations have the digits 00 as the location number (the first two digits of the account number). If you have more than one location, create a summary chart of accounts for all locations. Each account in a summary chart of accounts contains the grand totals of all general ledger locations. For example, the summary cash account 00-101-00 contains the total of this major cash account for all locations.

Note: To create a summary chart of accounts, copy your chart of accounts to location 00. No postings can be made to summary accounts. These accounts are updated automatically.

Adding an Account
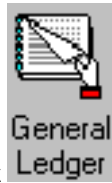
1. From the Main Menu, double-click ![General Ledger icon].
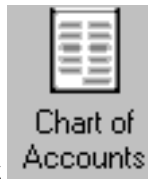
2. In the General Ledger menu, double-click ![Chart of Accounts icon].

3. In the Chart of Accounts Master window, you can set up your general ledger chart of accounts or make changes to current chart of accounts. To add a chart of accounts, click ![icon].

4. In the Account # box, enter the account number and press Enter. (To move through the boxes in this window, you can use your mouse to click the box or press Tab.)

5. In the Name box, enter the name for this account.

6. Click the Carry Forward box to use this account's ending balance for the year as the account's beginning balance for the next year. If an account is marked to carry forward the balance, the ending balance for the previous year is automatically used as the beginning balance for the next year when the year-end procedure for the G/L database is performed.

Note: You should carry forward the balance on accounts such as assets, liabilities, and net worth. You should not carry forward the balance on profit and loss accounts such as sales, cost of sales, expenses, and miscellaneous income.

7. Next, you must assign a category. (To print this account or financial statements, it must have a category assigned to it.) Click the Category box. Use the drop down arrow to select a pre-defined category. For more information on the categories, refer to the heading **Categories for Chart of Accounts**.

8. After you assign a category, you can assign a subcategory. Subcategories are pre-defined and are based on the category that you selected. For more information on the subcategories, refer to the heading **Subcategories for Chart of Accounts**.
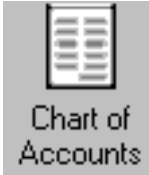
Note: You cannot assign subcategories to summary accounts, 01-101-00 or 01-100-00, for example.

9. In the Budgeted boxes, you can change the budgeted amounts for each period.
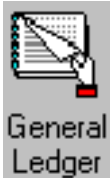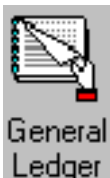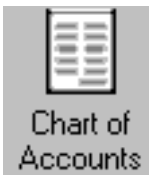
Note: Totals cannot be changed in the window, only the budgeted amounts.

10. When you finish, click .

Changing an Account

1. From the Main Menu, double-click .

2. From the General Ledger menu, double-click .

3. In the Chart of Accounts Master window, you can set up your general ledger chart of accounts or make changes to current chart of accounts. In the Account # box, you can enter the account number or click to search.

4. After you retrieve the account, make the necessary changes.

5. When you finish, click .

Deleting an Account

1. From the Main Menu, double-click .

2. From the General Ledger menu, double-click .

3. Retrieve the account as you normally would.

4. Click .

5. Enter the password from the Delete field in the text-based (LJ) screen.

6. Click OK. The account is deleted.

Categories for Charts of Accounts

Your system has default categories assigned however, you can change these default categories, as needed. Categories are pre-defined as well as pre-assigned. Simply click the drop down arrow in the Category box and select a category for this account. As you can see in the figure below, balance sheet accounts start with the letter B and profit and loss statements begin with a P.
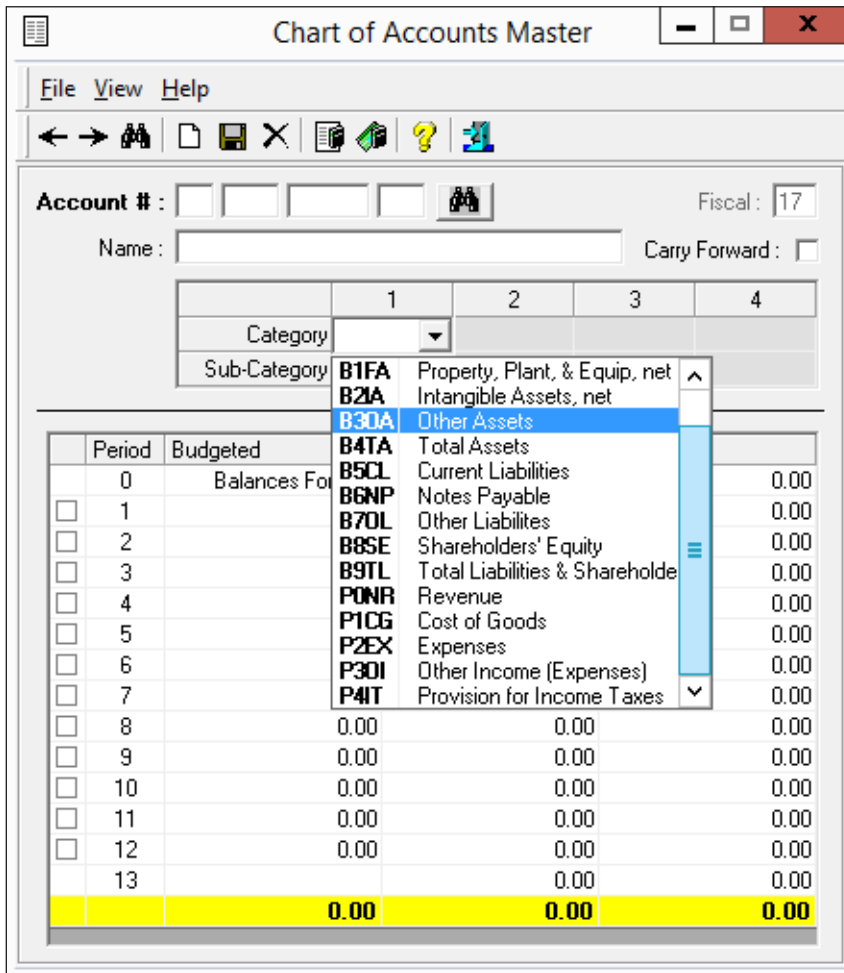
You can make changes to categories and subcategories.

1. From the Chart of Accounts Master window, click View then select Category.

2. Search for the category or subcategory to change.

3. Highlight the text to make your changes.

Subcategories for Chart of Accounts

You can assign subcategories to your chart of accounts. These subcategories are pre-defined and are based on the category that you selected. For example, since we selected Current Assets as the category, only subcategories of Current Assets are listed.

Simply click the drop down arrow in the Sub-Category box and select a subcategory for this account.
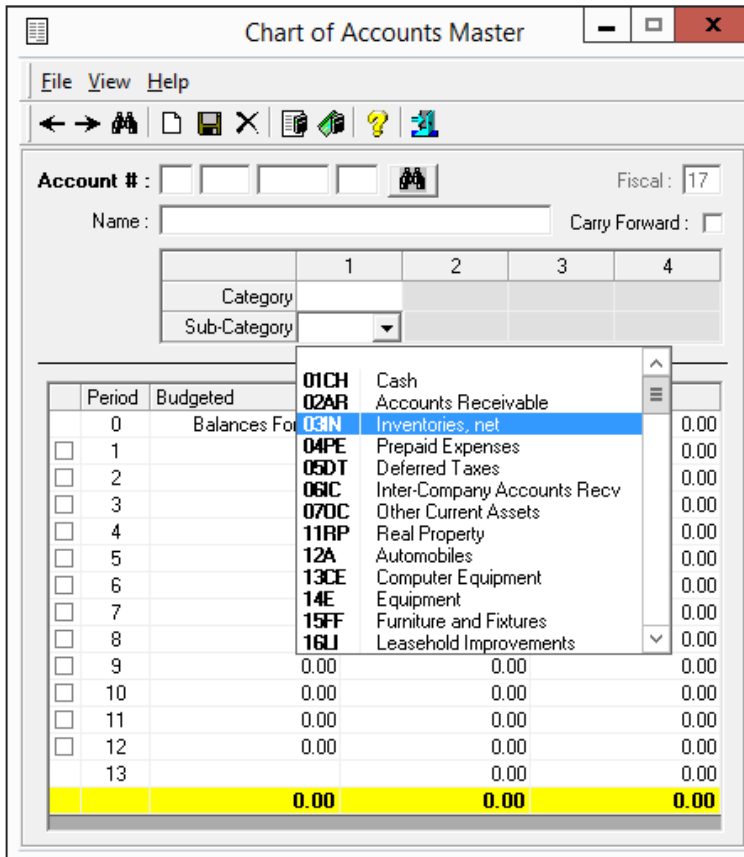
About Closing G/L Periods

The Close G/L Period feature lets you complete or close a business period. Once this is done, you cannot release a batch to the closed period. However, you can reopen the period and post to that period or any period afterward.

With this feature, you can post as far back as period one of the prior fiscal year, if that period is open and comes after the closed period. Because you now have the flexibility to go back to any period in the last year, you can close out your year on December 31. However, you cannot post back two or more prior years.

When printing a G/L Batch using the text-based (W) [A] Print G/L Batch function, if any postings for a closed fiscal period are in a batch, that batch doesn't release. Once a period is closed, entries can be made to the batch for closed periods, however they cannot be released unless that period is reopened. If there are mistakes, the adjustments must be made and released with that period reopened.

Note: ECI recommends that you do not have more than one period with the same number open at the same time even if they are in different years. For example, it is recommended that you do not have period 01 open for 2007 at the same time you have period 01 for 2008 open.

You can also add new chart of account records to the journalized CHARTFILE for the prior fiscal year. Many times, your accountant might give you new G/L account numbers to put in the prior year after the end of a fiscal year.

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This feature applies to G/L posting, A/P posting, voiding checks, the (W) [A] Print G/L Batch function, the (W) [E] Build Cost of Goods Sold Batch function, the (W) [F] Print Allocation Batches function, and using the (QR) [D] Print Checks function. When posting to a closed period, a warning message appears when performing any of these functions.

Remember: Month-end procedure files do not close the period. You must manually close the period.

You can set passwords for this feature in the General Ledger Close Period Passwords Parameters. ECI recommends setting these passwords before using this feature.

Note: Text-based Accounts Payable and General Ledger work as before.

How the Close G/L Period Feature Affects Other Modules
Anytime you use a closed period in any of the following functions, you are prompted for the Post to Closed Period Password:

- General Ledger posting

- Accounts Payable posting

- Voiding Checks in Accounts Payable

- Paying A/P Invoices with Hand Written Checks

- Specifying A/P Batch Information

- Building a Cost of Goods Sold batch using the text-based (W) [E] function

- Printing Allocation Batches using the text-based (W) [F] function

- Printing checks or A/P deposits using the text-based (QR) [D] function

- Printing the G/L Batch Report (a warning message prints on the report)

- Releasing G/L Batches (a warning message prints on the report).
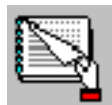
Closing Period 11
You should close period 11 of the last fiscal year.

1. From the Main Menu, double-click , then double-click .

2. From the Chart of Accounts Master window, click View then select Close G/L Period.

3. If you set up passwords in the General Ledger Close Period Passwords Parameters boxes, you must enter the password to continue.

4. In the Close G/L Period dialog box, close the period. For example, if it is fiscal year 07, enter 11 in the Period box and 06 in the Fiscal box and close the period. For complete instructions, see the heading **Closing G/L Periods**.

Edit Prior Year Chart of Accounts

You now have the flexibility to create new records or edit records in the previous year's chart of accounts. Even if you've closed the prior year, you can go into that year's chart of accounts and modify records or create new ones. However, you can only modify the previous year, not two or more years.

1. In the Chart of Accounts Master window, click View then select Edit Prior Year.

2. The Chart of Accounts Master window displays the words Prior Year in red on the left side of the window. You can now change records in the previous year's chart of accounts. You can also add a new record, if needed. If you need help with the boxes in this window, see your online help.

3. When you finish making changes, click to save your changes then close this window. When you reopen the Chart of Accounts Master window, you are now back to the present year's files.

Using the Close G/L Period Dialog Box

In this dialog box, you can close a business period or view a log file of previously closed periods. This dialog box displays a log file of previously closed business periods.
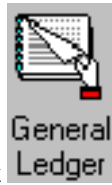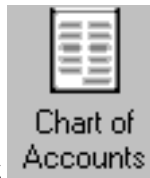
1. From the Main Menu, double-click .

2. In the General Ledger menu, double-click .

3. From the Chart of Accounts Master window, click View then select Close G/L Period.

4. If you set a password in the General Ledger Close Period Passwords Parameters, you are prompted to enter a password. Enter the password and click OK.

5. The Close G/L Period dialog box opens. In this dialog box, you can close a business period or view previously closed periods. First in this window are the Current Closed Period boxes. The Period box contains the current closed period. This information is for display only. Likewise, the Fiscal box contains the current closed fiscal year. This information is for display only.

Closing the G/L Period

1. When you open this dialog box, the cursor is in the New Closed Period box. In this box, enter the number of the period to close and press Tab.

2. In the Fiscal box, enter the fiscal year for the period you are closing.

3. Use the Reason box to enter the reason for closing the period. You must enter a reason to continue. This information displays in the Reason box below when you view closed periods.

4. Click OK.

    To not close the period, click Exit.

Viewing Closed G/L Periods

In the Close G/L Period dialog box, you can view a log file of previously closed business periods. You can set limits by which to view. You can set limits in the Date From/To boxes and the Type From/To boxes.

To set limits by date:

1. In the Date From box, enter the beginning date range to use to set limits.

2. In the Date To box, enter the ending date range to use to set limits. Go to **Step 3**.

To set limits by type:

1. In the Type From box, enter the beginning type range to use to set limits.

2. In the Type To box, enter the ending type range to use to set limits.

3. After you select limits, click Show Results. The log files are displayed.

    The Date box displays the date this period was closed and this log file was created.

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The Time box displays the time this period was closed and this log file was created.

The Type box displays the type for this log file. Types include:

- • A indicating that this log was created when adding a chart record

- • C indicating that this log file was created when closing a business period

- • D indicating that this log file was created when deleting a chart record.

The Reason box displays the reason the period was closed. This information is specified in the Reason box (above) when closing the period.

The Current box displays the period that was closed when this log file was created.

The Previous box displays the previous period that was closed when this log file was created.

The User box displays the order-writer number for the person who closed this period and created this log file.

4. To set a different set of limits by which to view, click Clear Limits. Then reset your limits.

5. To print the log file results, click Print.

6. When finished, click Exit.

Posting to a Closed Period

When posting to a closed period, you must enter the Post to Closed Period Password. As explained above, you are prompted for this password in different applications when posting to a closed period. Below is an example using general ledger posting; however, you also have to enter this password when posting in Accounts Payable if you selected a closed period, and so on.
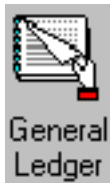
1. In the Main Menu, double-click .

2. In the General Ledger Menu, double-click .

3. The General Ledger Posting window opens. Use the drop down arrow in the Batch box to select the batch for which to post and press Enter. If you are posting to a permanent batch, a warning message appears.

4. Enter information in the boxes as you normally would. After entering the information to post, press Enter.

5. A warning message that you are posting to a closed period appears. Click OK.
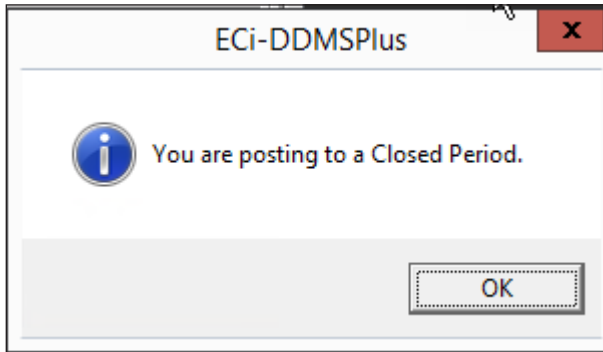
6. The You Are Posting to a Closed Period dialog box opens. Enter the Post to Closed Period Password and click OK.

Note: You are prompted for this password when performing any of the following functions: A/P posting, voiding checks, the (W) [A] Print G/L Batch function, the (W) [E] Build Cost of Goods Sold Batch function, the (W) [F] Print Allocation Batches function, and using the (QR) [D] Print Checks function.

7. Once you've posted to a closed period, you cannot release it to a batch. To perform the (W) [A] Print G/L Batch function and release the batches, you must reopen the period. After performing the (W) [A] function, you must close the period again. Follow the steps below to reopen and close the period.

Reopening and Closing the Period

In the following example, we just posted to Fiscal 06 Period 09 (closed period) and the current period is Fiscal 06 Period 11. Now, open the period then close it again.

1. To open the period, go to the Close G/L Period dialog box.
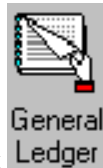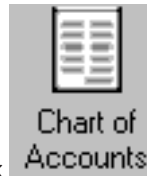

1.1 From the Main Menu, double-click General Ledger.

1.2 From the General Ledger Menu, double-click Chart of Accounts.

1.3 From the Chart of Accounts Master window, click View then select Close G/L Period.

1.4 If you set up passwords in the General Ledger Close Period Passwords Parameters boxes, you must enter the password to continue.

2. In the Close G/L Period dialog box, open the period so that batches can be released.

2.1 To open the closed period, enter 08 in the New Closed Period box. Press Tab. (Now, every period previous to and including period 08 is closed.)

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2.2   In the Fiscal box, enter the fiscal year 06.

2.3   You must enter a Reason in the Reason box.

2.4   Click OK. Now, you can release batches using the (W) [A] function. For more information on releasing batches, see your online help.

3.   To close the period again and resume the previous G/L flow, go back to the Close G/L Period dialog box.
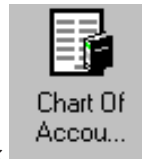
3.1   In the New Closed Period box, enter the number of the period to close. In this example, enter period 11 and press Tab.

3.2   In the Fiscal box, enter the fiscal year for the period you are closing. In this example, enter 06.

3.3   You must enter a Reason in the Reason box.

3.4   Click OK. Now, the period and fiscal year are current. The current in this example being Fiscal 06 Period 11.

Viewing Chart of Accounts History

The Chart of Accounts History window lets you view detailed posting information. You can access the Chart of Accounts History window in three ways.
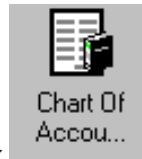
1.   From the General Ledger menu, click .

2.   In the Chart of Accounts History window, select the master journal by using the drop down arrow in the Master Journal box.

3.   Click the Account # box to enter the account number to view or query by clicking 🔍.

4.   You can view the following information: account name, period, budgeted amount, this year and last year amounts.

Use Chart of Accounts Special Functions

In the Chart of Accounts Special window, you can select accounts to change, copy, delete, reset totals, transfer, or zero balances. (These functions were previously performed in the (+J) Special Chart of Accounts screen.)

Changing Accounts in the Chart of Accounts Special Window

In the Chart of Accounts Special window, you can select accounts to change, mass change, mass inquiry, copy, delete, reset summaries, transfer, or zero balances.

1.   To access the Chart of Accounts Special window, from the Chart of Accounts Master window, click View then select Special Functions.

2.   To change an account, use the drop down arrow in the Action box to select Change.

3.   In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. Enter the account numbers or click 🔍 to query.

     continue to next page

4. Enter the Fiscal year, if needed.

5. In the Budget % box, you can increase or decrease the budget amounts by a specified percentage. Enter the percentage by which to increase or decrease the budgeted amounts.

6. Click Review to view accounts. The information that you specified appears in the bottom portion of the screen.

7. Click Select All or Deselect All at the bottom of this window to select or deselect the information to change. You can also click the check boxes at the far left to select or deselect an account.

8. After you mark the accounts to change, click Execute.

9. At the Are You Sure You Want to Change message, click OK.

Copying Accounts in the Chart of Accounts Special Window

Copying accounts copies all the account information to the selected account. You can use this function to create a new location. (You can only copy to a new account. If you attempt to copy to an account that already exists, the information appears in red with a warning that the account already exists.)

1. From the Chart of Accounts Master window, click View then select Special Functions.

2. To copy an account, use the drop down arrow in the Action box to select Copy Records.

3. In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. In the From Account box, enter the account numbers or click 🔍 to query.

4. In the To Account box, enter the new account number to which to copy.

5. Enter the Fiscal year, if necessary.

6. Click Review to view accounts. The information that you specified appears in the bottom portion of the window.

7. Click Select All or Deselect All at the bottom of this window to select or deselect information to copy. You can also click the check boxes at the far left to select or deselect an account.

8. After you mark the accounts to copy, click Execute.

9. The Are You Sure You Want to Copy Records dialog box opens. Click OK.

Deleting Accounts in the Chart of Accounts Special Window

1. From the Chart of Accounts Master window, click View then select Special Functions.

2. To delete an account, use the drop down arrow in the Action box to select Delete.

3. In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. Enter the account numbers or click 🔍 to query.

4. Enter the Fiscal year, if necessary.

5. Click the Review button to view accounts. The information that you specified appears in the bottom portion of the window.

6. Click Select All or Deselect All at the bottom of this window to select or deselect information to delete. You can also click the check boxes at the far left to select or deselect an account.

7. After you mark the accounts to delete, click Execute.

8. The Are You Sure You Want to Delete dialog box opens. To delete the selected accounts, click OK.

Resetting Chart of Accounts Totals

When accounts are added to or deleted from your chart of accounts, or if your general ledger does not balance, you must reset the chart of accounts.

Note: ECI recommends that you reset chart of accounts totals before year-end.

1. From the Chart of Accounts Master window, click View then select Special Functions.

2. To reset an account, use the drop down arrow in the Action box to select Reset Summaries.

3. In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. Enter the account numbers, or click 🔍 to query.

4. Enter the Fiscal year, if necessary.

5. After you mark the accounts to reset, click Execute.

6. The Are You Sure You Want to Reset Summaries dialog box opens. To reset the selected accounts, click OK.

Transferring Accounts in the Chart of Accounts Special Window

Transferring accounts moves all account information to the selected account. The original account no longer exists.

Note: You can only transfer to a new account. If you attempt to transfer information to an account that already exists, the information appears in red with a warning that the account already exists.

1. From the Chart of Accounts Master window, click View then select Special Functions.

2. To transfer an account, use the drop down arrow in the Action box to select Transfer.

3. In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. In the From Account box, enter the account numbers or click to query.

4. In the To Account box, enter the new account number to which to transfer.

5. Enter the Fiscal year, if necessary.

6. Click Review to view accounts. The information that you specified appears in the bottom portion of the window.

7. Click Select All or Deselect All at the bottom of this window to select or deselect information to transfer. You can also click the check boxes at the far left to select or deselect an account.

8. After you mark the accounts to transfer, click Execute.

9. The Are You Sure You Want to Transfer dialog box opens. Click OK.

Clearing G/L Balances (Zero Records)

When you copy a chart of accounts, information from all of the boxes in the Chart of Accounts Master window is copied. This includes carry forward amounts and balances from the Budgeted, This Year, and Last Year columns. However, this information may not pertain to all of these locations. If this is the case, you can zero out any amounts in the chart of accounts for the new location.

Note: Before you zero records, you should copy the files GL-MASTER and CHARTFILE to protect against accidental deletions.

1. From the Chart of Accounts Master window, click View then select Special Functions.

2. To clear an account balance, use the drop down arrow in the Action box to select Zero Records.

3. In the From Account and To Account boxes, you can limit the modifications or inquiries to records within a particular range. Enter the account numbers or click to query.

4. Enter the Fiscal year, if necessary.

5. To zero records for the current year, click Current Year.

6. To zero records for last year, click Last Year.

7. To zero records for budget, click Budgets.

8. Click Review to view accounts. The information that you specified appears in the bottom portion of the window.

9. Click Select All or Deselect All at the bottom of this window to select or deselect information to clear. You can also click the check boxes at the far left to select or deselect an account.

10. After you mark the accounts to clear, click Execute.

11. The Are You Sure You Want to Zero Records dialog box opens. Click OK.

Posting to General Ledger

Transactions are posted to G/L in the General Ledger Posting window. Balances from A/R, A/P, and Payroll automatically post to G/L if the Auto Post feature in the (L2) screen is set to Y. However, manual adjusted monthly accruals are posted in this screen.

There are three types of postings: automatic, manual, and permanent.

Posting to a manual batch is a simple process. The posting is automatically sent to the GL-BATCH file and is released when you release batches with the G/L Batch Report. When you have recurring entries that are posted periodically, post them to permanent batches.

In the General Ledger Posting window, you can preview your postings, post to batch, enter batch total information, reverse a permanent batch, or export your postings to a file. You can specify which information to display by selecting grid options.
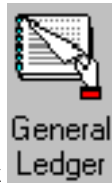
1. From the Main Menu, double-click .

2. In the General Ledger menu, double-click .

3. The General Ledger Posting window opens. Use the drop down arrow in the Batch box to select the batch for which to post. You can post to a new batch or continue posting to an existing batch.

    To display all postings that exist in a batch that hasn't been released, check the Display All Postings for This Batch box and press Enter. All the postings display and the totals appear at the bottom of the window.

Note: When selecting a batch number, remember that batch numbers 8800-9999 are system generated numbers.

3.1 Press Tab to move to the GL Number box. Use the boxes in this window to post to G/L. In the General Ledger Posting tab, you can post to the batch, change the posting, delete a posting, or preview the posting. You can also change or reverse a permanent batch.

You can enter an account number in the GL Number box or click to query.
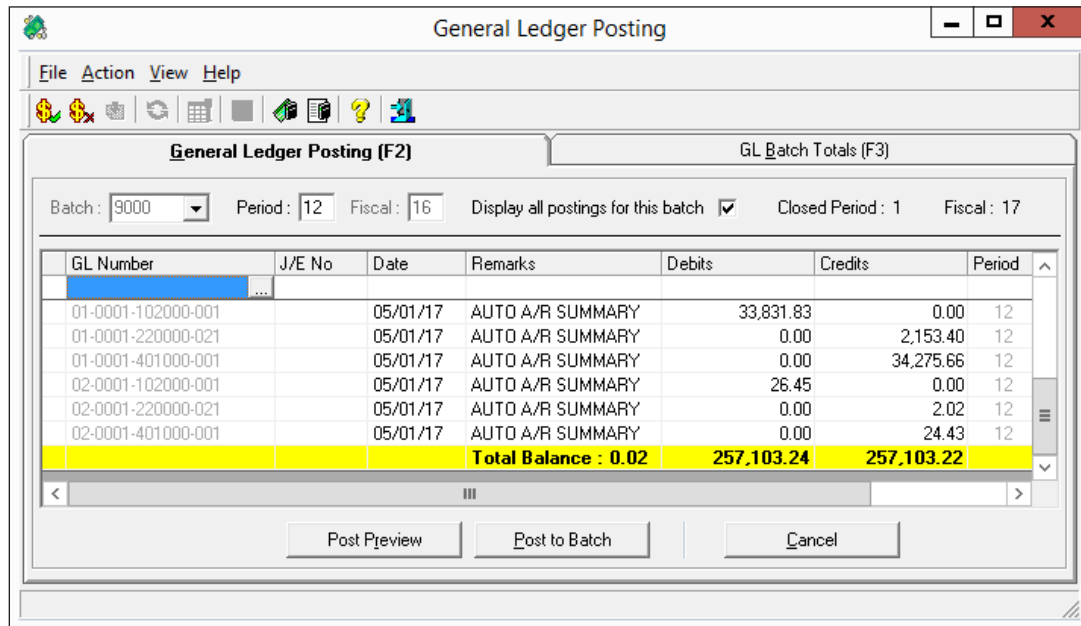
3.2 In the J/E No box, enter the journal entry number.

3.3 In the Date box, change the date if necessary. The displayed date is the system date.

3.4 In the Remarks box, enter any remarks for this entry.

3.5 Press Tab to move to either the Debits box or the Credits box. Enter the appropriate dollar amount.

3.6 The Period box defaults to the period entered in the Period box at the top of the window.

3.7 In the Fiscal box, the fiscal year for this batch is displayed.

4. To preview your posting from the General Ledger Posting tab, click Post Preview. You can preview your postings before posting the batch. Use the GL Posting Preview dialog box to balance totals by location, period, or journal entry number.

   The GL Posting Preview dialog box also lets you see subtotals for G/L with an indicator if the batch is out of balance. (The figures appear in red.) You can modify lines before posting to G/L. The bottom part of the window shows multiple batches.

   In the GL Posting Preview dialog box, click the Location 01 or Journal box. All the information for this posting appears in the bottom of the window, including the G/L number, journal entry number, date, remarks, debits, credits, batch and period.

   You can post information from this dialog box by clicking Post. To return to the General Ledger Posting tab without posting, click Cancel. Go to **Step 5**.

   If you post the information, the Post GL Additions/Modifications dialog box opens. Click Yes to post.

5. In the General Ledger Posting tab, continue making changes as needed. When you finish, click the Post to Batch button to post this batch.

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Note: You use the GL Batch Totals tab to view batches. In the GL Batch Totals tab, you can set the grid to display only the information to view. In the GL Batch Totals tab, click , or click the View menu and choose Set Grid. The Select Columns to Display dialog box opens. This dialog box contains the GL Number through Fiscal boxes. The boxes that are currently displayed are checked. To change the boxes to view, check the appropriate boxes. When you finish, click OK. Columns for the check boxes you selected display. You can also sort information in this tab by clicking the box to use to sort the information.
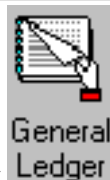
Posting to Permanent Batches

Most companies have expenditures or expenses that span more than one accounting period and must be posted periodically, for example, prepaid insurance or prepaid rent. The part of the rent or insurance that benefits the current period is treated as an expense. Often the expenses are related to long-term, intangible assets such as depreciation, amortization, and so forth. Post these to a permanent batch.

For example, you purchased office equipment with a life of five years. At the end of this time, you have determined that the cost of the office equipment is completely depreciated. You have estimated that this asset decreases in value by $84 a month. This monthly amount is posted to a permanent batch.

When you post to a permanent batch, the first two digits of the batch number must be 88. The last two digits can be any number from 01 to 99.

Note: If you have a particular account that you must post to on a periodic basis, but the amount changes from month to month, you can still use permanent batches. Before you release the permanent batch, go to the General Ledger Posting window and change the amount in the permanent batch. If you accidentally post the wrong amount in a permanent batch, you can reverse this amount by clicking

.

1. From the Main Menu, double-click

2. From the General Ledger Menu, double-click .

3. Enter the Batch number in the Batch box and press Enter.

4. At the Caution Posting to Permanent Batch message displays, click OK.

5. Enter your posting password and click OK.

    •   You cannot change a line. You must first delete the line and then re-enter it. Highlight the line to delete, then right-click and select Delete Posting. The line is deleted.

    •   To add the new line, click the GL Number box. Enter the general ledger number, or click to query for it.

6. Press Tab to move through the boxes and enter information as needed.

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7. When finished, press Enter.

8. When you finish making changes, click Post to Batch. The Post GL Additions/Modifications dialog box opens.

9. Click Yes to post the changes.
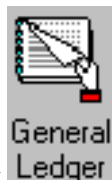
Changing a Permanent Batch
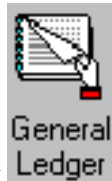
1. From the Main Menu, double-click

2. From the General Ledger Menu, double-click .

3. To change a posting, click the Batch drop-down menu and select the permanent batch to change. This is a batch in the 8800 series.

4. Change the period and fiscal year, if needed.

5. Click OK at the warning prompt.

6. Enter your posting password and click OK.

7. You can change the general ledger number, the batch number, the journal entry number,the date, any text in the Remarks box, and the amount in the debit or credit box.

8. When you make your changes, press Enter. The changes you made now appear in bold.

9. To post your changes, click Post to Batch. The Post GL Additions/Modifications dialog box opens.

10. Click Yes to post your changes.

Reversing a Permanent Batch

Using this feature, you can automatically make reversals to accruals or other entries in a permanent batch. For example, you may post an accrual for an expense when the vendor's invoice has not been received. In the next business period, you can use this feature to reverse the accrual and then post the accurate transaction.

1. From the Main Menu, double-click

2. From the General Ledger Menu, double-click .

3. Enter the Batch number in the Batch box and press Enter.

4. Click [icon] to reverse a permanent batch.

5. At the You Are About to Make Changes to a Permanent Batch message, click OK.

6. Enter your password and click OK. The Reverse Batch dialog box opens.

7. Enter the reverse batch processing information in the boxes provided.

8. Click Process Rev Batch.

9. If the batch number you entered in the Reverse Batch box already exists, the Batch Already Exists Continue message displays. Click OK to continue.

Releasing Permanent Batches

You release permanent batches in the same way you release daily batches. You run the (W) G/L Batch Report and specify Y in the Release field. However, do not release these batches by specifying a range of batches. ECI recommends that you release each permanent batch, one at a time, to the appropriate period.

## Importing G/L Entries From a Spreadsheet

You can import G/L entries for non-permanent batches from a Excel® spreadsheet. ([Download the template.)](#)

This spreadsheet is also included in the software installation and is saved in the C:\Program Files (x86)\ECI\ DDMSPlus Client\Data\Templates folder. For your import to work properly, your spreadsheet must be set up according to the following criteria:

- Your column names must be the same as the template provided. The column names do not have to be in the same order but must exist.

- If there are several worksheets in the spreadsheet, the system pulls information from the worksheet with the lowest value. For example, Worksheet A is imported before Worksheet B.

- The number of lines in your spreadsheet affects the import time.

- The spreadsheet can be created on a client or server. You can import/export from a computer that does not have Excel installed. However, if you are using Excel version 2008 or later, you must have Excel software installed on the machine that you are using. If you are using an earlier version of Excel, you do not have to have Excel installed on the machine to use this feature.

- The first eight rows determine the data type for the columns. This helps the system determine the type of information being imported, numeric and alpha-numeric characters, for example. When importing, your columns of data may be defined as General by default. You must decide if the columns should be defined as General or Text. ECI recommends that you only change the columns if necessary. If your data cells contain leading zeros and you define the columns as General, your leading zeros are removed. If your data cells contain leading zeros and you define the columns as Text, your leading zeros remain intact. For example, if you are importing account numbers, general ledger numbers, or item numbers, do not define your columns as General because you need the leading zeros.

1. From the General Ledger menu, double-click [GL Posting icon]. The General Ledger Posting window opens.

2. Click the Action menu and select Import Batch. The Import Batch dialog box opens.
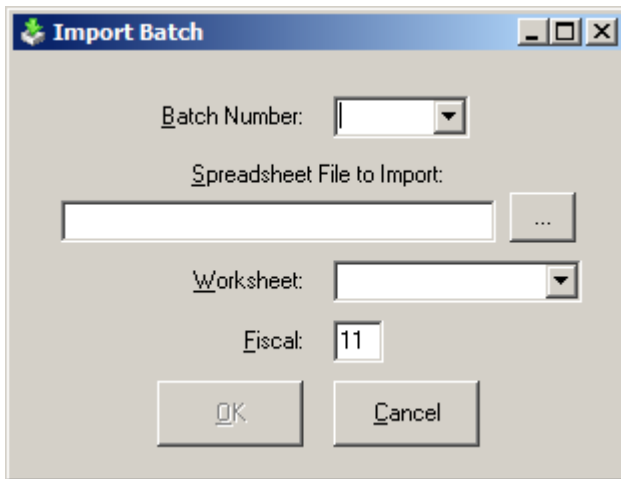
3. Enter the batch number to import, or use the down arrow to select the batch in the batch number box.

4. In the Spreadsheet File to Import box, click [...].

5. The Select Import File dialog box opens. Select the file as you normally would. Next to the File Name box, you can click the drop down to select either a *.xls file or a *.xlsx file. Select the Excel file to import and click Open.

6. Use the down arrow in the Worksheet box to select the worksheet to use for the import. Remember, if there are several worksheets in a spreadsheet, the system pulls information from the spreadsheet with the lowest value. For example, Worksheet A is imported before Worksheet B.

7. In the Fiscal box, enter the fiscal period, or accept the default.

8. Click OK to import the G/L batch from the spreadsheet. The information displays in the General Ledger Posting tab. If any of the lines are red, it contains invalid information.

9. Click the red lines and make any necessary corrections.

10. Once the information is correct, click Post to Batch.

11. At the Post GL Additions/Modifications prompt, click Yes to post.

Exporting G/L Postings to a File

When posting in general ledger, you can export your postings to a file.

1. Double-click **GL Posting**. The General Ledger Posting window opens.

2. Click the GL Batch Totals tab or press F3.

3. From the GL Batch Totals tab, click 💾 to export the file.

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4. The Select a Destination File dialog box opens. Select a file as you normally would or type the path and file into the File Name box. You can use the Save As Type to specifiy either the .xls or .xlsx file extension.

5. Click Save.

G/L Posting History

You can easily view general ledger posting history. The General Ledger Posting History window allows you to view detailed posting information.

1. From the General Ledger menu, double-click [GL Posting History] or from the Chart of Accounts History window, click [icon].

2. In the General Ledger History window, you can select the G/L journal to view. Use the drop down arrow in the GL Journal box to select a file. In the General Ledger History window you can view G/L history, set grid information or export the information to a file.

3. Use the Search boxes to enter the G/L information to search for and press Enter.

4. When you finish viewing information, click [icon].

About G/L Drill Down

Your system contains complete general ledger history files. The G/L Drill Down feature allows you to access even more detailed G/L history information.

You can use the General Ledger History window to search for and view detailed G/L postings. No more digging through Batch Reports. The drill down option makes it easy to access any posting detail. The system stores your posting details in a new file, and the General Ledger History window gives you fast, flexible access to all of it. Start at the broadest levels, and drill down in seconds to the smallest detail on an individual invoice. Suppose your advertising account is over budget for the last period, and you need to find out why. You can retrieve a list of the invoices posted to that account with a few clicks. If you find an unusual invoice, double-click it to see the complete details for that invoice in A/P.

From the General Ledger History window, select the level of search to use. Then, you can set limits to find the specific postings to view. You can also limit by sources: A/R, A/P, journal entry, machines, and payroll.

In this window, you can preview this information before printing, change the grid settings, save the limits that you set, and load saved limits.

Note: If you have previously been using G/L and have recently purchased this option, you need to release batches before you can view detailed postings.

Viewing Detailed G/L Posting History

1. From the General Ledger menu, click or from the Chart of Accounts History window,

    click .

    To access General Ledger History G/L Drill Down from the Chart of Accounts Master window, click

    .s

2. Click the drop down arrow in the Level box to select which level of search to use. The search levels are Master, Master by Batch, and Detail. The Master level lets you view a summary of transactions. Master by Batch shows you individual batch entries that make up the Master level. The Detail levels shows the individual entries that make up each batch.

    You can use the Up One Level button to change the level. For example, if you selected the Detail level, click Up One Level to change the level to Master by Batch.

    If you have a line highlighted, the search level displayed is determined by the highlighted line.

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3. The GL Journal box automatically defaults to the current year. You can use the down arrow to select the GL Journal to view.

4. In the Search box on the left hand side of the window, enter the limits for your search. To set limits, select the information in the Choose a Limit Field box by highlighting it.

5. Then enter the limits in the From and To boxes. To add the limits you just entered, click Add Limit.

Note: To remove a limit, highlight the limit to remove and click Remove Limit. To remove all limits, click Clear Limits.

6. You can also select the Source to view. Click All Sources, Accounts Receivable, Accounts Payable, Journal Entry, Payroll, or Machine.

7. To begin the search, click Search Now.

8. The information that you selected appears. Information displayed for each posting includes: batch number, date of posting, remarks, company, responsibility center, major number, minor number, description, debits, credits, summary balance, period, source, and remit vendor. To the left of the Batch column is a + (plus) sign. To see more information, click +.

9. To start a new search, click the New Search button and follow the above instructions.

Note: You can print from this window. See the heading **Printing G/L History**.

Loading Saved Limits

In the Search box in the General Ledger History window, you can load saved search limits. (The Search box is on the left hand side of the window.) You can also deleted saved limits in this box.

1. To load saved limits, click [icon].

2. The Load Saved Limits dialog box opens. In the Load Saved Limits box, you can use the drop down arrow to select your saved limits then click OK.

3. To delete saved limits in the Load Saved Limits dialog box, use the drop down arrow to select your saved limits and then click [icon].

4. Click OK. The system returns to the General Ledger History window so that you can search for postings.

Saving Limits

In the Search box in the General Ledger History window, you can save your search limits.

1. To save your search limits, click [icon] in the Search box of the General Ledger History window. (Clicking [icon] at the top of the window exports this information to a file. For more information on exporting, see the heading **Exporting G/L History to a File**.)

2. The Save Limits dialog box opens. Enter the name to use for these saved limits in the Save Selected Limits box.

3. Click OK.

Setting Grid Options in G/L Posting History

You can specify the information to display in the General Ledger History window.

1. Double-click . The General Ledger History window opens.

2. Click , or click the View menu and choose Set Grid.

3. The Select Columns to Display dialog box opens. This dialog box contains all of the boxes available for display. The boxes that are currently displayed are checked. To change the boxes to view, check or clear the appropriate boxes.

4. When you finish selecting the boxes, click OK. Columns for the check boxes you selected display.

Printing G/L History

When printing general ledger history reports, you can print a report or export the history to a file.

1. In the General Ledger History window, click .

2. The General Ledger History report opens. You can print the report or export the report to a file.

   Click to print the report. Go to **Step 3**.

   Click to export the report to a file. Go to **Step 4.**

3. When the Print dialog box opens, click Print.

4. The Select Save File box opens. You can save this file as a Excel file or a text file. Select a file as you normally would or type the path and file into the File Name box. You can use the Save As Type to specifiy either the .xls or .xlsx file extension.

5. Click Save.

Trial Balance Reports

The G/L Trial Balance Reports feature allows you to create many different reports. Reports can be created from any of the following: a blank chart of accounts, totals for all accounts, totals for a series of accounts, individual accounts and detail of postings for each account.
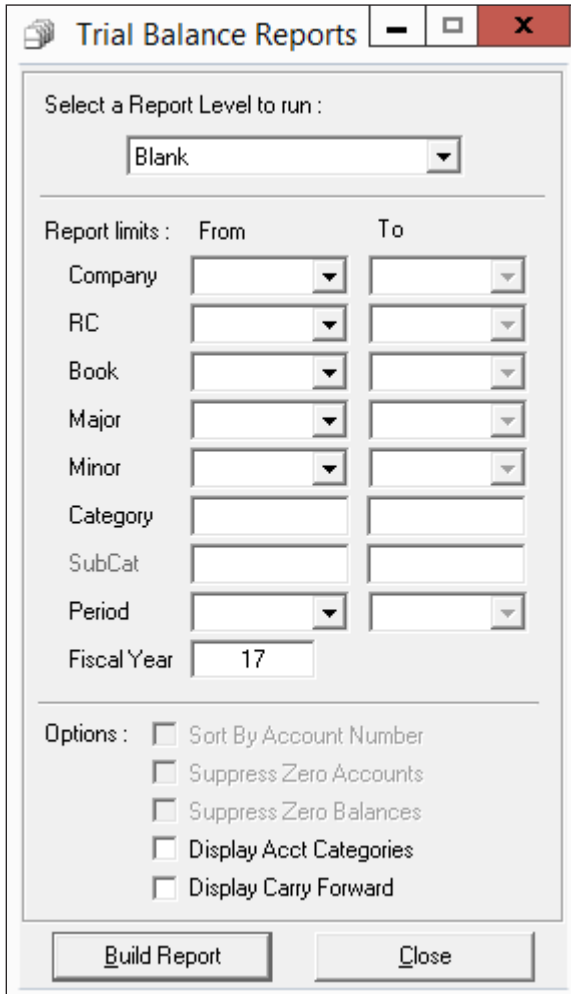
The Trial Balance report is part of your permanent audit trail. You should print this report for all profit centers and request full detail. In the Trial Balance Reports dialog box, you can easily set limits and options.
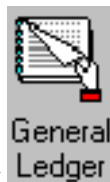
1. From the Main Menu, double-click .

2. Double-click . The Trial Balance Reports dialog box opens.

3. In the Trial Balance Reports dialog box, you can select a report level. In the Select a Report Level to Run box, use the drop down arrow to select the report level. You can select Blank, Company, Responsibility Center, Book, Major, Minor, or Detail.

4. Enter the limits for your report. If you do not set limits, the report includes all of the applicable information for all locations and all accounts in your chart of accounts.

    You can set limits by the following:

    Company From/To: Use the drop down arrow in these boxes to limit the report according to company (location). The first two digits of the account number (XX XX-xxx-xx) represent the location. To include all locations on the report, leave these boxes blank. To limit to one particular location, enter the same location in both boxes. To enter a range of locations to include on the report, enter the beginning of the range in From box and the end of the range in the To box.

RC From/To: Use the drop down arrow in these boxes to limit the report according to responsibility center (RC). To include all responsibility centers on the report, leave these boxes blank. To limit to one particular RC, enter the same RC in both boxes. To enter a range of responsibility centers to include on the report, enter the beginning of the range in From box and the end of the range in the To box. (This limit is an authorized feature.)

Book From/To: Use the drop down arrow in these boxes to limit the report according to the book. (The first number of the middle three digits of the account number (xx-Xxx-xx) represents the book.) To include all books from the chart of accounts on the report, leave these boxes blank. To limit to one particular book, enter the same book in both boxes. To enter a range of book numbers to include on the report, enter the beginning of the range in the From box and the end in the To box.

Major From/To: Use the drop down arrow in these boxes to limit the report according to the major. (The last two numbers of the middle three digits of the account number (xx-xXX XX XX-xx) represent the major.) To include all majors from the chart of accounts on the report, leave these boxes blank. To limit to one particular major, enter the same major number in both boxes. To enter a range of major numbers to include on the report, enter the beginning of the range in the From box and the end of the range in the corresponding To box.

Minor From/To: Use the drop down arrow in these boxes to limit the report according to the minor. (The last two digits of the account number (xx-xxx-XX XX) represent the minor.) To include all minors from the chart of accounts on the report, leave these boxes blank. To limit to one particular minor, enter the same minor number in both boxes. To limit to a range of minor numbers to include on the report, enter the beginning of the range in the From box and the end of the range in the To box.

Category From/To: Use the drop down arrow in the Category From/To boxes to limit the report according to category. To include all categories on the report, leave these boxes blank. To limit to one particular category, enter the same category in both boxes. To enter a range of categories to include on the report, enter the beginning of the range in From box and the end of the range in the To box.

SubCat From/To: Use the drop down arrow in these boxes to limit the report according to subcategory. (Only subcategories for the selected category are available.) To include all subcategories on the report, leave these boxes blank. To limit to one particular subcategory, enter the same subcategory in both boxes. To enter a range of subcategories to include on the report, enter the beginning of the range in From box and the end of the range in the To box.

Period From/To: Use the drop down arrow in these boxes to limit the report according to the business period. To include all periods for the fiscal year(s), leave these boxes blank. To limit to a particular period within the year(s), enter the same period number in both the From and To boxes. To limit to a range of periods within the year(s), enter the beginning of the range in the From Box and the end of the range in the To box.

Fiscal Year: Use this box to limit the report according to fiscal year. This box defaults to the current fiscal year specified in the Fiscal Year field in the (L2) screen. To enter a different year, enter the year over the current year in the Fiscal Year box.

Sort by Account Number: Use this check box to sort your report by account numbers. To sort by account number on the report, check this box. To not sort by account number on the report, clear this box.

Suppress Zero Accounts: Use this check box to prevent accounts with zero balances from printing. (This box only applies if you specified Detail in the Select a Report Level to Run box.) To prevent accounts with zero balances from printing on the report, check this box. For accounts with zero balances to print on the report, clear this box.

Suppress Zero Balances: Use this check box to prevent zero balances from printing on the report. (This box only applies if you specified Major, Minor, or Detail in the Select a Report Level to Run box.) To prevent zero balances from printing on the report, check this box. For accounts with zero balances to print on the report, clear this box.

Display Acct Categories: Check this box to print the account's categories on the report. Clear this box to not print account categories.

Display Carry Forward: Check this box to print the carry forward amount on the report. (If an account is marked to carry forward the balance, the ending balance for the previous year is automatically used as the beginning balance for the next year when the year-end procedure for the G/L database is performed.) Clear this box to not print the carry forward amount on the report.

5. When you finish selecting options, click Build Report.

6. To print the report, click Print Preview.

7. In the Print Preview window, you can print the report, export the report to a file, or change the report.

   To make changes to the report, click Page Setup. You can make changes to the margins, headers, and footers.

   To export this report to a file, click . The Select Save File box opens. Select a file as you normally would or type the path and file into the File Name box. You can use the Save As Type to specifiy either the .xls or .xlsx file extension. You can also save this file as a text file. Click Save.

   You can print this report by clicking .

8. Click Close to close this dialog box at any time.

About General Ledger Reports

General Ledger reports are run through the text-based (W) General Ledger Reports screen. You can print the following:

• General Ledger Batch Report

• General Ledger Journal Report

• Financial Statements

• Cost of Goods Sold Batch Reports.

The General Ledger Batch Report lists the details of each posting in a batch and the total of all postings in a batch. You can use the batch report to verify the accuracy of general ledger postings.

You should print the report first, without releasing the batches. Once the accuracy of the postings is verified, you can release the batches.

The General Ledger Batch Report shows the following information for each posting: G/L number, A/R release date, remarks, debits, credits, business period, and batch number.

The following batch totals also print: total debits, total credits, and total difference between the debit and credit amounts.

The report also shows a G/L summation which includes the G/L number, description, G/L totals, number of postings, and business period. At the end of the report, the totals for all printed batches also print.

The General Ledger Journal Report sorts by account number within location. If you do not set limits, it includes information for every account in the chart of accounts.

You can choose to print this report with different information by specifying the level of detail. For example, you can print a detailed listing of grand totals for each minor, or you can print a listing of the account numbers in the chart of accounts.

You can print financial statements from your system.

When you create and print a cost of goods sold batch from the (WEL) Cost of Goods Sold Limits screen, the Posted Cost of Goods Report prints. This is a list of all the information in the batch.

To not create a cost of goods sold batch, you can use the (WEL) screen to print the To Be Posted To Cost Of Goods Report. You can then use this report to manually post information in the General Ledger Posting window.

Flow of Information Through Batches

The following chart shows the flow of information through batch files from A/R, A/P, and payroll into general ledger. The information in this chart represents the flow if the Auto Post field in the (L2) screen is set to Y.
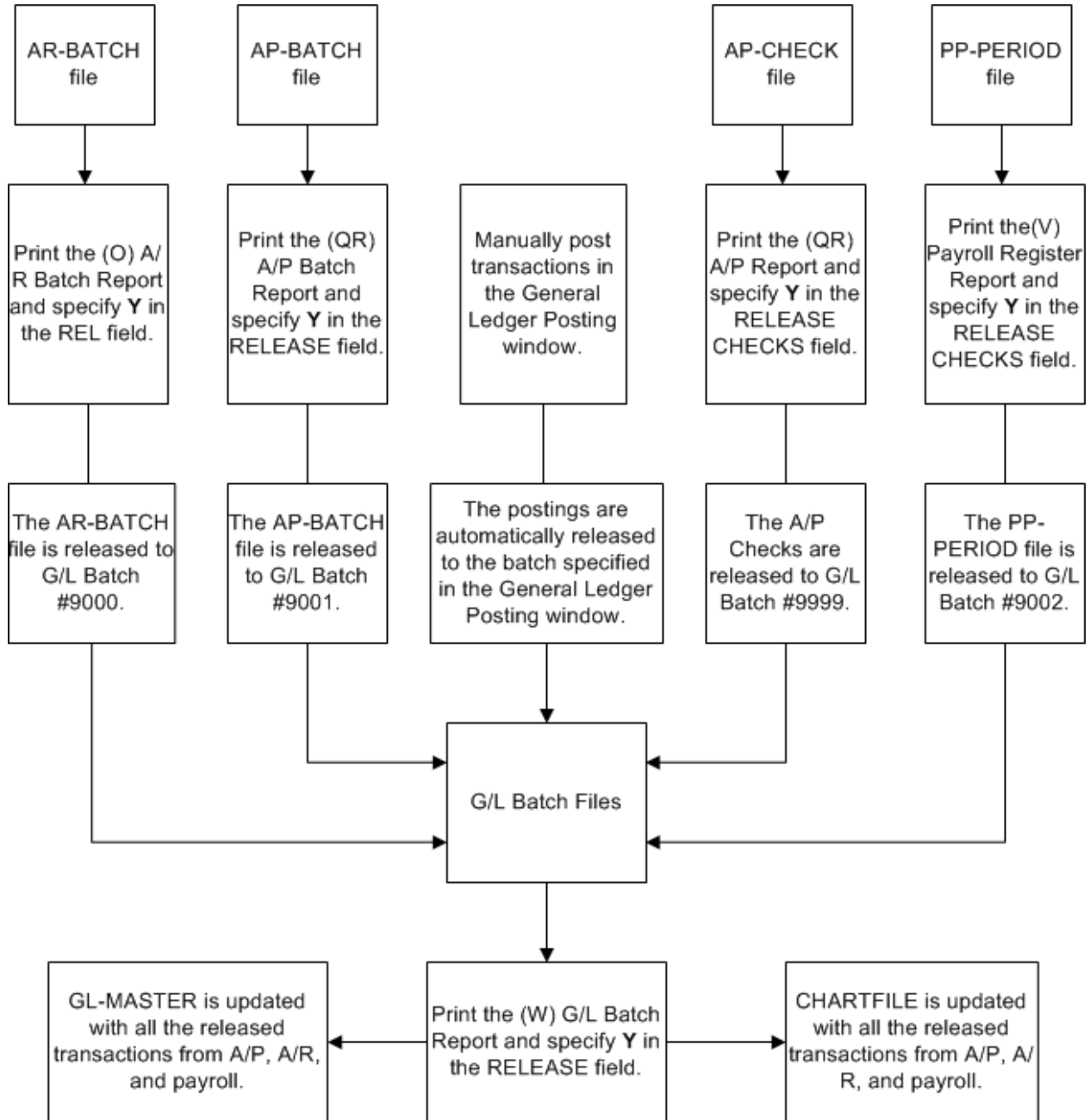
Financial Reporting

Financial statements provide you with the information necessary for making complex financial decisions. The Financial Reports window lets you create customized financial statements or alter the provided financial statements to better suit your needs. Sample financial reports are provided later in this handout.

Thr following is a brief overview of how the graphical features work as well as some sample reports. To get the most up-to-date documentation, see your online help.

Building Financial Reports

In the Financial Reports window, you can create a new report, load a saved report, or delete a saved report. There are currently two reports available: Balance Sheet and Profit and Loss.

To load a saved report, or to change a saved report, use the drop down arrow in the Load Saved Report Limits and Options box to select the report to use. In this handout, we create a new report.

Balance Sheet

A balance sheet shows your net worth at a glance including what you have and what you owe. Periodically running a balance sheet lets you see how your business is doing.

1. From the General Ledger menu, double-click .

2. The Financial Reports window opens. In the Report box, use the drop down arrow to select Balance Sheet.

3. Use the Report Options tab to specify what information to include in the report.

    3.1   Use the drop down arrow in the As Of box to select the period for this report. You can select from periods 1-12.

    3.2   Use the Column boxes to select to show trends, last year's figures, and budgeted amounts on the balance sheet. Check the box to select and clear the box to not select.

    Selecting to run a trend report changes the format of your report. Selecting Trend allows you to see how your business has been doing over a twelve month period.

    3.3   You can also select any of the following to appear on the report:

    Include Period 13: If you have adjustments to post to the previous year, but not to any particular month, you can post to period 13. Check this box to include period 13 on this report. Clear this box to not include period 13 on this report.

    Split Groups: Check this box if you want to split report date groups on this report. Clear this box to not split report date groups on this report.

    Show Location Detail: Check this box to print location detail on this report. If you limit this report by location, each location begins a new report. You set location limits in the Limits tab by selecting Company then entering the limits in the corresponding boxes. Clear this box to not have location detail.

Show Responsibility Center Detail: Check this box to print responsibility center detail on this report. If you limit this report by responsibility centers, each responsibility center begins a new report. You set responsibility center limits in the Limits tab by selecting Responsibility Center then entering the limits in the corresponding boxes. Clear this box to not have responsibility center detail on this report. (This is an authorized feature.)

Show Category Detail: Check this box to print category detail on this report. This prints the account name on the report. You set category and subcategory location limits in the Limits tab by selecting Category then selecting the limits in the corresponding boxes. Clear this box to exclude category detail on this report. A summation of the subcategories is calculated instead.

Show Account Numbers: This option is available if you select to show category detail. If you check this box, the report shows the G/L number assigned to the category detail.

Show Category Numbers: Check this box to print category numbers on this report. This prints the account number on the report. Clear this box to not have category numbers on this report.

Display Zero Amount Values as Blank: Check this box to display zero amount values as blank lines on the report. To not display zero amount values as blank lines on the report, clear this box. Only amounts greater than zero display.

Exclude Zero Amount Lines: Check this box to exclude zero amount lines from printing on the report. Only rows with a valid amount print on the report. To print zero amount lines, clear this box.

3.4 You can also select a font and size, print layout, and additional header text for this report. You can also mark the report as confidential.

To change the report font and size, click .

To change the print layout, select Portrait or Landscape. (If your report has more than 2 additional columns, select Landscape.)

Enter additional header text in the Additional Header Text box. This text prints in the upper left corner of the report underneath the company name and regular report header. In addition to any information entered here, the header includes company information from the (L0) screen, report type, limiting criteria, date and time for the report, and the current page number.

To mark this report as confidential, check the Mark as Company Confidential box. This information prints in the lower right portion of the report. Clear this box to not print Company Confidential as footer text.

4. Use the Limits tab to set limits.

4.1 To add limits by category, click Category. Use the drop down menu to select the category to use to set limits for this report. (The available categories are based on the report that you selected.) You must enter a category to select a subcategory.

4.2 To add limits by subcategory, click SubCategory. Use the drop down menu to select the subcategory to use to set limits for this report. (Only subcategories for the selected category are available. You must enter a category to select a subcategory.)

4.3 In the Company From/To boxes, you can set limits for this report by Company. Enter the From and To range in the boxes.

4.4 In the Resp Center From/To boxes, you can set limits for this report by Responsibility Center. Enter the From and To range in the boxes to the right. (This is an authorized feature.)

4.5 In the Acct Major box, enter the G/L account major number to use to limit this report.

4.6 In the Acct Minor box, enter the G/L account minor number to use to limit this report.

5. When you set limits in the Limits tab, click the Add Limit button to save your limits for this report. The limits appear in the bottom portion of the tab.

To remove a limit, select the limit to delete and click the Remove Limit button.

Use the Clear Limits button to remove all limits.

6. After you have finished setting up the report, click the Build Report button to build the report. The report opens on screen. You can preview the report before printing or export the report to a file. You can save the report as an Excel (.xls or .xlsx), html (.htm), or text (.txt) file.

   To save the report, click the Save Report Options and Limits button.

Note: If you changed an existing report or created a new one, the Save Settings As dialog box opens. Enter the report name and click OK.

7. When you are finished, click Close in the Financial Reports window. See the sample financial reports later in this handout.

Profit and Loss Report

The profit and loss statement provides a snapshot of how your business is doing for the specified period. The profit and loss statement includes sales, cost of goods, and expenses.

Financial Reports

1. From the General Ledger menu, double-click .

2. In the Report box, use the drop down arrow to select Profit & Loss.

3. Use the Report Options tab to specify what information should appear on the report.

    3.1 Use the first two limit boxes to specify what periods to include on the report (from and to). In the first limit box, select the from period. Use the drop down arrow to select Period, Quarter, or YTD.

    3.2 In the second limit box, select the to period. Use the drop-down arrow to select To Quarter or To YTD.

    3.3 Use the drop down arrow in the As Of box to select the period for this report. You can select from periods 1-12.

    3.4 Use the Column boxes to select any of the following information to appear on the report. Check the box to select and clear the box to not select.

    Trend: Selecting to run a trend report changes the format of your report. Selecting Trend allows you to see how your business has been doing over a twelve month period.

    Last Year: This shows your last year's figures.

    Budgeted: This shows budget amounts.

    % of Rev: This shows percentage of revenue.

    Variance: Variance can be shown when you add the budget and last year columns. Variance compares the current year and period. The variance is the difference between this and last year or this year and the budget.

    Percent Variance: The percent variance shows that difference as a percent.

    3.5 You can also select any of the following to appear on the report:

    I**nclude Period 13:** If you have adjustments to post to the previous year, but not to any particular month, you can post to period 13. Check this box to include period 13 on this report. Clear this box to not include period 13 on this report.

    Split Groups: Check this box to split report date groups on this report. Clear this box to not split report date groups on this report.

    Show Location Detail: Check this box to print location detail on this report. If you limit this report by location, each location begins a new report. You set location limits in the Limits tab by selecting Company then entering the limits in the corresponding boxes. Clear this box to exclude location detail.

    Show Responsibility Center Detail: Check this box to print responsibility center detail on this report. If you limit this report by responsibility centers, each responsibility center begins a new report. You set responsibility center limits in the Limits tab by selecting Responsibility Center then entering the limits in the corresponding boxes. Clear this box to exclude responsibility center detail on this report. (This is an authorized feature.)

Show Category Detail: Check this box to print category detail on this report. This prints the account name on the report. You set category and subcategory location limits in the Limits tab by selecting Category then selecting the limits in the corresponding boxes. Clear this box to not include category detail on this report. A summation of the subcategories is calculated instead.

Show Account Numbers: This option is available if you select to show category detail. If you check this box, the report shows the G/L number assigned to the category detail.

Show Category Numbers: Check this box to print category numbers on this report. This prints the account number on the report. Clear this box to not print category numbers on this report.

Display Zero Amount Values as Blank: Check this box to display zero amount values as blank lines on the report. To not display zero amount values as blank lines on the report, clear this box. Only amounts greater than zero display.

Exclude Zero Amount Lines: Check this box to exclude zero amount lines from printing on the report. Only rows with a valid amount print on the report. For the report to print zero amount lines, clear this box.

continue to next page

3.6 You can also select a report font and size, print layout, and additional header text for this report. You can also mark the report as confidential.

To change the report font and size, click .

To change the print layout, select Portrait or Landscape. (If your report has more than 2 additional columns, select Landscape.)

Enter additional header text in the Additional Header Text box. This text prints in the upper left corner of the report underneath the company name and regular report header. In addition to any information entered here, the header includes company information from the (L0) screen, report type, limiting criteria, date and time for the report, and the current page number.

To mark this report as confidential, check the Mark as Company Confidential box. This information prints in the lower right portion of the report. Clear this box to not print Company Confidential as footer text.

4. Use the Limits tab to set limits.

4.1 To add limits by category, click Category. Use the drop down menu to select the category to use to set limits for this report. (The available categories are based on the report you selected.)

4.2 To add limits by subcategory, click SubCategory. Use the drop down menu to select the subcategory to use to set limits for this report. (Only subcategories for the selected category are available. You must enter a category to select a subcategory.)

4.3 In the Company From/To boxes, you can set limits for this report by Company. Enter the From and To range in the boxes.

4.4 In the Resp Center From/To boxes, you can set limits for this report by Responsibility Center. Enter the From and To range in the boxes to the right. (This is an authorized feature.)

4.5 In the Acct Major box, enter the G/L account major number to use to limit this report.

4.6 In the Acct Minor box, enter the G/L account minor number to use to limit this report.

5. When you set limits in the Limits tab, click the Add Limit button to save your limits for this report. The limits appear in the bottom portion of the tab.

    To remove a limit, select the limit to delete and click the Remove Limit button.

    Use the Clear Limits button to remove all limits.

6. After you have finished setting up the report, click the Build Report button to build the report. The report opens on screen. You can preview the report before printing or export the report to a file. You can save the report as an Excel (.xls or .xlsx), html (.htm), or text (.txt) file.

    To save the report, click the Save Report Options and Limits button.

Note: If you changed an existing report or created a new one, the Save Settings As dialog box opens. Enter the report name and click OK.

7. To print the report, click Print Preview.

8. In the Print Preview window, you can print the report, export the report to a file, or change the report.

    To make changes to the report, click Page Setup. You can make changes to the margins, headers, and footers.

To export this report to a file, click 💾. The Select Save File box opens. You can save this file as a Windows® Excel file or a text file. Select a file as you normally would or type the path and file into the File Name box. You can use the Save As Type to specifiy either the .xls or .xlsx file extension. Click Save.

You can print this report by clicking 🖨 .

9.   Click Close to close this dialog box at any time.

10. When you are finished, click Close in the Financial Reports window. See the following sample financial reports.

Sample Balance Sheets

	Month Current	Year To Date Current
ASSETS		
Current Assets		
Cash		
CASH IN BANK	150.00	250.00
CASH IN BANK	10,000.00	9,875.00
CASH IN BANK-LANDMARK ACCT	0.00	0.00
Accounts Receivable		
ACCOUNTS RECEIVABLE TRADE	-10,100.00	-10,100.00
Inventories, net		
NOTES RECEIVABLE CURRENT PORTI	0.00	0.00
INVENTORY-DEPT 1	200.00	200.00
Prepaid Expenses		
Deferred Taxes		
Inter-Company Accounts Receivable		
Other Current Assets		
Total Current Assets	**250.00**	**225.00**
LIABILITIES AND STOCKHOLDER'S EQUITY		
Current Liabilities		
Total Current Liabilities	**0.00**	**0.00**
Notes Payable		
Total Notes Payable	**0.00**	**0.00**
Shareholder's Equity		
Total Shareholder's Equity	**0.00**	**0.00**
TOTAL LIABILITIES AND SHAREHOLDER'S EQUITY	**0.00**	**0.00**

Profit & Loss Statement

```
Page 1                              D.D.M.S. INC.                                08/18/03
                          Comparative Profit & Loss Statement                   10:57:43
                               As of January 31, 2003
```

	Month				Year To Date	
	Current	% of Rev	Last Year	% of Rev	Current	% of Rev
Revenue						
Sales	0.00	0.0%	0.00	0.0%	0.00	0.0%
Less: Sales Discount	0.00	0.0%	0.00	0.0%	0.00	0.0%
Total Revenue, Net	**0.00**	**0.0%**	**0.00**	**0.0%**	**0.00**	**0.0%**
Cost of Goods Sold	0.00	0.0%	0.00	0.0%	0.00	0.0%
Shipping/Freight	0.00	0.0%	0.00	0.0%	0.00	0.0%
Packaging	0.00	0.0%	0.00	0.0%	0.00	0.0%
Delivery Expenses	0.00	0.0%	0.00	0.0%	0.00	0.0%
Total Cost of Goods	**0.00**	**0.0%**	**0.00**	**0.0%**	**0.00**	**0.0%**
Gross Profit	**0.00**	**0.0%**	**0.00**	**0.0%**	**0.00**	**0.0%**
Expenses						
Advertising & Selling Expenses	0.00	0.0%	0.00	0.0%	0.00	0.0%
Amortization and Deprecation	0.00	0.0%	0.00	0.0%	0.00	0.0%
Automobile Expenses	0.00	0.0%	0.00	0.0%	0.00	0.0%
Bad Debt Expense	0.00	0.0%	0.00	0.0%	0.00	0.0%
Bank Fees	0.00	0.0%	0.00	0.0%	0.00	0.0%

Deleting a Saved Report

You can delete a saved report in the Financial Reports window.

1. From the General Ledger Menu, double-click [Financial Reports].

2. To delete a saved report, click the Load Saved Report Limits and Options drop-down menu to select the report to delete.

3. Click ✖ to delete the report. The Delete Settings dialog box opens.

4. Click Yes to delete the report.

5. When you finish, click Close.

Appendix A: Determining the Cost of Goods

This appendix lists the different options for determining the costs of goods sold. If you use these options, you must manually post the cost of goods.

Option 1: Posting to Cost of Goods Sold Using the Sales Journal Report

The Sales Analysis Recap Report shows the total sales and the profit margin for each department. This report can be used to determine your cost of goods sold. By subtracting the department's profit margin from its totals sales as shown below, you get the cost of goods for that department. Post the resulting amount to the cost of goods sold general ledger (G/L) account.

Note: The Sales Analysis Recap Report can be printed from the (UR) Sales Reports screen. This method requires that cost figures in the sales journal are accurate.

The example below illustrates posting to cost of goods sold using the Sales Analysis Recap Report.

Note: In the sample T accounts shown below, the left-hand columns are debits and the right-hand columns are credits.

Legend

  a.   Beginning balance

  b.   Throughout the month, invoices posted in A/P are posted to the Inventory account.

  c.   Use the Sales Analysis Recap Report to determine cost of goods sold, and adjust this amount out of inventory and into the Cost of Goods Sold departmental accounts.

In Sample Report 1below, your sales, margin, & cost for department 1 would be as follows:

1758.57	Sales
- 491.34	-Margin
1267.23	Cost of goods sold

Note: You should perform this procedure for each department.

Option 2: Posting to Cost of Goods Sold Using the Inventory Extended Dollars Report

The Inventory Extended Dollars Report shows the dollar amount you have in your on-hand inventory broken down by department. This report provides the information required for posting the cost of goods sold. The way you use this report depends on whether you are live on A/P and G/L.

Using the Extended Dollars Report if You Are Not Live on A/P and G/L

If you are not live on A/P and G/L, use the following to determine the cost of goods sold:

1. The Inventory Extended Dollars Report, run at the beginning of the first month.

2. The Inventory Extended Dollars Report, run at the end of each month. This report gives you an ending inventory balance for the month, which is also the beginning inventory balance for the next month.

3. The amount of your purchases, which you must calculate yourself, since you are not live on A/P and G/L.

Using the Extended Dollars Report if You Are Live on A/P and G/L

If you are live on A/P and G/L, use the following to determine the cost of goods sold:

1. The inventory beginning balance and the amount of your purchases, which you obtain by inquiring in the Chart of Accounts Master window after making the adjusting entries for your purchases.

2. The inventory ending balance, which you obtain by running the Inventory Extended Dollars Report at the end of each month.

The Cost of Goods Formula

Whether or not you are live on A/P and G/L, use the following formula to calculate the cost of goods sold:

Inventory Beginning Balance + Total Purchases

- Inventory Ending Balance

Cost of Goods Sold

The examples below illustrate posting cost of goods sold using inventory balances.

Note: In the following sample T accounts, the left hand columns are debits and the right-hand columns are credits.

Legend

a. Beginning balance

b. Throughout the month, invoices posted in A/P are posted to the Purchases account

c. Using the formula given above, calculate the cost of goods sold. Adjust this amount from Inventory, and post it to Cost of Goods Sold.

A sample Inventory Extended Dollars Report appears in Sample Report 2. Using the formula above, you would calculate the cost of goods sold for department 1 in the following manner:

12439.52 + 1500	Inventory beginning balance + total purchases
- 12673.29	Ending balance from report
1266.23	Cost of goods sold

```
D.D.M.S.                                INVENTORY EXTENDED DOLLARS                           10/27/94
1655 TIMBER RIDGE LANE                       FOR LOCATION (  )                                10:13:16
ROANOKE          TX  76262                    PRICED BY (0)                                  PAGE    1
ON-ORDER (Y)  ON-HAND (Y)  BACKORDER (Y)
ITEM NUMBER     CO.     DESCRIPTION          UNIT UNIT BASE   O N  H A N D   B A C K O R D   O N  O R D E R  A L L O C A T E D
==============  ======= ==================== ==  ========= ====== ========= ====== ========= ====== ========= ====== =========
000006          JCT     RING,SPLIT            QT    2.490     24     59.76      2      4.98     24     59.76      3      7.47
0001            AUTOPT  PENCIL,MECH,0.9MM,BK  EA    3.400            .00             .00              .00        1      3.40
001                     TELEPHONE             EA   10.000      1     10.00            .00     50    500.00       1     10.00
00513079        INNOV   FILE,5.25 DISKETTE,C  EA   12.950      5     64.75            .00              .00              .00
0081            ACME    FILE,DISK,5.25,5/PK,  EA   12.000     58    696.00     12    144.00     22    264.00     12    144.00
00813812        INNOV   FILE,DISK,5.25,5/PK,  EA   13.890     44    611.16            .00              .00              .00
01              TESLER  CROSS PEN, BLUE       EA   66.000     15    990.00            .00              .00              .00
011527          DADER   LEATHER DESK ACCESSO  EA   10.500     35    367.50     15    157.50     29    304.50     16    168.00
011528          DADER   LEATHER DESK ACCESSO  EA   10.500     35    367.50     15    157.50     29    304.50     16    168.00
01182           ROGET   RING,SPLIT,3/4IN,144  QT    3.070            .00             .00       2      6.14              .00
01186           ROGET   RING,SPLIT,1-1/4IN,1  BX    5.270            .00             .00              .00              .00
020358BL        WILSON  LEDGER,OUTFIT,5X8.5,  EA   13.060     24    313.44            .00              .00              .00
020358T         WILSON  LEDGER,OUTFIT,5X8.5,  EA   13.060     27    352.62            .00              .00              .00
02114B          WILSON  RACK,MINI DATA/FLR S  EA   86.190     20   1723.80            .00              .00              .00
02314B          WILSON  RACK,DATAMINI/4HGBDR  EA   72.880     24   1749.12      1     72.88     2    145.76              .00
02613794        INNOV   FILE,MINI DISK5.25,6  EA    7.120            .00             .00      23    163.76              .00
02713795        INNOV   FILE,MICRO DISK,3.5,  EA    6.460            .00             .00              .00              .00
029300          WILSON  FILE,FCHE,MEDIADWR,3  EA   43.720     30   1311.60      2     87.44            .00              .00
030144          ROGET   1 HOLE PUNCH          CT    1.990    752   1496.48      1      1.99     40     79.60     54    107.46
031427          MMM     PAPER,DRY SR,K/CNSTR  CT  193.750     25   4843.75            .00              .00              .00

DEPARTMENT 1      IN HOUSE $   12,673.29                 12064.96          626.29         1828.02          608.33

TOTAL FOR REPORT:    RECORDS =   20   IN HOUSE $   12,673.29         12064.96          626.29         1828.02          608.33
```

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Option 3: Posting to Cost of Goods Using the Purchasing Account

The example below shows the accounts that are affected by invoices posted in Accounts Payable for purchases, and by manual postings for cost of goods sold.

Note: In the sample T accounts shown below, the left-hand columns are debits and the right-hand columns are credits.

Legend

a. A beginning balance for what you have invested in your inventory is posted to the Inventory departmental accounts. This figure is obtained from the Inventory Extended Dollars Report. Print this report immediately after posting a physical inventory count. This ensures that the figures on the report are accurate.

b. Invoices posted in Accounts Payable are posted to the Purchases departmental accounts and the Accounts Payable Trade account.

c. The total amount of purchases for the month need to be adjusted out of the Purchases clearing account, and the amounts in the Purchases departmental accounts are posted to the Inventory departmental accounts. In this case, we have chosen 105-99 as the clearing account. By posting this adjustment, the departmental purchases amounts are retained while maintaining a zero balance on the balance sheet.

d. Adjust the cost of goods sold out of inventory, and post this amount to the Cost of Goods Sold departmental accounts. You can get the cost of goods sold from the Sales Analysis Recap Report (refer to step C under Option 1: Posting to Cost of Goods Sold Using the Sales Journal Report) and/or the Inventory Extended Dollar Report, using the methods described in step C under Option 2: Posting to Cost of Goods Sold Using the Inventory Extended Dollars Report.

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Option 4: Posting to Cost of Goods Sold Using the Sales Analysis Recap Report and the Inventory Extended Dollars Report

The Sales Analysis Recap Report and the Inventory Extended Dollars Report can be used in combination when posting the cost of goods sold. The advantage of this method is that it provides verification of your cost of goods sold figures. The amounts derived from both reports should agree, allowing for a margin of error.

Discrepancies between the cost of goods sold amounts calculated from the Sales Analysis Recap Report and the Inventory Extended Dollars Report can result from incorrect inventory counts, user errors, order entry costs that differ from those in the Item window, or incorrect costs in the sales journal. To determine which cost of goods sold figures are correct, do the following:

1. Make a physical inventory count of the department or departments whose cost of goods sold amounts differ between the two reports.

2. Print an Exceptions Report to check for items that were flushed to the sales journal with no cost. The Exceptions Report can be printed through the (U) Sales Selectors or (UR) Sales Reports screens.

To maintain the accuracy of your cost of goods sold figures and prevent discrepancies from occurring, do the following:

1. Institute strict inventory control policies for:

    • Customer returns (on-hand, receipts, trash)

    • Force-shipped and force-backordered items

    • Changes to shipped and backordered quantities during order verification

    • Stock transfers

    • Deletion of backorders

2. Be sure that you update the costs of direct-buy items through the purchasing application.

3. Be sure that accounts payable invoices are initially posted to the correct departmental accounts.

4. Determine how costs from reports generated through the (RR) and (UR) screens is used.