

# FACTS

## General Ledger

Release 7.4



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# Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

## System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

## Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

## References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

## Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

## Sample Reports

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.





## CHAPTER 1

# System Overview

The General Ledger module enables the user to account for every cent of each transaction through a custom Chart of Accounts. Accounts are represented by numbers that are user-defined in the GL Account F/M. The user also determines the length of the G/L number (4-10), the mask the G/L number is to print through, the position to insert the branch number and department number, and the length of the department number in the Company Control Record (System Management module). The user should select a G/L number length based on the department length, whether to use branches, and the number of accounts to be recorded. For example, if the user selects a department length of two, and is using branches, the G/L number should be at the very least four plus enough digits to cover the number of accounts to be stored. Each account stored contains a record of transactions, an account type (asset, liability, capital, revenue or expense), a summary management type, the period ending balance for the last 27 periods and the current period balance. If the user needs to post to GL from other modules, the system automatically updates the records for the account numbers.

The system is designed to produce a printed audit trail for each transaction. This provides security for the user in that all information and all changes to information are traceable. The audit trail for the General Ledger module is provided by the Trial Balance/Detail Ledger and Journal Print. The audit trail for other module interaction is the GL distribution which optionally prints during the running of registers that post to GL. These reports show the transactions for each journal number and G/L number that were affected. The system stores each transaction and also totals the accounts for timely reports on the financial position of the company.

System interaction with General Ledger is automatic. The user selects the amount of information to be posted and stored through a number of posting and static control file maintenances throughout the system. Great flexibility in

that information exchange is available through the use of General Ledger posting tables (see section on Posting to GL).

General Ledger is broken down into the following menus:

- Journal Entry
- Recurring/Reversing/Allocating Entries
- Financial Reports Setup
- Inquiries
- Reports and Prints
- End of Period
- File Maintenances.

The Journal Entry submodule allows the user of the FACTS system to manually enter and correct any entries to the GL journal file. This includes both manual entries and system entries that have been posted automatically from other modules. The Journal Entry program allows entries and corrections to be made in the current or next GL period. Journals may be divided into subjournals (set up by the user through the Journal F/M). For example, as well as assigning journal number 1000 to Sales (SO to GL Posting F/M), number 2000 to payables expenses, number 2500 to payables disbursement (both set up in AP Static Control F/M), the user could also assign the receivables to post to journal number 3000 (set up in the AR Static Control F/M), etc. As the system runs, it posts the proper entries to the appropriate journals. All the GL account entries are then divided into the categories specified. In this case, the user inspects the entries to the GL account number. For example, cash on hand is broken down by receivables and sales (instead of the one lump sum from all aspects of the business). This lends to increased accuracy in the audit trail for each GL account number. All journal entries must be balanced (debits = credits). If an entry is out of balance the user is not allowed to exit the Journal Entry program until such time as the entry is in balance. Both the Journal Entry program and the Prior Period Journal Entry program have correction capabilities. Should the user elect to disallow journal entry corrections, the user sets the **Allow Journal Correction** flag to N (GL Static Control F/M).

The Prior Period Journal Entry program allows entries to any closed period within the past 10 fiscal periods, (assuming a 12 period year). The Prior Period Update program updates all accounts from the prior period through the current GL period from the entries that were made manually in the Prior Period Journal Entry program. It is important that the user runs the Journal Print program to print all prior period journal entries that will be updated before running the update. The printed entries are the audit trail for this update.

The Recurring/Reversing/Allocating submodule allows the user of the FACTS system to set up recurring, reversing or allocating journal entries that post into the journal file on a period basis. The Recurring/Reversing Entry is used, for example, if the user needs to post depreciation on a recurring basis, or to accrue expenses for the period but needs to reverse them out the next period. The Allocating Journal F/M allows the user to allocate percentages from a single (several) GL account number(s) to a single (several) GL account number(s). For example, several entries can be set up to take all the telephone expenses for a period and then allocate them to the proper departments by a percentage, or to

take all the telephone expenses from the departments and divide them (by a percentage) between branches. As with regular journal entries, all recurring and reversing entries must be balanced entries. The Print Recur/Reverse/Allocating program provides a list of all recurring, reversing and allocating entries. The Post Recur/Reverse/Allocating program posts the entries into the journal file as regular journal entries. Recurring entries post by period. Reversing entries also post the entry by period, and posts the offsetting reversing entry into the next period. The allocating entry creates an entry that reverses out the **from** account number(s) and posts it to the **to** account number(s). For example, if telephone expense is the **from** account and telephone expense-various departments are the **to** account, the system will make a journal entry to credit the telephone expense account number and debit the various department telephone expense account numbers.

The Financial Reports Setup submodule allows the user of the FACTS system to set up and display their own financial reports (balance sheet, profit and loss and other types). Users should first examine the various standard report formats that are available. These can be viewed in the Report Formats F/M. Report formats define the parameters for the report types and determine the following: the number of periods to use, whether or not to use percentage of base columns, the columns or headings on each report (example: P&L 8 columns with % of base, P&L 6 columns without % of base, etc.), and the mask size (to print up to 15 digits, including negative sign, parentheses, etc.). Users must then set up the layout of each report using their own chart of accounts. This is done in the Report Setup F/M. For example, the layout of the P&L usually prints gross sales, subtracts cost of sales to get net sales and then all expenses are added up and subtracted from net sales to get the net profit or loss. The user must set up each line of the report indicating which GL account number needs to be in each section, where captions and totals should be, when to print memos, which operations to perform on what lines, etc. To aid in setting up and modifying reports, the Report Setup Layout prints a layout of the report showing what accounts have been used, where totals are, etc. Reports may also be duplicated by the Duplicate Report Setup program. This program saves time when two reports that must be set up are very similar.

Once reports are set up, the user also has to set up the reports to print for various companies, branches and/or departments. This is done in the Report Group F/M. For example, report groups can be set up to print reports for one or multiple companies, selected branches for one or multiple companies, selected departments for one or multiple companies, or selected branches and departments for one or multiple companies. Report groups may also indicate whether to consolidate the selected companies, branches and/or departments.

The GL Inquiries display the following on screen: all information stored for each general ledger account number, journal entries for the current and next general ledger period and all past journal entries stored in the journal history file. The Account Inquiry displays information on account numbers and lists summary activity, journal entries in the current or next GL period, account balances, budget balances and yearly journal entries. Each current and next period journal entry may be displayed through the Journal Inquiry and historical journal entries may be displayed through the Yearly Journal Inquiry.

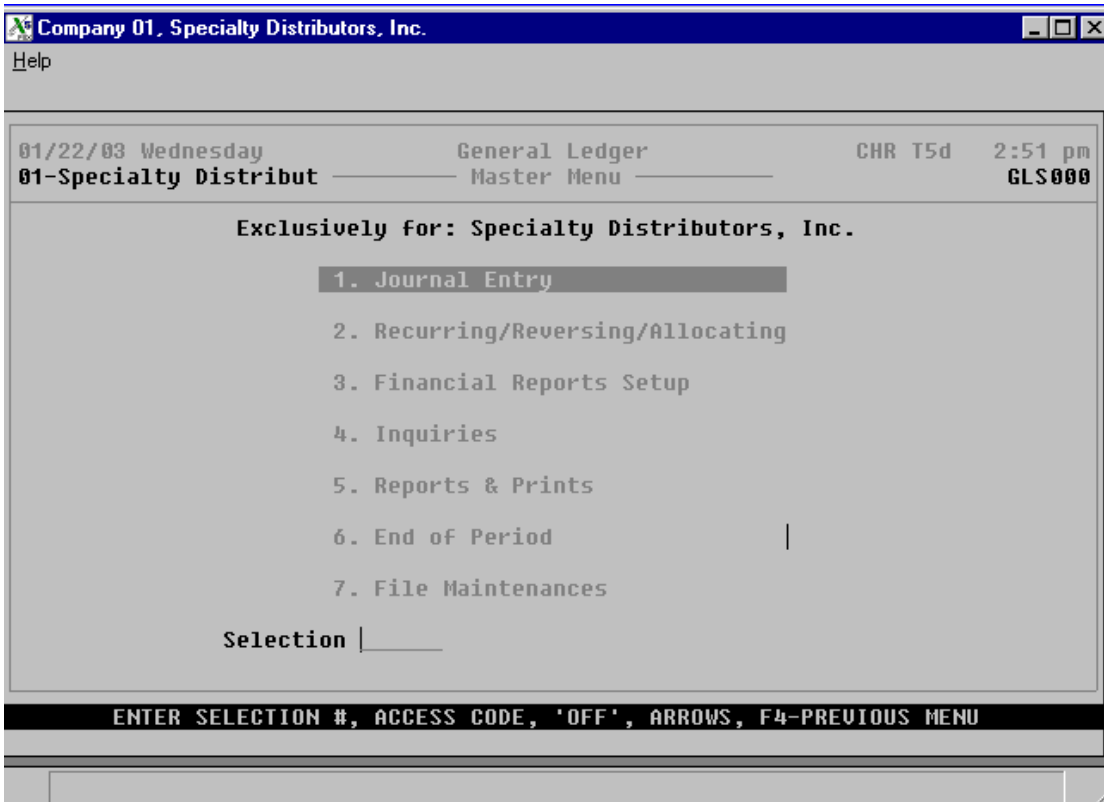
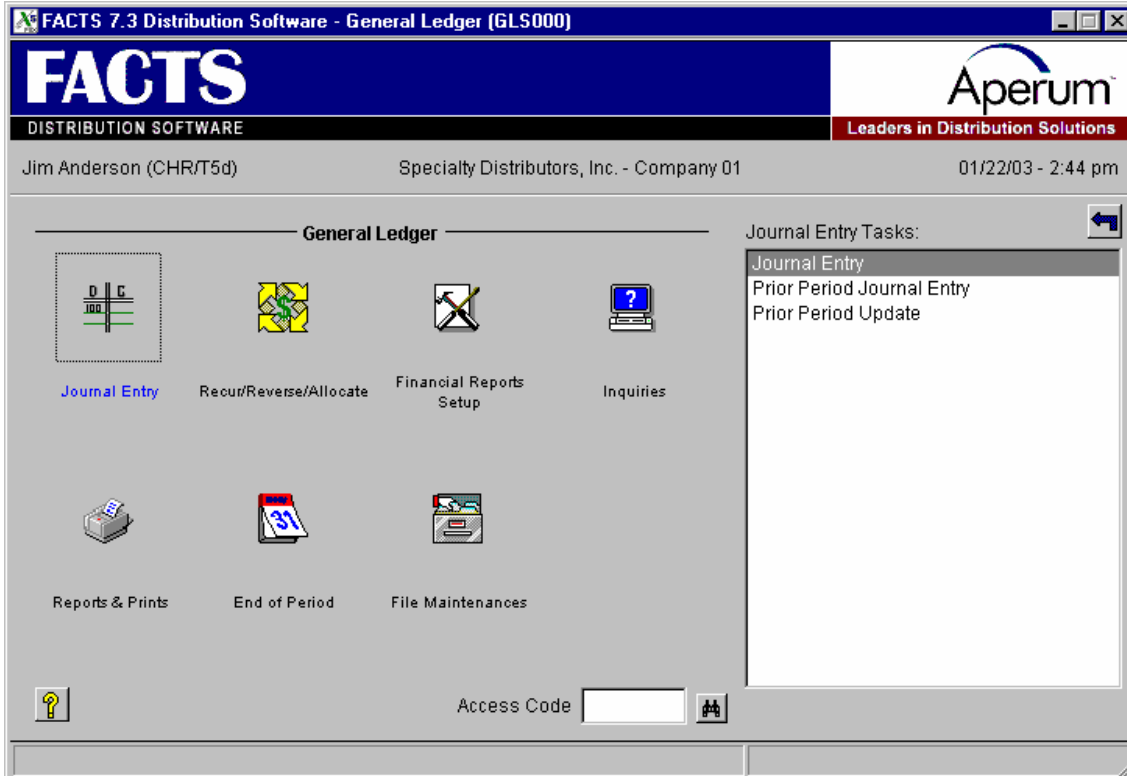
The Reports and Prints menu provides the user of the FACTS system with a wide variety of reports & prints.

1. The Trial Balance/Detail Ledger provides a trial balance (summary) displaying GL account number, description, beginning balance, activity and the resulting ending balance for the current GL period. It also prints a detail ledger (detail), which also displays GL account number, description, and rest of the information as the trial balance, but breaks down the activity by journal entry for the current GL period.
2. The Journal Print lists journal entries for the current or next General Ledger period, as well as any prior period entries made through the Prior Period Journal Entry that have not been updated by the Prior Period Update.
3. The Ending Balances Print provides a report of the ending balances for account numbers for up to six successive periods. The ending period to print is chosen by the user.
4. The Budgets Print program prints the budgets from the Budget F/M of account numbers selected for up to six successive periods. The ending period to print is chosen by the user.
5. The Chart of Accounts prints a list of up to all General Ledger account numbers.
6. The Trial Balance Breaks Layout prints a layout of how the trial balance is to print. The layout is determined by the user, from the Trial Balance Breaks F/M.
7. The Yearly Trial Balance/Detail Ledger provides the user a trial balance (summary) displaying GL account number, description, beginning balance, activity and the resulting ending balance for the periods that contain journal history. Another option is a detail ledger (detail) displaying GL account number, description, as well as the rest of the information in the trial balance, but breaks down activity down by journal entry for the periods that contain journal history.
8. The Yearly Journal Print lists journal entries for the periods that contain journal history.
9. The GL code list prints a list of the various GL codes: journals, departments, report group codes and report formats.

The End-of-Period menu contains programs which should be run at the end of each General Ledger period, to close it correctly. (Please refer to the normal procedures section.) General Ledger is always the last module to close. The End-of-Period Update provides a false close-out and a true close-out. A false close-out can be run as many times as needed, and only updates ending balances for the current period, allowing the user to run any financial reports for the period without having closed it. This allows the user to make the necessary journal entries for the current period, in order to process the financials as needed. When the true close-out is run, the current period is closed. The ending balances are updated again and then rolled to the previous period. Current period journal entries are updated to the journal history file (if stored) and the current period is incremented.

The true close-out cannot be run until all End-of-Period Updates have been run for all modules.

File maintenance programs allow the user to enter, change and delete data. These programs are where the initial data required to set up the system is entered (refer to the Installation Manual). The user can add, change and delete the records in a file and this is called maintaining the file. Some file maintenance programs may be used often (example - Account F/M) and others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial setup of the system. However, the information in the infrequent file maintenances is updated by the system, and is used to run the General Ledger system. An example would be the Nonstatic Control F/M which keeps track of the last end-of-period update and the last period that recurring, reversing and allocating entries were posted.

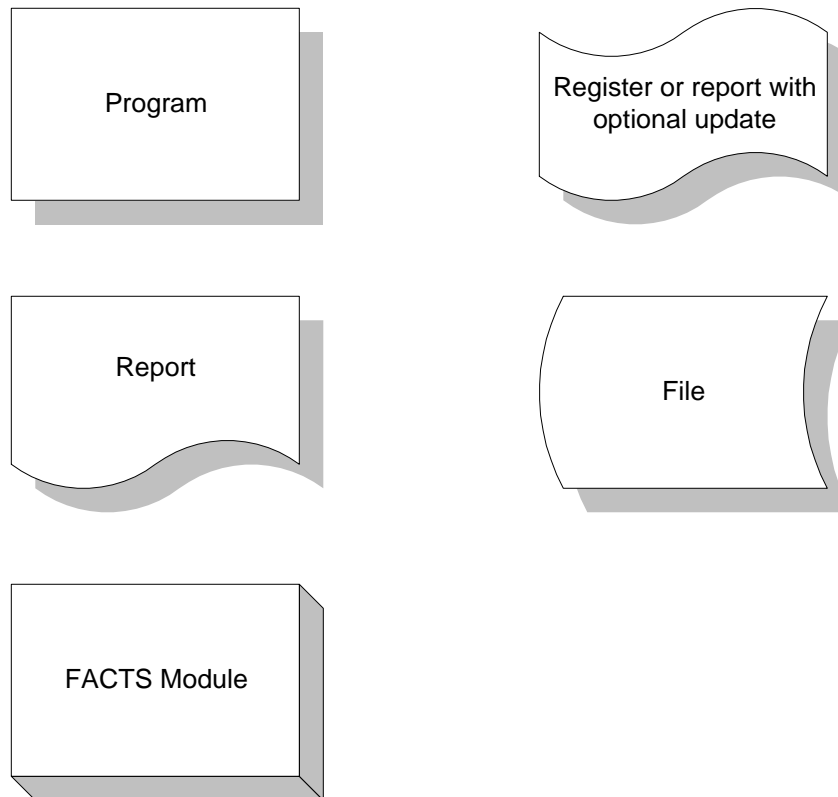


## General Ledger Flow Charts

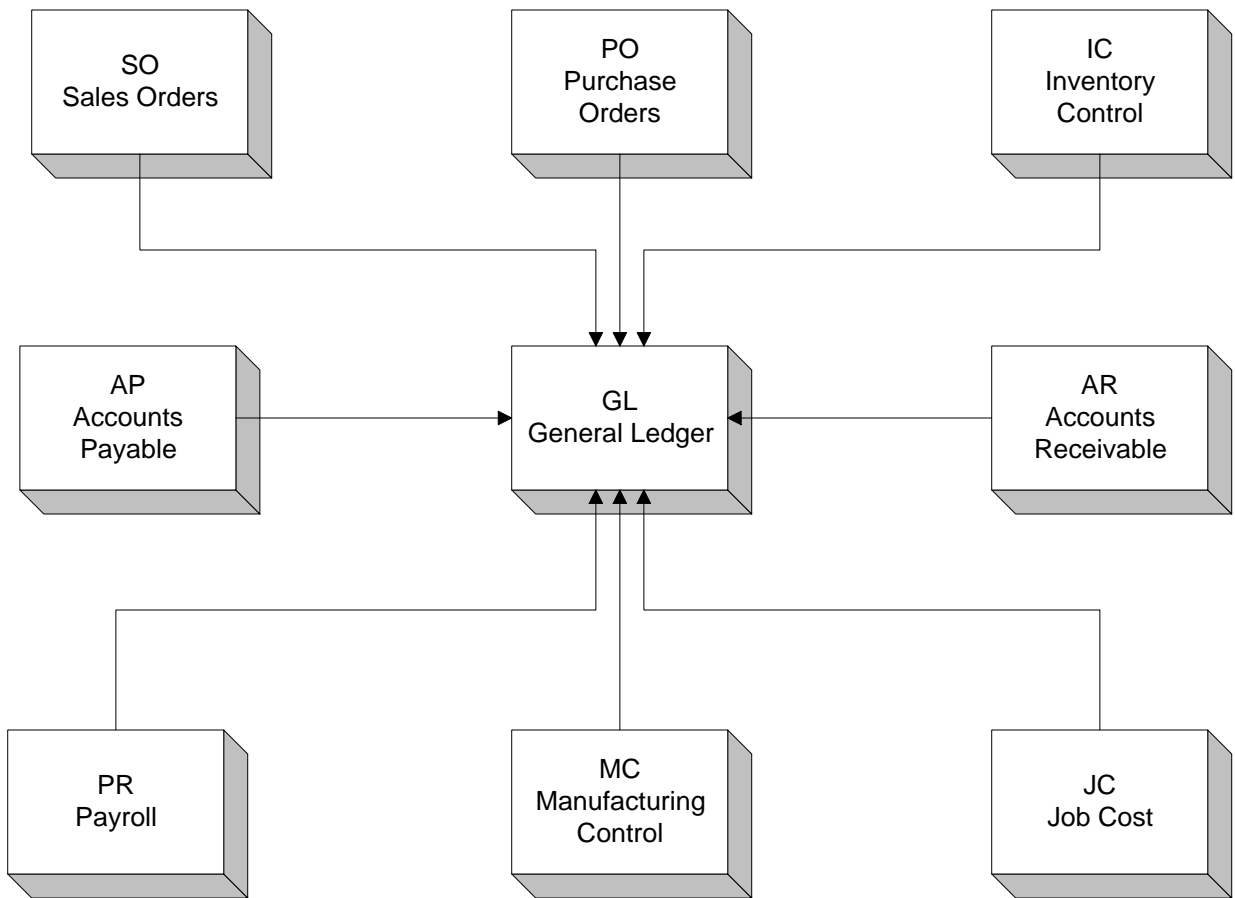
The following pages present flow charts that illustrate the flow of information from General Ledger to the other modules in the FACTS System. They also illustrate the flow of information within General Ledger.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

The following symbols represent the types of information shown on the flow charts.

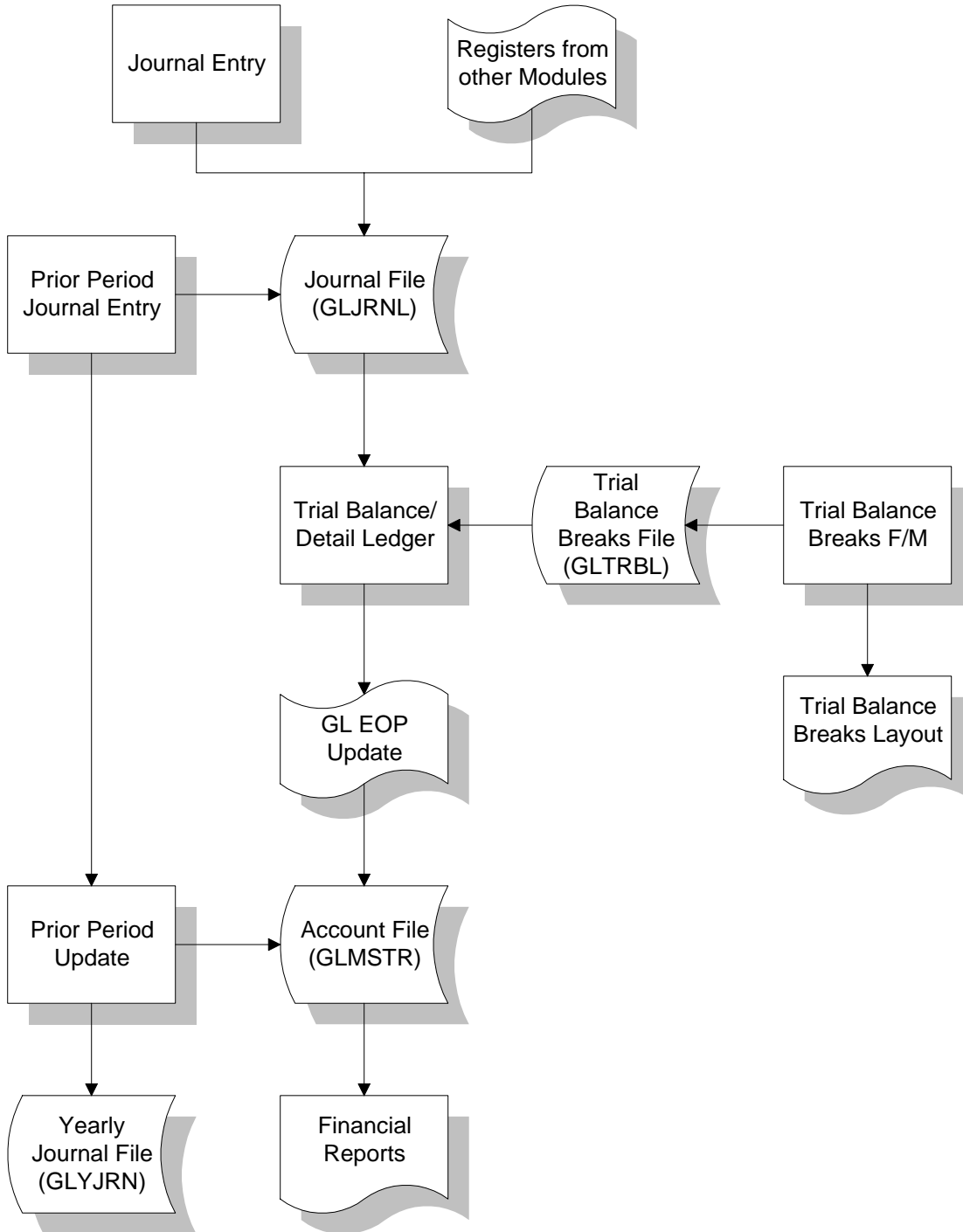


### General Ledger Interaction with Other FACTS Modules

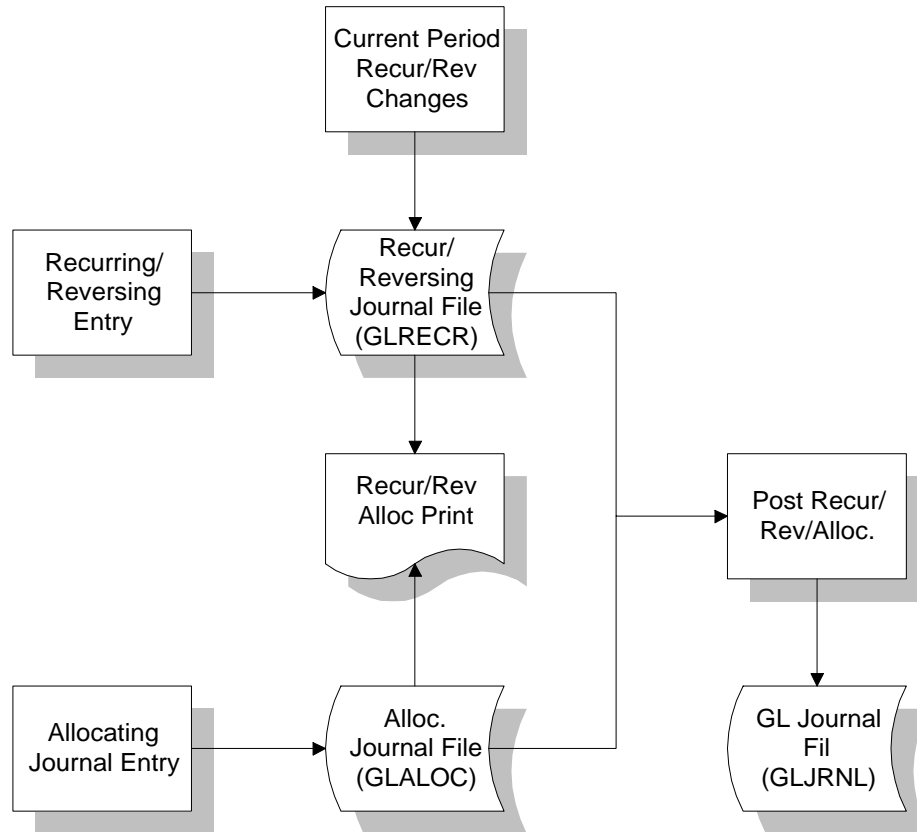




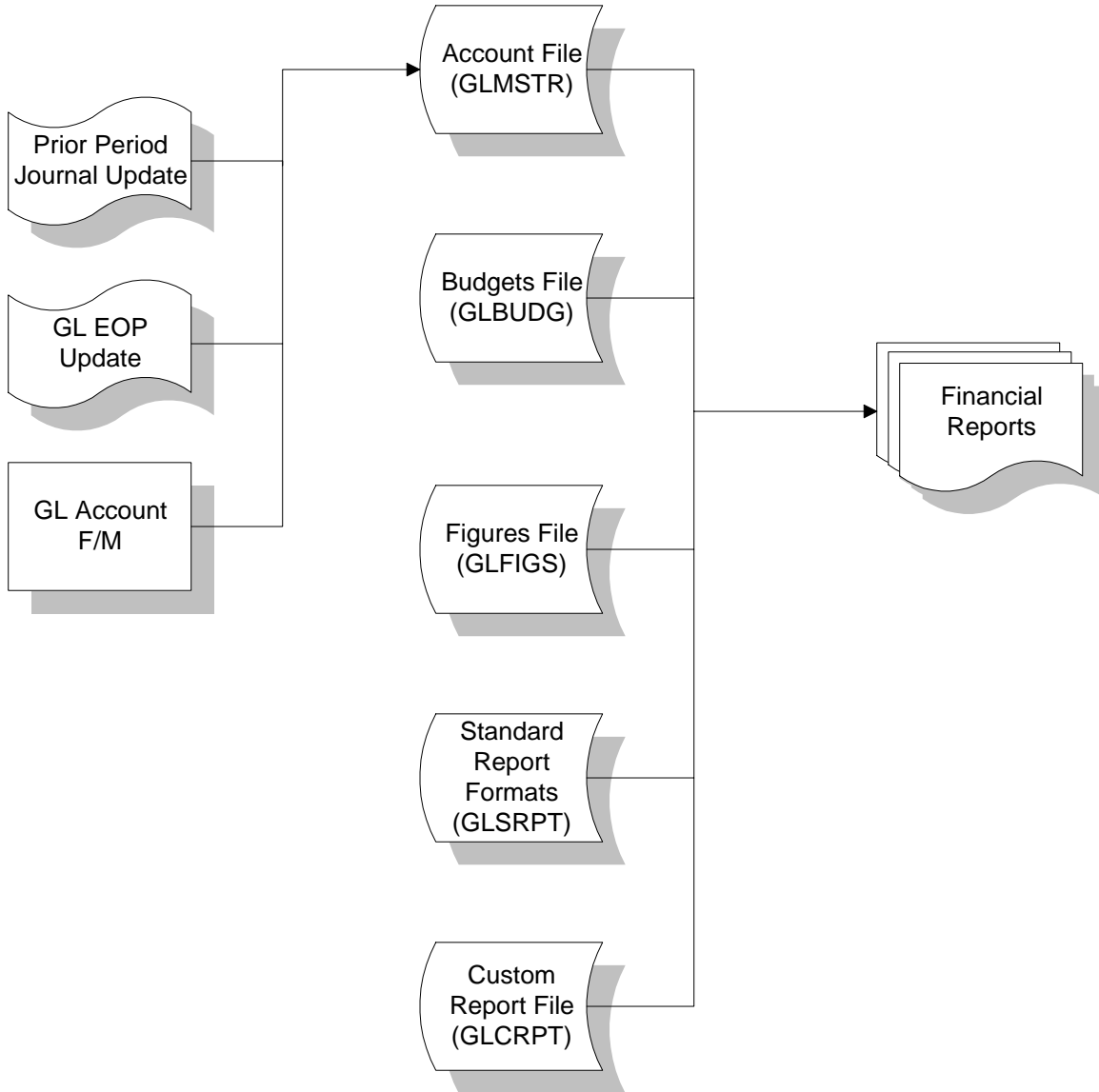
### General Ledger Journal Entries



## General Ledger Recurring/Reversing/Allocating Journal Entries



## General Ledger Financial Reports



## Standard Procedures

These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

### **1) Recommended Operating Procedures**

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

### **2) End-of-Period Checklist**

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the General Ledger module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

### **3) End-of-Period Checklist Explanation**

A detailed account is provided of the purpose of each program on the checklist.

## Recommended Operating Procedures

### *Daily Procedures (or as needed)*

1. Enter/print journal entries
2. Enter/print/update prior period journal entries

### *Period Procedures (or as needed)*

1. Enter any necessary journal entries
- \*2. Post Recurring/Reversing/Allocating entries (if used)
- \*3. Print Journal Print of all journals
- \*4. Print Trial Balance/Detail Ledger
5. Run End-of-Period Update - false close-out
6. Print financial reports
7. Enter/print any additional journal entries
- \*8. Run End-of-Period Update - true close-out
9. Print financial reports

### *Yearly Procedures*

- \*1. Run the End-of-Period Update (already covered in period procedures - DO NOT run twice)

\* indicates the procedure is required and must be performed in the time period designated.

## End-Of-Period Checklist - General Ledger

*Period* \_\_\_ *Year* \_\_\_

<b>User</b>	<b>Date</b>	<b>Menu</b>	<b>Description</b>
_____	_____	Journal	1. Enter necessary journal entries
_____	_____	Rec/Rev	2. Run Post Recur/Reverse/Allocating program
_____	_____	Reports	3. Print Journal Print
_____	_____	Reports	4. Print Trial Balance/Detail Ledger (it should balance)
_____	_____	EOP	5. Run End-of-Period Update - false close-out
_____	_____	EOP	6. Print financial reports (P&L, etc.)
_____	_____	Journal	7. Enter necessary journal entries
_____	_____	EOP	8. Run End-of-Period Update - true close-out
_____	_____	EOP	9. Print financial reports

## End-Of-Period Checklist Explanation

General Ledger is the last module to close after all other modules have been closed. All other modules may work in the current or next General Ledger period but may not work in a past General Ledger period.

1. **Make any necessary journal entries.** Before users print the journals and trial balance, they should make sure that all journal entries have been entered for the period.
2. **Post Recurring/Reversing/Allocating entries (if applicable).** This program allows the user to post to the journal file all recurring, reversing and allocating entries for the current period. Caution messages are displayed if a fiscal period has been skipped since the last posting or if posting has already been done for the current period.
3. **Print the Journal Print for all journals.** This program allows the user to obtain a complete printout of all journal entries for the fiscal period. The printout contains journal entries which were made by the journal entry program or posted automatically from other modules. It is important to print the journals because they provide a complete audit trail of activity in the General Ledger for the fiscal period. The End-of-Period Update should never be run without having a hard copy of all journals.
4. **Print Trial Balance/Detail Ledger.** This program allows the user to obtain a trial balance or detail ledger for the period. The ledger includes each account number, the beginning balance, activity (by journal number), and resulting ending balance. It is important to print the ledger because, like the journal print, it is an audit trail of activity for each account number for the period. The End-of-Period Update should never be run without a hard copy of the Trial Balance/Detail Ledger.
- \*5. **Run End-of-Period Update (false close).** This program is optional for the user and may be run as often as needed before the true close. If the user decides not to use it, skip down to the true close(#8). A false update allows the user to close the period for reporting purposes only. A false close does not actually close the period but does update the current period balance in the account file. This allows financial reports to be printed for the current period prior to closing the period.
- \*6. **Print Financial Reports.** The user may print all General Ledger financial reports for the current period. The reports must be set up by the user using the Financial Reports Setup menu programs (please read this section of the documentation). The benefit of printing financial reports before the period is closed is that the user may make any additional journal entries necessary and rerun the financial reports.

- \*7. **Make additional journal entries.** After printing financial reports, the user may want to make additional journal entries to correct the financial reports.
- 8. **Run the End-of-Period Update (true close).** This program closes the current period for General Ledger. The General Ledger account file is updated according to the information in the journal file. Journal records are then removed. Records are also removed from the general ledger report figures file and the company period ending date is advanced by one period.
- 9. **Print Financial Reports.** The user may print financial reports for the period just closed (prior period).
- \* Steps 5-7 may be repeated as often as needed until the End-of-Period Update (true close, #8) is run.



## CHAPTER 2

# Journal Entry

The Journal Entry program allows the user to manually enter and correct any entries to the GL journal file. This includes both manual entries and system entries that have been posted automatically from other modules.

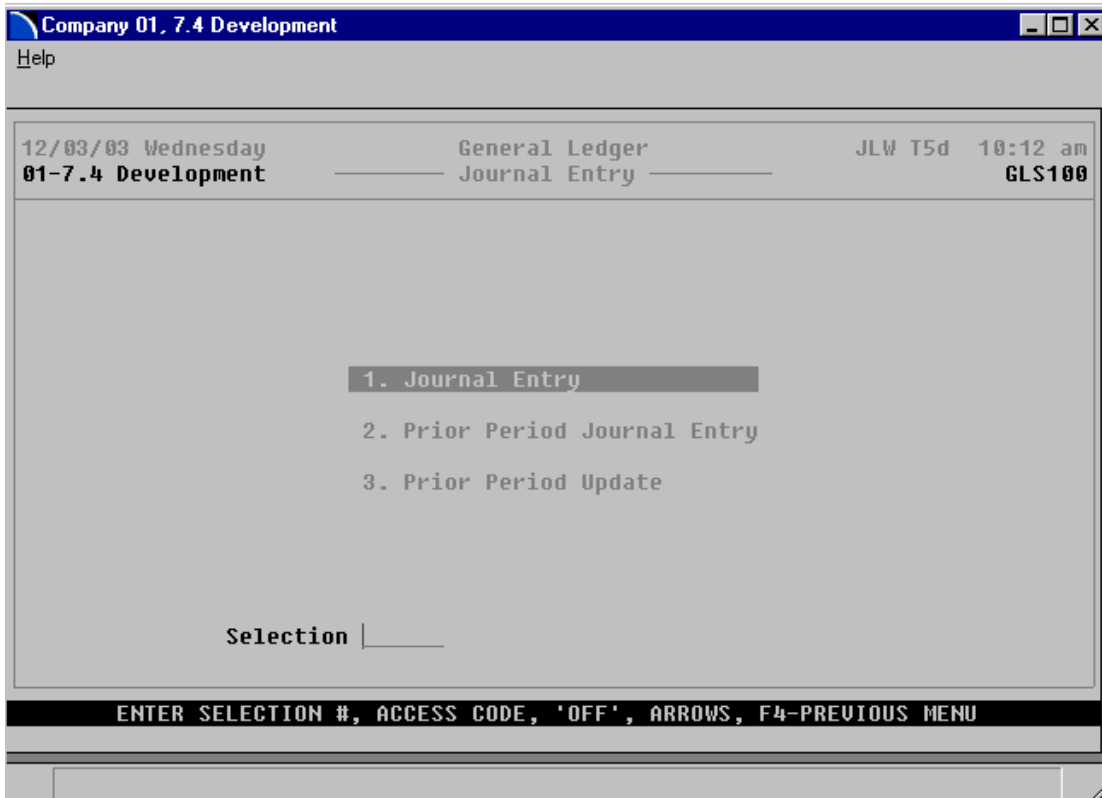
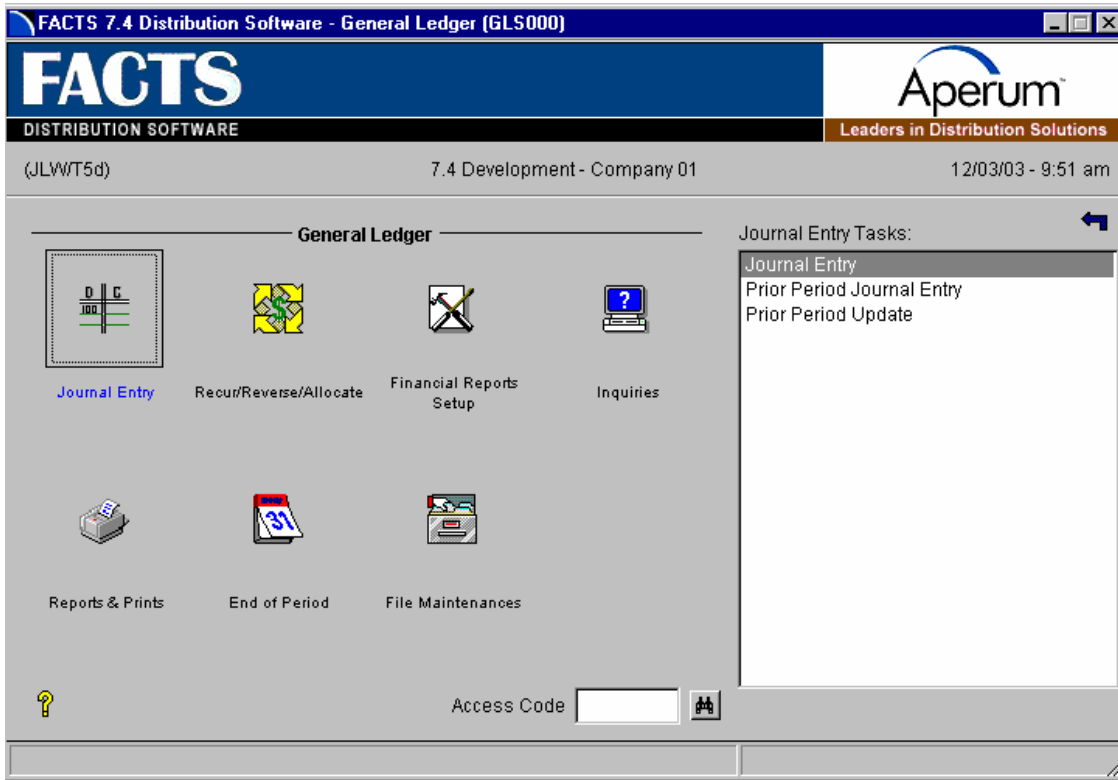
Journals may be divided into subjournals (set up by the user through the Journal F/M). For example, as well as assigning journal number 1000 to Sales (SO to GL Posting F/M), the user could also expense payables to post to journal number 2000, disburse payables to post to 2500 (both set up in AP Static Control F/M) and assign receivables to post to journal number 3000 (AR Static Control F/M), etc. As the system runs, it posts the proper entries to the appropriate journals. All the GL account entries are then divided into the categories specified. In this case, the user inspects the entries to the GL account number; for example, cash on hand is broken down by receivables and sales (instead of the one lump sum from all aspects of the business). This lends to increased accuracy in the audit trail for each GL account number.

All journal entries must be balanced (debits = credits). If an entry is out of balance, the user is not allowed to exit the program until such time as the entry is in balance. Both the Journal Entry program and the Prior Period Journal Entry program have correction capabilities. Should the user elect to disallow journal entry corrections, set The **Allow Journal Correction** flag to N (GL Static Control F/M).

The Journal Entry program allows entries and corrections to be made in the current or next GL period.

The Prior Period Journal Entry program allows entries to any closed period within the last 10 periods, (assuming a 12 period year) (# of periods as set in the company control record) or two periods less than the number of periods per year.

The Prior Period Update program updates all accounts from the prior period through the current GL period from the entries that were made manually in the Prior Period Journal Entry program. It is important that the user runs the Journal Print program to print all prior period journal entries that will be updated before running the update. The printed entries are the audit trail for this update.



# Journal Entry (GLE110)

## Function

This program allows the user to make and correct journal entries of account transactions for the current or next GL period.

Any journal entries to the current or next fiscal period not entered through this program must post automatically from other modules or from the recurring/reversing entry subsystem.

Journal entries may not be ended until debits and credits balance. Therefore, out-of-balance entries are not permitted.

Once a journal entry is made, it appears on the next Journal Print or Trial Balance/Detail Ledger printed for that period. If the **Allow Journal Correction** flag is set to Y in the GL static control record, then journal entries may be corrected by entering the journal entry number.


## User Inputs

The following inputs are involved in creating a journal entry:



### 1. Period

Enter the period the entry was made (PP). The entry must be a valid period. CR initially defaults to the current period.

### 2. Journal

Enter a journal number. The entry must be a valid journal number and displays the number and description. Press **F2** or the  icon to search.

### 3. Entry Number

Enter a journal entry number. The entry must be a valid entry number for this journal and period. Entering a valid entry number displays the journal entry on the screen. Press **Enter (CR)** or the  icon to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed. Press **F2** or the  icon to search.

### 4. Entry Date

If the entry number from input #3 is a valid entry, then inputs #4-5 are skipped. Enter the date within the current or next fiscal period. CR initially defaults to the system date.

### 5. Header Memo


Enter an optional descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.

This concludes the header portion of the program. At this point, the system assigns the entry number automatically. After the header record is created, only the header input #5 is accessible through the

change header routine. Inputs #1-4 can only be changed by deleting and re-entering the journal entry.

The line item portion of the program allows entry of up to 999 line-items. **Line numbers** (ref. 4)

### 6. Account Number


Enter a GL account number. The entry must be a valid GL account number and displays both the number and account description. Press **F2** or the  icon to search. **F3** ends entries and proceeds to the **prompt-selection input**.

### 7. Detail Memo

Enter an optional descriptive memo of this account's involvement in the transaction (up to 30 characters).

Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.

### 8. Debit

Enter a positive amount (automatically debit) or negative amount (automatically credit) or CR proceeds to the following input (credit). Press **F2** or the  icon to automatically balance the entry.

### 9. Credit

Enter an amount and it is automatically a credit amount (negative).

Each time a line is completed (added or changed) the system updates and displays running totals for both debit and credit amounts. Also displayed in the header portion of the screen is the undistributed amount (the difference between the debit and credit running totals). Before the user can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.



10. Click the  or press Enter to save new item information.


Once new information has been added, that journal line displays in the lower half of the screen.


**CUI Users:** The **prompt-selection input** allows the user to perform the following functions:


- # - Changes a line
- L - Lists a line
- A - Adds a line
- D - Deletes a line
- F2** - Changes header
- F3** - Ends

**GUI Users:**

You can select the  to add another journal line or the  icon to add a line above the highlighted line in the browser. Select the  icon to end entries.

To edit a journal line, highlight the line in the browser and select the  icon to make changes for the highlighted line item.

To delete a line in the journal, highlight the line in the browser and select the  icon.

Select the  icon to end journal line entry.

To modify header information, press the Header button. The system displays Header Detail dialog box where you can modify the entry date or header memo for the journal.

**11.** Select the **Done** button when you are ready to exit the program.

**Technical Notes**




The system processes each entry by writing the appropriate records to the journal file (GLJRNL) and its sort file (GLJRNX). Deletion of the entry removes all detail lines and sets the header memo to entry deleted during input. The entry number is maintained in the control file (SMCNTL) through the Journal F/M.

**FILES USED** - GLMSTR, GLALPX

**FILES UPDATED** - SMCNTL, GLJRNL, GLJRNX



## How to create journal entries

1. Access this program by choosing *General Ledger*→*Journal Entry*→*Journal Entry*.
2. In the Period input, enter the period the entry was made (PP). Press **Enter (CR)** to initially default to the current period.
3. In the Journal input, enter a journal number. Press **F2** to search.
4. In the Entry Number input, enter a journal entry number. Entering a valid entry number displays the journal entry on the screen. Press **Enter (CR)** or the  icon to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed. Press **F2** or the  icon to search.
5. If the entry number from input #3 is a valid entry, then the system skips inputs #4-5 (the entry date and header memo). Otherwise, enter the date within the current or next fiscal period in the Entry Date input. Press **Enter (CR)** or the  icon to initially default to the system date.
6. (Optional) In the Header Memo input, enter an descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
7. This concludes the header portion of the program. At this point, the system assigns the entry number automatically.
8. In the Account Number input, enter a GL account number. For valid GL account numbers, the system displays both the number and account description. Press **F2** to search.
9. In the Detail Memo input, enter an optional descriptive memo about this account number's involvement in the transaction (up to 30 characters).



Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.

10. In the Debit input, enter a positive amount (automatically debit) or negative amount (automatically credit) or press Enter to access to the **Credit** input. Press **F2** to automatically balance the entry.
11. In the Credit input, enter an amount and it is automatically a credit amount (negative).







Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.

12. Click the  or press Enter to save new item information.




Once new information has been added, that journal line displays in the lower half of the screen.

You can select the  to add another journal line or the  icon to add a line above the highlighted line in the browser. Select the  icon to end entries.

To edit a journal line, highlight the line in the browser and select the  icon to make changes for the highlighted line item.

To delete a line in the journal, highlight the line in the browser and select the  icon.

Select the  icon to end journal line entry.

To modify header information, press the **Header** button. The system displays Header Detail dialog box where you can modify the entry date or header memo for the journal.

13. To exit, press F4 or the **Done** button until the system returns you to the menu system.

# Prior Period Journal Entry (GLE120)

## Function

This program allows the user to make and correct journal entries of account transactions to prior periods (within the last 10 closed periods if using a 12 period year or two periods less than the number of periods per year).

Prior period journal entries may not be ended until debits and credits balance. Therefore, out-of-balance entries are not permitted.

The prior period journals entered should be printed before updating to provide an audit trail.

The Prior Period Update should then be run to update the General Ledger account ending balances. The update program updates the ending balances only for the account numbers entered through this program. The ending balances are updated forward through the current period, from the prior period where the entry was made. Any entries affecting an expense or revenue type GL account also cause the retained earnings ending balance to be modified.


## User Inputs

The following inputs are involved in making a Prior Period Journal Entry:



### 1. Prior Period

Enter the prior period for the entry (PP). The entry must be a closed period within the last ten periods if using a 12 period year or two periods less than the number of periods per year. CR defaults to the last period closed.

### 2. Journal Number

Enter a journal number. The entry must be a valid journal and displays the number and journal description. CR defaults to the journal number used in the previous prior period journal entry. Press **F2** or the  icon to search.

### 3. Entry Number

Enter a journal entry number. The entry must be a valid entry number for this journal and period. Entering a valid entry number displays the journal entry on the screen. Press **Enter (CR)** or the  icon to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed. Press **F2** or the  icon to search.

### 4. Entry Date

If the entry number from input #3 is a valid entry, then inputs #4-5 are skipped. Enter the date within the prior fiscal period entered. Subsequent journal entries (before exiting the program) assume the last date entered. CR initially defaults to the ending date of the period entered.

## 5. Header Memo


Enter an optional descriptive memo (up to 40 characters).

This concludes the header portion of the program. At this point, the system assigns the entry number automatically. After the header record is created, only the header input #5 is accessible through the change header routine. Inputs #1-4 can only be changed by deleting and re-entering the journal entry.

### Line numbers (ref. 4)

The line-item portion of the program allows entry of up to 999 line-items.


## 6. Account Number

Enter a GL account number. The entry must be a valid GL account number and displays both the number and account description. Press **F2** or the  icon to search. **F3** ends entries and proceeds to the **prompt-selection input**.

## 7. Detail Memo

Enter an optional descriptive memo of this account's involvement in the transaction (up to 30 characters).

## 8. Debit

Enter a positive amount (automatically debit) or negative amount (automatically credit) or CR proceeds to the following input (credit). Press **F2** or the  icon to automatically balance the entry.

Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.


## 9. Credit

Enter an amount and it is automatically a credit amount.




Each time a line is completed (added or changed) the system updates and displays running totals for both debit and credit amounts. Also displayed in the header portion of the screen is the undistributed amount (the difference between the debit and credit running totals). Before the user can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.


**CUI Users:** The **prompt-selection input** allows the user to perform the following functions:


- # - Changes a line
- L - Lists a line
- A - Adds a line
- D - Deletes a line
- F2** - Changes header
- F3** - Ends


10. Click the  or press Enter to save new item information.

Once new information has been added, that journal line displays in the lower half of the screen.

You can select the  to add another journal line or the  icon to add a line above the highlighted line in the browser. Select the  icon to end entries.

To edit a journal line, highlight the line in the browser and select the  icon to make changes for the highlighted line item.

To delete a line in the journal, highlight the line in the browser and select the  icon.

Select the  icon to end journal line entry.

To modify header information, press the Header button. The system displays Header Detail dialog box where you can modify the entry date or header memo for the journal.

11. Select the **Done** button when you are ready to exit the program.

## Technical Notes

The system processes each entry by writing the appropriate records to the journal file (GLJRNL) and its sort file (GLJRNX). Deletion of the entry removes all detail lines and sets the header memo to entry deleted during input. The entry number is updated in the control file (SMCNTL).

**FILES USED** - GLMSTR, GLALPX

**FILES UPDATED** - SMCNTL, GLJRNL, GLJRNX

**01-Demo Company, Prior Period Journal Entry (GLE120)**

File Edit Go To Help

Period 08 - AUG Journal 2000 Payables CP=09/2002 SEP  
 Entry # 001

Entry Date 08/31/2002  
 Memo

Undistributed .00  
 Total Debits 12.00 Total Credits 12.00

G/L # 000-00 0 Debit .00 Credit .00  
 Memo

LN#	G/L #	Memo	Debit	Credit	G/L # Description
001	310-01-0		12.00		Accounts Payable
002	310-02-0			12.00	Accounts Payable
add					

Header Done

**Prior Period Journal Entry (GLE120)**

Help

01-Demo Company Prior Period Journal Entry GLE120  
 CP=09/2002 SEP






Period 08 Journal 2000 Payables  
 Entry # Next Undistributed .00

Entry Date 08/01/2002 Total Debits Total Credits  
 Memo ..... .00 .00

G/L # 000-00 0 Debit Credit  
 Memo


LN#	G/L #	Memo	Debit	Credit
Enter memo, F10-Menu, F4-Backup				

## How to create prior period journal entries

1. Access this program by choosing *General Ledger*→*Journal Entry*→*Prior Period Journal Entry*.
2. In the Period input, enter the prior period for the entry (PP). The entry must be a closed period within the last ten periods if using a 12 period year or two periods less than the number of periods per year. Press **Enter (CR)** to default to the last period closed.
3. In the Journal input, enter a journal number. Press **F2** or the  icon to search.
4. In the Entry Number input, enter a journal entry number. Entering a valid entry number displays the journal entry on the screen. Press **Enter (CR)** or the  icon to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed. Press **F2** or the  icon to search.
5. If the entry number from input #3 is a valid entry, then the system skips inputs #4-5 (the entry date and header memo). Otherwise, enter the date within the current or next fiscal period in the Entry Date input. Press **Enter (CR)** or the  icon to initially default to the system date.
6. (Optional) In the Header Memo input, enter a descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
7. This concludes the header portion of the program. At this point, the system assigns the entry number automatically.
8. In the Account Number input, enter a GL account number. For valid GL account numbers, the system displays both the number and account description. Press **F2** or the  icon to search.
9. In the Detail Memo input, enter an optional descriptive memo about this account number's involvement in the transaction (up to 30 characters).



Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.




10. In the Debit input, enter a positive amount (automatically debit) or negative amount (automatically credit) or press Enter to access to the **Credit** input. Press **F2** or the  icon to automatically balance the entry.
11. In the Credit input, enter an amount and it is automatically a credit amount (negative).




Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.


12. **Click the  or press Enter to save new item information.**

Once new information has been added, that journal line displays in the lower half of the screen.

You can select the  to add another journal line or the  icon to add a line above the highlighted line in the browser. Select the  icon to end entries.

To edit a journal line, highlight the line in the browser and select the  icon to make changes for the highlighted line item.

To delete a line in the journal, highlight the line in the browser and select the  icon.

Select the  icon to end journal line entry.

To modify header information, press the **Header** button. The system displays Header Detail dialog box where you can modify the entry date or header memo for the journal.

13. To exit, press F4 or the **Done** button until the system returns you to the menu system.

# Prior Period Update (GLU110)

## Function

This program allows the user to update GL account number ending balances according to the journal entry transaction amounts entered through the Prior Period Journal Entry program.

This program should be run only after making prior period entries and printing the journals.

The update is run only for the prior period entered by the user. Updating involves adjusting the affected account ending balances according to the transaction amounts in the journal file. The periods affected are: the selected period, all closed periods between the selected and current periods, and the current period. The journal records for this period are then removed (updated to journal history file if journal history is stored). As the only hard copy of the journal entries involved in the update is a journal print, the update does not run until the user responds affirmatively to the question **Has a journal print for this period been printed?**

## User Inputs

The following inputs must be executed before the update can be run:

### 1. Prior Period

Enter the prior period to be updated (PP). The entry must be a valid period within the last 10 periods, if using a 12 period year or two less than the number of periods per year, and displays the period and its ending date. CR defaults to the last period closed.

### 2. Journal Print

Enter **N** or **Y** to indicate whether the journal print has been printed for the selected period. If **N** is entered, a message is displayed requesting that a journal print for the selected prior period be printed and the program exits to the menu. CR defaults to **N**.

### 3. End of Inputs

(ref. 3)

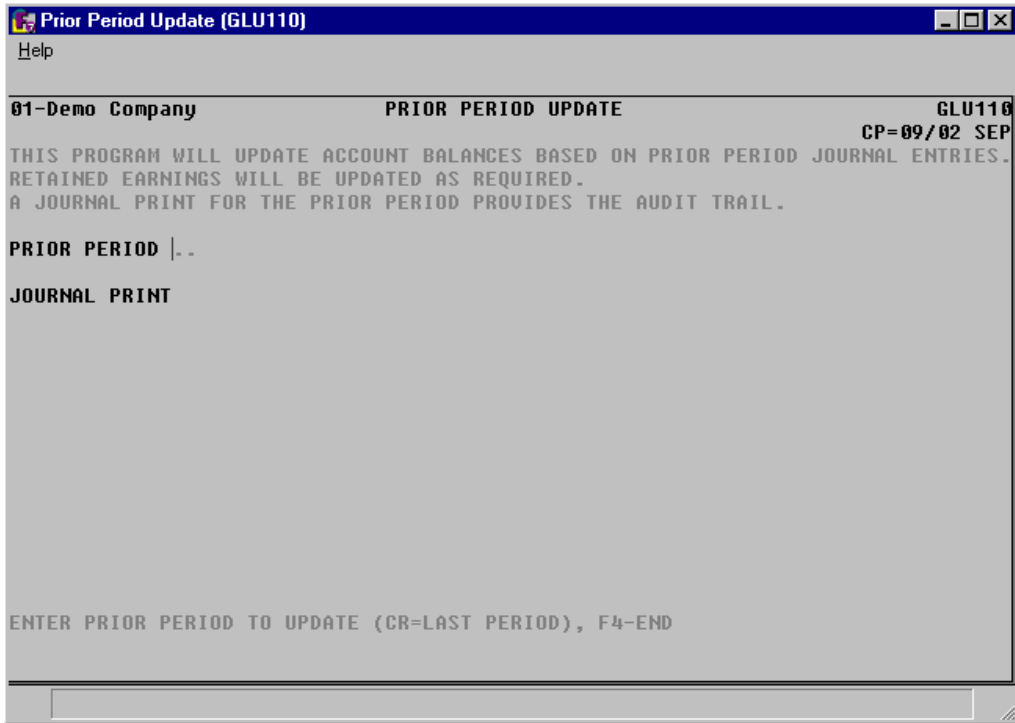
## Technical Notes

The update locks the GL account file (GLMSTR).

The update reads the journal file (GLJRNL) and updates the appropriate account file records (GLMSTR) and then deletes the journal entries.

**FILES UPDATED** - SMCNTL, GLMSTR, GLJRNL, GLJRNX, GLYJRN, GLYJRX, GLYJJX





## How to update GL account number ending balances for prior period journal entries

1. Access this program by choosing General Ledger→Journal Entry→Prior Period Update.
2. In the Prior Period input, enter the prior period to be updated (PP). The entry must be a valid period within the last 10 periods, if using a 12 period year or two less than the number of periods per year, and displays the period and its ending date. Press Enter (CR) to default to the last period closed.
3. In the Journal Print input, enter N or Y to indicate whether the journal print has been printed for the selected period. If you enter N, the system displays a message requesting that a journal print for the selected prior period be printed and the program exits to the menu. Press Enter (CR) to default to N.
4. Enter YES to continue with the update.  
OR  
To abort, press F4 until the system returns you to the menu system.
5. If you perform the update the system displays processing information in the lower portion of the screen and return you to the menu when the update is complete.

## CHAPTER 3

# Recurring / Reversing / Allocating

This subsystem allows the user of the FACTS system to set up recurring/reversing or allocating journal entries that post into the journal file on a period basis.

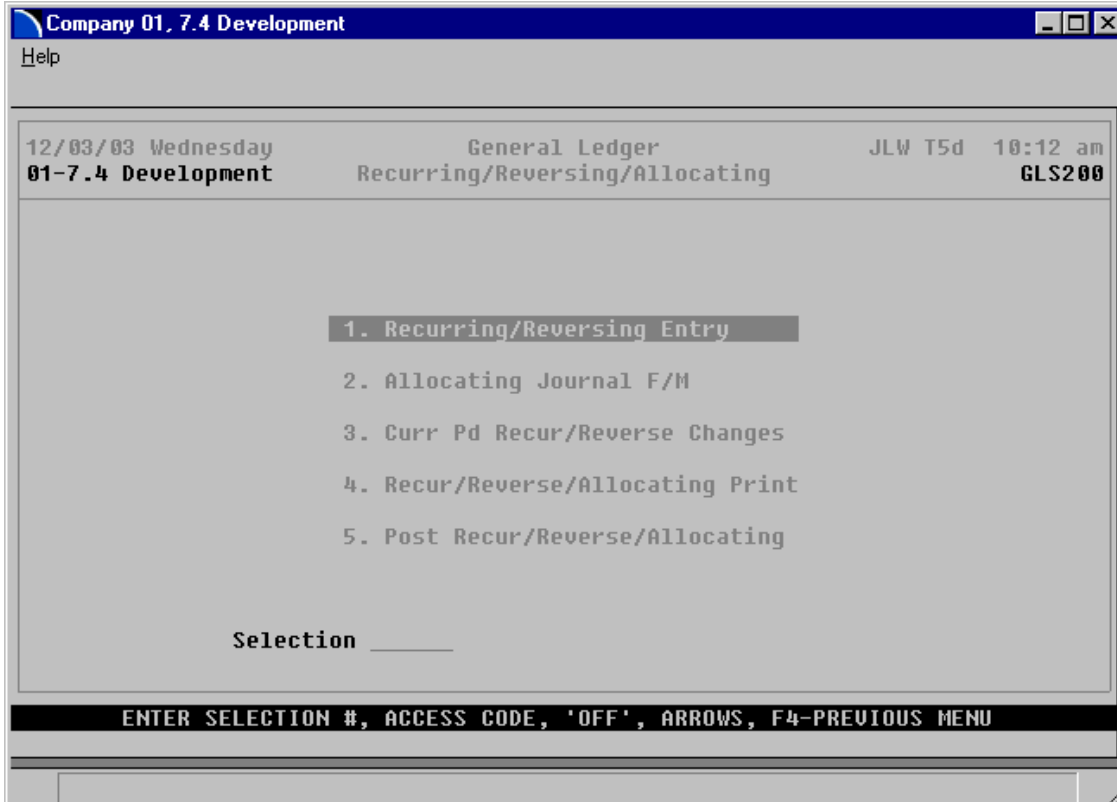
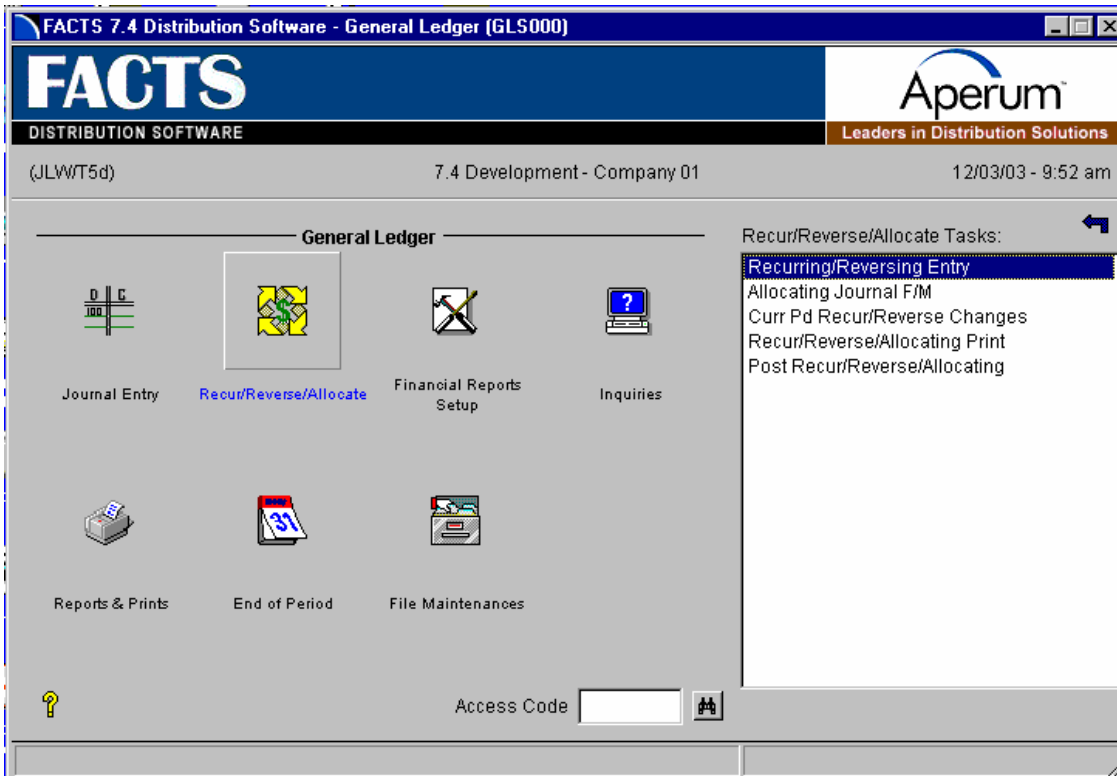
The Recurring/Reversing Entry is used, for example, if the user needs to post depreciation on a recurring basis, or to accrue expenses for the period but wishes to reverse them out the next period.

The Allocating Journal F/M allows the user to allocate percentages from a single (several) GL account number(s) to a single (several) GL account number(s) within the same journal. For example, several entries can be set up to take all the telephone expenses for that period and then allocate them to the proper departments by a percentage, or to take all the telephone expenses from the departments and divide them (by a percentage) between branches.

As with regular journal entries, all recurring and reversing entries must be balanced entries.

The Recur/Reverse/Allocating Print program provides a list of all recurring, reversing and allocating entries.

The Post Recur/Reverse/Allocating program posts the entries into the journal file as regular journal entries. Recurring entries post by period. Reversing entries also post the entry by period, and post the offsetting reversing entry into the next period. The allocating entry creates an entry that reverses out the **from** account number(s) and posts it to the **to** account number(s). For example, if telephone expense is the **from** account and telephone expense-various departments is the **to** account, the system makes a journal entry to credit the telephone expense account number and debit the various department telephone expense account numbers.



# Recurring/Reversing Journal Entry (GLE210)

## Function

This program allows the user to enter and maintain recurring and reversing journal entries which post to the journal file on a monthly basis.

The user may set up standard monthly journal entries such as depreciation. This relieves the burden of making the same entry each period. Journal entries may not be ended until debits and credits balance. Therefore, out-of-balance entries are not permitted.

After recurring and reversing entries are entered, the amounts may be changed for the current period through the Current PD Recur/Reverse Changes program. A list may be printed at any time through the Recur/Reverse/Allocating Print program. The journal entry will be posted to the journal file when the Post Recur/Reverse/Allocating entry program is run. It will then be treated like any other journal entry in the journal file.

Recurring entries post each period. Reversing entries are posted in the order they were entered into the recurring/reversing entry file with the offsetting reversing entry posted the following period.

**NOTE:** For both recurring and reversing entries, once the entry is made, it posts every period the Post Recurring/Reversing/Allocating Entries program is run until the entry is deleted.

## User Inputs

The following inputs are involved in entering recurring and reversing journal entries:

### 1. Journal

Enter a journal number. The entry must be a valid journal number and displays the number and description. CR defaults to the journal number used in the previous entry. F2 allows a search (ref. 6).

### 2. Entry Number

Enter a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If 900 is entered then the next month the offsetting reversing entry is 901.. Entering a valid entry displays the type of entry (recurring or reversing). F2 allows a search (ref. 6).

### 3. Header Memo

Enter an optional descriptive memo (up to 40 characters).

This concludes the header portion of the program. After the header record is created, only the header input #3 is accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the journal entry.

### Line numbers (ref. 4)

The line item portion of the program allows entry of up to 999 line-items.

**4. Account number**

Enter a GL account number. The entry must be a valid GL account number and displays the number and account description. F2 allows a search (ref. 6). F3 ends entries and proceeds to the **prompt-selection input**.

**5. Detail Memo**

Enter an optional descriptive memo of this account's involvement in the transaction (up to 30 characters).

**6. Debit**

Enter a positive amount (automatically debit) or negative amount (automatically credit) or CR proceeds to the following input (credit). F2 automatically balances the entry.

**7. Credit**

Enter an amount and it is automatically a credit amount.

Each time a line is completed (added or changed) the system updates and displays running totals for both debit and credit amounts. Also displayed in the header portion of the screen is the undistributed amount (the difference between the debit and credit running totals). Before the user can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.

The **prompt-selection input** allows the user to perform the following functions:

- # - Changes a line
- L - Lists a line
- A - Adds a line
- D - Deletes a line
- F2 - Changes header
- F3 - Ends

**Technical Notes**

The system processes each entry by writing the appropriate records to the recurring journal file (GLRECR).

**FILES USED** - SMCNTL, GLMSTR, GLALPX

**FILES UPDATED** - GLRECR

**Recurring/Reversing Entry (GLE210)**

Help

---

01-Demo Company                      RECURRING/REVERSING JOURNAL ENTRY                      GLE210  
CP=09/02 SEP

RECURRING ENTRY

JOURNAL 2000 Payables                      ENTRY 801                      UNDISTRIBUTED=                      .00

MEMO Insurance Payments                      DR TOTAL                      CR TOTAL  
375.50                      375.50

---

LN#	G/L#	MEMO	DEBIT	CREDIT
001	100-01-0	Branch 01		240.00
002	750-01-1	Insurance Expense	240.00	
003	100-02-0	Branch 02		135.50
004	750-02-1	Insurance Expense	135.50	

List   Add   Delete   Change Header

LINE # TO CHANGE, L-LIST, A-ADD, D-DELETE, F2-CHANGE HEADER, F3-END ... End OK

## How to enter and maintain recurring and reversing journal entries

1. Access this program by choosing General Ledger-->Recurring/Reversing/Allocating --> Recurring/Reversing Journal Entry
2. In the Journal input, enter a journal number. Press F2 to search. Press Enter (CR) to default to the journal number used in the previous entry.
3. In the Entry Number input, enter a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If you enter 900 then the next month the offsetting reversing entry is 901. Entering a valid entry displays the type of entry (recurring or reversing). Press F2 to search.
4. (Optional) In the Header Memo input enter a descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
5. This concludes the header portion of the program. After the header record is created, only the header input #3 is accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the journal entry.
6. In the Account Number input, enter a GL account number. For valid GL account numbers, the system displays both the number and account description. Press F2 to search.
7. In the Detail Memo input, enter an optional descriptive memo about this account number's involvement in the transaction (up to 30 characters).

Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.

8. In the Debit input, enter a positive amount (automatically debit) or negative amount (automatically credit) or press Enter (CR) to access to the Credit input. Press F2 to automatically balance the entry.
9. In the Credit input, enter an amount and it is automatically a credit amount (negative).

Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.

10. Press F3 to end the entry process and proceed to the prompt-selection input. The prompt-selection input allows you to perform the following functions:

#	-	Changes a line
L	-	Lists a line



- A - Adds a line
- D - Deletes a line
- F2 - Changes header

After the header record is created, only the header input #3 is accessible through the change header routine. Inputs in steps 2-3 can only be changed by deleting and re-entering the journal entry.

- F3 - Ends

11. To exit, press F4 until the system returns you to the menu system.

# Allocating Journal F/M (GLF210)

## Function

This program allows the user to create and maintain allocating journal entries.

Allocating journal entries allow precise control over posting GL accounts. The user is able to take percentages of (up to 6) GL accounts and reallocate that amount over (up to 9) other GL accounts within the **same** journal.

For example, if the user wants to break the phone bill down for departments, the GL phone costs account number(s) (50000-local carrier and 50500-WATS line) would be entered under the **from** accounts. The GL phone costs numbers for each department would be entered under the **to** accounts (50010-sales and 50020-production). The user would then enter the percentage of the total of the **from** accounts to be allocated to each particular **to** account. For instance, sales (department 10) might get 70% of the phone costs because of its phone intensiveness, where production (department 20) might only get 30% of the total costs.

The entry number of an allocating journal entry must be from 700-799. The percentage of the **to** accounts must equal 100%.

**Note:** This program will only allocate amounts posted to the **from** accounts in the journal you entered in input #1. For example, you post all of your AP accounts to a corporate AP account, 310-00-0. You then post to two branch AP accounts, 310-01-0 and 310-02-0, using an allocating entry. If you post to the corporate AP account in both journal 2000 and 6000, and only enter an allocating journal entry for journal 6000, only those posting to the corporate account in journal 6000 will be posted to the branch accounts. The postings to the corporate account in journal 2000 will remain where they are.

Printing allocating entries may be performed through the Recur/Reverse/Allocating Print program. The entries are then posted in the Post Recur/Reverse/Allocating program.

## User Inputs

The following inputs are involved in entering an allocating journal entry:

### \*1. Journal

Enter a journal number. The entry must be a valid journal number and displays the number and description. CR defaults to the journal number used in the previous entry. F2 allows a search (ref. 6).

### \*2. Entry Number

Enter the allocating entry number from 700-799. F2 allows a search (ref. 6). F3 displays the first record for the selected journal number.

### 3. Header Memo

Enter an optional descriptive memo (up to 40 characters).

Inputs #4-5 are where the **from** GL account numbers to be allocated from are entered. Up to six accounts may be entered.

**From GL Account #**

Enter the GL account number to allocate from. The entry must be a valid account number. F2 allows a search (ref. 6). F3 ends the entries after the first account number is entered.

**Percent (%)**

Enter the percentage of the account number to allocate from (0-100.0).

Inputs #6-7 are where the **to** GL account numbers to be allocated to are entered. Up to nine accounts may be entered.

**To GL Account #**

Enter the GL account number to allocate to. The entry must be a valid account number. F2 allows a search (ref. 6). F3 ends the entries after the first account number is entered.

**Percent (%)**

Enter the percentage of the total of the **from** accounts to allocate to this account number (0-100.0). The allocating to total percentage is displayed at the bottom right of the screen. The total percentage to allocate must be 100%.

**Technical Notes**

The system writes each record to the GL allocating file (GLALOC).

**FILES USED** - SMCNTL, GLMSTR, GLALPX

**FILES UPDATED** - GLALOC

```

Company 01 - Demo Company
Help
01-Demo Company          ALLOCATING JOURNAL F/M          GLF210
* JOURNAL 6000 Expense
* ENTRY 700
3 MEMO Allocation of Misc Admin expense to Dept

-----FROM-----
G/L#  DESCRIPTION  PCT
4. 630-01-1 Miscellaneous Expe 100.0%
5.
6.
7.
8.
9.

-----TO-----
G/L#  DESCRIPTION  PCT
10. 630-01-1 Miscellaneous Expe 41.0%
11. 630-01-2 Miscellaneous Expe 12.0%
12. 630-02-1 Miscellaneous Expe 40.0%
13. 630-02-2 Miscellaneous Expe 7.0%
14.
15.
16.
17.
18.

-----
100.0%

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY |.
    
```

## How to enter and maintain allocating journal entries

1. Access this program by choosing General Ledger-->Recurring/Reversing/Allocating --> Recurring/Allocating Journal Entry
2. In the Journal input, enter a journal number. Press F2 to search. Press Enter (CR) to default to the journal number used in the previous entry.
3. In the Entry Number input, enter a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If you enter 900 then the next month the offsetting reversing entry is 901. Entering a valid entry displays the type of entry (recurring or reversing). Press F2 to search.
4. (Optional) In the Header Memo input, enter a descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
5. This concludes the header portion of the program. After the header record is created, only the header input #3 is accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the journal entry.
6. In the From GL Account # input, enter the GL account numbers to be allocated from. You can enter up to six accounts. Press F2 to search. Press F3 to end the entry process after you enter the first account number.
7. In the Percent (%) input, enter the percentage of the account number to allocate from (0-100.0).
8. In the To GL Account # input, enter the GL account numbers to be allocated to. You can enter up to six accounts. Press F2 to search. You can enter up to nine accounts.
9. In the Percent (%) input, enter the percentage of the total of the from accounts to allocate to this account number (0-100.0). The system displays the allocating to total percentage in the bottom right portion of the screen. The total percentage to allocate must be 100%.
10. When you have finished entering account numbers, press F3 to end the entry process after you enter the first account number.
11. To exit, press F4 until the system returns you to the menu system.

# Current Pd Recur/Reverse Changes (GLE220)

## Function

This program allows the user to change the transaction amounts and memos of any recurring or reversing entry for the current period. If the current amount has not been changed, it is equal to the standard amount (amount originally set up in the Recurring/Reversing Entry).

Only transaction amounts and memos may be changed. Transaction amounts are reset to the standard amounts after posting. Memos are not reset.

Journal entries may not be ended until debits and credits balance; therefore, out-of-balance entries are not permitted.

## User Inputs

The following inputs are involved in displaying and/or changing a recurring/reversing entry:

### 1. Journal

Enter a journal number. The entry must be a valid journal number and displays the number and description. CR defaults to the journal number used in the previous correction. F2 allows a search (ref. 6). F3 displays the next recurring/reversing journal entry on file.

### 2. Entry Number

Enter a number from 800-899 for a recurring entry and an even number from 900-998 for a reversing entry. Entering a valid entry displays the type of entry (recurring or reversing) and the journal entry on the screen. F2 allows a search (ref. 6).

### 3. Header Memo

Enter an optional descriptive memo (up to 40 characters). During correction, only input #3 can be changed.

### 4. Detail Memo

Enter an optional descriptive memo of this account's involvement in the transaction (up to 30 characters).

### 5. Debit

Enter a positive amount (automatically debit) or negative amount (automatically credit) or CR proceeds to the following input (credit). F2 automatically balances the entry.

### 6. Credit

Enter an amount and it is automatically a credit amount.

Each time a line is completed (added or changed) the system updates and displays running totals for both debit and credit amounts. Also displayed in the header portion of the screen is the undistributed amount (the difference

between the debit and credit running totals). Before the user can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.

The **prompt - selection input** allows the user to perform the following functions:

# - Changes line

The user may only change the transaction amounts or memo line (not account numbers).

L - Lists the lines

F2 - Changes header memo

F3 - Ends the entry

### Technical Notes

The system processes each entry by writing the appropriate records to the recurring journal file (GLRECR).

**FILES USED** - GLMSTR

**FILES UPDATED** - SMCNTL, GLRECR

The screenshot shows a window titled "Curr Pd Recur/Reverse Changes (GLE220)". The window content is as follows:

```

Help
01-Demo Company          CURR PD RECURRING/REVERSING CHANGES          GLE220
                                                                    CP=09/02 SEP
RECURRING ENTRY
                                                                    UNDISTRIBUTED=          .00
JOURNAL 2000 Payables          ENTRY 801
MEMO Insurance Payments          DR TOTAL          CR TOTAL
                                                                    375.50          375.50
LN# G/L#          MEMO          DEBIT          CREDIT
001 100-01-0          Branch 01          240.00          240.00
002 750-01-1          Insurance Expense          240.00
003 100-02-0          Branch 02          135.50          135.50
004 750-02-1          Insurance Expense          135.50
    
```

At the bottom of the window, there is a prompt: "LINE # TO CHANGE, L-LIST, F2-CHANGE HEADER, F3-END ..."

## How to change transaction amounts and memos for current period recurring/reversing journal entries

1. Access this program by choosing General Ledger--> Recurring/Reversing/Allocating --> Current Pd Recur/Reverse Changes
2. In the Journal input, enter a journal number. Press Enter (CR) to default to the journal number used in the previous correction. Press F2 to search. Press F3 to display the next recurring/reversing journal entry on file.
3. In the Entry Number input, enter a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If you enter 900 then the next month the offsetting reversing entry is 901. Entering a valid entry displays the type of entry (recurring or reversing). Press F2 to search.
4. (Optional) In the Header Memo input enter a descriptive memo (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
5. This concludes the header portion of the program. After the header record is created, only the header input #3 is accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the journal entry.
6. In the Account Number input, enter a GL account number. For valid GL account numbers, the system displays both the number and account description. Press F2 to search.
7. In the Detail Memo input, enter an optional descriptive memo about this account number's involvement in the transaction (up to 30 characters).

Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.

8. In the Debit input, enter a positive amount (automatically debit) or negative amount (automatically credit) or press Enter to access to the Credit input. Press F2 to automatically balance the entry.
9. In the Credit input, enter an amount and it is automatically a credit amount (negative).

Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.

10. Press F3 to end the entry process and proceed to the prompt-selection input. The prompt-selection input allows you to perform the following functions:

# - Changes a line



L	-	Lists a line
A	-	Adds a line
D	-	Deletes a line
F2	-	Changes header
F3	-	Ends

11. To exit, press F4 until the system returns you to the menu system.

# Recurring/Reversing/Allocating Print (GLR210)

## Function

This program allows the user to print a listing of all recurring, reversing, and/or allocating journal entries.

This program prints entries made in the Recurring/Reversing Entry program and Allocating Journal F/M program. Entries are printed in journal order, with their corresponding entries in number order.

Report information includes the following: all information originally entered through the entry program and any changes made to the entry. Both current (recurring/reversing) and standard transaction amounts are shown. Journal totals are printed and any out-of-balance conditions are noted beside the respective journal total and entry.

## User Inputs

The following inputs are involved in running the Recurring/Reversing/Allocating Print:

### 1. Entry Type

Enter whether to print **C**-recurring, **V**-reversing, or **A**-allocating entries. CR defaults to ALL.

### 2. Beginning Journal

Enter the beginning journal number to print. F1 defaults to FIRST. F2 allows a search.

### 3. Ending Journal

Enter the ending journal to print. F1 defaults to LAST. F2 allows a search. If inputs #2-3 were the same, then inputs #4-5 must be entered; otherwise, they are skipped.

### 4. Beginning Entry Number

Enter the beginning entry number to print. F1 defaults to FIRST.

### 5. Ending Entry Number

Enter the ending entry number to print. F1 defaults to LAST.

## Technical Notes

Printing proceeds by reading through the recurring journal file (GLRECR) and allocating journal file (GLALOC), and checking for journal entries that meet all criteria entered.

**FILES USED** - SMCNTL, GLRECR, GLMSTR, GLJRNL, GLJRNX, GLALOC

**FILES UPDATED** - NONE

**Recur/Reverse/Allocating Print (GLR210)** [ ] [ ] [ X ]

Template Print Options CP=09/1997 SEP

Entry Type **C - Recurring** Beginning Journal    **First**  
 Ending Journal    **Last**

Beginning Entry #    
 Ending Entry #

Template  Printer

Reversing, Allocating or All Entry?(C/W/A, Space=All)

**Recur/Reverse/Allocating Print (GLR210)** [ ] [ ] [ X ]

Help

---

**01-Demo Company** **Recur/Reverse/Allocating Print** **GLR210**  
**CP=09/2002 SEP**

Entry Type **All** Beginning Journal **First**  
 Ending Journal **Last**

Beginning Entry # **First**  
 Ending Entry # **Last**

---

- **Template**  - **Printer**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Post Recurring/Reversing/Allocating (GLU210)

## Function

This program allows the user to post all recurring and/or reversing entries from the recurring/reversing entry file for the current period and allocating journal entries from the allocating entry file to the journal file.

If recurring/reversing/allocating entries are used, this program should be run prior to printing the final journal print and the General Ledger reports for the period.

Current recurring/reversing transaction amounts are reset to standard amounts after posting. Entries posted appear on the next journal print and Trial Balance/Detail Ledger printed for this period.

**CAUTION!** Messages are displayed if a fiscal period has been skipped since the last posting, or if posting has already been done for the current period. Reposting overwrites any entries with identical journal and entry numbers.

## User Inputs

### 1. Entry Type

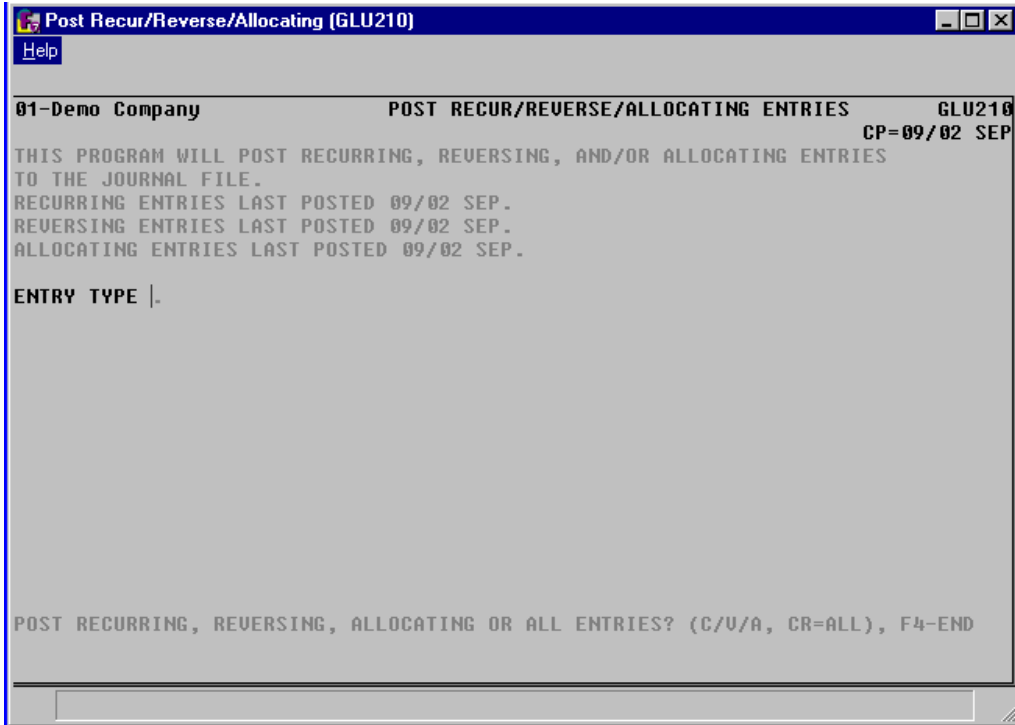
Enter whether to post **C**-recurring, **V**-reversing, or **A**-allocating entries. CR defaults to ALL.

## Technical Inputs

Updating proceeds by reading through the recurring entry journal file (GLRECR) and the allocating entry file (GLALOC) to check for entries that meet criteria entered and writing the appropriate records to the journal file for the current period (GLJRNL).

**FILES USED** - GLRECR, GLALOC

**FILES UPDATED** - SMCNTL, GLJRNL, GLJRNX



## How to post all recurring/reversing/allocating journal entries

1. Access this program by choosing General Ledger-->Recurring/Reversing/Allocating --> Post Recurring/Reversing/Allocating.
2. The system displays messages if a fiscal period has been skipped since the last posting, or if posting has already been done for the current period. Reposting overwrites any entries with identical journal and entry numbers.
3. In the Entry Type input, enter whether to post C-recurring, V-reversing, or A-allocating entries. Press Enter (CR) to default to ALL.
4. Enter YES to continue with the post.  
To abort the post, press F4 until the system returns you to the menu.
5. If you perform the update the system displays processing information in the lower portion of the screen and return you to the menu when the update is complete.

## CHAPTER 4

# Financial Reports Setup

The Financial Reports Setup menu is where users set up and display their own financial reports (balance sheet, profit and loss and other types).

The user should first examine the various standard report formats that are available to use. These can be viewed in the Report Format F/M. Report formats define the parameters for the report types. They determine the following: the number of periods to use, whether or not to use percentage of base columns, the columns or headings on each report (example: P&L 8 columns with % of base, P&L 6 columns without % of base, etc.), and the mask size (to print up to 15 digits, including negative sign, parentheses, etc.).

Users must set up the layout of each report using their own chart of accounts. This is done in the Report Setup F/M. For example, the layout of the P&L usually prints gross sales, subtracts cost of sales to get net sales and then all expenses are added up and subtracted from net sales to get the net profit or loss. The user must set up each line of the report indicating which GL account number needs to be in each section, where captions and totals should be, when to print memos, which operations to perform on what lines, etc.

To aid in setting up and modifying reports, the Report Setup Layout prints a layout of the report showing what accounts have been used, where totals are, etc.

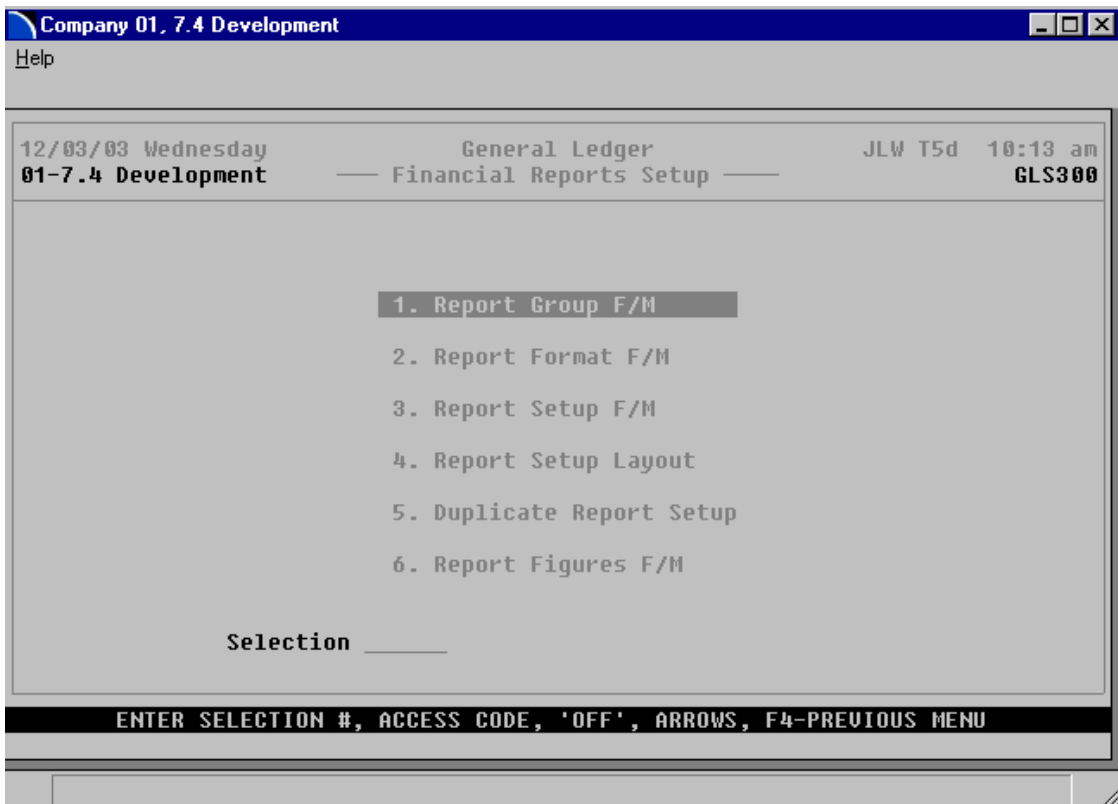
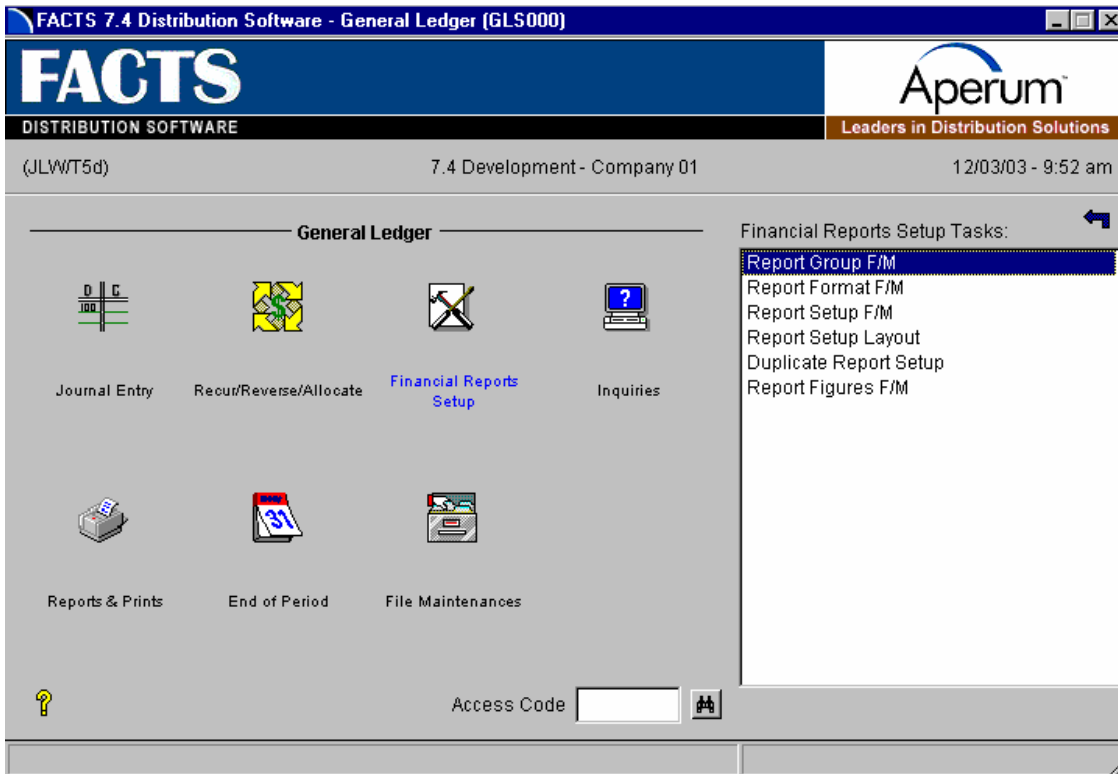
Reports may also be duplicated by the Duplicate Report Setup program. This saves time when the two reports that have to be set up have only a few minor differences.

Once reports are set up, the user also has to set up the reports to print for various companies, branches and/or departments. This is done in the Report Group F/M. For example, report groups can be set up to print reports for one or multiple companies, selected branches for one or multiple companies, selected departments for one or multiple companies, or selected branches and departments for one or multiple companies. Report groups may also indicate whether to consolidate the selected companies, branches and/or departments. (**Note:** Companies on consolidated financial reports **must** use the same fiscal year.)

The Report Figures F/M displays the records in the report figures file. While printing reports, if totals are to be stored (in order to be recalled for a calculation/comparison on another report, i.e., storing the net profit or loss from the P&L to print later on the balance sheet) the figures are maintained in the report figures file.

Financial reports are usually printed at the end of a period, and as a result the program to print the financial reports is on the End-of-Period menu.





# Report Group F/M (GLF310)

## Function

This program allows the user to establish and maintain the report groups that determine what groups of GL account numbers appear on the GL financial reports.

A report group is a user-defined, four-character code which references multiple companies, branches and departments. The user has the option to:

- Enter two descriptions to print on the header of the financials.
- Skip up to nine lines after each description.
- Consolidate account balances for companies, branches and/or departments. (**Note:** Companies on consolidated financial reports **must** use the same fiscal year.)
- Enter up to 10 ranges of companies, branches and/or departments to print.

Report groups are used when printing financial reports. An example account number might be 410-00-00 where the **410** is the base account number, **-00-** is the branch and **-00** is the department. If the company has 2 branches (01 and 02) and 2 departments (01 and 02) then the following account numbers could exist:

410-01-01  
410-01-02  
410-02-01  
410-02-02

When setting up a financial report, 410-00-00 is entered (not indicating any specific department or branch). The report groups are where the user specifies which companies, departments and branches to print on the financial reports. When printing the financials, the system looks at the report group to determine which account numbers (including branch and department) to print.

Using the example above, if the report group specifies branch 01, departments 01 and 02, the financial report would print the following account numbers:

410-01-1  
410-01-2

Branch 02's account numbers are not printed because branch 02 was not specified in the report group.

When setting up report group, the user can specify for account type lines (as set in the Report Setup F/M) whether to consolidate for selected companies, branches and/or departments.

Using the previous example of the 410-00-00 account number using branches 01 and 02 and departments 1 and 2 the following account numbers exist:

410-01-01 (Branch 01, Department 01)  
 410-01-02 (Branch 01, Department 02)  
 410-02-01 (Branch 02, Department 01)  
 410-02-02 (Branch 02, Department 02)

If printing all branches and all departments and if the departments are to consolidate, the financial report would print the following:

- A total of both departments for branch 01
- A total of both departments for branch 02

The department figures are consolidated into one figure.

## User Inputs

The following inputs are involved in creating a report group record:

### \*. Report Group Code

Enter the report group code (up to 4 characters). F2 allows a search (ref. 6).

### 2. Group Description 1

Enter the description to be printed (line 3 in the header portion of the financial report) for this group code (up to 30 characters).

### 3. Group Description 2

Enter the description to be printed (line 4 in the header portion of the financial report) for this group code (up to 30 characters).

### 4. Lines To Skip

Enter the number of lines to skip on the report after printing the description (0 to 9). CR initially defaults to 0.

### 5. Consolidate

Enter whether to consolidate for account type lines the selected **C** - companies, **B** - branches and/or **D** - departments. CR initially defaults to NONE or you can click **Null** to select no consolidations.

### 6. Company

Enter the company or companies your want to consolidate. You can enter specific companies or a range of companies.

➤ To indicate a continuous range, enter the first company and last company separated by a hyphen.

*For example, 1-5 consolidates companies 01 through 05.*

➤ To indicate specific companies, enter each company number and separate them by commas.

*For example, 1,3,5,7 consolidates only 01, 03, 05, and 07..*

You can also use a combination of specific commas and hyphens.

*For example, 1,3,5,7,9-13 consolidates companies 01, 03, 05, 07, and 09 through 13.*

☛ **Shortcuts.** To consolidate all companies in the system, click **ALL** or press F1

To search for existing companies, click **Search** or press F2.

To clear entries from the input, click **Delete** or press F3.

## 7. Branch

Enter the branch or branches your want to consolidate. You can enter specific branches or a range of branches.

☛ To indicate a continuous range, enter the first branch and last branch separated by a hyphen.

*For example, 1-5 consolidates branches 01 through 05.*

☛ To indicate specific branches, enter each branch number and separate them by commas.

*For example, 1,3,5,7 consolidates only 01, 03, 05, and 07..*

You can also use a combination of specific commas and hyphens.

*For example, 1,3,5,7,9-13 consolidates branches 01, 03, 05, 07, and 09 through 13.*

☛ **Shortcuts.** To consolidate all branches in the system, click **ALL** or press F1

To search for existing branches, click **Search** or press F2.

To clear entries from the input, click **Delete** or press F3.

## 8. Department

Enter the department or departments your want to consolidate. You can enter specific departments or a range of departments.

☛ To indicate a continuous range, enter the first department and last department separated by a hyphen.

*For example, 1-5 consolidates departments 01 through 05.*

☛ To indicate specific departments, enter each department number and separate them by commas.

*For example, 1,3,5,7 consolidates only 01, 03, 05, and 07..*

You can also use a combination of specific commas and hyphens.

*For example, 1,3,5,7,9-13 consolidates departments 01, 03, 05, 07, and 09 through 13.*

☛ **Shortcuts.** To consolidate all departments in the system, click **ALL** or press F1

To search for existing departments, click **Search** or press F2.

To clear entries from the input, click **Delete** or press F3.

## Technical Notes

**FILES UPDATED - SMCNTL**



# Report Format F/M (GLF320)

## Function

This program allows the user to view all financial report formats and their parameters.

These report formats are used when printing financial reports (P&L - Statement of Revenues & Expenditures, Balance Sheet - Statement of Financial Position). These formats represent only the headings and parameters for the financial reports. This includes the number of columns, size of numbers, number of periods, etc.

Users must set up the custom financial reports using their own chart of accounts through the Report Setup F/M program.

These report format numbers correspond with the various report examples in the sample reports. For example, format 20 is the format number for GLR820 - 8-column P&L report. After users have set up a custom financial report using their own GL account numbers, then it may be printed using any of the report formats found in this program.

Information displayed includes report format number, description of the report and its format, paper size needed, whether % of base is needed, number of periods used, and whether commas and/or decimals may be used, as well as a negative sign or parentheses in the print mask for this standard report.

This program serves as an inquiry only; files are never affected.

## User Inputs

### 1. Format Number

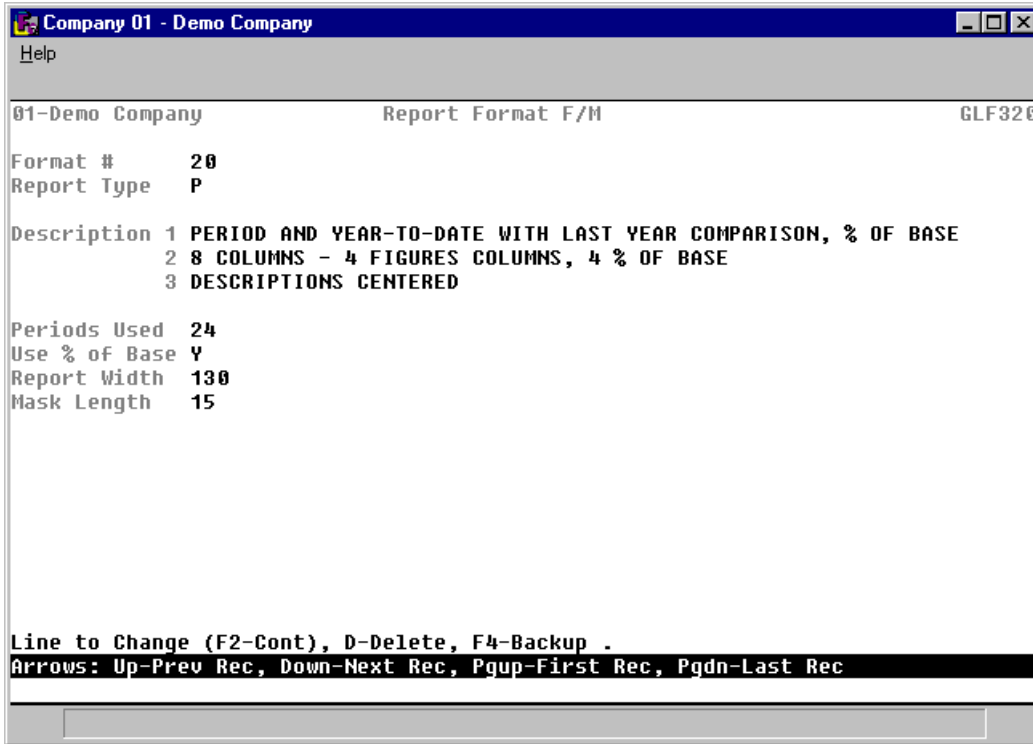
Enter the format number (2 digits). The entry must be a valid format number and displays report type, descriptions, # of periods used, % of base, paper size, and print mask. CR defaults to next record. F2 allows a search (ref. 6).

## Technical Notes

The program displays the information stored in GLSRPT. Files are never updated.

**FILES USED** - SMCNTL, GLSRPT

**FILES UPDATED** - NONE



# Report Setup F/M (GLF330)

## Function

This program allows the user to create custom GL financial reports (such as profit and loss statements or balance sheets) according to their own specifications.

This is accomplished by creating a record in the custom report file for every line to be printed on the GL report. Each report contains parameters which tell the report how to print. There are two steps to creating a custom report. The first step is creating the header record, the second step is creating each line.

To create a custom report, first enter general information about the report; for example, should the header be reprinted on every page, if the figure is a negative, should the minus sign appear before or after the figure or should the figure appear in parentheses, etc. Second, enter each line, one by one, determining what each line type is and what should appear on each line. As each line type is determined, the corresponding set of inputs appears on the screen.

## User Inputs

The following inputs are involved in creating the report header record:

### 1. Report Name

Enter a report name (up to 4 characters). The name selected is entirely up to the user. For example, a profit and loss report could be P&L1 and a balance sheet could be BAL1. F2 allows a search (ref. 6).

### 2. Report Type

Enter whether the report type is **B**-balance sheet, **P**-profit and loss, or **O**-other custom report such as a chart of accounts. CR defaults to B. This indicates the specific type of description that you are setting up (**B** prints Statement of Financial Position in description 1, **P** prints Statement of Revenues and Expenditures in description 1).

### 3. Report Description 2

Enter a report description (up to 50 characters). This description is printed as the second description in the header portion of the report following the standard name (see input #2).

### 4. # Lines To Skip

Enter the number of lines to skip after the description (0-9). CR initially defaults to 0.

### 5. Reprint Header

Enter **N** or **Y** to indicate whether the header portion of the report is to be printed on subsequent pages of the report. CR initially defaults to N.



## 6. Use Commas

Enter **N** or **Y** to indicate whether commas are to be inserted into report figures. CR initially defaults to N.

## 7. Whole Numbers

Enter **N** or **Y** to indicate whether only whole numbers are to be printed. This does not affect calculations. CR initially defaults to N.

## 8. Minus Sign

Enter whether the minus sign is to be printed **B**-before figures, **A**-after figures, or **P**-negative numbers print inside parentheses. CR initially defaults to P.

## 9. Def % Base Line

Enter the line number of the report which is to be the default % of base for the detail records or report lines. The figures of this line are considered the default base line figures. CR initially defaults to 0000, telling the system that there is no default % of base line for this report.

## 10. Prompt-Selection Input

After the header is created, enter CR to bring that report header up onto the screen. The user then has the following selections:

- # - Line to change
- D - Deletes
- CR - Next report header
- F3 - Line headers
- F4 - New entry

The following inputs are involved in creating a line header record:

## 11. Line Number

If F3 - line headers was entered in input #10, enter the line number (sequence of print on report). F2 increments the last line number used by 10. (Incrementing by one would not allow insertions of additional line numbers at a later date.)

## 12. Line Type

Enter the line type. CR defaults to C.

**C - Caption.** A caption line prints the description entered below. This does not affect any figures. See caption inputs.

**A - Account.** An account line prints a range of accounts. For each account the description and the appropriate figures from that account record are printed. It adds to the total group entered. See account inputs.

**T - Total.** A total line prints a total group, description, and performs calculations based on the parameters entered. See total inputs.

**F - File.** A file line retrieves and optionally prints figures from a total line in the same or another report which have been retained in the GL figures file for this purpose. A description entered is also printed. See file inputs.

**H - Header.** A header line prints the figures for a group of accounts, a description, and adds to the total group entered. The accounts to be included are entered when the header line is being created. See header inputs.

**M - Memo.** A memo line prints a memo of up to 70 characters in length. Memos are always left justified and never affect any figures. See memo inputs.

**O - Operation.** An operation line prints the results of mathematical operations performed on two lines or a single line and a constant. See operation inputs.

### **Caption**

#### **1. Caption 1**

Enter the first caption (up to 30 characters).

#### **2. Caption 2**

Enter the second caption (up to 30 characters). CR skips the entry and does not print a blank caption 2 on the report.

#### **3. Lines to skip**

Enter the number of lines to skip after printing the caption (0-9). CR initially defaults to 0.

#### **4. Center Caption**

Enter **Y** or **N** to indicate whether to center the caption on the page. CR initially defaults to Y.

### **Account**

You can determine an account range as a subset of the accounts delimited by the report group codes. You are able to specify a subset of those accounts, by entering a beginning branch and department in the **from** account, and an ending branch and department in the **to** account. The financial report will only pick up the accounts between the range of **from** and **to** accounts out of those selected by the group codes.

In entering an account the user will have to enter the base account and the beginning branch and department to run for. For example:

From: 4100-02-2300 (acct 4100, branch 02 and department 300)

To: 5000-02-600 (acct 5000, branch 02 and department 600)

If this entry is run for Group Code ALL, it will pick up all combinations of accounts 4100-5000 for ONLY branch 02 and departments 300-600. If the group code does not include branch 02, then nothing will print. If the group code only includes departments 300-500, then only those will be picked up. The relationship here is that the group codes create a subset from all accounts in all companies, and now the user will be able to run the reports for a subset of those accounts.

#### **1. From Account Number**

Enter the first GL account number to print. F2 allows a search (ref. 6).

**2. To Account Number**

Enter the last GL account number to print. CR defaults to the entry in input #1. If the user enters the same account number in inputs #1-2, that account number is printed on the report. If the user enters a range of account numbers, the system prints each account number within the range individually on the report (depending on whether accounts are consolidated as determined by the report group). A range may be entered to reduce the number of lines in setting up the report. F2 allows a search (ref. 5).

**3. Lines To Skip**

Enter the number of lines to skip after printing the account number(s) (0-9). CR initially defaults to 0.

**4. % of Base Line Number**

Enter the line number on the report that is used as the base line for percentage calculations. The figures on this line are considered the base line figures and any percentage calculations are a percentage of these figures. If **0000** is entered, the system does not print the percentage of base in the column for this line on the report. CR initially defaults to the default % of base line in the header portion.

**5. Sign Reversal**

Enter **N** or **Y** to indicate whether the sign of the figure is to be reversed (i.e., negative is made positive, positive is made negative). An example is printing sales on a P&L report. Sales is usually a credit (-) figure. However, the user usually wishes sales to appear as a positive figure on the P&L so the figure should be reversed. CR initially defaults to **N**.

**6. To Total Group**

Enter the total group to add the figure to (0-8). CR initially defaults to 0, and the figure is not added to any total group. A total group is an accumulation of figures from selected lines. For example, if total group 1 is entered, the amount for this line is added to the amount (if any) already accumulated in that total group and is reflected when total group 1 is printed (total lines print total groups).

**7. Print On Report**

Enter **Y** or **N** to indicate whether to print the accounts on the report. CR initially defaults to **Y**.

**Total****1. Description 1**

Enter the first description (up to 30 characters).

**2. Description 2**

Enter the second description (up to 30 characters).

**3. Lines To Skip**

Enter the number of lines to skip after printing the caption (0-9). CR initially defaults to 0.

**4. % Of Base Line Number**

Enter the line number on the report that is used as the base line for percentage calculations. The figures on this line are considered the base line figures and any percentage calculations are a percentage of these figures. If **0000** is entered the system does not print the percentage of base in the column for this line on the report. CR initially defaults to the default % of base line in the header portion.

**5. Total To Print**

Enter the total group to print (1-9). CR initially defaults to 1.

**6. Roll Total**

Enter whether to roll the total to the next higher total group by +-positive, --negative, \*-multiplied, /-divided or **N**-not rolled. CR defaults to +. Example, if a - is entered, the total group printed is subtracted from the next higher total group.

**7. Clear Total**

Enter **Y** or **N** to indicate whether the total is to be cleared (i.e., set to 0) after it is printed. CR initially defaults to Y. An example is printing a subtotal, rolling it to the next higher group and then clearing it so that it may be used for another subtotal.

**8. Write To File**

Enter **N** or **Y** to indicate whether to write the figures in the selected line to the figures file. CR initially defaults to N. An example is writing the net profit or loss to the figures file to be retrieved later to print on the balance sheet.

**9. Print On Report**

Enter **Y** or **N** to indicate whether to print the total on the report. CR initially defaults to Y.

**File****1. Description 1**

Enter the first description (up to 30 characters).

**2. Description 2**

Enter the second description (up to 30 characters).

**3. Lines To Skip**

Enter the number of lines to skip after printing the caption (0-9). CR initially defaults to 0.

**4. % Of Base Line Number**

Enter the line number on the report that is used as the base line for percentage calculations. The figures on this line are considered the base line figures and any percentage calculations are a percentage of these figures. If **0000** is entered, the system does not print the percentage of base in the column for this line on

the report. CR initially defaults to the default % of base line in the header portion.

### **5. Sign Reversal**

Enter **Y** or **N** to indicate whether the sign of the figure is to be reversed (i.e., negative is made positive, positive is made negative). CR initially defaults to **N**. An example is printing sales on a P&L report. Sales is usually a credit (-) figure. However, the user usually prefers that sales appear as a positive figure on the P&L so the figure should be reversed.

### **6. To Total Group**

Enter the total group to add the figure to (0-8). CR initially defaults to 0, and the figure is not added to any total group. A total group is an accumulation of figures from selected lines. For example, if total group 1 is entered, the amount for this line is added to the amount (if any) already accumulated in that total group and is reflected when total group 1 is printed (total lines print total groups).

### **8. Report Group**

Enter the report group under which the figures are to be retrieved. CR initially defaults to **SAME** indicating that the same report group that stored the figure will use it. F2 allows a search (ref. 6).

### **9. Report Name**

Enter the report name from which the figures are to be retrieved. The entry must be a valid report name.

### **10. Report Format**

Enter the standard report name from which the figures are to be retrieved. If **SM** is entered then the figures will come from the same report.

### **11. Line Number**

Enter the line number of the report which wrote the figure to the file.

### **12. Columns**

Enter the column number(s) of the figures which are to be retrieved. An example is, if the report that wrote the figures to the file has eight columns and only one figure is needed on this report, enter the column number of the desired figure.

### **13. Print On Report**

Enter **Y** or **N** to indicate whether to print the line on the report. CR initially defaults to **Y**.

## **HEADER**

### **1. Description 1**

Enter the first description (up to 30 characters).

### **2. Description 2**

Enter the second description (up to 30 characters).

**3. Lines To Skip**

Enter the number of lines to skip after printing the caption (0-9). CR initially defaults to 0.

**4. % Of Base Line Number**

Enter the line number on the report that is used as the base line for percentage calculations. The figures on this line are considered the base line figures and any percentage calculations are a percentage of these figures. If **0000** is entered, the system does not print the percentage of base in the column for this line on the report. CR initially defaults to the default % of base line in the header portion.

**5. Sign Reversal**

Enter **N** or **Y** to indicate whether the sign of the figure is to be reversed (i.e., negative is made positive, positive is made negative). CR initially defaults to **N**. An example is printing sales on a P&L report. Sales is usually a credit (-) figure. However, the user usually prefers sales to appear as a positive figure on the P & L so, the figure should be reversed.

**6. To Total Group**

Enter the total group to add the figure to (0-8). CR initially defaults to 0, and the figure is not added to any total group. A total group is an accumulation of figures from selected lines. For example, if total group 1 is entered, the amount for this line is added to the amount (if any) already accumulated in that total group and is reflected when total group 1 is printed (total lines print total groups).. Inputs #7-8 are used if a range is used in the header.

**7. From Account**

Enter the first GL account number to be used in the header. F2 allows a search (ref. 6). F3 skips range for header portion.

**8. To Account**

Enter the last GL account number to be used in the header. F2 allows a search (ref. 6).

**9. Print On Report**

Enter **Y** or **N** to indicate whether to print the figures on the report. CR initially defaults to **Y**.

This concludes the header portion of the header line. After the header record is created, all header inputs are accessible through the change header routine.

**Line numbers** (ref. 4).

**10. GL Account Number**

Enter the GL account number if needed. F2 allows a search. (ref. 6).

**11. Add/Subtract**

Enter whether to **A**-add or **S**-subtract the figure from the header total. CR initially defaults to **A**. An example of subtracting from the total might be where

you have selected to print a range of account numbers and perhaps one account within that list should not be included in the header total.

## 12. Basis

This input is initially skipped and set to header range. To access and change, press F4. This input is used for branch and department insertion into the GL account number entered in input #10. Enter either the company number for only the specific G/L#, (this would be used if the range was skipped and you want to print a specific G/L #), press CR to default to the header range, i.e., insert the branch and department as determined by the range of accounts in the header portion, (see the first paragraph in the ACCOUNT inputs) or press F3 to insert the branch and department based on the group code.

Upon completion of the entries the user proceeds to the **prompt-selection input**.

- # - Changes the line number
- L - Lists the account numbers
- A - Adds new account numbers
- D - Deletes the entry
- F2 - Changes the header (inputs #1-9)
- F3 - Ends the entry

## Memo

### 1. Memo

Enter a memo of up to 70 characters to print.

### 2. Lines To Skip

Enter the number of lines to skip after printing the memo (0-9). CR initially defaults to 0.

## Operation

### 1. Description 1

Enter the first description (up to 30 characters).

### 2. Description 2

Enter the second description (up to 30 characters).

### 3. Lines to skip

Enter the number of lines to skip after printing the second description (0-9). CR initially defaults to 0.

### 4. % Of Base Line Number

Enter the line number on the report that is used as the base line for percentage calculations. The figures on this line are considered the base line figures and any percentage calculations are a percentage of these figures. If **0000** is entered, the system does not print the percentage of base in the column for this line on the report. CR initially defaults to the default % of base line in the header portion.

### 5. Sign Reversal

Enter **N** or **Y** to indicate whether the sign of the figure is to be reversed (i.e., negative is made positive, positive is made negative). CR initially defaults to N. An example is printing sales on a P&L report. Sales is usually a credit (-) figure. However, the user usually prefers sales to appear as a positive figure on the P&L so the figure should be reversed.

### 6. Constant/Line 1

Enter a constant value or line number to perform an operation on. If a line number is entered it must be a line that appears ahead of this operation line on the report (must have lower line number). To enter a constant value, enter a number between -9.9 and 99.9 with the decimal.

### 7. Operation

Enter a mathematical operation (/ - division, \* - multiplication, + - addition, or - - subtraction) to be performed on the constant value or line number of input #6 by the constant value or line number in input #8. (Cannot divide by zero.) CR initially defaults to /-division.

### 8. Constant/Line 2

Enter a constant value or line number to perform an operation on. If a line number is entered it must be a line that appears ahead of this operation line on the report (must have lower line number). To enter a constant value, enter a number between -9.9 and 99.9 with the decimal.

### 9. Print On Report

Enter **Y** or **N** to indicate whether to print the figures on the report. CR initially defaults to Y.

As the constants/lines are entered they are displayed in the order of the operation to be performed on/by. For example, if the reports call for the gross margin (on line 0200) to be divided by sales (on line 0250), then enter line 200 for input #6, / for input #7, and line 250 for input #8. The screen then displays line # 0200 divided by line # 0250.

## Technical Notes

A record is written to the custom report file (GLCRPT) upon completion of the header and each line. This program uses 9 overlays (each line type in its own program) and moves between them through the line type.

**FILES USED** - SMCNTL, GLSRPT, GLMSTR, GLALPX

**FILES UPDATED** - GLCRPT



# Report Setup Layout (GLR310)

## Function

This program allows the user to obtain report layouts of any financial reports on file.

This program prints according to data created through the Report Setup F/M, and is a printout of all information included in the financial report records for a given financial report. It may be used to make corrections and changes to reports set up by the user in the Report Setup F/M program.

## User Inputs

The following inputs are involved in printing report layouts:

### 1. Beginning Report

Enter the beginning report to print (up to 4 characters). F1 defaults to FIRST. F2 allows a search.

### 2. Ending Report

Enter the ending report to print (up to 4 characters). F1 defaults to LAST. F2 allows a search.

### 3. Report Type

Enter whether to print **B**-balance sheet, **P**-P&L or **O**-other report types. CR defaults to ALL.

## Technical Notes

Printing proceeds by reading through the custom report file (GLCRPT) and checking for those reports set up by the user that meet all criteria entered.

**FILES USED** - SMCNTL, GLCRPT, GLMSTR

**FILES UPDATED** - NONE

**Report Setup Layout (GLR310)**

Template    Print Options

Beginning Report     ◀ ▶    First

Ending Report     ▶ ▶    Last

Report Type

Template \_\_\_\_\_    Printer \_\_\_\_\_

None    Genicom Line Printer

OK

Cancel

Enter Beginning Report Name to Print, F1-First, F2-Search

**Company 01 - Demo Company**

Help

01-Demo Company    Report Setup Layout    GLR310

Beginning Report    First

Ending Report    Last

Report Type    **B** Balance Sheet

— Template \_\_\_\_\_    — Printer \_\_\_\_\_

**None**    **Genicom Line Printer**

**CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .**

# Duplicate Report Setup (GLU310)

## Function

This program allows the user to duplicate a GL financial report.

This program is useful when the user wants to set up a new financial report that is very similar to a report that has already been set up. Instead of creating an entirely new report, the user may duplicate the original report and then make modifications to the new report.

All records for a given financial report are duplicated under a new financial report name.

## User Inputs

The following inputs are involved in creating a report by duplication:

### 1. From Report Name

Enter the report that is to be copied from (up to 4 characters). This must be a custom financial report name currently on file.

### 2. To Report Name

Enter the name of the report to be created (up to 4 characters). This report cannot be on file.

### 3. Description 2

Enter description 2 of the new report (up to 50 characters). CR defaults to the same description 2 from the report being duplicated (input #1).

## Technical Notes

The system reads from GLCRPT and writes each record out with a new key to GLCRPT.

**FILES USED** - SMCNTL

**FILES UPDATED** - GLCRPT

Duplicate Report Setup (GLU310)

Help

01-Demo Company                      DUPLICATE REPORT SETUP                      GLU310

FROM REPORT NAME P&L .

TO REPORT NAME

DESCRIPTION 2

ENTER REPORT NAME TO COPY FROM, F4-END

# Report Figures F/M (GLF340)

## Function

This program allows the user to create and maintain records in the GL financial reports figures file.

Financial report figure records are generally created as determined by the user during the printing of GL reports for use on subsequent financial reports. It is occasionally necessary to modify the figures for proper reporting on the subsequent report.

For example, at the end of the profit and loss report, the net profit or loss is calculated and printed. This figure is later used in printing the balance sheet, so at the time of the P&L printing, the net profit or loss may be written to a file (this figures file). On the balance sheet this net profit or loss is printed after retrieving the figure from this file. If the figure needs to be modified before printing on the balance sheet it may be done so through this program.

Financial report figure records are created through the printing of financial reports. Records are removed during the End-of-Period Update.

## User Inputs

The following inputs are involved in creating financial report figure records:

### 1. Group Code

Enter the GL group code (up to 4 characters). The entry must be a valid code. Select the search button or press F2 to search existing group codes. (ref. 6)

### 2. Report Name

Enter the financial report name (up to 4 characters). The entry must be a valid report name. Select the search button or press F2 to search existing report names. (ref. 6).

### 3. Report Format

Enter the report format (2 characters). The entry must be a valid report format. CR defaults to the format of the record just entered. (No default initially.) Select the search button or press F2 to search existing report formats. (ref. 6).

### 4. Line Number

Enter the line number of the financial report (0-9999) that was written out to this file by the system. CR defaults to 0000.

### 5. Period

Enter the GL period (ref. 5). CR defaults to the current period.

### 6. Figures For Columns

For each input #6-17, enter the report figure (+/- 999999999.99).

Technical Notes

**FILES USED** - SMCNTL, GLCRPT, GLSRPT

**FILES UPDATED** - GLFIGS

**Report Figures F/M (GLF340)** CP=09/1997 SEP

Group Code: COMP Company  
 Report Name: P&L All Profit & Loss Accounts  
 Report Format: 24 PERIOD WITH PREVIOUS PERIOD, % OF BASE,  
 Line #: 0140  
 Period: 09/1997 SEP

Amt Column	
1	9488.54
2	7.08
3	11087.43
4	6.92
5	-1598.89
6	-14.42
7	.00
8	.00
9	.00
10	.00
11	.00
12	.00

Save Delete New Exit

Enter Amount from Column 1

**Report Figures F/M (GLF340)** GLF340  
 CP=09/2002 SEP

01-Demo Company Report Figures F/M

\*. Group Code COMP Company  
 \*. Report Name P&L All Profit & Loss Accounts  
 \*. Report Format 20 PERIOD AND YEAR-TO-DATE WITH LAST YEAR C  
 \*. Line # 0140  
 \*. Period 09/2002 SEP

Amt Column			
6. 1	9488.54	12. 7	85411.68
7. 2	7.08	13. 8	6.73
8. 3	8582.73	14. 9	
9. 4	6.02	15. 10	
10. 5	114132.37	16. 11	
11. 6	8.35	17. 12	

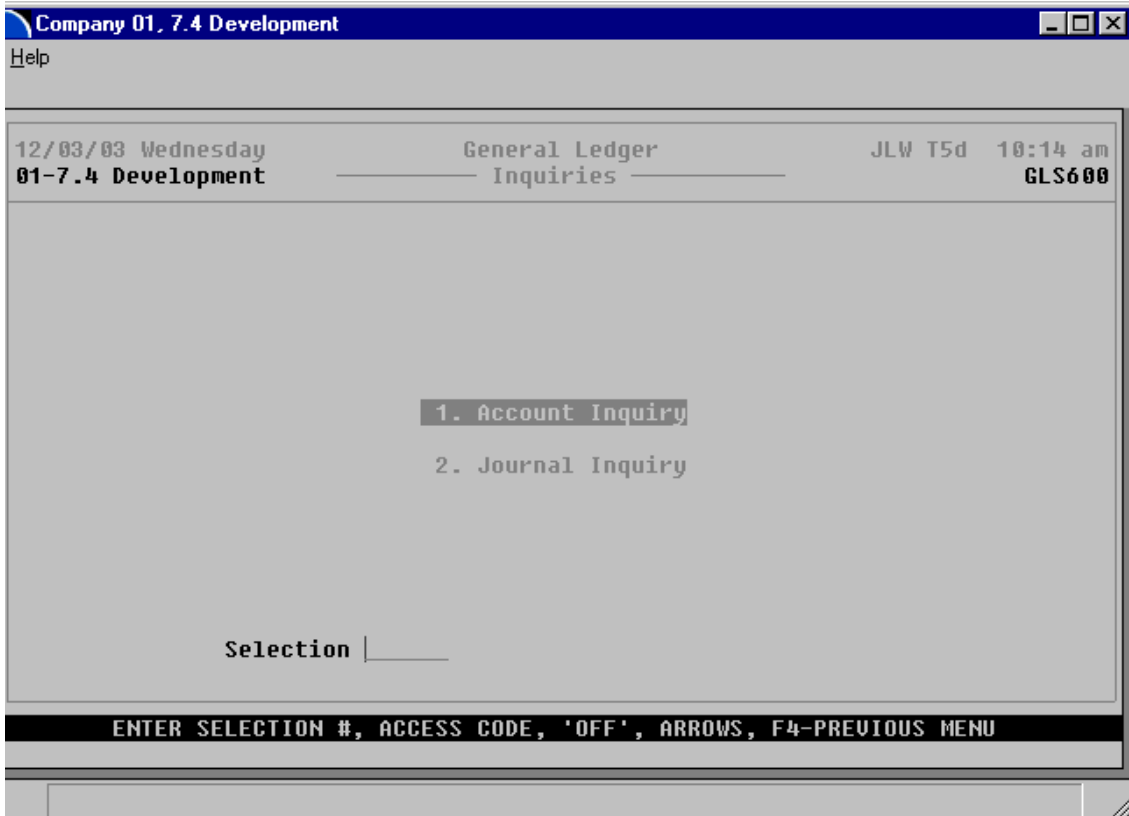
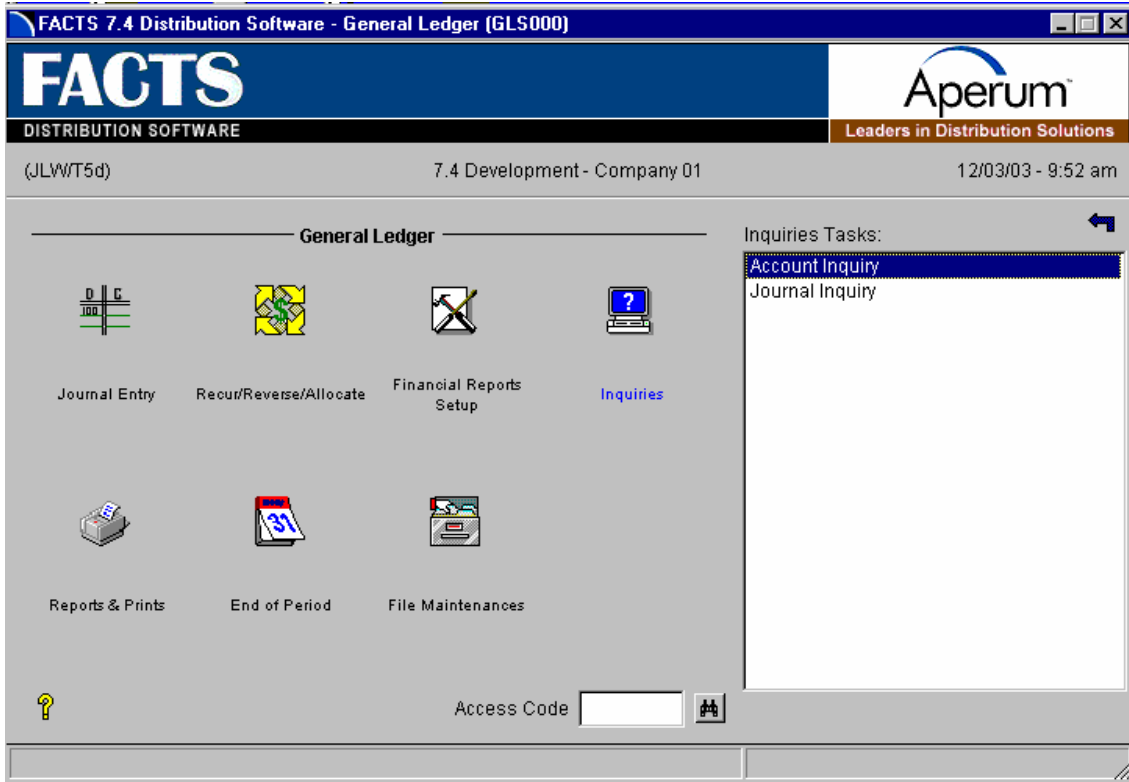
Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## CHAPTER 5

# Inquiries

The GL inquiry programs display the following on the screen: all information stored for each General Ledger account number, journal entries for the current and next general ledger period, and all past journal entries stored in the yearly journal file.

The Account Inquiry displays information on account numbers and lists summary activity, journal entries in the current or next GL period, account balances, budget balances and yearly journal entries. Each current and next period journal entry may be displayed through the Journal Inquiry, and historical journal entries may be displayed through the Yearly Journal view of the Account Inquiry and Journal Inquiry programs.






# Account Inquiry (GLI610)

## Function



This program allows the user to display the following information about any GL account number for the current, next, or 26 previous General Ledger periods.

- Summary Activity
- Journal Entries
- Account Balances
- Budget Balances
- Yearly Journal History

You can select the  icon if you want to limit the number of records that appear in the inquiry browser. You can also choose Options→Filter Values.

### Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the  icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to . Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

- For more information about inquiry features, such as Sync, filters and preferences, see [Using FACTS](#).

## To view account information:

### 1. Enter the account number for which you want to view information.

Select [filters](#) if you want to limit the number of records that appear in the inquiry browser. In GUI, choose *Options→Filter Values*. In character, press **F1**.

Use the up and down arrow keys or the Page Down and Page Up keys to scroll through the displayed list of vendors. Graphical users can also use the vertical scroll bar.

- The **Go to** input is case sensitive. This means that if you enter *v100* to lookup a vendor number when someone entered it as *V100*, the customer record you are looking for will not appear in the browser.

### 2. Enter the period from which you want to start viewing information.

*Graphical users:* Choose *Options→Filter Views*.

*Character users:* Press F10 and choose *Options*→*Filter Views*.

In the window or popup box, press **F1** to enter the current period. Press **F2** to enter the last period, meaning the previous period.

The information that displays in the view area starts from the period you entered and runs through the current and next period.

☛ In the Yearly Journal view, if the system doesn't find a journal number for the specified period, the inquiry shows instead either journal numbers for the next available period or the next available journal number in the period specified.

### 3. Select a view.

*Graphical users:* Choose a view from the *View* menu or select one from the [view bar](#).

*Character users:* Use the right and left arrow keys to select a view from the view bar or press **F10-Menus**, select *View* and choose view option from the menu.

#### *View descriptions*

<b>Account Balance</b>	Displays the ending account balances for each period.
<b>Budget Balances</b>	Displays the budget balances for each period. Budgets display up to 1 year in advance (FP = Future period, CP = Current period, LP = Last period, PP = Prior period).
<b>Journal Entries</b>	Displays journal entries including the period, journal number, entry number, entry date, amount and memo (the line-item's memo is displayed, however, if there is no line-item memo, the header memo is displayed and indented 2 characters).
<b>Summary Activity</b>	Displays summary activity by period. The period is listed first, followed by its beginning balance, activity, ending balance, budget and budget %.
<b>Yearly Journals</b>	Use the Yearly Journals view of Account Inquiry to display yearly journals (history) including period, journal number, entry number, entry date, amount, and journal memo.

In the Yearly Journals view, if the system doesn't find a journal number for the period specified in the Filter Views window, the inquiry shows instead either journal numbers for the next available period or the next available journal number in the period specified.

To view yearly journal entry line details, highlight the journal entry line in the browser and select the Line Detail button. The Yearly Journal Entries Line Detail Screen displays the GL account number and description, debit/credit amounts and memo, if any.

## Technical Notes

Information displayed is accessed from the following files:

- Summary Activity (GLJRNL)
- Journal Entries (GLJRNL)
- Account Balances (GLMSTR)
- Budget Balances (GLBUDG)
- Yearly Journal (GLYJRN)

This program reads and displays only; it does not update file information.

**FILES USED** - SMCNTL, GLMSTR, GLJRNX, GLJRNL, GLBUDG, GLYJRN, GLYJRX, GLALPX

**FILES UPDATED** - NONE

The screenshot shows a window titled "Account Inquiry (GLI610)". The window content includes a header for "01-Demo Company" and "Account Inquiry - GL Number Order GLI610". Below this is a table of accounts with columns for G/L #, G/L Name, Type, Alpha, and Mgmt Type. The accounts listed are 100-01-0 Cash, 100-02-0 Cash, and 110-01-0 Petty Cash. Below the table, there are menu options: "Acct. Balance" (highlighted), "Budget Bals.", "Journal Entries", and "Summ. Activity ->". A "Go To" section shows "View Filter: 09/2002". At the bottom, there is a summary table with columns "Period Desc", "Period", and "Balance", showing "Current Period 09/2002 SEP" with a balance of 239560.58. A footer contains instructions for menu navigation: "F10-Menu; F2-Order: GL Number, Alpha", "Enter beginning GL number, F1-Edit filters, F3-View, F4-End .....", and "Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line".

G/L #	G/L Name	Type	Alpha	Mgmt Type
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Period Desc	Period	Balance
Current Period	09/2002 SEP	239560.58

01-Demo Company, Account Inquiry - GL Number Order (GLI610)

Options View Sort By Export Print Help

Go To

GL #	G/L Name	Type	Alpha	Mgmt L
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Acct. Balance  Budget Bals.  Journal Entries  Summ. Activity  Yearly Journal

Period Desc	Period	Balance
Current Period	2002/09 SEP	239560.58

Exit

Enter beginning GL number to go to

01-Demo Company, Account Inquiry - GL Number Order (GLI610)

Options View Sort By Export Print Help

Go To

GL #	G/L Name	Type	Alpha	Mgmt L
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Acct. Balance  Budget Bals.  Journal Entries  Summ. Activity  Yearly Journal

Period Desc	Period	Balance
Future Period	2009/04 APR	Not on file
Future Period	2008/04 APR	
Future Period	2007/05 MAY	
Future Period	2006/07 JUL	
Future Period	2005/10 OCT	
Future Period	2005/02 FEB	
Future Period	2004/07 JUL	
Future Period	2004/01 JAN	

Exit

**Account Inquiry (GLI610)**

Help

01-Demo Company Account Inquiry - GL Number Order GLI610

G/L #	G/L Name	Type	Alpha	Mgmt Type
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Go To View Filter:09/2002 Filters Off

Acct. Balance Budget Bals. Journal Entries Summ. Activity ->

Period Desc	Period	Balance
Future Period	04/2009 APR	Not on file
Future Period	04/2008 APR	
Future Period	05/2007 MAY	
Future Period	07/2006 JUL	
Future Period	10/2005 OCT	
Future Period	02/2005 FEB	
Future Period	07/2004 JUL	
Future Period	01/2004 JAN	

F10-Menu; F2-Order: GL Number, Alpha  
 Enter beginning GL number, F1-Edit filters, F3-View, F4-End |.....  
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

**01-Demo Company, Account Inquiry - GL Number Order (GLI610)**

Options View Sort By Export Print Help

Go To

GL #	G/L Name	Type	Alpha	Mgmt
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Acct. Balance Budget Bals. Journal Entries Summ. Activity Yearly Journal

Period	Journal	Entry	Date	Amount	Memo
2002/09 SEP	1000	351	09/07/2002	117.52	POSTING FROM SALES REG
2002/09 SEP	1000	353	09/21/2002	54.81	POSTING FROM SALES REG
2002/09 SEP	1000	364	09/01/2002	40.04	SO DAILY SALES REGISTER
2002/09 SEP	1000	375	09/30/2002	3260.25	SO DAILY SALES REGISTER
2002/09 SEP	1000	376	09/30/2002	6135.75	SO DAILY SALES REGISTER
2002/09 SEP	1000	379	09/20/2002	297.60	SO DAILY SALES REGISTER
2002/09 SEP	2000	312	09/07/2002	-7585.19	AP CHECK REGISTER #0346

Start From Journal #

Line Detail Exit

Enter beginning GL number to go to

**Account Inquiry (GLI610)**

Help

01-Demo Company      Account Inquiry - GL Number Order      GLI610

G/L #	G/L Name	Type	Alpha	Mgmt Type
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Go To  
View Filter:09/2002      Filters Off

Acct. Balance      Budget Bals.      **Journal Entries**      Summ. Activity      ->

Period	Journal Entry	Date	Amount	Memo
09/2002 SEP	1000 351	09/07/2002	117.52	POSTING FROM SALES REG 05
09/2002 SEP	1000 353	09/21/2002	54.81	POSTING FROM SALES REG 05
09/2002 SEP	1000 364	09/01/2002	40.04	SO DAILY SALES REGISTER #
09/2002 SEP	1000 375	09/30/2002	3260.25	SO DAILY SALES REGISTER #
09/2002 SEP	1000 376	09/30/2002	6135.75	SO DAILY SALES REGISTER #
09/2002 SEP	1000 379	09/20/2002	297.60	SO DAILY SALES REGISTER #
09/2002 SEP	2000 312	09/07/2002	-7585.19	AP CHECK REGISTER #0346
09/2002 SEP	2000 313	09/07/2002	-65707.59	AP CHECK REGISTER #0348

F10-Menu; F2-Order: GL Number, Alpha  
Enter beginning GL number, F1-Edit filters, F3-View, F4-End |.....  
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End      First Line

**01-Demo Company, Account Inquiry - GL Number Order (GLI610)**

Options View Sort By Export Print Help

Go To

G/L #	G/L Name	Type	Alpha	Mgmt
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Acct. Balance      Budget Bals.      Journal Entries      **Summ. Activity**      Yearly Journal

Period	Beginning	Activity	Ending	Budget	Bud
2002/09 SEP	275621.84	-23584.56	252037.28	Not on file	
2002/10 OCT	252037.28	61.26	252098.54		

Exit

Enter beginning GL number to go to

**Account Inquiry (GLI610)**

Help

01-Demo Company Account Inquiry - GL Number Order GLI610

G/L #	G/L Name	Type	Alpha	Mgmt Type
100-01-0	Cash	Asset	CASH	Cash
100-02-0	Cash	Asset	CASH	Cash
110-01-0	Petty Cash	Asset	PETTY CASH	Cash

Go To  
View Filter:09/2002 Filters Off

Acct. Balance	Budget Bals.	Journal Entries	Summ. Activity	->
Period	Beginning	Activity	Ending	Budget Budget%
09/2002 SEP	275621.84	-23584.56	252037.28	Not on file
10/2002 OCT	252037.28	61.26	252098.54	

F10-Menu; F2-Order: GL Number, Alpha  
Enter beginning GL number, F1-Edit filters, F3-View, F4-End |.....  
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

**01-Demo Company, Account Inquiry - GL Number Order (GLI610)**

Options View Sort By Export Print Help

Go To

GL #	G/L Name	Type	Alpha	Mgmt
790-02-2	Utilities	Expense	UTILITIES	Not
999-00-0	Out of Balance Account	Liability	OUT OF BAL	Not

Acct. Balance  Budget Bals.  Journal Entries  Summ. Activity  Yearly Journal

No information for 0000790022

Enter beginning GL number to go to

**Account Inquiry (GLI610)** Help

01-Demo Company                      Account Inquiry - GL Number Order                      GLI610

G/L #	G/L Name	Type	Alpha	Mgmt Type
121-01-1	Interwarehouse Accts Rec.	Asset	INTERWAREH	Receivables
121-01-2	Interwarehouse Accts Rec.	Asset	INTERWAREH	Receivables
121-02-0	Interwarehouse Accts. Rec.	Asset	INTERWAREH	Receivables

Go To                      Filters Off  
View Filter:09/2002

<-    Budget Bals.    Journal Entries    Summ. Activity    **Yearly Journal**

Period	Journal Entry	Date	Amount	Memo
No information for 0000121020				

F10-Menu; F2-Order: GL Number, Alpha  
Enter beginning GL number, F1-Edit filters, F3-View, F4-End .....  
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

**Win with ProvideX** Help

01-Demo Company                      ACCOUNT INQUIRY                      GLI610  
CP=09/97 SEP

BEGINNING PERIOD 09/97 SEP    ENDING DATE 09/30/97

G/L#	TYPE
410-01-1 Sales	REVENUE

ACCOUNT BALANCES

CP 09/97 SEP                      -663761.19

SUMMARY ACTIVITY, JOURNAL ENTRIES, ACCNT BALS, BUDGET BALS, YEARLY JOURNAL  
ENTER INFORMATION DISPLAY CODE, CR-NEXT G/L#, F4-BACKUP |  
ARROW: UP=PREV G/L#, DOWN=NEXT G/L#, LEFT=PREV CODE, RIGHT=NEXT CODE



## How to view account information

1. Access this program by choosing General Ledger-->Inquiries-->Account Inquiry.

TIP To enter the period from which you want to start viewing information.

Choose Options-->Filter Views.

In the window or popup box, press F1 to enter the current period. Press F2 to enter the previous period. The information that displays in the view area starts from the period you entered and runs through the current and next period.

Select filters if you want to limit the number of records that appear in the inquiry browser. In GUI, choose Options-->Filter Values. In character, press F1.

Use the up and down arrow keys or the Page Down and Page Up keys to scroll through the displayed list of GL numbers. You can also use the vertical scroll bar.

2. In the browser in the upper portion of the screen, the system displays the available accounts in the system. You can select a vendor by double clicking it in the browser. You can enter a specific account number in the Go To to locate a specific account number to use as the beginning display in the browser. The Go to field is case sensitive. This means that if you enter alpha or alpha-numeric codes to lookup a record number, the system differentiates between V100 and v100 when searching for records. .
3. In the center section of a screen, select the view that contains the type of information you want to see for this specified vendor. You can select from:

Account Balance            Displays the ending account balances for each period.

Budget Balances            Displays the budget balances for each period. Budgets display up to 1 year in advance (FP = Future period, CP = Current period, LP = Last period, PP = Prior period).

Journal Entries    Displays journal entries including the period, journal number, entry number, entry date, amount and memo (the line-item's memo is displayed, however, if there is no line-item memo, the header memo is displayed and indented two characters).

To view journal entry line details, highlight the journal entry line in the browser and select the Line Detail button. The Journal Entries Line Detail Screen displays the GL account number and description, debit/credit amounts and memo, if any.

Using the Starts from input:

Enter the Journal number to start listing from in the browser.

Choose the **Top** button to list from the first journal number on record.

Choose the **Next** button to load additional items in the browser. (Administrators can define how many records load at one time to increase performance.)

In the Yearly Journal view, if the system doesn't find a journal number for the period specified in the Filter Views window, the inquiry shows instead either journal numbers for the next available period or the next available journal number in the period specified.

**Summary Activity** Displays summary activity by period. The period is listed first, followed by its beginning balance, activity, ending balance, budget and budget %.

**Yearly Journals** Displays the yearly journals (history) including period, journal number, entry number, entry date, amount, and journal memo.

To view yearly journal entry line details, highlight the journal entry line in the browser and select the Line Detail button. The Yearly Journal Entries Line Detail Screen displays the GL account number and description, debit/credit amounts and memo, if any.

4. When you are finished reviewing information for vendors, select the icon to close the Account Inquiry program

# Journal Inquiry (GLI620)

## Function

This program allows the user to view journal entries from the journal file. The entries displayed are for the current or next GL period and any prior period entry provided that it not yet been updated by the Prior Period Update. Journals in the history file are available for inquiry through the Yearly Journal Inquiry.

All journal entry information originally input is displayed, along with running credit and debit entry totals.


## User Inputs

The following inputs are involved in the Journal Inquiry program:


### 1. Period

Enter the period in which the journal entry was entered. Entry of a valid period displays the period's ending date. CR defaults to the current period.


### 2. Journal

Enter the journal number in which the journal entry was entered. The journal entered must be a valid journal number. Entry of a valid journal displays its description. Press F2 or the  icon to search.

### 3. Entry

Enter the entry number (0-998). CR defaults to the first entry number for this journal and period. Press F2 or the  icon to search.

After the initial journal entry is displayed, the user has the option of **CR**-calling up the next record, **L**-list or **F4**-to back up. If the user selects **L**-list, **F2**-display description (instead of the memo) is available.

Press Enter or the  icon to display the next record.

Press the Done button to exit the program.

## Technical Notes

This program reads and displays only; it does not update information.

**FILES USED** - SMCNTL, GLMSTR, GLJRNL, GLJRNX

**FILES UPDATED** - NONE

**Journal Inquiry (GLI620)**

Help

01-Demo Company      Journal Inquiry      GLI620  
CP=09/2002 SEP

Period    08      Journal 1000 Sales  
Entry # 346

Entry Date 08/03/2002      Total Debits    Total Credits  
Memo POSTING FROM SALES REGISTER 0530      36159.81      36159.81

G/L #	Memo	Debit	Credit	G/L #
100-01-0		142.84		Cash
120-01-0		15408.37		Accoun
120-02-0		6680.44		Accoun
175-01-0			9198.89	Invent
175-02-0			4479.27	Invent
410-01-1			10636.25	Sales
410-01-2			4496.90	Sales
410-02-1			4792.42	Sales
410-02-2			1525.65	Sales
530-01-1		6377.31		Cost o
530-01-2		2821.58		Cost o

Yearly Journal Entry: Search, Next  
F4-Done  
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

**01-Demo Company, Journal Inquiry (GLI620)**

Help

Yearly Journal Entry by Entry Number

Period 08 - AUG    Journal 2000    Payables    CP=09/2002 SEP  
Entry # 305

Entry Date 08/23/2002      Total Debits    Total Credits  
Memo TRADE SUBSCRIPTIONS      248.05      248.05

G/L #	Memo	Debit	Credit	G/L #	Description
720-01-1	TRADE SUBSCRIPTION	125.15			Dues & Subscriptions
100-01-0	CASH		125.15		Cash
720-01-2	TRADE SUBSCRIPTION	45.85			Dues & Subscriptions
100-01-0	CASH		45.85		Cash
720-02-1	TRADE SUBSCRIPTION	62.05			Dues & Subscriptions
100-02-0	CASH		62.05		Cash
720-02-2	TRADE SUBSCRIPTION	15.00			Dues & Subscriptions
100-02-0	CASH		15.00		Cash

Done

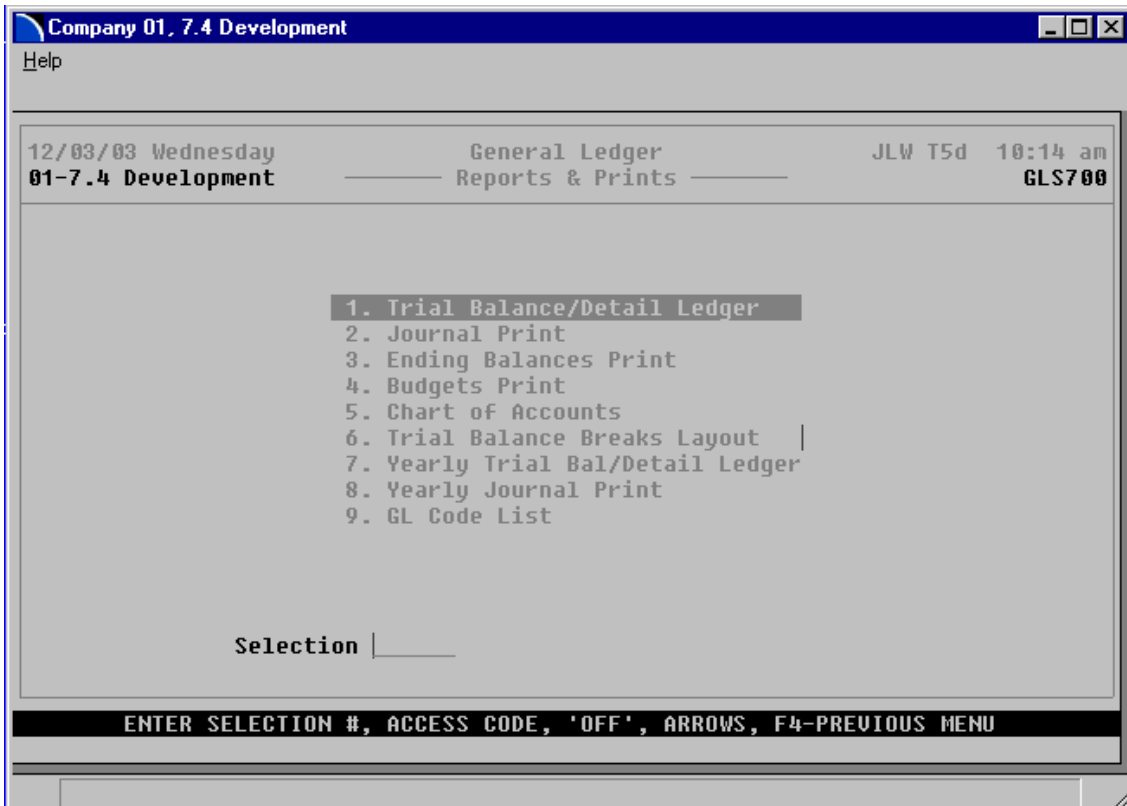
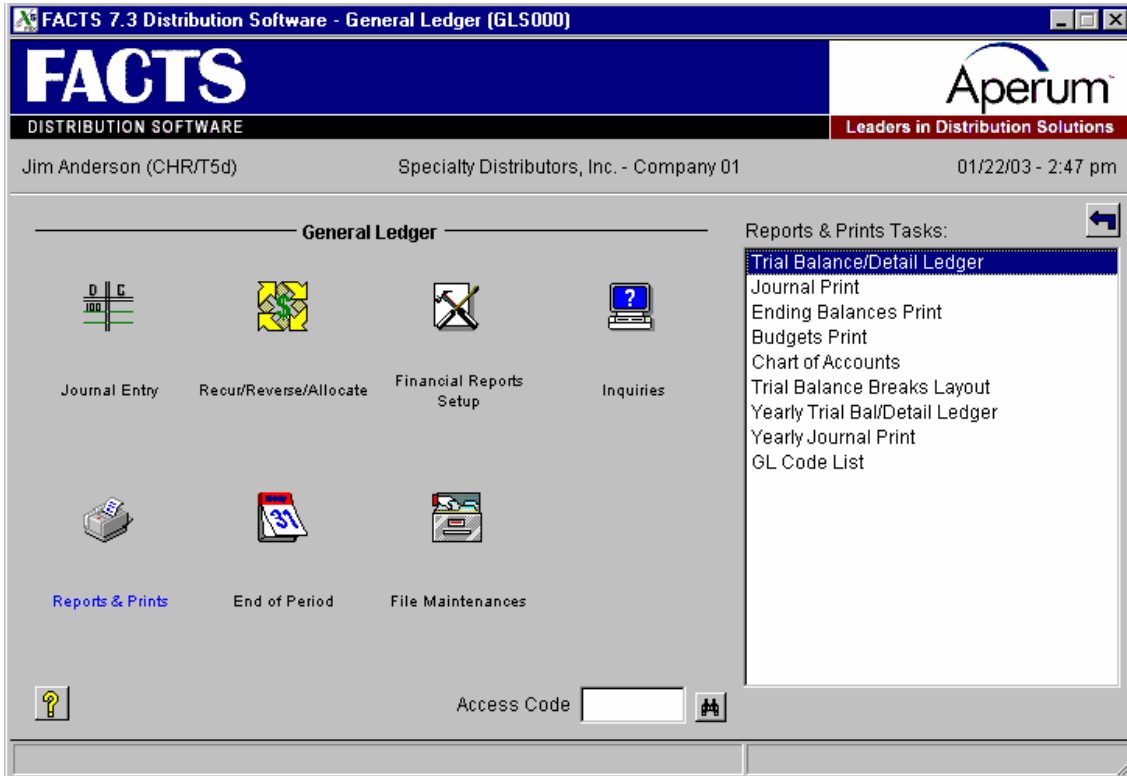
## CHAPTER 6

# Reports & Prints

The Reports & Prints menu provides the user with a wide variety of reports and prints with general ledger information.

1. The Trial Balance/Detail Ledger provides a trial balance (summary) displaying GL account number, description, beginning balance, activity and the resulting ending balance for the current GL period. It also prints a detail ledger (detail), which also displays GL account number, description, and rest of the information as the trial balance, but breaks down the activity by journal entry for the current GL period.
2. The Journal Print lists journal entries for the current or next General Ledger period, as well as any prior period entries made through the Prior Period Journal Entry that have not been updated by the Prior Period Update.
3. The Ending Balances Print provides a report of the ending balances for account numbers for up to six successive periods. The ending period to print is chosen by the user.
4. The Budgets Print program prints the budgets from the Budget F/M of account numbers selected for up to six successive periods. The ending period to print is chosen by the user.
5. The Chart of Accounts prints a list of up to all General Ledger account numbers.
6. The Trial Balance Breaks Layout prints a layout of how the trial balance is to print. The layout is determined by the user, from the Trial Balance Total Breaks F/M.
7. The Yearly Trial Balance/Detail Ledger provides the user a trial balance (summary) displaying GL account number, description, beginning balance, activity and the resulting ending balance for the periods that contain journal history. Another option is a detail ledger (detail) displaying GL account number, description, as well as the rest of the information in the trial balance, but breaks activity down by journal entry for the periods that contain journal history.

8. The Yearly Journal Print lists journal entries for the periods that contain journal history.
9. The GL code list prints a list of the various GL codes: journals, departments, report group codes and report formats.



# Trial Balance/Detail Ledger (GLR710)

## Function

This program allows the user to print a trial balance or detail ledger for the current or a prior fiscal period.

The layout of the trial balance (in terms of totals) is set up in the Trial Balance Total Breaks F/M.

The user has the option to:

- Print either a trial balance or a detail ledger.
- Select the beginning and ending GL account numbers to print.
- Select branch(es) to print.
- Select department(s) to print.
- Select the fiscal period.

Report information includes the following:

- Trial Balance: the GL account number and description, beginning balance, activity and the resulting ending balance.
- Detail Ledger: the same information, but breaks down the activity by journal entry. Additional information printed on the detail ledger includes date of entry, journal number, entry number, memo and transaction amount.

The total number of account numbers listed is also included.

**NOTE:** This report is always out of balance by the amount of retained earnings for the 1st period of the year.

## User Inputs

The following inputs are involved in printing a Trial Balance/Detail Ledger:

### 1. Beginning G/L #

Select the beginning GL account number to print. CR defaults to FIRST.

### 2. Ending G/L #

Select the ending GL account number to print. CR defaults to LAST.

### 3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to all branches.

### 4. Department

Enter the department to print. The entry must be a valid department. CR defaults to all departments.



**5. Period**

Enter the period to print (PP). CR defaults to the current period. F2 selects the last period closed. Periods prior to the last closed period can be entered. For example, if you entered prior period journal entries and were printing them before running the Prior Period Update program.

**6. Scope**

Enter whether to print the **T**-trial balance (summary) or **D**-detail ledger (detail). CR defaults to T.

**Technical Notes**

Printing proceeds by reading through the account file (GLMSTR). The trial balance total breaks file (GLTRBL) and GL account balances are then used to print the Trial Balance/Detail Ledger.

**FILES USED** - SMCNTL, GLMSTR, GLJRNX, GLJRNL, GLTRBL

**FILES UPDATED** - NONE

**Trial Balance/Detail Ledger (GLR710)** [ ] [ ] [ X ]

Template Print Options CP=09/1997 SEP

Beginning G/L#  [ ] [ ] [ ] First  
Ending G/L#  [ ] [ ] [ ] Last

Properties

Branch  [ ] [ ] Atlanta Branch  
Department  [ ] [ ] Wholesale  
Period  [ ] [ ] Current Period 09/1997 Ending 09/30/1997  
Scope  [ ]

Template \_\_\_\_\_ Printer \_\_\_\_\_   
None Genicom Line Printer

Enter Beginning GL Account # to Print, F1-First, F2-Search

**Trial Balance/Detail Ledger (GLR710)** [ ] [ ] [ X ]

Help

---

01-Demo Company Trial Balance/Detail Ledger GLR710  
CP=09/2002 Cur

Beginning G/L#/ First  
Ending G/L# Last

---

— Properties —

Branch 01 Atlanta Branch  
Department 1 Wholesale  
Period Current Period 09/2002 Ending 09/30/200  
Scope T

---

— Template \_\_\_\_\_ — Printer \_\_\_\_\_  
None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Journal Print (GLR720)

## Function

This program allows the user to utilize information contained in the journal file to provide a complete printout of all journal entries for a given fiscal period.

This program will print journal entries made by the Journal Entry program or posted automatically by the system from other modules.

Journal entries are printed in journal, then entry order. Included on the journal print is all journal information originally input plus journal totals.

Report information includes the following: the journal number, entry number, entry date, memo, line numbers containing GL account number and description and amount posted. The total number of entries listed is also included. Should an entry, and consequently a journal total, be out of balance, this entry will be noted.

**NOTE:** During the first period of the fiscal year, the journal print will be out of balance due to the entry posted to retained earnings when the year was closed.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Journal Print and select "Current Period" for the Period input, when that template is selected to run again (either manually or via Job Stream) the period is determined using the current period in the Company Periods & Ending Dates F/M (GLF970) when the report is run not the period when the template was created.

## User Inputs

The following inputs are involved in the printing of a journal:

### 1. Period

Enter the period for which to print (PP). This displays the period, ending date, and whether the period entered is a prior period. CR defaults to the current period. F2 defaults to last period closed.

### 2. Beginning Journal

Enter the beginning journal number to print. CR defaults to FIRST.

### 3. Ending Journal

Enter the ending journal number to print. CR defaults to LAST.

### 4. Beginning Journal Entry Date

Enter the beginning journal entry date to print (ref. 2). CR defaults to the first day of the selected period.

### 5. Ending Journal Entry Date

Enter the ending journal entry date to print (ref. 2). CR defaults to the last day of the selected period. If inputs #2-3 were the same, then inputs #6-7 must be entered; otherwise, they are skipped.

**6. Beginning Entry Number**

Enter the beginning entry number to print. CR defaults to FIRST.

**7. Ending Entry Number**

Enter the ending entry number to print. CR defaults to LAST.

## Technical Notes

Printing proceeds by reading through the journal file (GLJRNL) and prints the information that meets all criteria entered.

**FILES USED** - SMCNTL, GLJRNL, GLMSTR

**FILES UPDATED** - NONE

**Journal Print (GLR720)** CP=09/1997 SEP

Template Print Options

Period   **Current Period 09/1997 Ending 09/30/1997**

Beginning Journal    **First**

Ending Journal    **Last**

Beginning Date   **First**

Ending Date   **Last**

Beginning Entry #   **First**

Ending Entry #   **Last**

Template  Printer

Enter Period to Print, F2-Last

**Journal Print (GLR720)** GLR720  
CP=09/2002 Cur

Help

---

**01-Demo Company** **Journal Print** **GLR720**

**Periode Current Period 09/2002 Ending 09/30/2002**

**Beginning Journal First**  
**Ending Journal Last**

**Beginning Date First**  
**Ending Date Last**

**Beginning Entry # First**  
**Ending Entry # Last**

**Template**  **Printer**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Ending Balances Print (GLR730)

## Function

This program allows the user to obtain a printout of the account ending balances stored in the GL account file.

The balances can be printed for up to six periods and for a single branch or department.

The user has the option to:

- Select the beginning and ending GL account number to print.
- Select branch(es) to print.
- Select department(s) to print.
- Select the ending period and number of prior periods to print.

Because of limitations due to paper size, a maximum of six periods' ending balances can be printed at any one time. The printout is broken down according to the breaks set up through the Trial Balance Total Breaks F/M.

Report information includes the following: GL account number, description, period and the ending balances for each of the periods selected. The total number of account numbers listed is also included.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Ending Balances Print and select "Current Period" for the Ending Period input, when that template is selected to run again (either manually or via Job Stream) the ending period is determined using the current period in the Company Periods & Ending Dates F/M (GLF970) when the report is run not the period when the template was created.

## User Inputs

The following inputs are involved in the printing of prior period ending balances:

### 1. Beginning G/L #

Select the beginning GL account number to print. CR defaults to FIRST.

### 2. Ending G/L #

Select the ending GL account number to print. CR defaults to LAST.

### 3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to all branches.

### 4. Department

Enter the department to print. The entry must be a valid department. CR defaults to all departments.

### 5. Ending Period

Enter the ending period to print (ref. 5). The entry must be a valid period. CR defaults to the current period. F2 defaults to last period closed.

**6. Number Of Periods**

Enter the number of periods to print (1 to 6) including the ending period. CR defaults to 1.

**Technical Notes**

Printing proceeds by reading through the GL account file (GLMSTR). The trial balance total breaks file (GLTRBL) and GL account balances are then used to print ending balances.

**FILES USED** - SMCNTL, GLMSTR, GLTRBL

**FILES UPDATED** - NONE

**Ending Balances Print (GLR730)** [ ] [ ] [ X ]

Template Print Options CP=09/1997 SEP

Beginning G/L#  [ ] [ ] [ ] First  
 Ending G/L#  [ ] [ ] [ ] Last

Properties

Branch  [ ] [ ] Atlanta Branch  
 Department  [ ] [ ] Wholesale  
 Period  [ ] Current Period 09/1997 Ending 09/30/1997  
 # of Periods  [ ]

Template \_\_\_\_\_ Printer \_\_\_\_\_   
 None Genicom Line Printer

Enter Beginning GL Account # to Print, F1-First, F2-Search

**Ending Balances Print (GLR730)** [ ] [ ] [ X ]

Help

01-Demo Company Ending Balances Print GLR730  
CP=09/2002 Cur

Beginning G/L#/ First  
 Ending G/L# Last

— Properties —

Branch 01 Atlanta Branch

Department 1 Wholesale

Period Current Period 09/2002 Ending 09/30

# of Periods 1

— Template \_\_\_\_\_ — Printer \_\_\_\_\_  
 None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .



# Budgets Print (GLR740)

## Function

This program allows the user to obtain a printout of the account budgets stored in the GL budgets file.

The user has the option to:

- Select the beginning and ending GL account number to print.
- Select the number of periods for budgets to print.
- Select branch to print.
- Select department to print.
- Select ending period to print.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Budgets Print and select "Current Period" for the Ending Period input, when that template is selected to run again (either manually or via Job Stream) the ending period is determined using the current period in the Company Periods & Ending Dates F/M (GLF970) when the report is run not the period when the template was created.

Report information includes the following: GL account number, description, period, and budget figures for the periods selected. Because of limitations due to paper size, a maximum of six periods' budgets can be printed at any one time. The printout is broken down according to the breaks set up through the Trial Balance Total Breaks F/M. The total number of account numbers listed is also included.

Information in the budget file is created through the Budget F/M program.

## User Inputs

The following inputs are involved in the printing of the period budgets:

### 1. Beginning G/L #

Select the beginning GL account number to print. CR defaults to FIRST.

### 2. Ending G/L #

Select the ending GL account number to print. CR defaults to LAST.

### 3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to all branches.

### 4. Department

Enter the department to print. The entry must be a valid department. CR defaults to all departments.

### 5. Ending Period

Enter the ending period to print (ref. 5). The entry must be a valid period. CR defaults to the current period. F2 defaults to last period closed.

**6. Number Of Periods**

Enter the number of periods to print (1 to 6) including the ending period. CR defaults to 1.

**Technical Notes**

Printing proceeds by reading through the GL account file (GLMSTR). The GL budget file (GLBUDG) is then used to print budgets.

**FILES USED** - SMCNTL, GLBUDG, GLMSTR, GLTRBL

**FILES UPDATED** - NONE

**Budgets Print (GLR740)** [ ] [ ] [ X ]

Template Print Options

CP=09/1997 OCT

Beginning G/L# 565-01-1 [ ] [ ] [ ] 401(k) Employer Expense  
 Ending G/L# 565-02-2 [ ] [ ] [ ] 401(k) Employer Expense  
 Branch 01 [ ] [ ] [ ] Atlanta Branch  
 Department 1 [ ] [ ] [ ] Wholesale  
 Period [ ] [ ] [ ] Current Period 09/1997 Ending 09/30/1997  
 # of Periods [ ] [ ] [ ]

Template \_\_\_\_\_ Printer \_\_\_\_\_ [ OK ]  
 None Genicom Line Printer [ Cancel ]

Enter # of Periods Prior To and Including Ending PD to Print: (1,6)

**Budgets Print (GLR740)** [ ] [ ] [ X ]

Help

**01-Demo Company Budgets Print GLR740**  
**CP=09/2002 Cur**

Beginning G/L# / First  
 Ending G/L# Last  
 Branch 01 Atlanta Branch  
 Department 1 Wholesale  
 Period Current Period 09/2002 Ending 09/30/2002  
 # of Periods 1

- Template \_\_\_\_\_ - Printer \_\_\_\_\_  
 None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Chart of Accounts (GLR750)

## Function

This program allows the user to obtain a printout of the General Ledger Chart of Accounts.

The user has the option to:

- Select the order to print - GL account number, alphabetically, account type or summary management type order.  
Select the beginning and ending order choice.

GL account numbers are entered through the Account F/M program.

Report information includes the following: GL account number, type of account, description and summary management type. The total number of account numbers listed is also included.

## User Inputs

The following inputs are involved in printing a GL Chart of Accounts:

### 1. Order

Enter whether to print in **G**-general ledger account number, **A**-alpha, **T**-account type (asset, liability, expense, revenue, capital), or **S**-summary management type order. For example, if the user wants to print in account type order, enter **T**. CR defaults to **G**.

### 2. Beginning Order Choice

Enter the beginning order choice to be selected; e.g., if GL account number (**G**) was chosen above, the user selects the beginning GL account number to print. CR defaults to **FIRST**.

### 3. Ending Order Choice

Enter the ending order choice to be selected; e.g., if GL account number (**G**) was chosen above, the user selects the ending GL account number to print. If the user wants to select a single GL account number (or selection choice), enter the same input as the beginning choice. CR defaults to **LAST**.

### 4. Include Summary Management Type

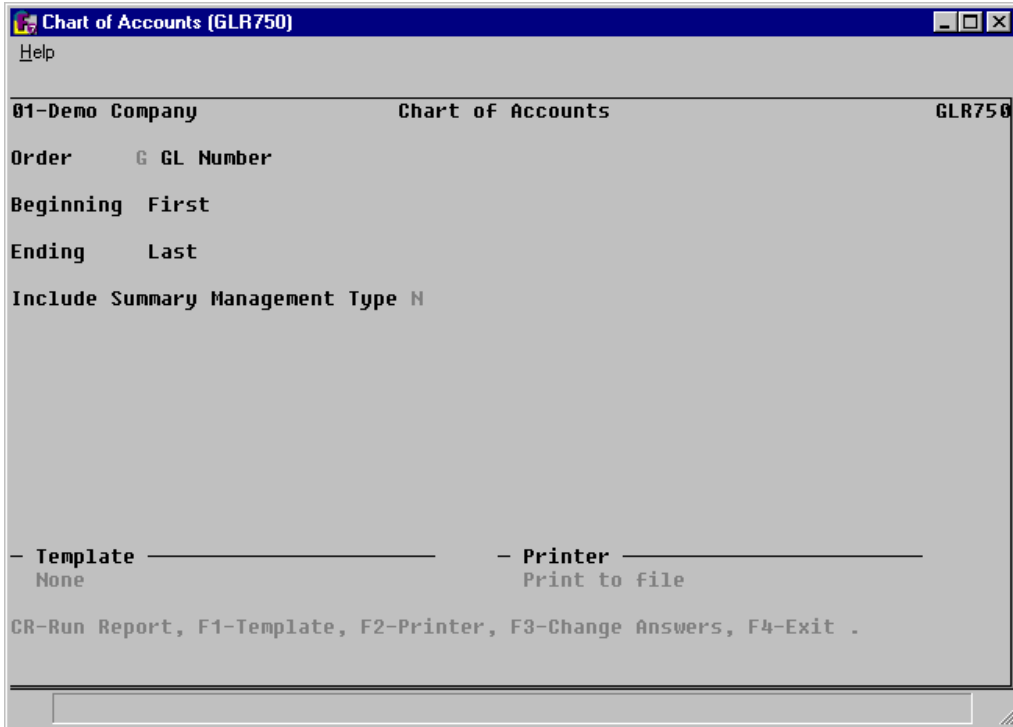
This input is skipped if **S** was selected for input #1. Enter whether to print the summary management type on the report. CR defaults to **N**.

## Technical Notes

Printing proceeds by reading through the GL account file (GLMSTR), alpha sort file (GLALPX), GL account type file (GLTYPX) or GL summary management type sort (GLMSMX). The GL account file is used to print the Chart of Accounts.

**FILES USED** - SMCNTL, GLMSTR, GLTYPX, GLALPX, GLMSMX

FILES UPDATED - NONE



# Trial Balance Breaks Layout (GLR760)

## Function

This program allows the user to obtain a printout of: the GL accounts that are to appear on the trial balance, the position of the trial balance breaks, and which total group is to be printed at each break.

The user has the option to:

- Select the beginning and ending GL account number to print.
- Select branch(es) to print.
- Select department(s) to print.

The data created by the Trial Balance Total Breaks F/M program determines the layout of this program. Report information includes the following: GL account number, description, amount and total group number. The total number of account numbers listed is also included.

## User Inputs

The following inputs are involved in the printing of the Trial Balance Breaks Layout:

### 1. Beginning G/L #

Select the beginning GL account number to print. CR defaults to FIRST.

### 2. Ending G/L #

Select the ending GL account number to print. CR defaults to LAST.

### 3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to all branches.

### 4. Department

Enter the department to print. The entry must be a valid department. CR defaults to all departments.

## Technical Notes

Printing proceeds by reading through the trial balance total breaks file (GLTRBL) and printing the General Ledger account numbers by account order (GLMSTR).

**FILES USED** - SMCNTL, GLTRBL, GLMSTR

**FILES UPDATED** - NONE

**Trial Balance Breaks Layout (GLR760)**

Template Print Options

Beginning G/L#    First

Ending G/L#    Last

Branch    Atlanta Branch

Department    Wholesale

Template \_\_\_\_\_ Printer \_\_\_\_\_

None Genicom Line Printer

Enter Beginning G/L# to Print, F1-First, F2-Search

**Win with ProvideX**

Help

---

01-Demo Company                      Trial Balance Breaks Layout                      GLR760

Beginning G/L# First

Ending G/L# Last

Branch 01 Atlanta Branch

Department 1 Wholesale

Template \_\_\_\_\_                      - Printer \_\_\_\_\_

None Genicom Line Printer

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

# Yearly Trial Balance/Detail Ledger (GLR770)

## Function

This program allows the user to print a trial balance or detail ledger for as many closed periods that are stored in the yearly journal file (set in the General Ledger Static Control F/M).

The user has the option to:

- Print either a trial balance or a detail ledger.
- Select the beginning and ending GL account numbers to print.
- Select branch(es) to print.
- Select department(s) to print.
- Select the beginning and ending periods to print.

Report information includes the following:

- Trial Balance: GL account number, description, period, beginning balance, activity and the resulting ending balance.
- Detail Ledger: same information, but breaks down the activity by journal entry. Additional information printed on the detail ledger includes date of entry, journal number, entry number and memo.

The total number of account numbers listed is also included.

An asterisk (\*) on the report indicates the journal activity does not equal the account activity.

## User Inputs

The following inputs are involved in the printing of the Yearly Trial Balance/Detail Ledger:

### 1. Beginning G/L #

Select the beginning GL account number to print. CR defaults to FIRST.

### 2. Ending G/L #

Select the ending GL account number to print. CR defaults to LAST.

### 3. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to all branches.

### 4. Department

Enter the department to print. The entry must be a valid department. CR defaults to all departments.

### 5. Beginning Period

Enter the beginning period to print (ref. 5). The entry must be a closed period which contains history. CR defaults to FIRST.



**6. Ending Period**

Enter the ending period to print (ref. 5). The entry must be a closed period which contains history. CR defaults to LAST.

**7. Scope**

Enter whether to print the **T**-trial balance or **D**-detail ledger. CR defaults to T.

**Technical Notes**

Printing proceeds by reading through the GL account file (GLMSTR). The GL yearly journal file (GLYJRN) is then checked for all GL numbers that meet all criteria entered.

**FILES USED** - SMCNTL, GLMSTR, GLYJRX, GLYJRN, GLTRBL

**FILES UPDATED** - NONE

**Yearly Trial Bal/Detail Ledger (GLR770)** [ ] [ ] [X]

Template Print Options

CP=10/1997 SEP

Beginning G/L#  [Left Arrow] [Home] First

Ending G/L#  [Right Arrow] [End] Last

Branch  [Home] [Globe] Atlanta Branch

Department  [Home] [Globe] Wholesale

Beginning Period  [Left Arrow] First

Ending Period  [Right Arrow] Last

Scope T - Yearly Trial Balance [v]

Template \_\_\_\_\_ Printer \_\_\_\_\_ [OK]

None Genicom Line Printer [Cancel]

Enter Beginning G/L# to Print, F1-First, F2-Search

**Yearly Trial Bal/Detail Ledger (GLR770)** [ ] [ ] [X]

Help

---

01-Demo Company      Yearly Trial Bal/Detail Ledger      GLR770

CP=09/2002 SEP

Beginning G/L# First

Ending G/L# Last

Branch 01 Atlanta Branch

Department 1 Wholesale

Beginning Period First

Ending Period Last

Scope T Trial Balance

— Template \_\_\_\_\_ — Printer \_\_\_\_\_

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

# Yearly Journal Print (GLR780)

## Function

This program allows the user to print out the information contained in the yearly journal file. This report provides a complete printout of all journal entries for as many closed periods that are stored in the yearly general ledger file (set in the general ledger Static Control F/M).

The user has the option to:

- Print in journal or period order.
- Select the beginning and ending period to print.
- Select the beginning and ending journal to print.

This program prints yearly journal entries made by the Journal Entry program or posted automatically from other modules.

Report information includes the following: each period, journal number, entry number and the journal entry in its entirety. Also printed are entry totals, journal totals and period totals. The total number of entries listed is also included.

## User Inputs

The following inputs are involved in the printing of the Yearly Journal Print:

### 1. Order To Print

Enter whether to print in **J**-journal or **P**-period order. CR defaults to J.

### 2. Beginning Period

Enter the beginning period to print (ref. 5). The entry must be a closed period containing journal history. CR defaults to FIRST.

### 3. Ending Period

Enter the ending period to print (ref. 5). The entry must be a closed period containing journal history. CR defaults to LAST.

### 4. Beginning Journal

Enter the beginning journal to print. CR defaults to FIRST.

### 5. Ending Journal

Enter the ending journal to print. CR defaults to LAST.

If inputs #4-5 were the same, then inputs #6-7 must be entered; otherwise, they are skipped.

### 6. Beginning Entry Number

Enter the beginning entry number to print. CR defaults to FIRST.

### 7. Ending Entry Number

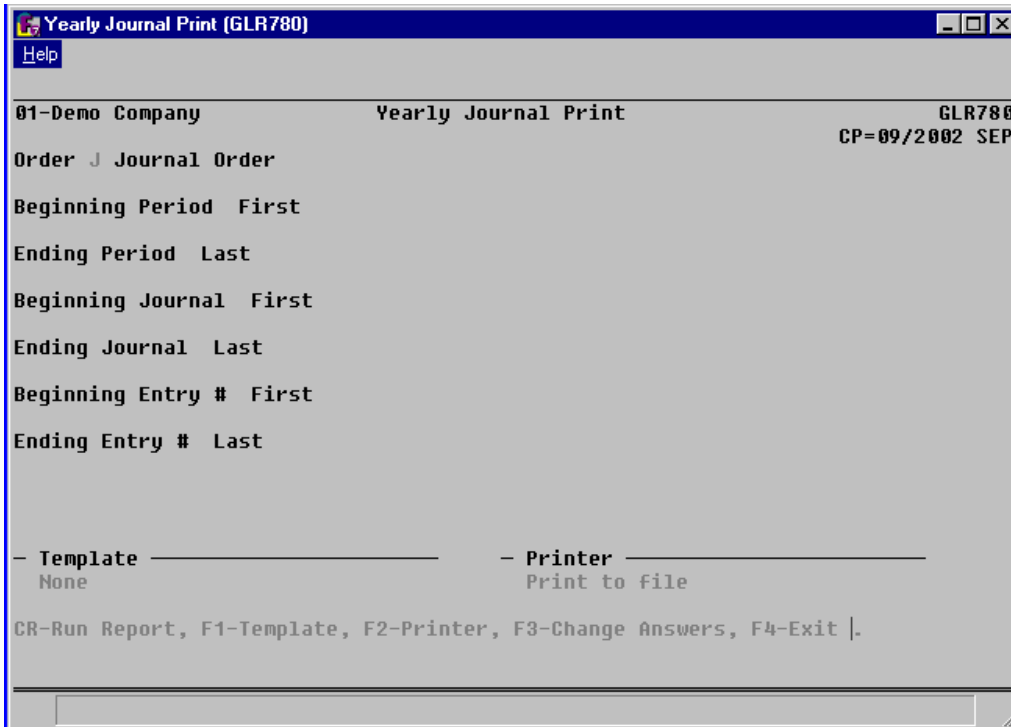
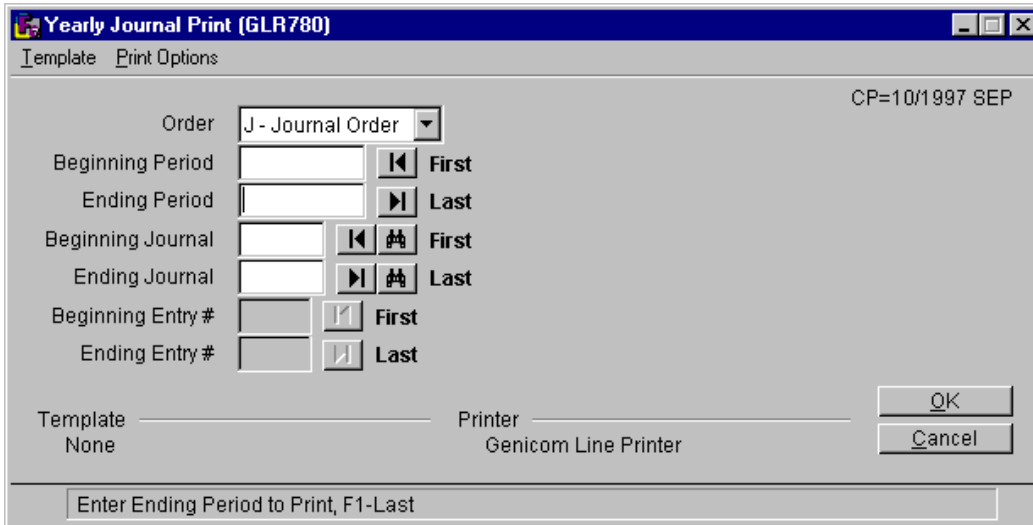
Enter the ending entry number to print. CR defaults to LAST.

### Technical Notes

Printing proceeds by reading through the yearly journal sort file (GLYJJX) to sort, or the yearly journal file (GLYJRN). The yearly journal file is then checked for journal entries that meet all criteria entered.

**FILES USED** - SMCNTL, GLYJRN, GLMSTR, GLYJJX

**FILES UPDATED** - NONE



# GL Code List (GLR790)

## Function

This program allows the user to print a listing of each of the following General Ledger codes:

- Journal
- Department
- Report Group Code
- Report format

Each code listed above is entered into the system through its own file maintenance program and used throughout the General Ledger module.

Journal numbers are used for posting journal entries, departments may be embedded within the General Ledger account numbers, and report group codes and report formats are used for printing financial reports.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

## User Inputs

The following inputs are involved in printing the Code List:

### 1. Select Number

Enter **1**-to print journal, **2**-to print department or **3**-to print report group codes or **4**-to print report format information.

### 2. Beginning Order Choice

Select the beginning order choice to print of the field selected. CR defaults to FIRST.

### 3. Ending Order Choice

Select the ending order choice to print of the field selected. CR defaults to LAST.

## Technical Notes

Processing proceeds by reading through the control file (SMCNTL) or the standard report format file (GLSRPT) for the codes that meet all criteria entered.

**FILES USED** - SMCNTL, GLSRPT

**FILES UPDATED** - NONE

**GL Code List (GLR790)** [Window Title Bar]

Template Print Options

Selection: 1 - Journal    Beginning: [ ]    First: [First] [Last] [First] [Last]

Ending: [ ]    Last: [First] [Last] [First] [Last]

Template: \_\_\_\_\_    Printer: Genicom Line Printer

None

OK Cancel

Select # of Information to be printed. (1/2/3/4)

**GL Code List (GLR790)** [Window Title Bar]

Help

01-Demo Company                      GL Code List                      GLR790

Selection 1 Journal                      Beginning    First

Ending                      Last

— Template —                      — Printer —

None                      Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

## CHAPTER 7

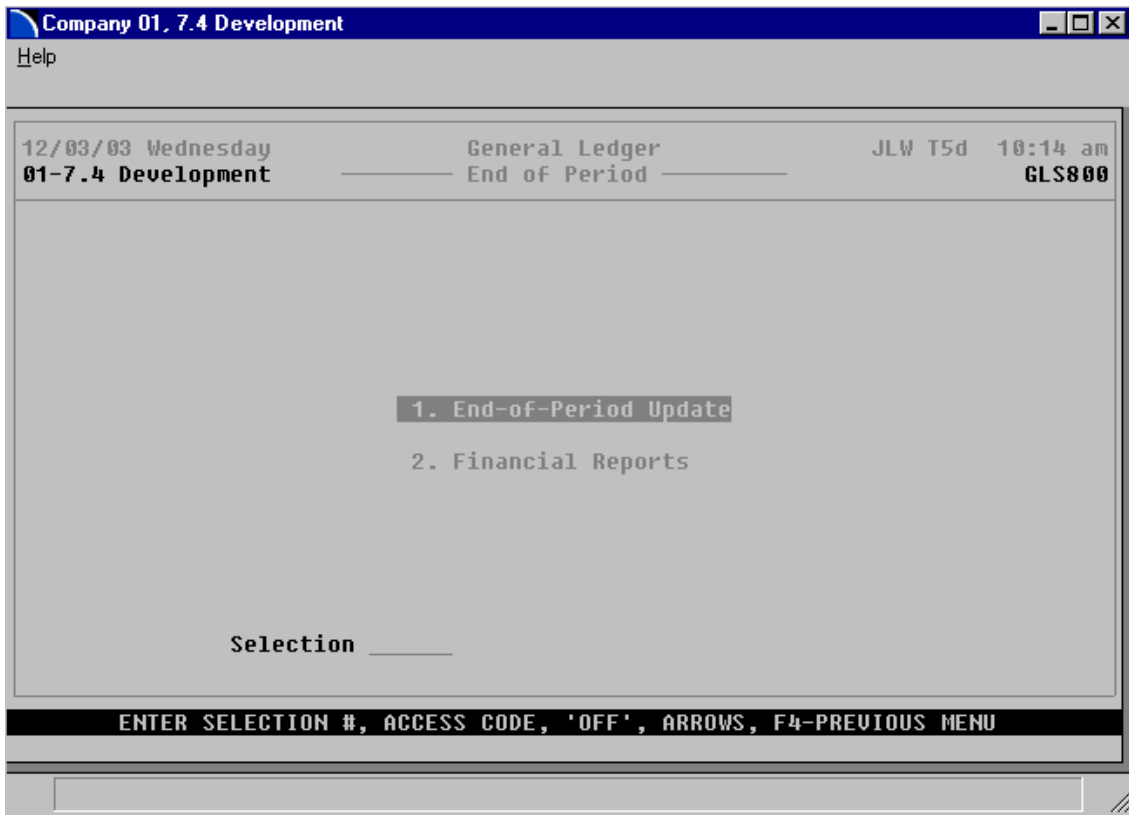
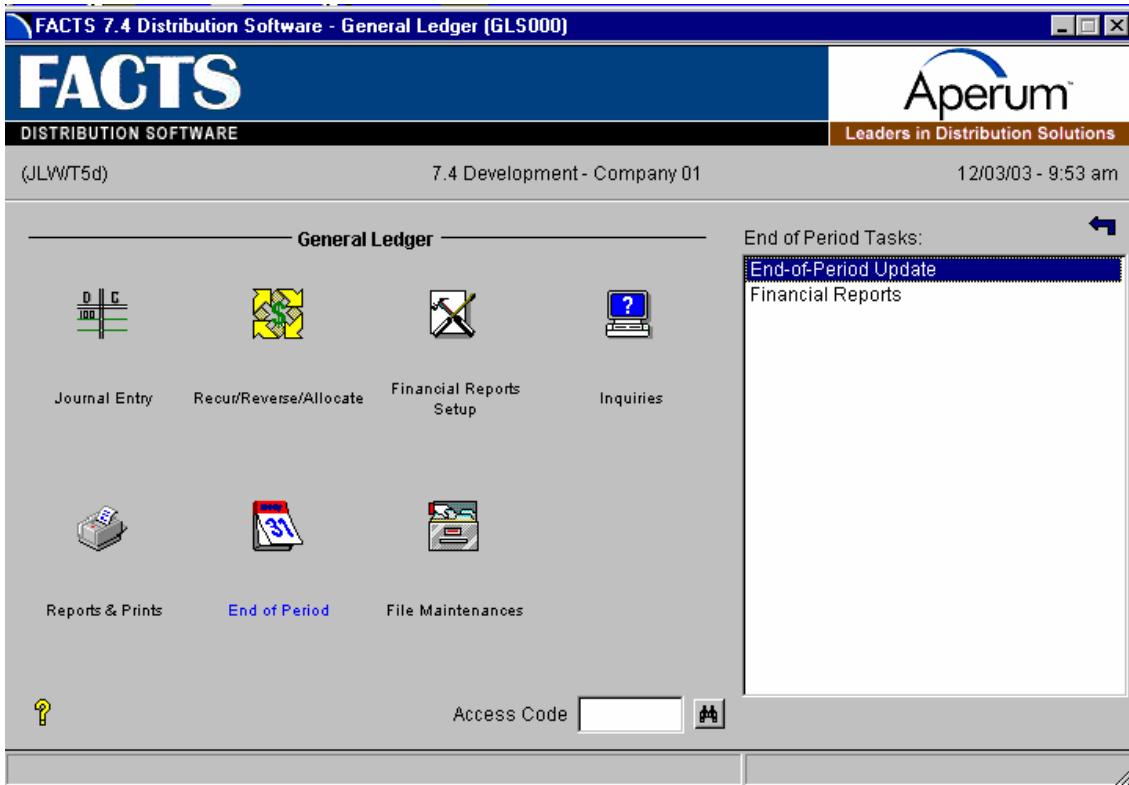
# End of Period

The End-of-Period menu contains programs, which should be run at the end of each General Ledger period to close it correctly. (Please refer to the normal procedures section.)

General Ledger is always the last module to close.

The End-of-Period Update provides a false close-out and a true close-out. A false close-out can be run as many times as needed, and updates only ending balances for the current period, allowing the user to run any financial reports for the period without having closed it. This allows the user to make the necessary journal entries for the current period, in order to process the financials as needed. When the true close-out is run, the current period is closed. The ending balances are updated again and then rolled to the previous period. Current period journal entries are updated to the journal history file (if stored) and the period is incremented by one.

The true close-out cannot be run until all End-of-Period Updates have been run for all modules.





# End-Of-Period Update (GLU890)

## Function

This program allows the user to close the current fiscal period by updating the GL account file (ending balances) according to the information in the journal file.

A false update option allows the current period to close for financial report purposes only. It does not actually close the period.

The system determines if all modules which post automatically to GL have been closed for the period. If not, the system does not allow updating. It also determines whether the last period recurring/reversing/allocating entries were posted and displays the posting date prior to beginning the update.

During the false update, a new current ending balance for each account is calculated but no other updating occurs. This allows the user to then run financial statements for the current period without actually closing the period. The false close-out may be run as often as needed until the true close-out is run.

During the true close-out, the current ending balance for each account is calculated from the previous periods' ending balances and the journal transaction amounts. The oldest ending balance is dropped from, and the new ending balance added to, each account record. Note that expense and revenue accounts begin a new fiscal year with beginning balances of zero. All other accounts carry over their ending balance from the previous fiscal year. Journal records are then removed. If journal history is stored, the journal records are written to the yearly journal file and the program deletes the journal history from the oldest period stored. At the end of the update, the GL figures file records are removed. Also, the company period ending dates and period number advance to the next ending date and period (from the standard period ending dates record and period).

## User Inputs

The following inputs are involved in running the End-of-Period Update:

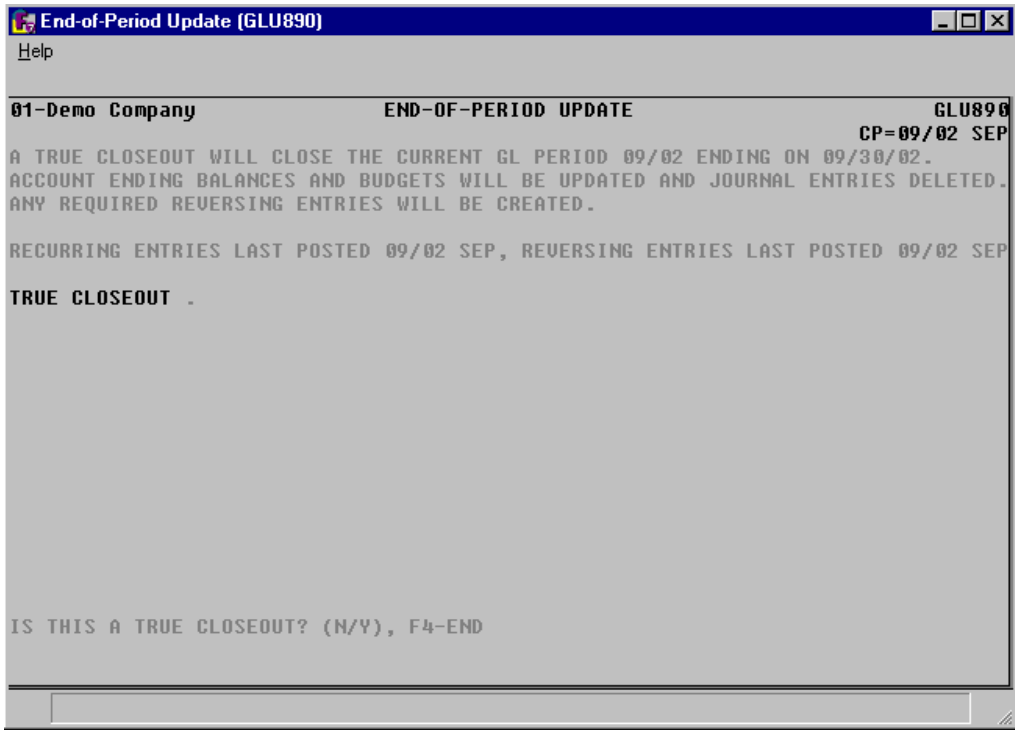
### 1. True Closeout

Enter **Y** or **N** to indicate if this is a true close-out. Entering **Y** indicates the user needs to perform a true close-out during which the month will be closed. Entering **N** indicates that a false close-out will be run.

## Technical Notes

Updating occurs by calculating the current period ending balances in the account file (GLMSTR) from the journal entries for the period (GLJRNL). Journal entries are then written to the yearly journal file (GLYJRN). The figures for the current period are deleted from the figures file (GLFIGS). If it is the end of the year, the revenue and expense accounts are set to zero and a journal entry is written to the retained earnings journal.

**FILES UPDATED** - SMCNTL, GLMSTR, GLJRNL, GLFIGS, GLJRNX, GLBUDG, GLYJRX, GLYJX, GLYJRN



## How to close the current fiscal period and update GL account file ending balances

1. Access this program by choosing General Ledger-->End of Period-->End-Of-Period Update.
2. In the True Closeout input, enter Y or N to indicate if this is a true close-out. Enter Y to indicate you need to perform a true close-out during which the month will be closed. Enter N to indicate that you want to run a false close-out.

# Financial Reports (GLR810)

## Function

This program allows the user to print GL reports (such as balance sheets or profit and loss statements). They can be printed for any given period based on the financial reports the user has created.

Reports are printed by report groups. Up to 26 report groups can be entered, and a report may be printed for each group entered. A default option displays all valid report groups automatically.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Financial Reports and select "Current Period" for the Period input, when that template is selected to run again (either manually or via Job Stream) the period is determined using the current period in the Company Periods & Ending Dates F/M (GLF970) when the report is run not the period when the template was created.

## User Inputs

The following inputs are involved in the printing of the GL Financial Reports:

### 1. Period

Enter the period (ref. 5) within the last 27 (including the current period) fiscal periods that this report is to be run. CR defaults to current period. F2 defaults to last period closed.

### 2. Report Group

Enter the report group(s) to print. The entry must be a valid report group. F2 allows a search (ref. 6). After entering one group, CR ends the input, and F3 backs up one group.

**Note:** If any consolidated reports are being printed, all companies on the report **must** have the same fiscal year.

### 3. Report Name

Enter the report name to print. The entry must be a valid report (i.e., must exist in the Report Setup F/M). F2 allows a search (ref. 6). After entering the first report, returning to this input allows the options of F1-end names, F3- back up one name and CR defaults to same.

### 4. Report Format

Enter the report format to be used. The entry must be a valid report format. The report name and format must be the same type. F2 allows a search (ref. 6).

## Technical Notes

All reports are driven by GLR811. This program builds a string of companies, branches and departments and passes it to the printing program.

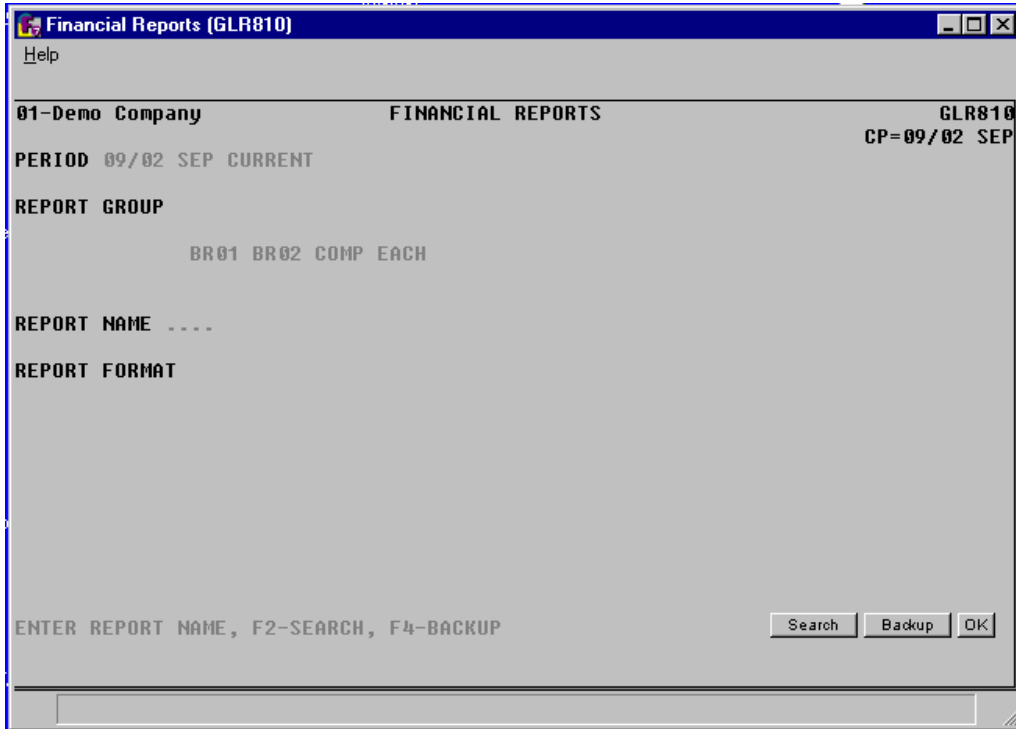
The program proceeds by reading through the custom report file (GLCRPT) and writes the line and figures out to the work file (GLDIR#). After completing the first pass, the report reads from GLDIR# and does the calculations (% of Base, Variance, etc.,) before printing.

After printing a report, the program returns to GLR811, and begins the process again.

GLR812 is a sample report with REMs.

**FILES USED** - SMCNTL, GLCRPT, GLMSTR, GLBUDG, GLSRPT, GLDIR#

**FILES UPDATED** - GLFIGS





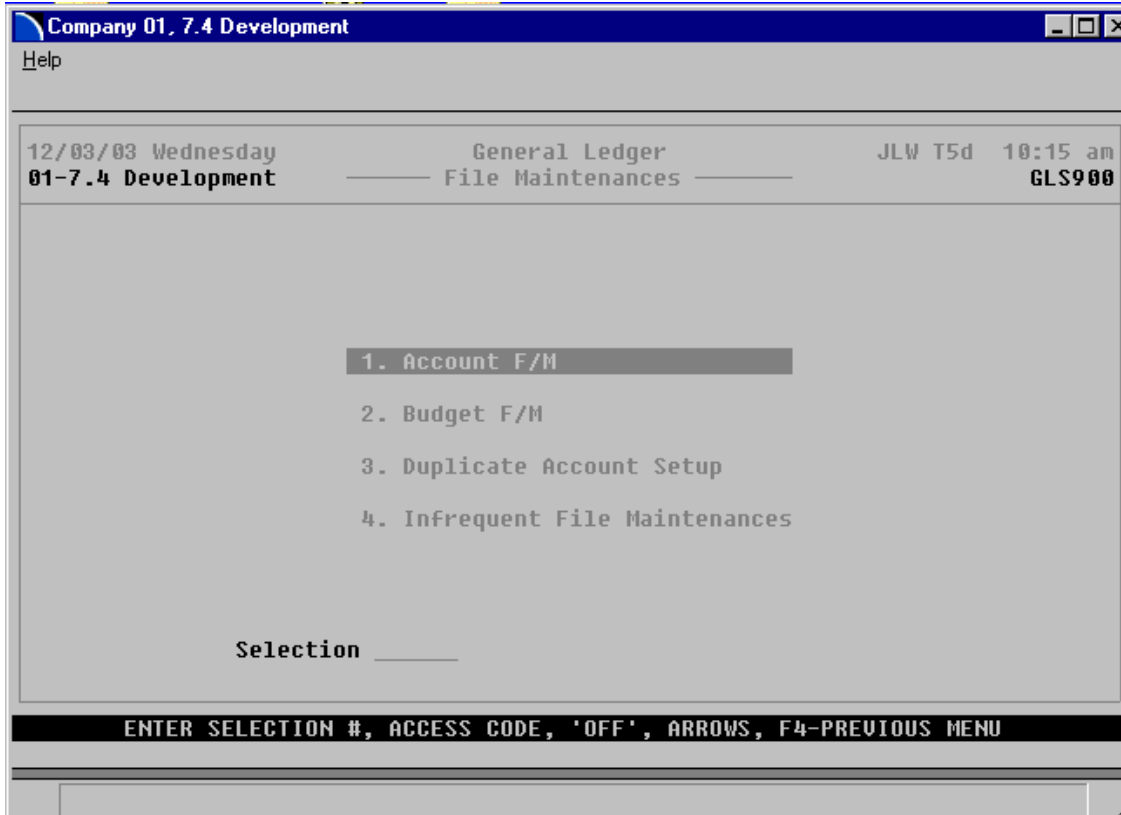
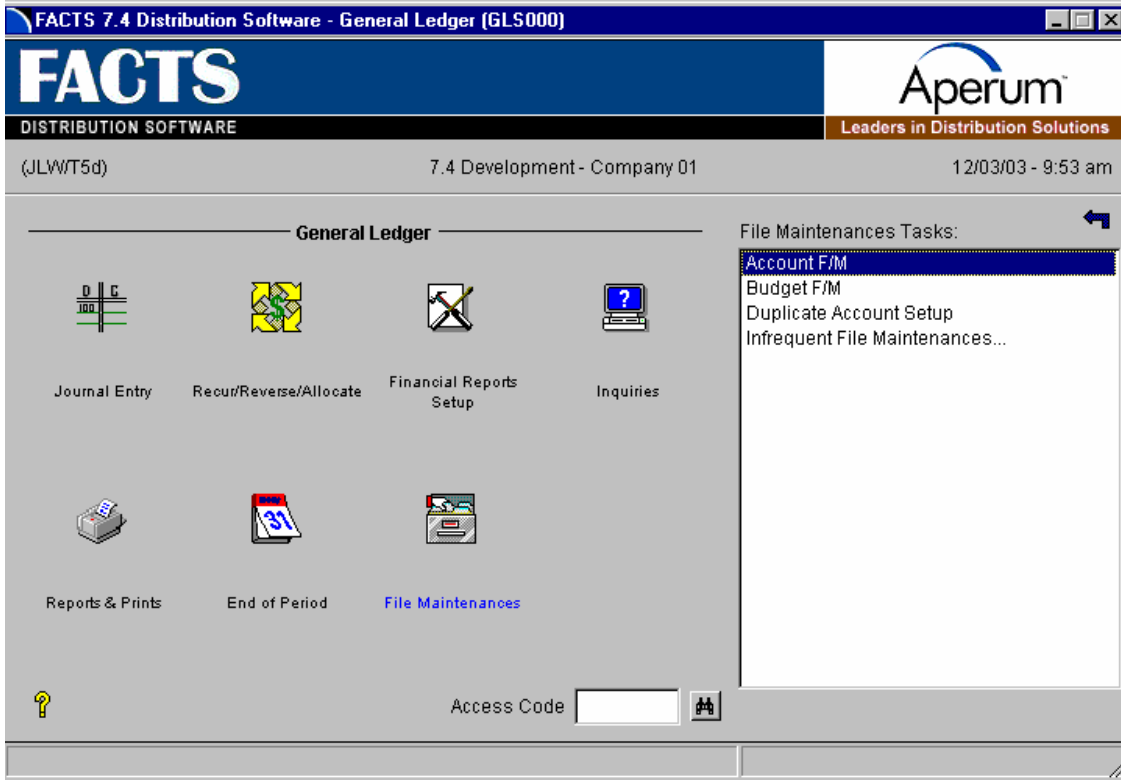
## CHAPTER 8

# File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to Installation manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often (example: Account F/M) where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial setup of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the date of the last end-of-period update and the last period that recurring, reversing and allocating entries were posted.

All files, once set up, are maintained and updated by the system.





# Account F/M (GLF910)

## Function

This program allows the user to maintain the GL account file.

Each account record contains the account number, description, alpha sort key, account type, the present balance for the current period and the ending balances for the last 27 fiscal periods. As a safeguard against inadvertent loss of data, a flag may be set in the GL static control record that eliminates the change and deletion option.

## User Inputs

The following inputs are involved in creating an account record:

### \*. **GL Account Number**

Enter the GL account number without dashes (the system inserts them automatically). Only numeric characters are accepted. F2 allows a search (ref. 6).

### *Most Current Screen*

#### **2. Description**

Enter the account description (up to 30 characters).

#### **3. Alpha Sort**

Enter the alphabetic sort key (up to 10 characters).

#### **4. Type**

Enter whether the type is a **A**-asset, **L**-liability, **C**-capital, **R**-revenue, or **E**-expense. CR initially defaults to A.

#### **5. Summary Management Type**

Enter whether the summary management type is a **S**-cash, **C**-cost, **I**-inventory, **P**-payables, **R**-receivables, **S**-sales or enter a space indicating not used. This type is used to sort account numbers for the Summary Management Inquiry program. CR initially defaults to not used.

#### **6 - 17. Ending Balances**

Enter the present ending balance for the current period and the ending balances for the past 12 fiscal periods. Enter the balance as a negative (-) if it is a credit balance (example: sales is a credit balance, and telephone is not). F3 ends inputs and sets the remaining balances to 0. CR initially defaults to 0. If the user needs to add to the amount displayed for a period, enter the amount to add and press F2.

*Prior Periods Screen*

Enter the ending balances for up to 16 additional prior fiscal periods. Enter the balances as a negative (-) if it is a credit balance (example: sales is a credit balance, and telephone is not). F3 ends inputs and sets the remaining balances to 0. CR initially defaults to 0. If the user needs to add to the amount displayed for a period, enter the amount to add and press F2.

**Technical Notes**

**FILES USED** - SMCNTL, GLBUDG

**FILES UPDATED** - GLMSTR, GLTYPX, GLALPX, GLMSMX

**Account F/M (GLF910)**

GL Account #   **Cash**

Most Current		Prior Periods	
Description	<input type="text" value="Cash"/>	Account Type	A - Asset
Alpha	<input type="text" value="CASH"/>	Summary Mgmt Type	\$ - Cash
CP 09/1997 Sep	<input type="text" value="239560.58"/> <input type="button" value="⊗"/>	PP 03/1997 Mar	<input type="text" value="183741.67"/> <input type="button" value="⊗"/>
LP 08/1997 Aug	<input type="text" value="275621.84"/> <input type="button" value="⊗"/>	PP 02/1997 Feb	<input type="text" value="160452.84"/> <input type="button" value="⊗"/>
PP 07/1997 Jul	<input type="text" value="231092.50"/> <input type="button" value="⊗"/> <input type="button" value="▶"/>	PP 01/1997 Jan	<input type="text" value="138840.72"/> <input type="button" value="⊗"/>
PP 06/1997 Jun	<input type="text" value="206573.21"/> <input type="button" value="⊗"/> <input type="button" value="▶"/>	PP 12/1996 Dec	<input type="text" value="176523.27"/> <input type="button" value="⊗"/>
PP 05/1997 May	<input type="text" value="219584.98"/> <input type="button" value="⊗"/>	PP 11/1996 Nov	<input type="text" value="144682.55"/> <input type="button" value="⊗"/>
PP 04/1997 Apr	<input type="text" value="219383.96"/> <input type="button" value="⊗"/>	PP 10/1996 Oct	<input type="text" value="162546.12"/> <input type="button" value="⊗"/>

Enter G/L# Description

**Account F/M (GLF910)**

Help

01-Demo Company                      Account F/M                      GLF910

\*. GL Account # 100-01-0 Cash

2. Description Cash                      4. Account Type A

3. Alpha CASH                              5. Summary Mgmt Type \$

6. CP 09/2002 Sep	239560.58	12. PP 03/2002 Mar	183741.67
7. LP 08/2002 Aug	275621.84	13. PP 02/2002 Feb	160452.84
8. PP 07/2002 Jul	231092.50	14. PP 01/2002 Jan	138840.72
9. PP 06/2002 Jun	206573.21	15. PP 12/2001 Dec	176523.27
10. PP 05/2002 May	219584.98	16. PP 11/2001 Nov	144682.55
11. PP 04/2002 Apr	219383.96	17. PP 10/2001 Oct	162546.12

Most Current, Prior Periods  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Account F/M (GLF910)

GL Account # 100010 Cash

Most Current			Prior Periods		
PP 09/1996 Sep	144637.65	<input type="checkbox"/>	PP 01/1996 Jan	31271.69	<input type="checkbox"/>
PP 08/1996 Aug	118216.17	<input type="checkbox"/>	PP 12/1995 Dec	16055.61	<input type="checkbox"/>
PP 07/1996 Jul	83964.28	<input type="checkbox"/>	PP 11/1995 Nov	5926.90	<input type="checkbox"/>
PP 06/1996 Jun	56488.60	<input type="checkbox"/>	PP 10/1995 Oct	6491.32	<input type="checkbox"/>
PP 05/1996 May	57348.90	<input type="checkbox"/>	PP 09/1995 Sep	9253.23	<input type="checkbox"/>
PP 04/1996 Apr	93550.51	<input type="checkbox"/>	PP 08/1995 Aug	7289.06	<input type="checkbox"/>
PP 03/1996 Mar	70638.06	<input type="checkbox"/>	PP 07/1995 Jul	5966.53	<input type="checkbox"/>
PP 02/1996 Feb	52252.75	<input type="checkbox"/>	OP 06/1995 Jun	5519.04	<input type="checkbox"/>

Save Delete New Exit

Account F/M (GLF910)

Help

01-Demo Company Account F/M GLF910

*. GL Account # 100-01-0 Cash									
2.	PP	09/2001	Sep	144637.65	10.	PP	01/2001	Jan	31271.69
3.	PP	08/2001	Aug	118216.17	11.	PP	12/2000	Dec	16055.61
4.	PP	07/2001	Jul	83964.28	12.	PP	11/2000	Nov	5926.90
5.	PP	06/2001	Jun	56488.60	13.	PP	10/2000	Oct	6491.32
6.	PP	05/2001	May	57348.90	14.	PP	09/2000	Sep	9253.23
7.	PP	04/2001	Apr	93550.51	15.	PP	08/2000	Aug	7289.06
8.	PP	03/2001	Mar	70638.06	16.	PP	07/2000	Jul	5966.53
9.	PP	02/2001	Feb	52252.75	17.	OP	06/2000	Jun	5519.04

Most Current, Prior Periods  
 Line to Change (F2-Cont), D-Delete, F4-Backup ..  
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

# Budget F/M (GLF920)

## Function

This program allows the user to set up and maintain the budget information file.

Budgets are stored for the previous 27 periods, the current period and the next 13 periods for each account. The program uses a change parameters routine that allows for rapid changing of budget amounts. The user has the option to:

- Enter budget amounts.
- Enter parameterized changes - add to or replace existing amount for an individual period, multiple periods, using an amount or a percent.
- Display ending balances for account numbers.

Information created by this program may be printed using the Budget Print program and budgets may be used in printing various financial reports.

## User Inputs

The following inputs are involved in creating budgets for GL account numbers:

### \* **GL Account Number**

Enter the general ledger account number. The entry must be a valid GL account number. F2 allows a search (ref. 6).

### **Enter Budgets**

Enter the budget (+/-99999999.99) for 12 future periods (FP), next period (NP), current period (CP), last period (LP), 25 past periods (PP) and the oldest past period (OP). F3 sets the remaining periods to 0. CR defaults to the amount entered for the previous period.

When an account number has budgets is entered and the record is displayed, the user may perform the following:

**# - Changes line number.** Enter the line number to change.

**CR - Next record.** This displays the next GL account number with budgets.

**F1 - Parameterized changes.** Enter to change the amounts from which line number (2-42). Enter to change amounts to and including which line number (2-42). Enter whether to **A**-add to existing amount or **R**-replace the existing amount. Then enter one of the following inputs to perform:

**I - Individual.** The user enters the change amount for every line to be changed.

**M - Multiple.** The change amount entered is added to or replaces the existing budget amount for every line to be changed.

**D - Distributed.** The change amount entered is distributed among the number of lines to change and this distributed amount is added to or replaces the existing budget amount for every line to be changed.

**P - Percent changes.** The percentage change amount entered is added to or replaces the existing budget amount.

**F3- Displays ending balances.** Displays the actual ending balances for this GL account number.

**D** - Deletes the entire record

**F4** - New entry

Technical Notes

**FILES USED** - SMCNTL, GLMSTR, GLALPX

**FILES UPDATED** - GLBUDG

01-Demo Company		BUDGET F/M		GLF920	
* . GL ACCOUNT # 530-01-2		Cost of Goods Sold		CP=09/02 SEP	
2.FP	10/03	15000.00	16.LP 08/02	14000.00	30.PP 06/01 12000.00
3.FP	09/03	15000.00	17.PP 07/02	14000.00	31.PP 05/01 12000.00
4.FP	08/03	15000.00	18.PP 06/02	14000.00	32.PP 04/01 12000.00
5.FP	07/03	15000.00	19.PP 05/02	14000.00	33.PP 03/01 12000.00
6.FP	06/03	15000.00	20.PP 04/02	14000.00	34.PP 02/01 12000.00
7.FP	05/03	15000.00	21.PP 03/02	14000.00	35.PP 01/01 12000.00
8.FP	04/03	15000.00	22.PP 02/02	14000.00	36.PP 12/00 10000.00
9.FP	03/03	15000.00	23.PP 01/02	14000.00	37.PP 11/00 10000.00
10.FP	02/03	15000.00	24.PP 12/01	12000.00	38.PP 10/00 10000.00
11.FP	01/03	15000.00	25.PP 11/01	12000.00	39.PP 09/00 10000.00
12.FP	12/02	14000.00	26.PP 10/01	12000.00	40.PP 08/00 10000.00
13.FP	11/02	14000.00	27.PP 09/01	12000.00	41.PP 07/00 10000.00
14.NP	10/02	14000.00	28.PP 08/01	12000.00	42.OP 06/00 10000.00
15.CP	09/02	14000.00	29.PP 07/01	12000.00	

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT RECORD, F1-PARAMETERIZED CHANGES, F3-DISPLAY ENDING BALANCES, D-DELETE, F4-NEW ENTRY ..

# Duplicate Account Setup (GLU910)

## Function

This program allows the user to create GL account numbers for a new branch and/or department.

Account numbers may be created in G/L#, alpha, or account type order. The user also determines the branch and/or department to create from and the new branch and/or department to create.

The program creates new account numbers in the account file based on the parameters selected by the user. The description, alpha sort, type, and summary management type are created for the new accounts using the information in the **from** account number. No account balances are created; i.e., they are initially set to zero.

## User Inputs

The following steps are involved in duplicating account numbers:

### 1. Order

Enter whether to create in **G**-General Ledger account number, **A**-alpha or **T**-account type (asset, liability, expense, revenue, capital) order. For example, if creating in type order, enter **T**. CR defaults to G.

### 2. Beginning Order Choice

Enter the beginning order choice to create, e.g., if GL account number (G) was chosen above, the user selects the beginning GL account number to create. CR defaults to FIRST.

### 3. Ending Order Choice

Enter the ending order choice to create, e.g., if GL account number (G) was chosen above, the user selects the ending GL account number to create. CR defaults to LAST.

### 4. From Branch

Enter the branch from which to create. The entry must be numeric. CR defaults to ALL.

### 5. To Branch

If ALL was entered in input #4, this input is skipped. Enter the branch to which to create. The entry must be numeric.

### 6. From Department

Enter the department from which to create. The entry must be numeric. CR defaults to ALL.

## 7. To Department

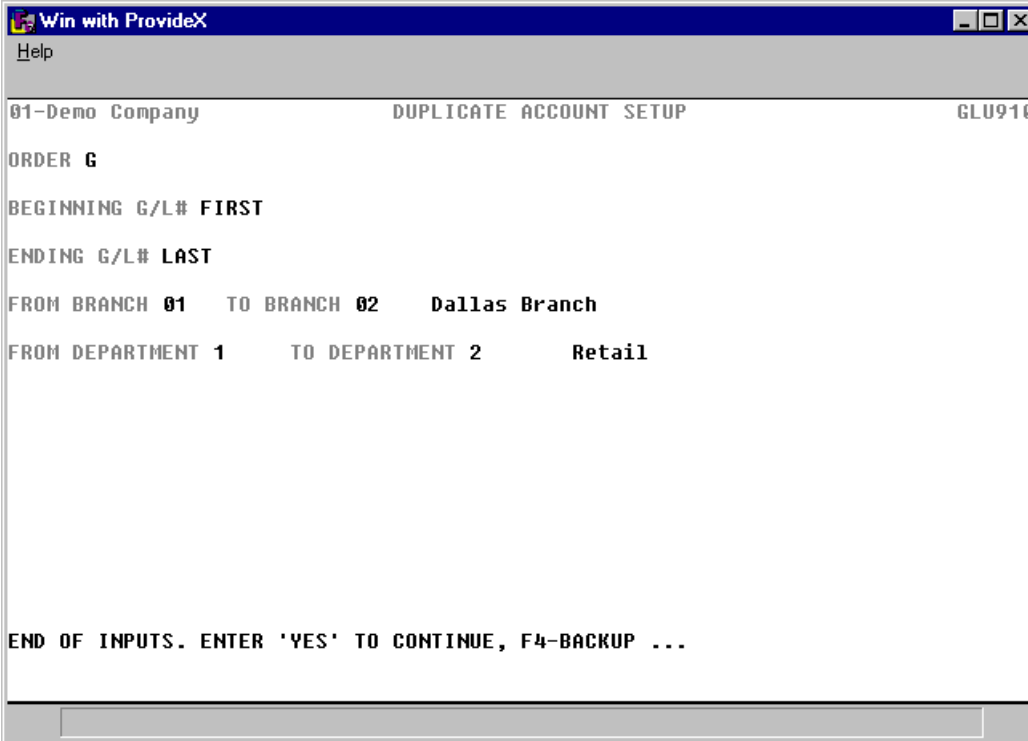
If ALL was entered in input #6, this input is skipped. Enter the branch to which to create. The entry must be numeric.

## Technical Notes

Creation proceeds by reading through the account file (GLMSTR), checking for numbers meeting criteria entered and if a new account is to be created, a record is created in the account file, alpha sort file (GLALPX), type sort file (GLTYPX) and the summary management type sort file (GLMSMX).

**FILES USED** - SMCNTL

**FILES UPDATED** - GLMSTR, GLALPX, GLTYPX, GLMSMX



```
Win with ProvideX
Help
01-Demo Company          DUPLICATE ACCOUNT SETUP          GLU910
ORDER G
BEGINNING G/L# FIRST
ENDING G/L# LAST
FROM BRANCH 01   TO BRANCH 02   Dallas Branch
FROM DEPARTMENT 1   TO DEPARTMENT 2   Retail

END OF INPUTS. ENTER 'YES' TO CONTINUE, F4-BACKUP ...
```



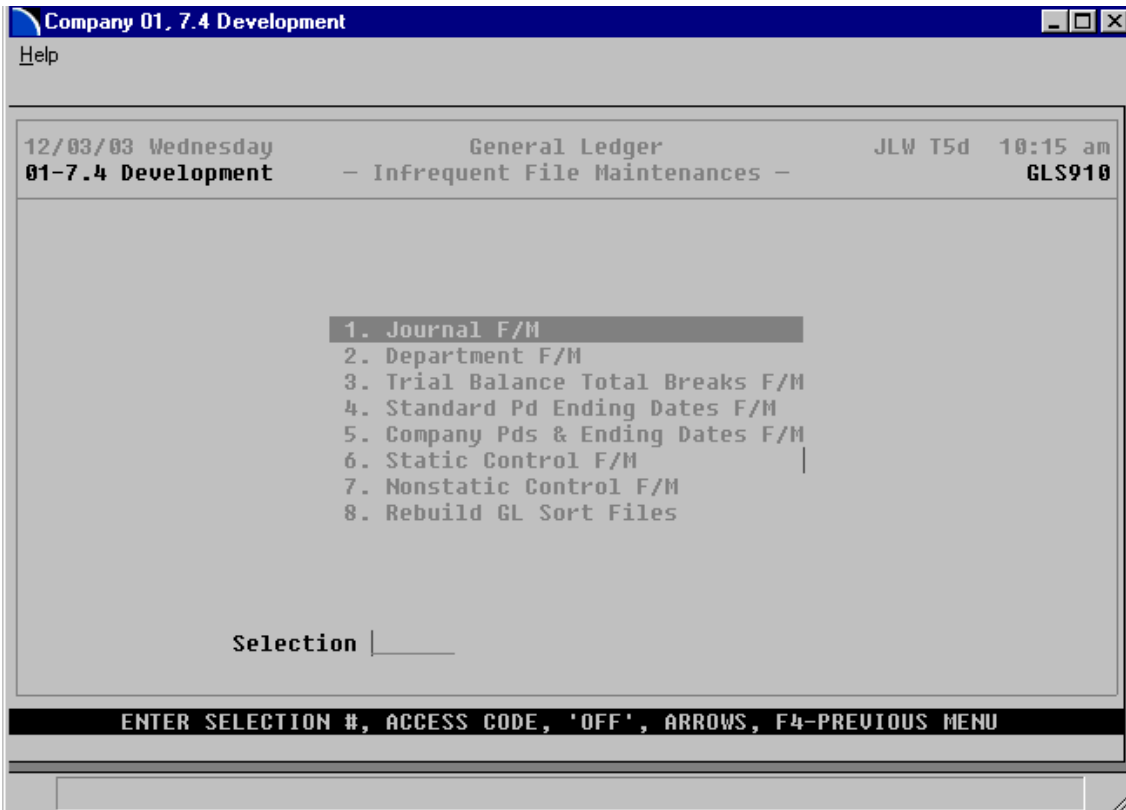
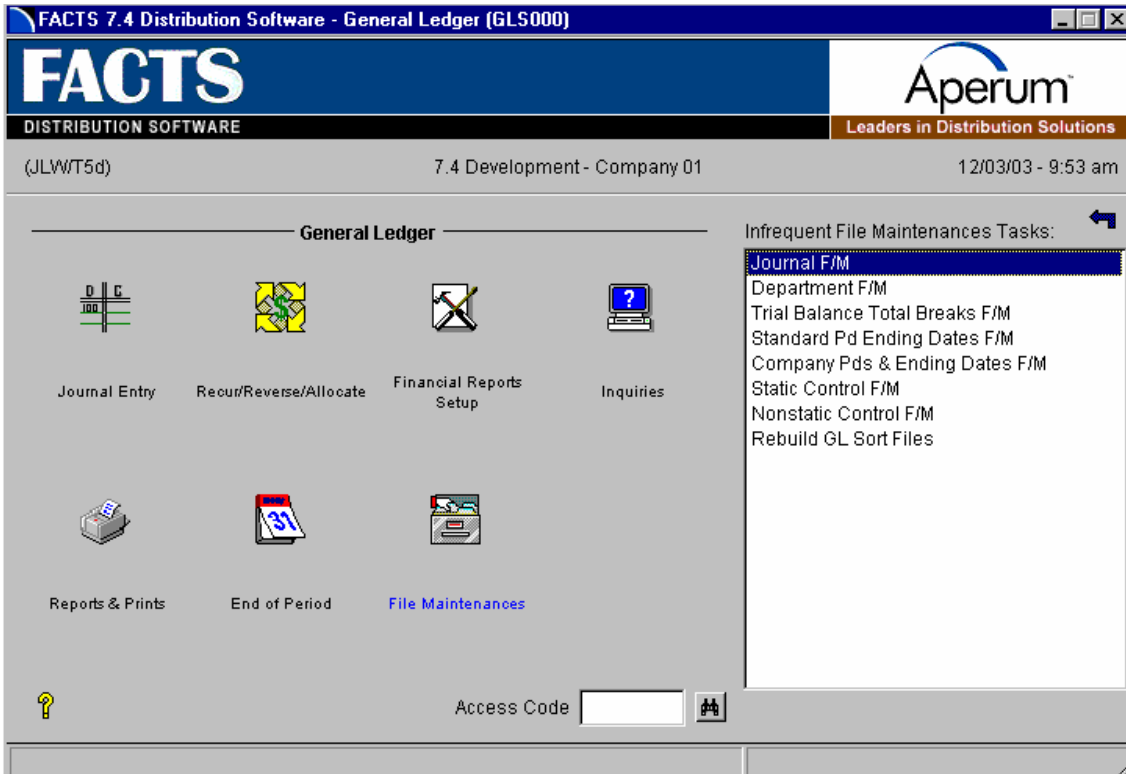
## CHAPTER 9

# Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M that keeps track of the accounts payable period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the accounts payable system do not need to be maintained by the user and it is unlikely that they will be used.



## Journal F/M (GLF950)

### Function

This program allows the user to create and maintain journal numbers and descriptions.

Journal numbers are used to separate journal entries into groups for audit trail purposes. All journal entries will ultimately be posted into the same file. However, journal numbers allow differentiation in the way they get posted to that file; the entries will go into different areas of the file. For example, when expensing accounts payable documents, the journal entry may go under the accounts payable journal or sales entries may go under the sales journal number.

Journal numbers and their descriptions are determined entirely by the user. Suggested numbers are given in the Installation Manual. All journal entries must reference a valid journal number from this file.

### User Inputs

The following inputs are involved in creating a journal record:

**\* Journal**

Enter a journal code (up to 4 characters). F2 allows a search (ref. 6).

**2. Description**

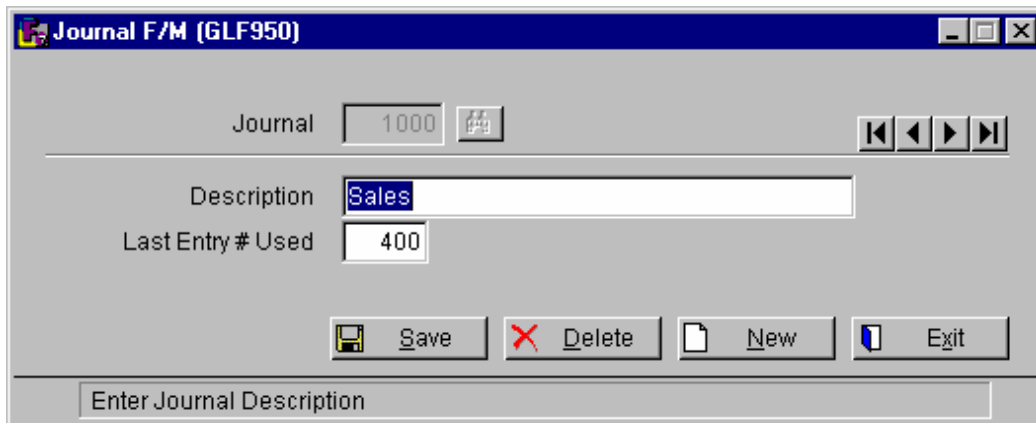
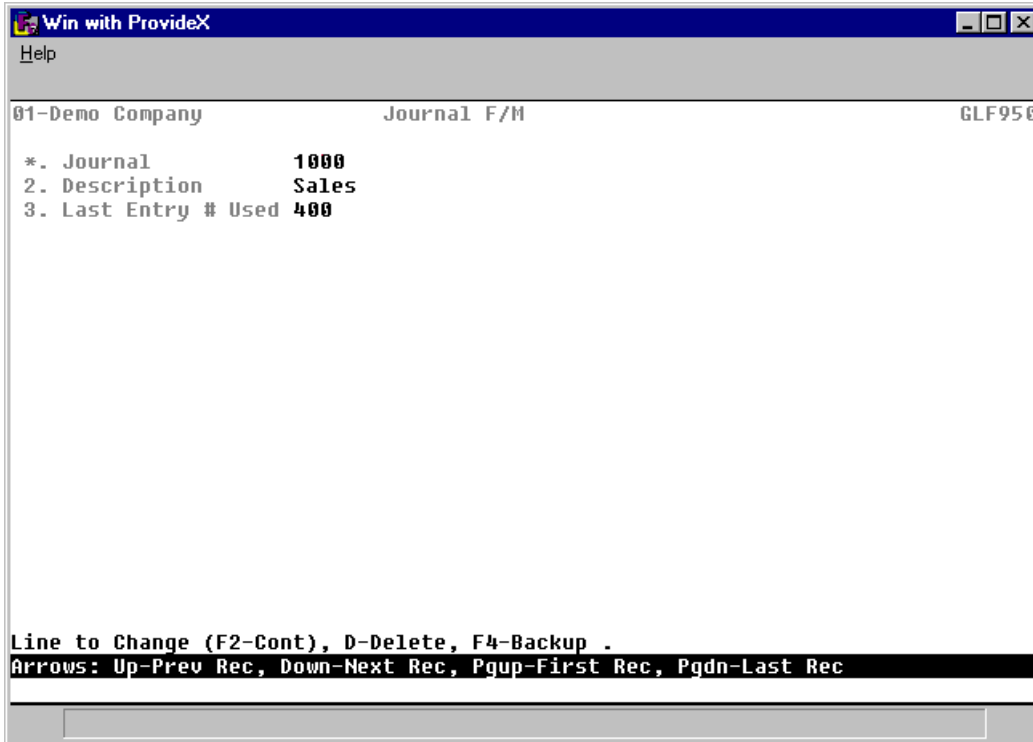
Enter a journal description (up to 30 characters).

**3. Last Entry Used**

This field should be set to 0 initially. It is updated by the system when journal entries are made for this journal number. CR defaults to 0.

### Technical Notes

**FILES UPDATED** - SMCNTL



## Department F/M (GLF955)

### Function

This program allows the user to create and maintain department records to be imbedded in the General Ledger account number.

Each of the department records contains a department number and description. Department numbers and their descriptions are determined entirely by the user. Departments are used throughout the system for posting to General Ledger. The department may be imbedded within the GL account number and the proper department may be inserted in the account number when appropriate. For example, if posting sales by department, when an invoice is entered, it is assigned a department (example: 02). When posting to the sales account number (example: 410-00 where -00 indicates department) to general ledger, the system can insert the department and post to the proper account number (example: 410-02). This file is referenced by the GL financial reports to print by department.

### User Inputs

The following inputs are involved:

\* **Department #**

Enter a department number (the length of department is set in the Company Control F/M). F2 allows a search (ref. 6).

**2. Description**

Enter the department description (up to 30 characters).

### Technical Notes

**FILES UPDATED** - SMCNTL

Department F/M (GLF955)

Department #

Description

Save Delete New Exit

Enter Department Description

Department F/M (GLF955)

Help

01-Demo Company Department F/M GLF955

\*. Department # 1  
2. Description Wholesale

Line to Change (F2-Cont), D-Delete, F4-Backup .  
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

## Trial Balance Total Breaks F/M (GLF960)

### Function

This program allows the user to set up trial balance total breaks according to their own specifications.

The records created by this program determine the layout of the trial balance.

Breaks may be set up for trial balance to print in GL account number order. Accumulated amounts between breaks may be stored in any of nine total groups. One of these nine total groups is printed at each break. It and all total groups of a lesser number are then cleared (set to zero) and may be used again to accumulate amounts. The report total at the end of the trial balance is not affected by any breaks set through this program.

### User Inputs

The following inputs are involved in creating a trial balance break record:

\* **Ending G/L #**

Enter the ending GL account number to print. F2 allows a search (ref. 6).

**2. Total Group**

Enter the total group to print (1-9). Upon printing, it and all lesser total groups are cleared, (e.g., if total group 5 is printed, total groups 1-5 are set to zero immediately after the print. All higher total groups (6-9, in this case) continue to accumulate figures.) CR defaults to 1.

**3. Total Description**

Enter a description to be printed next to the total (up to 30 characters). CR defaults to no description.

### Technical Notes

**FILES USED** - SMCNTL, GLMSTR

**FILES UPDATED** - GLTRBL

**Trial Balance Total Breaks F/M (GLF960)**

Ending G/L#   **Goodwill**

Total Group

Total Description

Enter Total Group to Print (1-9)

**Trial Balance Total Breaks F/M (GLF960)**

Help

01-Demo Company		Trial Balance Total Breaks F/M	GLF960
*. Ending G/L#	195-02-0	Goodwill	
2. Total Group	1		
3. Total Description	Assets		

Line to Change (F2-Cont), D-Delete, F4-Backup .  
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last



# Standard Period Ending Dates F/M (GLF965)

## Function

This program allows the user to create and maintain the standard period ending dates record.

This record should be entered when initially setting up the system. It contains period ending dates for the system. The Company Period and Ending Dates program references data created here.

The standard period ending dates record contains ending dates for 45 periods. Initially, there should be future period ending dates to run the system for a year. However, at the end of that year, the system tries to use the next period ending date (while running the GL End-of-Period Update) and there is not one. The system prompts the user to come to this file maintenance and add some new future standard period ending dates (the oldest dates are dropped). Then the user can close GL completely. The standard period ending dates must remain at least two periods ahead of any company current period ending date.

## User Inputs

The following inputs are involved in setting up the standard period ending dates record:

### 1. Ending Dates

Enter each date beginning with the newest date through to the oldest ending date. On any ending date the user may enter F2 instead of CR and the system automatically assigns the remaining dates. For example, if December 31, 1990, is entered this indicates the last day of the month is always used and the last date of each month is set up. If December 25, 1991 is entered, this indicates the 25th day of the month is always used. If the first date entered is one which ends after the 30th however, the ending dates should always be the last day of the month, enter CR. Do not press F2 to assign remaining dates until entering a date for a month that ends on the 31st.

After all dates are entered, they may be changed or added (new or old) at any time.

## Technical Notes

**FILES UPDATED - SMCNTL**

Standard Pd Ending Dates F/M (GLF965)						
Help						
01-Demo Company			STANDARD PERIOD ENDING DATES F/M		GLF965	
NEW	DATE-01	02/28/03	DATE-16	11/30/01	DATE-31	08/31/00
	DATE-02	01/31/03	DATE-17	10/31/01	DATE-32	07/31/00
	DATE-03	12/31/02	DATE-18	09/30/01	DATE-33	06/30/00
	DATE-04	11/30/02	DATE-19	08/31/01	DATE-34	05/31/00
	DATE-05	10/31/02	DATE-20	07/31/01	DATE-35	04/30/00
	DATE-06	09/30/02	DATE-21	06/30/01	DATE-36	03/31/00
	DATE-07	08/31/02	DATE-22	05/31/01	DATE-37	02/29/00
	DATE-08	07/31/02	DATE-23	04/30/01	DATE-38	01/31/00
	DATE-09	06/30/02	DATE-24	03/31/01	DATE-39	12/31/99
	DATE-10	05/31/02	DATE-25	02/28/01	DATE-40	11/30/99
	DATE-11	04/30/02	DATE-26	01/31/01	DATE-41	10/31/99
	DATE-12	03/31/02	DATE-27	12/31/00	DATE-42	09/30/99
	DATE-13	02/28/02	DATE-28	11/30/00	DATE-43	08/31/99
	DATE-14	01/31/02	DATE-29	10/31/00	DATE-44	07/31/99
	DATE-15	12/31/01	DATE-30	09/30/00	OLD DATE-45	06/30/99

DATE TO CHANGE (F2-CONTINUED), N-ADD NEW, O-ADD OLD, D-DELETE, F4-END |..

# Company Periods & Ending Dates F/M (GLF970)

## Function

This program allows the user to create and maintain the company periods and ending dates record.

This record is entered when initially setting up the system and thereafter is maintained by the system. It determines the company's fiscal year dates. The user enters the current fiscal period of the year and the current period ending date.

From this information, it is possible to calculate the periods and ending dates for the past 26 fiscal periods, plus the current and next period, and their respective ending dates. This information is also included in each record. For example, if the fiscal year starts in March and today's date is March 15, 1990, then the current period would be set to 0190 and the current period ending date would be set to 033190 (assuming date mask in company control record is set to MMDDYY).

## User Inputs

The following inputs are involved in the creating of a company periods and ending dates record:

### 1. Current Period

Enter the current period for this company (ref. 5). CR initially defaults to the first period of the current year.

### 2. Current Period Ending Date

Enter the current period ending date. The date must be a valid ending date in the standard period ending dates record (ref. 2).

### 3. Period Descriptions

Enter the string of 3-character period descriptions that are to be displayed on screens throughout the system beginning with the first month of the fiscal year. The total number of characters entered must equal 3 x the number of periods per year. The description chosen is user-defined. CR initially defaults to the first three letters of each month for a 12-period year (JANFEBMAR...).

The remaining periods and dates are then calculated and displayed.

## Technical Notes

**FILES UPDATED** - SMCNTL

Company Pds & Ending Dates F/M (GLF970)			
Help			
01-Demo Company		COMPANY PERIODS & ENDING DATES F/M	GLF970
1. CURRENT PERIOD	09/02 SEP		
2. CP ENDING DATE	09/30/02		
3. PERIOD DESCRIPTIONS	JANFEBMARAPR MAYJUNJUL AUGSEPOCTNOVDEC		
NEXT PERIOD	10/02	ENDING	10/31/02
CURRENT PERIOD	09/02	ENDING	09/30/02
LAST PERIOD	08/02	ENDING	08/31/02
PRIOR PERIOD	07/02	ENDING	07/31/02
PRIOR PERIOD	06/02	ENDING	06/30/02
PRIOR PERIOD	05/02	ENDING	05/31/02
PRIOR PERIOD	04/02	ENDING	04/30/02
PRIOR PERIOD	03/02	ENDING	03/31/02
PRIOR PERIOD	02/02	ENDING	02/28/02
PRIOR PERIOD	01/02	ENDING	01/31/02
PRIOR PERIOD	12/01	ENDING	12/31/01
PRIOR PERIOD	11/01	ENDING	11/30/01
PRIOR PERIOD	10/01	ENDING	10/31/01
PRIOR PERIOD	09/01	ENDING	09/30/01
PRIOR PERIOD	08/01	ENDING	08/31/01
PRIOR PERIOD	07/01	ENDING	07/31/01
PRIOR PERIOD	06/01	ENDING	06/30/01
PRIOR PERIOD	05/01	ENDING	05/31/01
PRIOR PERIOD	04/01	ENDING	04/30/01
PRIOR PERIOD	03/01	ENDING	03/31/01
PRIOR PERIOD	02/01	ENDING	02/28/01
PRIOR PERIOD	01/01	ENDING	01/31/01
PRIOR PERIOD	12/00	ENDING	12/31/00
PRIOR PERIOD	11/00	ENDING	11/30/00
PRIOR PERIOD	10/00	ENDING	10/31/00
PRIOR PERIOD	09/00	ENDING	09/30/00
PRIOR PERIOD	08/00	ENDING	08/31/00
PRIOR PERIOD	07/00	ENDING	07/31/00
OLDEST PERIOD	07/00	ENDING	07/31/00

LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END |..

# Static Control F/M (GLF975)

## Function

This program allows the user to create and maintain the GL static control record. The GL static control record is critical to the proper functioning of the GL system. The record contains information which the GL system references in performing various functions.

**CAUTION!** It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

## User Inputs

The following inputs are involved in creating the GL static control record:

### 1. Retained Earnings G/L #

Enter the GL account number for retained earnings. The entry must be a valid GL account number. If you are setting up the record for the first time, F3 allows you to skip inputs #1 and #2. F2 allows a search.

### 2. Out-Of-Balance G/L #

Enter the GL account number for an out-of-balance account. The entry must be a valid GL account number. F2 allows a search.

### 3. Journal for Retained Earnings

Enter a journal number to be used to post retained earnings at the end of the fiscal year. (The system posts the entry automatically.) The entry must be a valid journal number. F2 allows a search.

### 4. Allow Journal Correction

Enter **Y** or **N** to determine whether to allow corrections or deletions in the Journal Entry program. (Some users answer no to preserve audit trails making an offsetting/correction journal entry necessary.) CR initially defaults to **Y**.

### 5. Change/Delete Ending Balances

Enter **Y** or **N** to determine whether users have the option of changing and deleting account balances in the Account F/M program. CR initially defaults to **Y**.

### 6. Yearly Journal Entry Periods

Enter the number of prior periods to store for yearly journal entries (0-26). CR initially defaults to 0.

## Technical Notes

**FILES USED** - GLMSTR

**FILES UPDATED** - SMCNTL

Win with ProvideX

Help

01-Demo Company                      Static Control F/M                      GLF975

1. Retained Earnings G/L#    **120-01-0** Accounts Receivable  
 2. Out-of-Balance G/L #    **650-01-2** Bank Charges  
 3. Journal for Rtrnd Earnings **1000** Sales  
 4. Allow Journal Correction **Y**  
 5. Chng/Del Ending Balances **Y**  
 6. Yearly Journal Entry Pds **26**

Line to Change (F2-Cont), D-Delete, F4-End .

Static Control F/M (GLF975)

Retained Earnings G/L#   Accounts Receivable  
 Out-of-Balance G/L #   Bank Charges  
 Journal for Rtrnd Earnings   Sales  
 Allow Journal Correction   
 Chng/Del Ending Balances   
 Yearly Journal Entry Pds

Enter Retained Earnings GL Account #, F2-Search

# Nonstatic Control F/M (GLF980)

## Function

This program allows the user of the FACTS system to create the GL Nonstatic control record. The GL Nonstatic control record is critical to the proper functioning of the GL system. The record contains information, which the GL system references in performing various functions.

**CAUTION!** It is strongly advised that a password be used in this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

## User Inputs

The following inputs are involved in creating the GL Nonstatic control record:

### 1. Last Period Recurring Entries Posted

Enter the last period in which the recurring entries were posted (ref. 5). This initially defaults to the last period in GL and is updated by the system.

### 2. Last Period Reversing Entries Posted

Enter the last period in which the reversing entries were posted (ref. 5). This initially defaults to the last period in GL and is updated by the system.

### 3. Last Period Allocating Entries Posted

Enter the last period in which the allocating entries were posted (ref. 5). This initially defaults to the last period in GL and is updated by the system.

### 4. Date Of Last End-Of-Period Update

Enter the date of the last End-of-Period Update in General Ledger (ref. 2). CR defaults to 010100 initially (assuming date mask in company control record is set to MMDDYY) and is updated by the system.

## Technical Notes

**FILES UPDATED** - SMCNTL

**Nonstatic Control F/M (GLF980)**

Last PD Recurring Entries	<input type="text" value="09/1997"/>	SEP	<input type="button" value="Save"/>
Last PD Reversing Entries	<input type="text" value="07/1997"/>	JUL	<input type="button" value="Delete"/>
Last PD Allocating Entries	<input type="text" value="08/1997"/>	AUG	<input type="button" value="New"/>
Date of Last EOP Update	<input type="text" value="07/31/1997"/>		<input type="button" value="Exit"/>

Enter Last Period That Recurring Entries Were Posted

**Nonstatic Control F/M (GLF980)**

Help

<b>01-Demo Company</b>	<b>Nonstatic Control F/M</b>	<b>GLF980</b>
1. Last PD Recurring Entries	09/2002	SEP
2. Reversing Entries	09/2002	SEP
3. Allocating Entries	09/2002	SEP
4. Date of Last EOP Update	08/31/2002	

Line to Change (F2-Cont), D-Delete, F4-End .



# Rebuild GL Sort Files (GLU990)

## Function

This program allows the user to rebuild GL sort files which may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report and retrieve information in an order other than the order in which the main file is stored. For example, the records of the account file (GLMSTR) are stored in account number order. To access this file in alphabetical order requires a sort file (GLALPX) which is stored by alpha lookup by account number. Once the alpha is selected, the system is able to get the corresponding record in the main file and access it for the needed information.

## User Inputs

The following inputs are involved in rebuilding GL sort files:

### 1. GLALPX

Enter **N** or **Y** to indicate whether to rebuild **GLALPX**. This file is the GL account number by alpha lookup sort file to the account file (GLMSTR). The file is used in alpha lookups and in various GL reports which print in alphabetical order. CR defaults to N.

### 2. GLJRNX

Enter **N** or **Y** to indicate whether to rebuild **GLJRNX**. This file is the GL account number by journal sort file to the journal file (GLJRNL). The file is used to read the journal file in account order rather than in journal order in programs such as the Trial Balance, Account Inquiry, and End-of-Period Update. CR defaults to N.

### 3. GLTYPX

Enter **N** or **Y** to indicate whether to rebuild **GLTYPX**. This file is the GL account number by type sort file to the GL account file (GLMSTR). The file is used in printing the Chart of Accounts by type. CR defaults to N.

### 4. GLYJXX

Enter **N** or **Y** to indicate whether to rebuild **GLYJXX**. This file is the yearly journal by journal number sort to the yearly journal file (GLYJRN). The file is used to read the yearly journal file in journal order in the Yearly Journal Inquiry and Yearly Journal Print and Yearly Trial Balance/Detail Ledger. CR defaults to N.

### 5. GLYJRX

Enter **N** or **Y** to indicate whether to rebuild **GLYJRX**. This file is the yearly journal by account sort file to the yearly journal file (GLYJRN). The file is used to read the yearly journal file in account order rather than in period order in the Yearly Journal Inquiry and Yearly Journal Print and Yearly Trial Balance/Detail Ledger. CR defaults to N.

**6. GLMSMX**

Enter **N** or **Y** to indicate whether to rebuild **GLMSMX**. This file is the summary management type by GL account number sort file to the GL account file (GLMSTR). This file is used to read the GL account file in summary management type order rather than in account number order. It is used in the SM Summary Management Inquiry program. CR defaults to N.

**7. End Of Inputs**

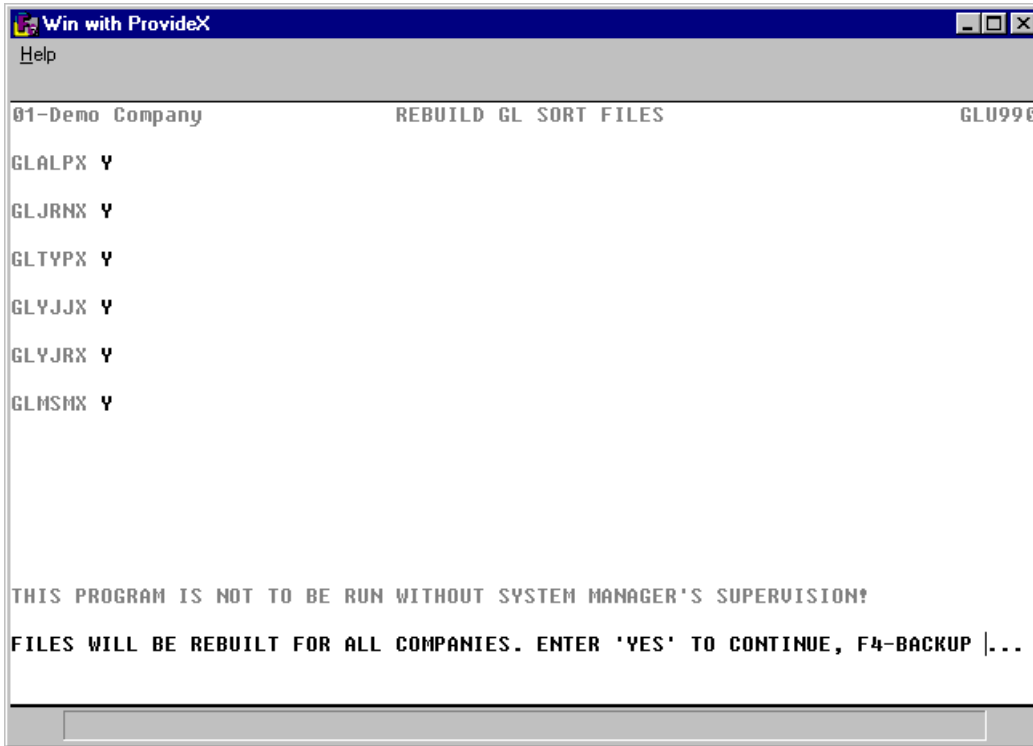
Files will be rebuilt for all companies (ref. 3).

**Technical Notes**

This program proceeds by initializing (or clearing) the selected sort files. It then reads through the appropriate direct files and writes records to the sort files.

**FILES USED** - SMCNTL, GLMSTR, GLJRNL, GLYJRN

**FILES UPDATED** - GLTYPX, GLJRNX, GLALPX, GLYJJX, GLYJRX, GLMSMX



# APPENDIX A: References

- 1. F3 - End** If the entry program has an ending routine, F4 backs up to the **prompt-selection input**. Otherwise, F3 ends and exits the program or ends, clears the screen, and returns to input #1.
- 2. Date** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of “generic” dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates stored in your system are converted for you behind the scenes. Dates that display as \*\*/\*\*/\*\* indicate that data is present for the field but the system does not know how to interpret the date. Contact your Affiliate for support.

**The Rule of 50:** FACTS programs uses a “rule of 50” logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	<b>8-Character Date Field</b>	<b>10-Character Date Field</b>
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	<b>ORDERED</b> 01/02/96<	<b>ORDERED</b> 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	<b>ORDERED</b> /02/1996<	<b>ORDERED</b> 01/02/1996<

A plus sign at the end of the date field indicates that the year is not in the default century.	<b>ORDERED</b> <u>0</u> 1/02/96+	<b>ORDERED</b> <u>0</u> 1/02/2096<
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3. **End Of Inputs** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all information entered for accuracy. If something needs to be changed, enter **F4** to back up and change. Once everything is correct, press **CR** or type **YES** and the program continues.
  
4. **Line Numbers** Line numbers are assigned automatically, beginning with 001, when entering a new entry, or the next line number when editing an existing entry. Some entry programs have 99 possible line numbers, but where needed the system provides numbers up to 999. Each new line number is one greater than the last. In the rare case where the maximum line numbers have been entered for a single entry, the program advances to the **prompt-selection input** and refuses further entries.
  
5. **Period** The mask of the period is PP/YY, i.e., the user may enter two digits for the period then enter the slash (/) and then enter two digits for the year. The period and year may also be entered without the slash and the system inserts it when displaying the period on the screen. One or two digits may be entered and the system assumes are the period and the current year.
  
6. **Search** The search feature allows the user to search for various fields when little or no information may be known about them. The search window will display at the bottom of the screen. Enter a search key, continue, or select the line number of one of the displayed lines.

## APPENDIX B: Glossary of Terms

**Activity** The activity of a GL account is the difference between the ending balance of the previous month and the current balance. Activity can also be calculated for two previous periods or a range of periods by comparing the ending balances of the selected periods.

**Allocating entry** An allocating entry is an entry to a journal that distributes an amount to be posted over several G/L #'s or will sum several account amounts to post into a single G/L#. For example, a company could break down its phone expenses by department. That company would enter all the GL account numbers that hold the phone expenses (i.e., local carrier, long distance service and maintenance) under the from accounts column in the Allocating Journal F/M. Then the department's individual phone expense numbers and the percentage of the total bills (total of the from accounts) would be entered under the to accounts column (i.e., sales & marketing telephone - 50%, production telephone - 10%, administration telephone 40%). When the Post Recur/Reverse/Allocating program is run, all the **from** account totals receive an offsetting amount in order to balance that account, and posted to the **to** accounts are the corresponding allotted amount. Only journal entries in the same journal will be allocated. Allocating is performed only in the journal in which it was entered and is never done between journals.

**Amount column** Amount column stands for the amount in a column of a particular financial report. The amounts are taken from financial reports and stored in the GL figures file. These values can be used on other reports as is the case with the net profit and loss line to be used on the Balance Sheets. These figures are displayed in the GL Report Figures F/M.

**Chart of accounts** The chart of accounts is a list of all the GL account numbers that a company uses. Each company has its own chart of accounts.

**Close-out** Each period must be closed in order to move on the next period. The process of closing a period is called a close-out. A true close-out tells the system to irreversibly update all files and increment the period. A false close-out tells the system to only update the ending balances, in order to run the financial reports. A false close-out can be run as many times as needed.

**Department number** A department number that exists on file is valid. GL department numbers are setup through the GL Department F/M. Departments are used to segregate sections of a company, i.e., sales & marketing or customer support. Financial reports may be printed for a department. For more information, refer to the Department F/M in General Ledger. The length of the department is defined in the SM Company Control F/M (1-4 digits). If using departments, the department number

is imbedded in the G/L# (position to be imbedded is also defined in the company control record) for posting purposes.

**Detail ledger** A report that prints the beginning balance, activity (displayed by journal and entry number) and ending balance for each GL account over a range of periods.

**Ending balance** The ending balance is the total amount posted to the account from the beginning of the fiscal year through the close of the period for revenue and expense accounts, and it is the total amount posted to the account from the time the account was set up through the close of the period for other types of accounts.

**Entry type** A journal entry can be a regular entry, a reversing entry, a recurring entry or an allocating entry.

**GL period** Most of the modules in the system have their own period. GL stores of these periods in the General Ledger Standard Period Ending Dates F/M. The current GL period is stored along with the last day of the period, in the GL company period ending dates record. The next GL period is the first period to follow the current period in the period string (also in the GL company PD ending dates record). The number of periods per year is defined and stored in the company control record.

**G/L # type** GL account numbers fall into several types. These types are common account categories: asset, liability, capital, revenue and expense. The types are input by the user at the initial setup of a GL account number through the GL Account F/M.

**General ledger account number** A General Ledger account number that exists on file is valid. Valid G/L #'s are set up through the General Ledger Account F/M program. The system uses the numbers to organize specific accounts in order to post amounts. For example, the G/L # 1000000000 may be the account for telephone service; all telephone expenses would then be added up and stored under account number 1000000000. The length of the G/L # (minimum = 4, maximum = 10) is determined in the company control record. The system allows the G/L # to contain a branch number (2 digits) and/or a department number (1-4 digits). The position of these numbers are stored in the company control record.

**Report Group** A report group that exists on file is valid. Report groups are set up through the GL Report Groups F/M. Report groups are used by the system when building the GL financial reports. Report groups hold the range of departments, branches or companies to print on the reports. For example, report group SPRT could be set up to include all the sporting good stores for a range of branches (i.e., 01-Dallas, 03-Atlanta, 07-Memphis and 09-Chicago) in a particular company.

**Journal** A journal that exists on file is valid. Journals are set up through the GL Journal F/M. The system uses journal numbers to separate journal entries by the type of entry (example: sales, payroll, receivables, etc.). The length of the journal number is up to four characters (alphanumeric, user-defined). Each module, when set up, determines the journal number to post the transactions of that module to in the General Ledger. For more information, refer to the Journal F/M in General Ledger.

**Journal entry** A journal entry that exists on file is valid. Journal entries are made through the Journal Entry program (for current period) or the Prior Period Journal Entry program (for closed periods). Journal entries are stored by a 3-digit number in the journal file. An entry includes a G/L # and a debit or credit amount. This amount is posted to the GL account number and the record of this transaction is stored by journal, by entry number, in the (yearly - for closed periods) journal file.

**Last closed** The last closed period is the prior period immediately preceding the current period. For example, if a company's fiscal year has 12 periods and the current period is June, then the last closed period is May.

**Mask** A mask is used to format a number when printing. For example, printing the number -1 through a mask of “-##0.00” would print “-1.00”, or through a mask of “(##000.00)” would print (001.00). The user can select which format to use on the GL financial reports in the GL Report Setup F/M. Options include: a negative sign before the number, a negative sign after the number, commas every 3 digits, parentheses for negative numbers, one, two, or no decimal places, etc.

**Out-of-balance** If for some reason the system shuts down or encounters a hardware problem, instead of zeroing out any corrupted accounts, the system posts any unbalanced entries to the Out of Balance account. Normally, this account is not used.

**% of base** Percentage of base is a term used to describe a column on the GL financial reports. The column prints the proportion of the previous column's amount and a selected line in the report (% of base line). The number is printed as a percentage of the base line. For example, line 10 is a caption line that prints “Telephone Costs”. Lines 20, 30 and 40 print the total of the costs for the local carrier - \$10, long distance service - \$25 and maintenance costs - \$15, respectively. Line 50 is a total line printing the total of these costs. The % of base line is 50 (the total costs) and lines 20, 30 and 40 print their percentage of the total (20%, 50%, and 30%, respectively).

**Post** To post an amount is to store a number under a specific GL account number. For example, the user receives a phone bill for \$60. The bill is entered into the system in the AP Document Entry program. When the period is closed and the AP Document Entry Register is run, that \$60 is stored under a G/L# designated for phone expenses. This act of storing it under an account number is called posting. The system posts amounts to accounts in order to classify accounts (expenses, assets,

liabilities, capital, and revenues) and print totals of these accounts in order to better examine the company. Posting is done automatically by the system in register programs.

**Prior period** A prior period is a closed period. There are a designated number of periods per fiscal year (set in the company control), the system operates in each module's current period. Once the current period is closed, it becomes a prior period.

**Recurring entry** A recurring entry is an entry to a journal that is to be made every month. Instead of the user having to input the same entry over and over, the system allows the user make the entry initially and then posts it every month by running the Post Recur/Reverse/ Allocating program. An example of a recurring entry would be depreciation of an asset that is posted every month.

**Report figures** Report figures are the values of the columns (see Amount Column) on a single line of a GL financial report. These values are written to the GL figures file by a total line on the report. Usually, they are written out to be used on another report, but can be used in that same report.

**Report format** Each financial report type can be printed in several formats. These formats are supplied by the system and are displayed by the Report Format F/M. Report formats are two digit numbers and are the last two numbers of a GL financial report program.

**Report line** The GL financial reports require assembly by line. The user tells the system what to print on each line of the report. These lines are designated a user-defined line number in the GL Report Setup F/M. There are several types of report lines, for more information see GL Report Setup F/M.

**Report type** The GL financial reports fall into three report types: P&L, Balance Sheet and Other. Each report format (how the report prints and with what accounts) has a specific report type. Report types are entered in the GL Report Setup Layout F/M.

**Retained earnings** Retained earnings are the sum total profit or loss of the company since its inception. At the end of a fiscal year, the net profit or loss is balanced by an entry in the retained earnings account.

**Reversing entry** A reversing entry is an entry to a journal that balances an entry to be posted in the next period. For example, if the user needs to expense a bill in the current period, yet does not receive the bill until the next period, a reversing entry would be entered that posts the expense to the current period, and the system automatically makes the offsetting journal entry for the next period. This way



when the bill is received, the offsetting entry balances the expense of the bill entry. Most of the time this is used for accruing expenses.

**Total group** A total group is one of nine subtotals for the financial reports. The system allows the user to assign the value of a specific line on the financial report to a specific total group. This enables reports to independently total and subtotal in sections that may not be in consecutive order. For example, if the first section of the P&L is overhead, the amounts might be added to total group 1. The second might be gross revenues and all the figures might be added to total group two. Total groups 2 and 1 could be subtracted from each other and stored in total group 3. The next section might subtotal commissions and store that in total group 4. If total group 4 is subtracted from 3, the report might then print total group 3, which would contain the net profit.

**Trial balance** A report that prints the beginning balance, activity, and ending balance for each GL account over a range of periods.

**Trial balance total break** A record indicating to the system where totals of accounts should print on a detail ledger/trial balance.

**Undistributed** The undistributed amount is the difference between the allotted amount (from the header portion) and the amount allocated to G/L #'s (the detail portion). For example, if the user were making a journal entry for \$100, then all \$100 would have to be distributed to user-selected G/L #'s. If the full amount was apportioned (the allotted amount \$100 equal to the distributed amount \$50 to sales and \$50 to inventory) then there would be no undistributed amount. Or, if the entire amount was not apportioned (\$100 minus \$50 to sales and \$25 to inventory), then the amount left over (\$25) would be the undistributed amount.

**Variance** Variance is a term used to describe a column on the GL financial reports. The column will print the proportion between any two other columns on that same report line. This proportion is printed as a percentage of how the two amounts vary.

**Yearly journal** When the current GL period is closed, all the GL journal entries are moved to the history file. This history file is the yearly journal file. The user can view the journal entries from closed periods in the Yearly Journal Inquiry.



## APPENDIX C: Sample Reports

PROGRAM	NAME	PAGE
GLR210	RECURRING/REVERSING JOURNAL PRINT	C-2
GLR210	ALLOCATING JOURNAL PRINT	C-3
GLR710	TRIAL BALANCE	C-4
GLR710	DETAIL LEDGER	C-5
GLR720	JOURNAL PRINT	C-6
GLR730	ENDING BALANCES PRINT	C-7
GLR740	BUDGETS PRINT	C-8
GLR750	CHART OF ACCOUNTS	C-9
GLR760	TRIAL BALANCE BREAKS LAYOUT	C-10
GLR770	YEARLY TRIAL BALANCE	C-11
GLR770	YEARLY DETAIL LEDGER	C-12
GLR780	YEARLY JOURNAL PRINT	C-13
GLR790	GL CODE LIST	C-14
GLR810	G/L REPORT LAYOUT - P&L	C-15
GLR820	STATEMENT OF REVENUES & EXPENDITURES	C-16
GLR822	STATEMENT OF REVENUES & EXPENDITURES	C-18
GLR824	STATEMENT OF REVENUES & EXPENDITURES	C-20
GLR826	STATEMENT OF REVENUES & EXPENDITURES	C-22
GLR828	STATEMENT OF REVENUES & EXPENDITURES	C-24
GLR830	STATEMENT OF REVENUES & EXPENDITURES	C-26
GLR832	STATEMENT OF REVENUES & EXPENDITURES	C-28
GLR834	STATEMENT OF REVENUES & EXPENDITURES	C-30
GLR836	STATEMENT OF REVENUES & EXPENDITURES	C-32
GLR838	STATEMENT OF REVENUES & EXPENDITURES	C-34
GLR840	12-MONTH PROFIT & LOSS REPORT - 12 PDS	C-36
GLR842	STATEMENT OF REVENUES & EXPENDITURES - QTR	C-38
GLR844	STATEMENT OF REVENUES & EXPENDITURES - 6 PDS	C-40
GLR850	STATEMENT OF FINANCIAL POSITION	C-42
GLR852	STATEMENT OF FINANCIAL POSITION	C-44
GLR854	STATEMENT OF FINANCIAL POSITION - 12 PDS	C-46
GLR856	STATEMENT OF FINANCIAL POSITION - 6 PDS	C-49

Sample Reports

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 RECURRING/REVERSING JOURNAL PRINT

GLR210 PAGE: 1  
 TIME: 1:30 PM

JOURNAL FIRST TO LAST  
 ENTRY FIRST TO LAST

LN#	G/L#	T	DESCRIPTION	MEMO	DEBIT	CREDIT	STANDARD
=====							
Journal 2000 PAYABLES							
Entry 800 MONTHLY SERVICE CHARGES ON ACCOUNTS							
001	100-01-0	A	CASH	BRANCH 01		25.00	(25.00)
002	650-01-1	E	BANK CHARGES	ATLANTA BANK EXPENSE	25.00		25.00
003	100-02-0	A	CASH	BRANCH 02		23.50	(23.50)
004	650-02-1	E	BANK CHARGES	DALLAS BANK EXPENSE	23.50		23.50
Entry 801 INSURANCE PAYMENTS							
001	100-01-0	A	CASH	BRANCH 01		240.00	(240.00)
002	750-01-1	E	INSURANCE EXPENSE	INSURANCE EXPENSE	240.00		240.00
003	100-02-0	A	CASH	BRANCH 02		135.50	(135.50)
004	750-02-1	E	INSURANCE EXPENSE	INSURANCE EXPENSE	135.50		135.50
Entry 900 ESTIMATED TELEPHONE EXPENSE							
001	310-01-0	L	ACCOUNTS PAYABLE			330.00	(330.00)
002	735-01-1	E	TELEPHONE		190.00		190.00
003	735-01-2	E	TELEPHONE		50.00		50.00
004	735-02-1	E	TELEPHONE		75.00		75.00
005	735-02-2	E	TELEPHONE		15.00		15.00
					-----	-----	
JOURNAL TOTAL					754.00	754.00	
Journal 3000 RECEIVABLES							
Entry 900 PRE-PAYMENT ON SURPLUS EQUIPMENT SALE							
001	100-01-0	A	CASH	CASH IN ADVANCE		1500.00	(1500.00)
002	420-01-1	R	MISCELLANEOUS INCOME	SCRAP METAL & EQUIPMENT	1500.00		1500.00
					-----	-----	
JOURNAL TOTAL					1500.00	1500.00	
					-----	-----	
REPORT TOTAL					2254.00	2254.00	

T=ACCOUNT TYPE (A=ASSET, L=LIABILITY, C=CAPITAL, R=REVENUE, E=EXPENSE)

ENTRIES: 4

END OF REPORT

General Ledger —7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 ALLOCATING JOURNAL PRINT

GLR210 PAGE: 1  
 TIME: 2:06 PM

JOURNAL 6000 TO 6000  
 ENTRY 700 TO 712

LN#	G/L#	T DESCRIPTION	TOTAL	ALOC	DEBIT	CREDIT
Journal 6000 EXPENSE						
Entry 700 ALLOCATION OF MISC ADMIN EXPENSE TO DEPT						
FROM 001	630-01-1	E MISCELLANEOUS EXPENSE	351.44	100.0%		351.44
TO 001	630-01-1	E MISCELLANEOUS EXPENSE		41.0%	144.09	
	002	630-01-2 E MISCELLANEOUS EXPENSE		12.0%	42.17	
	003	630-02-1 E MISCELLANEOUS EXPENSE		40.0%	140.58	
	004	630-02-2 E MISCELLANEOUS EXPENSE		7.0%	24.60	
					-----	-----
ENTRY TOTAL					351.44	351.44
					-----	-----
JOURNAL TOTAL					351.44	351.44

Journal 6000 EXPENSE  
 Entry 710 ALLOCATION OF PRINTING EXPENSES BY DEPT

FROM 001	715-01-1	E PRINTING	.00	100.0%		.00
TO 001	715-01-1	E PRINTING		68.0%		.00
	002	715-01-2 E PRINTING		20.0%		.00
	003	715-02-1 E PRINTING		10.5%		.00
	004	715-02-2 E PRINTING		1.5%		.00
					-----	-----
ENTRY TOTAL					.00	.00

Entry 712 ALLOCATION OF POSTAL EXPENSE BY DEPT

FROM 001	730-01-1	E POSTAL EXPENSE	162.00	100.0%		162.00
TO 001	730-01-1	E POSTAL EXPENSE		52.0%	84.24	
	002	730-01-2 E POSTAL EXPENSE		15.0%	24.30	
	003	730-02-1 E POSTAL EXPENSE		28.0%	45.36	
	004	730-02-2 E POSTAL EXPENSE		5.0%	8.10	
					-----	-----
ENTRY TOTAL					162.00	162.00
					-----	-----
JOURNAL TOTAL					162.00	162.00
					-----	-----
REPORT TOTAL					513.44	513.44

T=ACCOUNT TYPE (A=ASSET, L=LIABILITY, C=CAPITAL, R=REVENUE, E=EXPENSE)

ENTRIES: 3

END OF REPORT

Sample Reports

DATE: 04/22/02 DEMO COMPANY GLR710 PAGE: 1  
 USER: SSI ToW TRIAL BALANCE TIME: 1:32 PM  
 PERIOD 09/02 SEP ENDING 09/30/02

G/L# FIRST TO LAST  
 BRANCH 01 ATLANTA BRANCH  
 DEPARTMENT 1 WHOLESALE

G/L#	DESCRIPTION	BEGINNING	ACTIVITY	ENDING
410-01-1	SALES	(592413.45)	(71347.74)	(663761.19)
420-01-1	MISCELLANEOUS INCOME	(490.07)	.00	(490.07)
440-01-1	FINANCE CHARGES	(2806.12)	(20.00)	(2826.12)
490-01-1	DISCOUNTS TAKEN	(5238.01)	(195.63)	(5433.64)
REVENUES TOTAL				(672511.02)
520-01-1	PURCHASES - MISCELLANEOUS	2717.57	280.28	2997.85
530-01-1	COST OF GOODS SOLD	403845.92	49786.57	453632.49
535-01-1	INVENTORY ADJUSTMENTS	3828.77	.00	3828.77
540-01-1	SALES TAX	7638.46	358.05	7996.51
550-01-1	SALARIES	104248.08	12642.38	116890.46
560-01-1	PAYROLL TAXES	25120.33	1439.22	26559.55
565-01-1	401-K EMPLOYER EXPENSE	1102.02	189.48	1291.50
570-01-1	EMPLOYEE EXPENSES	1856.64	392.50	2249.14
580-01-1	ENTERTAINMENT	3542.44	.00	3542.44
590-01-1	TRAVEL	5417.78	400.41	5818.19
610-01-1	DEPRECIATION EXPENSE	9320.58	.00	9320.58
620-01-1	OFFICE EXPENSE	1493.00	50.63	1543.63
625-01-1	AUTO & TRUCK EXPENSE	1934.58	153.11	2087.69
630-01-1	MISCELLANEOUS EXPENSE	785.77	401.76	1187.53
640-01-1	FREIGHT	2277.32	497.40	2774.72
650-01-1	BANK CHARGES	193.52	.00	193.52
660-01-1	DISCOUNTS GIVEN	5830.32	308.55	6138.87
710-01-1	ADVERTISING	4744.73	846.57	5591.30
715-01-1	PRINTING	1091.65	.00	1091.65
720-01-1	DUES & SUBSCRIPTIONS	1231.59	25.00	1256.59
730-01-1	POSTAL EXPENSE	1006.12	162.00	1168.12
735-01-1	TELEPHONE	1304.80	298.72	1603.52
740-01-1	TAXES & LICENSES	16573.00	3179.65	19752.65
750-01-1	INSURANCE EXPENSE	5616.41	81.67	5698.08
760-01-1	RENTAL EXPENSE	1320.12	.00	1320.12
780-01-1	LEGAL & PROFESSIONAL	6946.69	935.55	7882.24
790-01-1	UTILITIES	6589.12	1084.20	7673.32
EXPENSES TOTAL				701091.03
PROFIT & LOSS ACCOUNTS TOTAL				28580.01
REPORT TOTAL				28580.01
END OF REPORT				

ACCOUNTS: 31

General Ledger —7.40

Sample Reports

USER: SSI ToW

DETAIL LEDGER

TIME: 2:07 PM

PERIOD 09/02 SEP ENDING 09/30/02

G/L# FIRST TO 120-01-0

G/L#	DESCRIPTION	DATE	JRNL	ENT	MEMO	BEGINNING	ACTIVITY	ENDING
100-01-0	CASH	09/07/02	1000	351	POSTING FROM SALES REG 0535	275621.84	117.52	
		09/21/02	1000	353	POSTING FROM SALES REG 0537		54.81	
		09/07/02	2000	312	AP CHECK REGISTER #0346		(7585.19)	
		09/07/02	2000	313	AP CHECK REGISTER #0348		(65707.59)	
		09/14/02	2000	315	AP CHECK REGISTER #0349		(6559.95)	
		09/21/02	2000	317	AP CHECK REGISTER #0351		(12911.21)	
		09/07/02	3000	407	BOUNCED CHECKS		(130.18)	
		09/07/02	3000	408	REGULAR INCOME		20906.21	
		09/21/02	3000	410	AR CASH RECEIPTS REG #0460		14175.97	
		09/28/02	3000	413	AR CASH RECEIPTS REG #0462		30788.04	
		09/05/02	4000	131	PR CHECK REGISTER #0404		(995.37)	
		09/05/02	4000	133	PR CHECK REGISTER #0406		(3502.44)	
		09/14/02	4000	134	PR CHECK REGISTER #0407		(946.82)	
		09/21/02	4000	136	PR CHECK REGISTER #0409		(946.82)	
		09/21/02	4000	138	PR CHECK REGISTER #0411		(3431.97)	
		09/28/02	8000	031	CORRECT BANK BALANCES		613.73	239560.58
100-02-0	CASH	09/07/02	2000	312	AP CHECK REGISTER #0346	55544.14	(3792.60)	
		09/07/02	2000	313	AP CHECK REGISTER #0348		(32853.80)	
		09/14/02	2000	316	AP CHECK REGISTER #0350		(5908.81)	
		09/21/02	2000	318	AP CHECK REGISTER #0352		(4648.78)	
		09/07/02	3000	408	AR CASH RECEIPTS REG #0458		1442.83	
		09/14/02	3000	409	AR CASH RECEIPTS REG #0459		15238.86	
		09/21/02	3000	411	AR CASH RECEIPTS REG #0461		1167.91	
		09/05/02	4000	132	PR CHECK REGISTER #0405		(650.83)	
		09/14/02	4000	135	PR CHECK REGISTER #0408		(586.92)	
		09/21/02	4000	137	PR CHECK REGISTER #0410		(586.92)	
		09/28/02	8000	031	CORRECT BANK BALANCES		529.04	24894.12
110-01-0	PETTY CASH					132.87		132.87
110-02-0	PETTY CASH					123.96		123.96
120-01-0	ACCOUNTS RECEIVABLE	09/07/02	1000	351	POSTING FROM SALES REG 0535	66198.96	23706.78	
		09/14/02	1000	352	POSTING FROM SALES REG 0536		27956.01	
		09/21/02	1000	353	POSTING FROM SALES REG 0537		21392.23	
		09/27/02	1000	354	POSTING FROM SALES REG 0538		18818.95	
		09/07/02	3000	406	MAINTENANCE CONTRACT INCOME		541.47	
		09/07/02	3000	407	AR RETURNED CHECK REG #0122		150.18	
		09/07/02	3000	408	BRANCH 1		(21028.63)	
		09/14/02	3000	409	AR CASH RECEIPTS REG #0459		(11373.52)	
		09/21/02	3000	410	AR CASH RECEIPTS REG #0460		(14175.97)	
		09/28/02	3000	413	AR CASH RECEIPTS REG #0462		(23442.61)	
		09/28/02	6000	293	JC INVOICING REGISTER #0293		810.12	89553.97
								-----
						REPORT TOTAL		354265.50
								END OF REPORT

ACCOUNTS: 5

Sample Reports

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 JOURNAL PRINT

GLR720 PAGE: 1  
 TIME: 2:11 PM

PERIOD 09/02 SEP ENDING DATE 09/30/02  
 JOURNAL 1000 ENTRIES 351 TO 352

LN#	G/L#	T DESCRIPTION	MEMO	DEBIT	CREDIT
=====					
Journal 1000 SALES					
Entry 351 09/07/02 POSTING FROM SALES REGISTER 0535					
001	100-01-0	A CASH		117.52	
002	120-01-0	A ACCOUNTS RECEIVABLE		23706.78	
003	120-02-0	A ACCOUNTS RECEIVABLE		15786.58	
004	175-01-0	A INVENTORY			16087.15
005	175-02-0	A INVENTORY			10546.71
006	330-01-0	L SALES TAX PAYABLE			75.63
007	330-02-0	L SALES TAX PAYABLE			143.56
008	410-01-1	R SALES			21975.42
009	410-01-2	R SALES			1773.25
010	410-02-1	R SALES			10153.07
011	410-02-2	R SALES			5489.95
012	530-01-1	E COST OF GOODS SOLD	14960.75		
013	530-01-2	E COST OF GOODS SOLD	1126.40		
014	530-02-1	E COST OF GOODS SOLD	7166.99		
015	530-02-2	E COST OF GOODS SOLD	3379.72		
Entry 352 09/14/02 POSTING FROM SALES REGISTER 0536					
001	120-01-0	A ACCOUNTS RECEIVABLE		27956.01	
002	120-02-0	A ACCOUNTS RECEIVABLE		11584.19	
003	175-01-0	A INVENTORY			18826.60
004	175-02-0	A INVENTORY			7896.57
005	330-01-0	L SALES TAX PAYABLE			502.04
006	330-02-0	L SALES TAX PAYABLE			56.31
007	410-01-1	R SALES			22128.02
008	410-01-2	R SALES			5325.95
009	410-02-1	R SALES			10589.29
010	410-02-2	R SALES			938.59
011	176-01-0	A NONSTOCKED INVENTORY			73.55
012	176-02-0	A NONSTOCKED INVENTORY			47.55
013	530-01-1	E COST OF GOODS SOLD	15697.96		
014	530-01-2	E COST OF GOODS SOLD	3202.19		
015	530-02-1	E COST OF GOODS SOLD	7355.27		
016	530-02-2	E COST OF GOODS SOLD	588.85		
				-----	-----
JOURNAL TOTAL				132629.21	132629.21
				-----	-----
REPORT TOTAL				132629.21	132629.21
T=ACCOUNT TYPE (A=ASSET, L=LIABILITY, C=CAPITAL, R=REVENUE, E=EXPENSE)					
ENTRIES: 2					
END OF REPORT					

DATE: 04/22/02

DEMO COMPANY

GLR730 PAGE: 1



General Ledger —7.40

Sample Reports

USER: SSI ToW

ENDING BALANCES PRINT

TIME: 1:37 PM

G/L# 100-01-0 TO 290-02-0

G/L#	DESCRIPTION	04/02 APR	05/02 MAY	06/02 JUN	07/02 JUL	08/02 AUG	09/02 SEP
100-01-0	CASH	219383.96	219584.98	206573.21	231092.50	275621.84	239560.58
100-02-0	CASH	56014.96	63564.29	58701.38	61936.67	55544.14	24894.12
110-01-0	PETTY CASH	1094.03	378.12	99.32	7.87	132.87	132.87
110-02-0	PETTY CASH	765.76	83.68	77.18	129.96	123.96	123.96
120-01-0	ACCOUNTS RECEIVABLE	134923.45	143897.65	141349.20	132982.49	66198.96	89553.97
120-02-0	ACCOUNTS RECEIVABLE	48865.25	46435.55	44581.00	46628.04	41388.27	72630.25
150-01-0	EQUIPMENT OWNED	73638.77	36699.71	56820.44	56820.44	56820.44	56820.44
150-02-0	EQUIPMENT OWNED	42489.57	21175.73	32785.40	32785.40	32785.40	32785.40
155-01-0	EQUIPMENT DEPRECIATION	(26034.36)	(27217.74)	(28401.12)	(29584.50)	(30768.38)	(30768.38)
155-02-0	EQUIPMENT DEPRECIATION	(16234.24)	(16972.16)	(17710.08)	(18448.00)	(19185.92)	(19185.92)
160-01-0	PROPERTY OWNED	110000.00	110000.00	110000.00	110000.00	110000.00	110000.00
160-02-0	PROPERTY OWNED	60000.00	60000.00	60000.00	60000.00	60000.00	60000.00
165-01-0	PROPERTY DEPRECIATION	(7333.26)	(7666.59)	(7999.92)	(8333.25)	(8666.59)	(8666.59)
165-02-0	PROPERTY DEPRECIATION	(1166.63)	(1333.33)	(1500.00)	(1666.67)	(1833.34)	(1833.34)
175-01-0	INVENTORY	101696.56	112669.69	124387.01	125344.87	129253.32	105051.73
175-02-0	INVENTORY	59974.21	64722.83	69793.47	70208.01	71311.85	55156.88
176-01-0	NONSTOCKED INVENTORY	2109.28	2705.78	3284.01	3857.64	3857.64	3392.54
176-02-0	NONSTOCKED INVENTORY	1581.96	2029.33	2463.01	2893.23	2893.23	1694.75
178-01-0	IN TRANSIT INVENTORY	2439.18	2434.35	2379.25	2599.56	2467.56	4426.54
178-02-0	IN TRANSIT INVENTORY	1182.22	1179.88	1153.18	1259.96	1079.96	(157.49)
179-01-0	WORK IN PROCESS	.00	.00	.00	.00	.00	.00
180-01-0	PREPAID TAXES & INSURANCE	541.81	2650.24	2146.55	1732.01	1602.01	1512.01
180-02-0	PREPAID TAXES & INSURANCE	312.63	1529.18	1238.56	999.37	774.37	669.37
190-01-0	DEPOSITS	712.43	578.25	578.25	578.25	578.25	578.25
190-02-0	DEPOSITS	411.07	333.66	333.66	333.66	333.66	333.66
192-01-0	EMPLOYEE ADVANCES	.00	2800.00	2300.00	1800.00	950.00	440.00
195-01-0	GOODWILL	20000.00	20000.00	20000.00	20000.00	20000.00	20000.00
195-02-0	GOODWILL	12000.00	12000.00	12000.00	12000.00	12000.00	12000.00
	ASSETS TOTAL	899368.61	874263.08	897432.96	917957.51	885263.50	831145.60
210-01-0	CAPITAL STOCK	(120000.00)	(120000.00)	(120000.00)	(120000.00)	(120000.00)	(120000.00)
210-02-0	CAPITAL STOCK	(40000.00)	(40000.00)	(40000.00)	(40000.00)	(40000.00)	(40000.00)
290-01-0	RETAINED EARNINGS	(238603.23)	(238603.23)	(238603.23)	(238603.23)	(238603.23)	(238603.23)
290-02-0	RETAINED EARNINGS	(81920.53)	(81920.53)	(81920.53)	(81920.53)	(81920.53)	(81920.53)
	EQUITY TOTAL	(480523.76)	(480523.76)	(480523.76)	(480523.76)	(480523.76)	(480523.76)
	REPORT TOTAL	418844.85	393739.32	416909.20	437433.75	404739.74	350621.84

ACCOUNTS: 32

END OF REPORT

Sample Reports

General Ledger—7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 BUDGETS PRINT

GLR740 PAGE: 1  
 TIME: 1:38 PM

G/L# 410-01-1 TO 640-02-2

G/L#	DESCRIPTION	04/02 APR	05/02 MAY	06/02 JUN	07/02 JUL	08/02 AUG	09/02 SEP
410-01-1	SALES	(70000.00)	(70000.00)	(70000.00)	(70000.00)	(70000.00)	(70000.00)
410-01-2	SALES	(20000.00)	(20000.00)	(20000.00)	(20000.00)	(20000.00)	(20000.00)
410-02-1	SALES	(35000.00)	(35000.00)	(35000.00)	(35000.00)	(35000.00)	(35000.00)
410-02-2	SALES	(7000.00)	(7000.00)	(7000.00)	(7000.00)	(7000.00)	(7000.00)
REVENUES TOTAL		(132000.00)	(132000.00)	(132000.00)	(132000.00)	(132000.00)	(132000.00)
530-01-1	COST OF GOODS SOLD	40000.00	40000.00	40000.00	40000.00	40000.00	40000.00
530-01-2	COST OF GOODS SOLD	14000.00	14000.00	14000.00	14000.00	14000.00	14000.00
530-02-1	COST OF GOODS SOLD	21000.00	21000.00	21000.00	21000.00	21000.00	21000.00
530-02-2	COST OF GOODS SOLD	3500.00	3500.00	3500.00	3500.00	3500.00	3500.00
540-01-1	SALES TAX	900.00	900.00	900.00	900.00	900.00	900.00
540-01-2	SALES TAX	400.00	400.00	400.00	400.00	400.00	400.00
540-02-1	SALES TAX	400.00	400.00	400.00	400.00	400.00	400.00
540-02-2	SALES TAX	100.00	100.00	100.00	100.00	100.00	100.00
550-01-1	SALARIES	11000.00	11000.00	11000.00	11000.00	11000.00	11000.00
550-01-2	SALARIES	3000.00	3000.00	3000.00	3000.00	3000.00	3000.00
550-02-1	SALARIES	7000.00	7000.00	7000.00	7000.00	7000.00	7000.00
550-02-2	SALARIES	1200.00	1200.00	1200.00	1200.00	1200.00	1200.00
560-01-1	PAYROLL TAXES	3300.00	3300.00	3300.00	3300.00	3300.00	3300.00
560-01-2	PAYROLL TAXES	950.00	950.00	950.00	950.00	950.00	950.00
560-02-1	PAYROLL TAXES	1600.00	1600.00	1600.00	1600.00	1600.00	1600.00
570-01-1	EMPLOYEE EXPENSES	200.00	200.00	200.00	200.00	200.00	200.00
570-01-2	EMPLOYEE EXPENSES	50.00	50.00	50.00	50.00	50.00	50.00
570-02-1	EMPLOYEE EXPENSES	100.00	100.00	100.00	100.00	100.00	100.00
570-02-2	EMPLOYEE EXPENSES	25.00	25.00	25.00	25.00	25.00	25.00
580-01-1	ENTERTAINMENT	200.00	200.00	200.00	200.00	200.00	200.00
580-01-2	ENTERTAINMENT	50.00	50.00	50.00	50.00	50.00	50.00
580-02-1	ENTERTAINMENT	100.00	100.00	100.00	100.00	100.00	100.00
580-02-2	ENTERTAINMENT	25.00	25.00	25.00	25.00	25.00	25.00
590-01-1	TRAVEL	300.00	300.00	300.00	300.00	300.00	300.00
590-01-2	TRAVEL	50.00	50.00	50.00	50.00	50.00	50.00
590-02-1	TRAVEL	500.00	500.00	500.00	500.00	500.00	500.00
590-02-2	TRAVEL	25.00	25.00	25.00	25.00	25.00	25.00
620-01-1	OFFICE EXPENSE	250.00	250.00	250.00	250.00	250.00	250.00
620-01-2	OFFICE EXPENSE	75.00	75.00	75.00	75.00	75.00	75.00
620-02-1	OFFICE EXPENSE	150.00	150.00	150.00	150.00	150.00	150.00
620-02-2	OFFICE EXPENSE	75.00	75.00	75.00	75.00	75.00	75.00
625-01-1	AUTO & TRUCK EXPENSE	200.00	200.00	200.00	200.00	200.00	200.00
625-01-2	AUTO & TRUCK EXPENSE	50.00	50.00	50.00	50.00	50.00	50.00
625-02-1	AUTO & TRUCK EXPENSE	100.00	100.00	100.00	100.00	100.00	100.00
625-02-2	AUTO & TRUCK EXPENSE	25.00	25.00	25.00	25.00	25.00	25.00
640-01-1	FREIGHT	250.00	250.00	250.00	250.00	250.00	250.00
640-01-2	FREIGHT	75.00	75.00	75.00	75.00	75.00	75.00
640-02-1	FREIGHT	100.00	100.00	100.00	100.00	100.00	100.00
640-02-2	FREIGHT	25.00	25.00	25.00	25.00	25.00	25.00
REPORT TOTAL		(20650.00)	(20650.00)	(20650.00)	(20650.00)	(20650.00)	(20650.00)

ACCOUNTS: 43

END OF REPORT

General Ledger —7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 CHART OF ACCOUNTS

GLR750 PAGE: 1  
 TIME: 1:38 PM

SUMMARY MANAGEMENT TYPE FIRST TO LAST

G/L#	DESCRIPTION	ACCOUNT TYPE	SUMMARY MGMT TYPE
100-01-0	CASH	ASSET	CASH
100-02-0	CASH	ASSET	CASH
110-01-0	PETTY CASH	ASSET	CASH
110-02-0	PETTY CASH	ASSET	CASH
530-01-1	COST OF GOODS SOLD	EXPENSE	COST
530-01-2	COST OF GOODS SOLD	EXPENSE	COST
530-02-1	COST OF GOODS SOLD	EXPENSE	COST
530-02-2	COST OF GOODS SOLD	EXPENSE	COST
175-01-0	INVENTORY	ASSET	INVENTORY
175-02-0	INVENTORY	ASSET	INVENTORY
178-01-0	IN TRANSIT INVENTORY	ASSET	INVENTORY
178-02-0	IN TRANSIT INVENTORY	ASSET	INVENTORY
310-01-0	ACCOUNTS PAYABLE	LIABILITY	PAYABLES
310-02-0	ACCOUNTS PAYABLE	LIABILITY	PAYABLES
120-01-0	ACCOUNTS RECEIVABLE	ASSET	RECEIVABLES
120-02-0	ACCOUNTS RECEIVABLE	ASSET	RECEIVABLES
410-01-1	SALES	REVENUE	SALES
410-01-2	SALES	REVENUE	SALES
410-02-1	SALES	REVENUE	SALES
410-02-2	SALES	REVENUE	SALES

ACCOUNTS: 20

END OF REPORT

Sample Reports

DATE: 04/22/02 DEMO COMPANY GLR760 PAGE: 1  
 USER: SSI ToW TRIAL BALANCE BREAKS LAYOUT TIME: 1:39 PM

G/L# 100-01-0 TO 290-02-0

		--TOTAL GROUP---								
G/L#	DESCRIPTION	AMOUNT	1	2	3	4	5	6	7	8
100-01-0	CASH	-XXXXXXXXXX.XX								
100-02-0	CASH	-XXXXXXXXXX.XX								
110-01-0	PETTY CASH	-XXXXXXXXXX.XX								
110-02-0	PETTY CASH	-XXXXXXXXXX.XX								
120-01-0	ACCOUNTS RECEIVABLE	-XXXXXXXXXX.XX								
120-02-0	ACCOUNTS RECEIVABLE	-XXXXXXXXXX.XX								
150-01-0	EQUIPMENT OWNED	-XXXXXXXXXX.XX								
150-02-0	EQUIPMENT OWNED	-XXXXXXXXXX.XX								
155-01-0	EQUIPMENT DEPRECIATION	-XXXXXXXXXX.XX								
155-02-0	EQUIPMENT DEPRECIATION	-XXXXXXXXXX.XX								
160-01-0	PROPERTY OWNED	-XXXXXXXXXX.XX								
160-02-0	PROPERTY OWNED	-XXXXXXXXXX.XX								
165-01-0	PROPERTY DEPRECIATION	-XXXXXXXXXX.XX								
165-02-0	PROPERTY DEPRECIATION	-XXXXXXXXXX.XX								
175-01-0	INVENTORY	-XXXXXXXXXX.XX								
175-02-0	INVENTORY	-XXXXXXXXXX.XX								
176-01-0	NONSTOCKED INVENTORY	-XXXXXXXXXX.XX								
176-02-0	NONSTOCKED INVENTORY	-XXXXXXXXXX.XX								
178-01-0	IN TRANSIT INVENTORY	-XXXXXXXXXX.XX								
178-02-0	IN TRANSIT INVENTORY	-XXXXXXXXXX.XX								
179-01-0	WORK IN PROCESS	-XXXXXXXXXX.XX								
180-01-0	PREPAID TAXES & INSURANCE	-XXXXXXXXXX.XX								
180-02-0	PREPAID TAXES & INSURANCE	-XXXXXXXXXX.XX								
190-01-0	DEPOSITS	-XXXXXXXXXX.XX								
190-02-0	DEPOSITS	-XXXXXXXXXX.XX								
192-01-0	EMPLOYEE ADVANCES	-XXXXXXXXXX.XX								
195-01-0	GOODWILL	-XXXXXXXXXX.XX								
195-02-0	GOODWILL	-XXXXXXXXXX.XX								
	ASSETS TOTAL	-XXXXXXXXXX.XX	1							
210-01-0	CAPITAL STOCK	-XXXXXXXXXX.XX								
210-02-0	CAPITAL STOCK	-XXXXXXXXXX.XX								
290-01-0	RETAINED EARNINGS	-XXXXXXXXXX.XX								
290-02-0	RETAINED EARNINGS	-XXXXXXXXXX.XX								
	EQUITY TOTAL	-XXXXXXXXXX.XX	1							
	REPORT TOTAL	-XXXXXXXXXX.XX								

ACCOUNTS: 32

END OF REPORT

General Ledger —7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 YEARLY TRIAL BALANCE

GLR770 PAGE: 1  
 TIME: 2:21 PM

PERIOD 08/02 AUG TO 08/02 AUG

G/L# 100-01-0 TO 290-02-0

G/L#	DESCRIPTION	PERIOD	BEGINNING	ACTIVITY	ENDING
100-01-0	CASH	08/02	231092.50	38128.14	275621.84 *
100-02-0	CASH	08/02	61936.67	(4379.94)	55544.14 *
110-01-0	PETTY CASH	08/02	7.87	125.00	132.87
110-02-0	PETTY CASH	08/02	129.96	(6.00)	123.96
120-01-0	ACCOUNTS RECEIVABLE	08/02	132982.49	(66783.53)	66198.96
120-02-0	ACCOUNTS RECEIVABLE	08/02	46628.04	(5425.60)	41388.27 *
150-01-0	EQUIPMENT OWNED	08/02	56820.44	.00	56820.44
150-02-0	EQUIPMENT OWNED	08/02	32785.40	.00	32785.40
155-01-0	EQUIPMENT DEPRECIATION	08/02	(29584.50)	(1183.88)	(30768.38)
155-02-0	EQUIPMENT DEPRECIATION	08/02	(18448.00)	(737.92)	(19185.92)
160-01-0	PROPERTY OWNED	08/02	110000.00	.00	110000.00
160-02-0	PROPERTY OWNED	08/02	60000.00	.00	60000.00
165-01-0	PROPERTY DEPRECIATION	08/02	(8333.25)	(333.34)	(8666.59)
165-02-0	PROPERTY DEPRECIATION	08/02	(1666.67)	(166.67)	(1833.34)
175-01-0	INVENTORY	08/02	125344.87	3908.45	129253.32
175-02-0	INVENTORY	08/02	70208.01	1103.84	71311.85
176-01-0	NONSTOCKED INVENTORY	08/02	3857.64	.00	3857.64
176-02-0	NONSTOCKED INVENTORY	08/02	2893.23	.00	2893.23
178-01-0	IN TRANSIT INVENTORY	08/02	2599.56	(132.00)	2467.56
178-02-0	IN TRANSIT INVENTORY	08/02	1259.96	(180.00)	1079.96
179-01-0	WORK IN PROCESS	08/02	.00	.00	.00
180-01-0	PREPAID TAXES & INSURANCE	08/02	1732.01	(130.00)	1602.01
180-02-0	PREPAID TAXES & INSURANCE	08/02	999.37	(225.00)	774.37
190-01-0	DEPOSITS	08/02	578.25	.00	578.25
190-02-0	DEPOSITS	08/02	333.66	.00	333.66
192-01-0	EMPLOYEE ADVANCES	08/02	1800.00	(850.00)	950.00
195-01-0	GOODWILL	08/02	20000.00	.00	20000.00
195-02-0	GOODWILL	08/02	12000.00	.00	12000.00
ASSETS TOTAL					885263.50
210-01-0	CAPITAL STOCK	08/02	(120000.00)	.00	(120000.00)
210-02-0	CAPITAL STOCK	08/02	(40000.00)	.00	(40000.00)
290-01-0	RETAINED EARNINGS	08/02	(238603.23)	.00	(238603.23)
290-02-0	RETAINED EARNINGS	08/02	(81920.53)	.00	(81920.53)
EQUITY TOTAL					(480523.76)
REPORT TOTAL					404739.74

\*=JOURNAL ACTIVITY NOT EQUAL TO ACCOUNT ACTIVITY  
 ACCOUNTS: 32

END OF REPORT

Sample Reports

General Ledger—7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 YEARLY DETAIL LEDGER

GLR770 PAGE: 1  
 TIME: 1:40 PM

PERIOD 07/02 JUL TO 08/02 AUG

G/L# 100-01-0 TO 100-01-0

G/L#	DESCRIPTION	DATE	JRNL	ENT	MEMO	PERIOD	BEGINNING	ACTIVITY	ENDING
100-01-0	CASH					07/02	206573.21	.00	231092.50 *
		08/03/02	1000	346	POSTING FROM SALES REG 0530	08/02	231092.50	142.84	
		08/17/02	1000	348	POSTING FROM SALES REG 0532			225.84	
		08/24/02	1000	349	POSTING FROM SALES REG 0533			157.56	
		08/03/02	2000	299	AP CHECK REGISTER #0341			(88299.40)	
		08/21/02	2000	300				(119.45)	
		08/23/02	2000	305	CASH			(125.15)	
		08/23/02	2000	305	CASH			(45.85)	
		08/14/02	2000	306	LICENSE FEES			(2250.63)	
		08/14/02	2000	307	CASH			(700.00)	
		08/10/02	2000	308	AP CHECK REGISTER #0342			(22342.56)	
		08/17/02	2000	309	AP CHECK REGISTER #0343			(29247.82)	
		08/24/02	2000	310	AP CHECK REGISTER #0344			(22291.44)	
		08/31/02	2000	311	AP CHECK REGISTER #0345			(18697.81)	
		08/03/02	3000	394	AR CASH RECEIPTS REG #0453			57052.44	
		08/10/02	3000	396	AR CASH RECEIPTS REG #0454			93026.74	
		08/17/02	3000	397	AR CASH RECEIPTS REG #0455			47823.16	
		08/24/02	3000	399	AR CASH RECEIPTS REG #0456			7448.42	
		08/31/02	3000	400	AR CASH RECEIPTS REG #0457			30377.76	
		08/14/02	3000	403				92.40	
		08/20/02	3000	404				470.65	
		08/31/02	3000	405				200.75	
		08/31/02	3000	412	PAY SALES TAX COLLECTED TO G			(1382.00)	
		08/03/02	4000	119	PR CHECK REGISTER #0392			(863.89)	
		08/10/02	4000	121	PR CHECK REGISTER #0394			(1006.27)	
		08/10/02	4000	122	PR CHECK REGISTER #0395			(3892.67)	
		08/17/02	4000	124	PR CHECK REGISTER #0397			(946.82)	
		08/24/02	4000	126	PR CHECK REGISTER #0399			(946.82)	
		08/24/02	4000	127	PR CHECK REGISTER #0400			(3471.33)	
		08/31/02	4000	129	PR CHECK REGISTER #0402			(946.82)	
		08/14/02	6000	279	CASH			(985.69)	
		08/14/02	6000	279	CASH			(203.00)	
		08/31/02	8000	030	MOVE CASH TO PETTY CASH			(125.00)	275621.84 *
									-----
							REPORT TOTAL		275621.84

\*=JOURNAL ACTIVITY NOT EQUAL TO ACCOUNT ACTIVITY

ACCOUNTS: 1

END OF REPORT

General Ledger —7.40

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 YEARLY JOURNAL PRINT

GLR780 PAGE: 1  
 TIME: 2:29 PM

JOURNAL 4000 TO 4000  
 PERIOD 08/02 AUG TO PERIOD 08/02 AUG  
 ENTRY 119 TO 120

LN#	G/L#	DESCRIPTION	MEMO	DEBIT	CREDIT
=====					
Journal 4000 PAYROLL					
Period 08/02 AUG					
Entry 119 08/03/02 PR CHECK REGISTER #0392					
001	100-01-0	CASH			863.89
002	192-01-0	EMPLOYEE ADVANCES			50.00
003	180-01-0	PREPAID TAXES & INSURANCE			25.00
004	340-01-0	401-K PAYABLE			36.30
005	344-01-0	CREDIT UNION			80.00
006	350-01-0	FEDERAL TAXES PAYABLE			362.26
007	355-01-0	STATE TAXES PAYABLE			55.82
008	357-01-0	TAXES PAYABLE			25.05
009	550-01-1	SALARIES		540.00	
010	550-01-2	SALARIES		840.00	
011	565-01-1	401-K EMPLOYER EXPENSE		9.30	
012	560-01-1	PAYROLL TAXES		43.99	
013	560-01-2	PAYROLL TAXES		65.03	
				-----	-----
ENTRY TOTAL				1498.32	1498.32
Entry 120 08/03/02 PR CHECK REGISTER #0393					
001	100-02-0	CASH			586.92
002	192-01-0	EMPLOYEE ADVANCES			120.00
003	180-02-0	PREPAID TAXES & INSURANCE			45.00
004	350-02-0	FEDERAL TAXES PAYABLE			218.99
005	355-02-0	STATE TAXES PAYABLE			35.66
006	357-02-0	TAXES PAYABLE			21.49
007	550-02-1	SALARIES		700.00	
008	550-02-2	SALARIES		225.00	
009	560-02-1	PAYROLL TAXES		55.85	
010	560-02-2	PAYROLL TAXES		17.21	
011	750-02-1	INSURANCE EXPENSE		30.00	
				-----	-----
ENTRY TOTAL				1028.06	1028.06
				-----	-----
PERIOD TOTAL				2526.38	2526.38
				-----	-----
JOURNAL TOTAL				2526.38	2526.38
				-----	-----
REPORT TOTAL				2526.38	2526.38

ENTRIES: 2

END OF REPORT

Sample Reports

DATE: 04/22/02  
USER: SSI ToW

DEMO COMPANY  
JOURNAL LIST

GLR790 PAGE: 1  
TIME: 1:41 PM

FIRST TO LAST

JOURNAL DESCRIPTION	LAST ENTRY
=====	=====
1000 SALES	360
2000 PAYABLES	318
3000 RECEIVABLES	413
4000 PAYROLL	138
5000 INVENTORY	226
6000 EXPENSE	293
7000 DEPRECIATION	079
8000 MISCELLANEOUS & SUNDRY	031
9000 RETAINED EARNINGS	003

JOURNALS: 9

END OF REPORT



General Ledger —7.40

Sample Reports

DATE: 04/22/02  
 USER: SSI ToW

DEMO COMPANY  
 REPORT SETUP LAYOUT

GLR310 PAGE: 1  
 TIME: 2:37 PM

REPORT P&L1 TO P&L1  
 PROFIT & LOSS ONLY

HEADING LEGEND

T=LINE TYPE P=TOTAL GROUP TO PRINT GRP=GROUP CODE CC=CENTER CAPTION  
 A=ADD OR SUBTRACT R=ROLL TO NEXT TOTAL GROUP RPTN=REPORT NAME PR=PRINT LINE ON REPORT  
 S=SIGN REVERSAL O=CLEAR TOTAL GROUP FM=REPORT FORMAT L=LINES TO SKIP  
 G=TOTAL GROUP TO ADD TO W=WRITE TO FILE % BASE=% OF BASE LINE r=RANGE TO

REPORT NAME: P&L1 ALL PROFIT & LOSS ACCOUNTS

REPORT TYPE: P & L REPRINT HEADER: NO PRINT FIGURES WITH COMMAS: YES  
 DEFAULT % OF BASE LINE: 0030 LINES TO SKIP AFTER DESC: 1 PRINT WHOLE NUMBERS ONLY: NO  
 MINUS SIGN IN FIGURES: PARENTHESES

LINE	T	ACCOUNT	A	S	G	P	R	O	W	GRP	RPTN	FM	LINE	COLUMNS	%	C	P	BASE	C	R	L	DESCRIPTION
0010	C																					REVENUES
0020	A	410-00-0r 490-99-9				Y												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0030	T						1											0030				TOTAL REVENUES
0040	C																					COST OF SALES
0050	A	530-00-0r 530-99-9				N												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0060	A	640-00-0r 640-99-9				N												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0070	T						1											0030				TOTAL COST OF SALES
0080	T						2											0030				GROSS PROFIT
0090	C																					GENERAL & ADMINISTRATIVE EXPENSES
0100	A	520-00-0r 525-99-9				N												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0110	A	535-00-0r 630-99-9				N												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0120	A	650-00-0r 790-99-9				N												0030				NOT ON FILE IN COMPANY 01 NOT ON FILE IN COMPANY 01
0130	T						1											0030				TOTAL GENERAL & ADMINISTRATIVE EXPENSE
0140	T						2											0030				NET PROFIT OR LOSS

RANGE TO LINES: THE RANGE OF DEPARTMENTS AND BRANCHES TO BE INSERTED IS DETERMINED BY THE FROM AND TO ACCOUNTS WITHIN THE LIMITS OF THE GROUP CODE (RANGE TO LINES ARE DENOTED BY 'r' AND ARE ACCOUNT AND HEADER TYPE LINES)  
 HEADER LINE TYPES: GROUP CODE=DEPARTMENTS AND BRANCHES ARE INSERTED BASED ON THE REPORT GROUP CODE, HEADER RANGE=DEPARTMENTS AND BRANCHES ARE INSERTED BASED ON THE FROM AND TO ACCOUNTS IN THE HEADER PORTION OF THIS LINE WITHIN THE LIMITS OF THE GROUP CODES, SPECIFIC=THIS SPECIFIC G/L# WILL PRINT FOR THE COMPANY LISTED (NO DEPARTMENT OR BRANCH INSERTION WILL OCCUR)

REPORTS: 1  
 04/22/02

END OF REPORT  
 GLR820 PAGE 1

STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

PERIOD SEP ENDING 09/02	PERCENT	PERIOD SEP ENDING 09/01	PERCENT		YEAR TO DATE 2002	PERCENT	YEAR TO DATE 2001	PERCENT
REVENUES								
136,699.11	99.0 %	129,682.05	90.9 %	SALES	1,237,862.04	90.3 %	1,147,050.41	90.4 %
0.00	0.0 %	133.06	0.1 %	MISCELLANEOUS INCOME	1,059.17	0.1 %	1,184.36	0.1 %
0.00	0.0 %	11,036.22	7.7 %	CONSULTING & DESIGN	113,197.02	8.3 %	103,145.42	8.1 %
20.00	0.0 %	592.56	0.4 %	FINANCE CHARGES	5,100.52	0.4 %	5,030.52	0.4 %
1,142.77	0.8 %	232.77	0.2 %	INTEREST INCOME	3,152.98	0.2 %	3,860.70	0.3 %
195.63	0.1 %	968.68	0.7 %	DISCOUNTS TAKEN	10,453.54	0.8 %	8,798.59	0.7 %
-----	-----	-----	-----		-----	-----	-----	-----
138,057.51	100.0 %	142,645.34	100.0 %	TOTAL REVENUES	1,370,825.27	100.0 %	1,269,070.00	100.0 %
COST OF SALES								
92,841.09	67.3 %	87,389.00	61.3 %	COST OF GOODS SOLD	833,285.09	60.8 %	776,334.00	61.2 %
809.70	0.6 %	394.27	0.3 %	FREIGHT	5,299.46	0.4 %	3,675.16	0.3 %
-----	-----	-----	-----		-----	-----	-----	-----
93,650.79	67.8 %	87,783.27	61.5 %	TOTAL COST OF SALES	838,584.55	61.2 %	780,009.16	61.5 %
-----	-----	-----	-----		-----	-----	-----	-----
44,406.72	32.2 %	54,862.07	38.5 %	GROSS PROFIT	532,240.72	38.8 %	489,060.84	38.5 %
GENERAL & ADMINISTRATIVE EXPENSES								
457.98	0.3 %	781.01	0.6 %	PURCHASES - MISCELLANEOUS	5,239.86	0.4 %	5,196.12	0.4 %
0.00	0.0 %	732.43	0.5 %	INVENTORY ADJUSTMENTS	6,620.84	0.5 %	6,405.40	0.5 %
490.57	0.4 %	1,594.93	1.1 %	SALES TAX	14,221.65	1.0 %	13,683.27	1.1 %
18,063.88	13.1 %	21,611.77	15.2 %	SALARIES	191,091.65	13.9 %	183,684.73	14.5 %
1,860.87	1.4 %	6,112.70	4.3 %	PAYROLL TAXES	47,877.32	3.5 %	54,594.37	4.3 %
189.48	0.1 %	0.00	0.0 %	401-K EMPLOYER EXPENSE	1,528.94	0.1 %	0.00	0.0 %
392.50	0.3 %	362.54	0.3 %	EMPLOYEE EXPENSES	3,573.41	0.3 %	3,075.92	0.2 %
0.00	0.0 %	328.00	0.2 %	ENTERTAINMENT	6,722.88	0.5 %	6,561.01	0.5 %
400.41	0.3 %	831.31	0.6 %	TRAVEL	12,805.79	0.9 %	14,682.94	1.2 %
0.00	0.0 %	1,837.35	1.3 %	DEPRECIATION EXPENSE	15,551.84	1.1 %	16,871.71	1.3 %
125.77	0.1 %	450.97	0.3 %	OFFICE EXPENSE	3,511.88	0.3 %	4,023.66	0.3 %
211.23	0.2 %	1,028.92	0.7 %	AUTO & TRUCK EXPENSE	3,530.18	0.3 %	2,411.26	0.2 %
426.81	0.3 %	217.82	0.2 %	MISCELLANEOUS EXPENSE	1,929.08	0.1 %	1,464.97	0.1 %
0.00	0.0 %	27.36	0.0 %	BANK CHARGES	409.53	0.0 %	376.96	0.0 %
308.55	0.2 %	774.31	0.5 %	DISCOUNTS GIVEN	7,768.78	0.6 %	6,772.02	0.5 %
1,057.69	0.8 %	1,116.70	0.8 %	ADVERTISING	9,747.82	0.7 %	8,839.82	0.7 %
291.85	0.2 %	179.97	0.1 %	PRINTING	2,284.98	0.2 %	2,995.13	0.2 %
25.00	0.0 %	202.79	0.1 %	DUES & SUBSCRIPTIONS	2,369.12	0.2 %	2,014.66	0.2 %
243.54	0.2 %	190.44	0.1 %	POSTAL EXPENSE	2,229.02	0.2 %	1,979.06	0.2 %
375.42	0.3 %	296.37	0.2 %	TELEPHONE	2,786.91	0.2 %	2,479.82	0.2 %
4,953.23	3.6 %	3,484.90	2.4 %	TAXES & LICENSES	34,121.94	2.5 %	26,717.91	2.1 %
141.67	0.1 %	968.32	0.7 %	INSURANCE EXPENSE	7,895.29	0.6 %	7,419.96	0.6 %
0.00	0.0 %	516.00	0.4 %	RENTAL EXPENSE	4,128.00	0.3 %	4,644.00	0.4 %

				AS OF 09/30/02				
PERIOD SEP		PERIOD SEP			YEAR TO		YEAR TO	
ENDING 09/02	PERCENT	ENDING 09/01	PERCENT		DATE 2002	PERCENT	DATE 2001	PERCENT
=====								
1,009.35	0.7 %	1,342.35	0.9 %	LEGAL & PROFESSIONAL	11,970.79	0.9 %	11,824.48	0.9 %
1,496.99	1.1 %	1,290.08	0.9 %	UTILITIES	15,795.46	1.2 %	14,929.98	1.2 %
-----								
				TOTAL GENERAL & ADMINISTRATIVE				
32,522.79	23.6 %	46,279.34	32.4 %	EXPENSE	415,712.96	30.3 %	403,649.16	31.8 %
-----								
11,883.93	8.6 %	8,582.73	6.0 %	NET PROFIT OR LOSS	116,527.76	8.5 %	85,411.68	6.7 %

04/22/02

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	PERIOD SEP ENDING 09/02	PERCENT	PERIOD SEP ENDING 09/01	PERCENT	VARIANCE	
					AMOUNT	PERCENT
=====						
REVENUES						
SALES	136,699.11	99.0 %	129,682.05	90.9 %	7,017.06	5.4 %
MISCELLANEOUS INCOME	0.00	0.0 %	133.06	0.1 %	(133.06)	(100.0)%
CONSULTING & DESIGN	0.00	0.0 %	11,036.22	7.7 %	(11,036.22)	(100.0)%
FINANCE CHARGES	20.00	0.0 %	592.56	0.4 %	(572.56)	(96.6)%
INTEREST INCOME	1,142.77	0.8 %	232.77	0.2 %	910.00	390.9 %
DISCOUNTS TAKEN	195.63	0.1 %	968.68	0.7 %	(773.05)	(79.8)%
	-----		-----		-----	-----
TOTAL REVENUES	138,057.51	100.0 %	142,645.34	100.0 %	(4,587.83)	(3.2)%
COST OF SALES						
COST OF GOODS SOLD	92,841.09	67.3 %	87,389.00	61.3 %	5,452.09	6.2 %
FREIGHT	809.70	0.6 %	394.27	0.3 %	415.43	105.4 %
	-----		-----		-----	-----
TOTAL COST OF SALES	93,650.79	67.8 %	87,783.27	61.5 %	5,867.52	6.7 %
	-----		-----		-----	-----
GROSS PROFIT	44,406.72	32.2 %	54,862.07	38.5 %	(10,455.35)	(19.1)%
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	457.98	0.3 %	781.01	0.6 %	(323.03)	(41.4)%
INVENTORY ADJUSTMENTS	0.00	0.0 %	732.43	0.5 %	(732.43)	(100.0)%
SALES TAX	490.57	0.4 %	1,594.93	1.1 %	(1,104.36)	(69.2)%
SALARIES	18,063.88	13.1 %	21,611.77	15.2 %	(3,547.89)	(16.4)%
PAYROLL TAXES	1,860.87	1.4 %	6,112.70	4.3 %	(4,251.83)	(69.6)%
401-K EMPLOYER EXPENSE	189.48	0.1 %	0.00	0.0 %	189.48	999.9 %
EMPLOYEE EXPENSES	392.50	0.3 %	362.54	0.3 %	29.96	8.3 %
ENTERTAINMENT	0.00	0.0 %	328.00	0.2 %	(328.00)	(100.0)%
TRAVEL	400.41	0.3 %	831.31	0.6 %	(430.90)	(51.8)%
DEPRECIATION EXPENSE	0.00	0.0 %	1,837.35	1.3 %	(1,837.35)	(100.0)%
OFFICE EXPENSE	125.77	0.1 %	450.97	0.3 %	(325.20)	(72.1)%
AUTO & TRUCK EXPENSE	211.23	0.2 %	1,028.92	0.7 %	(817.69)	(79.5)%
MISCELLANEOUS EXPENSE	426.81	0.3 %	217.82	0.2 %	208.99	96.0 %
BANK CHARGES	0.00	0.0 %	27.36	0.0 %	(27.36)	(100.0)%
DISCOUNTS GIVEN	308.55	0.2 %	774.31	0.5 %	(465.76)	(60.2)%
ADVERTISING	1,057.69	0.8 %	1,116.70	0.8 %	(59.01)	(5.3)%
PRINTING	291.85	0.2 %	179.97	0.1 %	111.88	62.2 %
DUES & SUBSCRIPTIONS	25.00	0.0 %	202.79	0.1 %	(177.79)	(87.7)%
POSTAL EXPENSE	243.54	0.2 %	190.44	0.1 %	53.10	27.9 %
TELEPHONE	375.42	0.3 %	296.37	0.2 %	79.05	26.7 %
TAXES & LICENSES	4,953.23	3.6 %	3,484.90	2.4 %	1,468.33	42.1 %
INSURANCE EXPENSE	141.67	0.1 %	968.32	0.7 %	(826.65)	(85.4)%

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AS OF 09/30/02

	PERIOD SEP ENDING 09/02	PERCENT	PERIOD SEP ENDING 09/01	PERCENT	VARIANCE	
					AMOUNT	PERCENT
RENTAL EXPENSE	0.00	0.0 %	516.00	0.4 %	(516.00)	(100.0)%
LEGAL & PROFESSIONAL	1,009.35	0.7 %	1,342.35	0.9 %	(333.00)	(24.8)%
UTILITIES	1,496.99	1.1 %	1,290.08	0.9 %	206.91	16.0 %
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	32,522.79	23.6 %	46,279.34	32.4 %	(13,756.55)	(29.7)%
NET PROFIT OR LOSS	11,883.93	8.6 %	8,582.73	6.0 %	3,301.20	38.5 %

04/22/02

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	PERIOD SEP ENDING 09/02	PERCENT	PERIOD AUG ENDING 08/02	PERCENT	VARIANCE	
					AMOUNT	PERCENT
=====						
REVENUES						
SALES	136,699.11	99.0 %	157,120.15	98.0 %	(20,421.04)	(13.0)%
MISCELLANEOUS INCOME	0.00	0.0 %	149.69	0.1 %	(149.69)	(100.0)%
CONSULTING & DESIGN	0.00	0.0 %	136.28	0.1 %	(136.28)	(100.0)%
FINANCE CHARGES	20.00	0.0 %	686.47	0.4 %	(666.47)	(97.1)%
INTEREST INCOME	1,142.77	0.8 %	251.72	0.2 %	891.05	354.0 %
DISCOUNTS TAKEN	195.63	0.1 %	1,925.16	1.2 %	(1,729.53)	(89.8)%
	-----		-----		-----	-----
TOTAL REVENUES	138,057.51	100.0 %	160,269.47	100.0 %	(22,211.96)	(13.9)%
COST OF SALES						
COST OF GOODS SOLD	92,841.09	67.3 %	99,486.00	62.1 %	(6,644.91)	(6.7)%
FREIGHT	809.70	0.6 %	854.51	0.5 %	(44.81)	(5.2)%
	-----		-----		-----	-----
TOTAL COST OF SALES	93,650.79	67.8 %	100,340.51	62.6 %	(6,689.72)	(6.7)%
	-----		-----		-----	-----
GROSS PROFIT	44,406.72	32.2 %	59,928.96	37.4 %	(15,522.24)	(25.9)%
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	457.98	0.3 %	540.73	0.3 %	(82.75)	(15.3)%
INVENTORY ADJUSTMENTS	0.00	0.0 %	762.58	0.5 %	(762.58)	(100.0)%
SALES TAX	490.57	0.4 %	2,237.05	1.4 %	(1,746.48)	(78.1)%
SALARIES	18,063.88	13.1 %	22,896.37	14.3 %	(4,832.49)	(21.1)%
PAYROLL TAXES	1,860.87	1.4 %	2,730.56	1.7 %	(869.69)	(31.9)%
401-K EMPLOYER EXPENSE	189.48	0.1 %	228.59	0.1 %	(39.11)	(17.1)%
EMPLOYEE EXPENSES	392.50	0.3 %	366.32	0.2 %	26.18	7.2 %
ENTERTAINMENT	0.00	0.0 %	1,105.66	0.7 %	(1,105.66)	(100.0)%
TRAVEL	400.41	0.3 %	1,111.45	0.7 %	(711.04)	(64.0)%
DEPRECIATION EXPENSE	0.00	0.0 %	2,421.81	1.5 %	(2,421.81)	(100.0)%
OFFICE EXPENSE	125.77	0.1 %	340.75	0.2 %	(214.98)	(63.1)%
AUTO & TRUCK EXPENSE	211.23	0.2 %	490.83	0.3 %	(279.60)	(57.0)%
MISCELLANEOUS EXPENSE	426.81	0.3 %	261.39	0.2 %	165.42	63.3 %
BANK CHARGES	0.00	0.0 %	59.00	0.0 %	(59.00)	(100.0)%
DISCOUNTS GIVEN	308.55	0.2 %	1,266.67	0.8 %	(958.12)	(75.6)%
ADVERTISING	1,057.69	0.8 %	1,862.19	1.2 %	(804.50)	(43.2)%
PRINTING	291.85	0.2 %	335.00	0.2 %	(43.15)	(12.9)%
DUES & SUBSCRIPTIONS	25.00	0.0 %	409.00	0.3 %	(384.00)	(93.9)%
POSTAL EXPENSE	243.54	0.2 %	288.79	0.2 %	(45.25)	(15.7)%
TELEPHONE	375.42	0.3 %	327.86	0.2 %	47.56	14.5 %
TAXES & LICENSES	4,953.23	3.6 %	4,026.37	2.5 %	926.86	23.0 %
INSURANCE EXPENSE	141.67	0.1 %	853.58	0.5 %	(711.91)	(83.4)%

04/22/02

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AS OF 09/30/02

	PERIOD SEP ENDING 09/02	PERCENT	PERIOD AUG ENDING 08/02	PERCENT	VARIANCE	
					AMOUNT	PERCENT
RENTAL EXPENSE	0.00	0.0 %	516.00	0.3 %	(516.00)	(100.0)%
LEGAL & PROFESSIONAL	1,009.35	0.7 %	1,495.44	0.9 %	(486.09)	(32.5)%
UTILITIES	1,496.99	1.1 %	1,907.54	1.2 %	(410.55)	(21.5)%
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	32,522.79	23.6 %	48,841.53	30.5 %	(16,318.74)	(33.4)%
NET PROFIT OR LOSS	11,883.93	8.6 %	11,087.43	6.9 %	796.50	7.2 %

04/22/02

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	PERIOD SEP ENDING 09/02	PERCENT	BUDGET	PERCENT	VARIANCE AMOUNT	PERCENT
REVENUES						
SALES	136,699.11	99.0 %	132,000.00	100.0 %	4,699.11	3.6 %
FINANCE CHARGES	20.00	0.0 %	0.00	0.0 %	20.00	999.9 %
INTEREST INCOME	1,142.77	0.8 %	0.00	0.0 %	1,142.77	999.9 %
DISCOUNTS TAKEN	195.63	0.1 %	0.00	0.0 %	195.63	999.9 %
TOTAL REVENUES	138,057.51	100.0 %	132,000.00	100.0 %	6,057.51	4.6 %
COST OF SALES						
COST OF GOODS SOLD	92,841.09	67.3 %	78,500.00	59.5 %	14,341.09	18.3 %
FREIGHT	809.70	0.6 %	450.00	0.3 %	359.70	79.9 %
TOTAL COST OF SALES	93,650.79	67.8 %	78,950.00	59.8 %	14,700.79	18.6 %
GROSS PROFIT	44,406.72	32.2 %	53,050.00	40.2 %	(8,643.28)	(16.3)%
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	457.98	0.3 %	0.00	0.0 %	457.98	999.9 %
SALES TAX	490.57	0.4 %	1,800.00	1.4 %	(1,309.43)	(72.8)%
SALARIES	18,063.88	13.1 %	22,200.00	16.8 %	(4,136.12)	(18.6)%
PAYROLL TAXES	1,860.87	1.4 %	5,850.00	4.4 %	(3,989.13)	(68.2)%
401-K EMPLOYER EXPENSE	189.48	0.1 %	0.00	0.0 %	189.48	999.9 %
EMPLOYEE EXPENSES	392.50	0.3 %	375.00	0.3 %	17.50	4.7 %
ENTERTAINMENT	0.00	0.0 %	375.00	0.3 %	(375.00)	(100.0)%
TRAVEL	400.41	0.3 %	875.00	0.7 %	(474.59)	(54.2)%
OFFICE EXPENSE	125.77	0.1 %	550.00	0.4 %	(424.23)	(77.1)%
AUTO & TRUCK EXPENSE	211.23	0.2 %	375.00	0.3 %	(163.77)	(43.7)%
MISCELLANEOUS EXPENSE	426.81	0.3 %	0.00	0.0 %	426.81	999.9 %
DISCOUNTS GIVEN	308.55	0.2 %	0.00	0.0 %	308.55	999.9 %
ADVERTISING	1,057.69	0.8 %	1,000.00	0.8 %	57.69	5.8 %
PRINTING	291.85	0.2 %	170.00	0.1 %	121.85	71.7 %
DUES & SUBSCRIPTIONS	25.00	0.0 %	220.00	0.2 %	(195.00)	(88.6)%
POSTAL EXPENSE	243.54	0.2 %	260.00	0.2 %	(16.46)	(6.3)%
TELEPHONE	375.42	0.3 %	295.00	0.2 %	80.42	27.3 %
TAXES & LICENSES	4,953.23	3.6 %	3,550.00	2.7 %	1,403.23	39.5 %
INSURANCE EXPENSE	141.67	0.1 %	1,000.00	0.8 %	(858.33)	(85.8)%
RENTAL EXPENSE	0.00	0.0 %	681.00	0.5 %	(681.00)	(100.0)%
LEGAL & PROFESSIONAL	1,009.35	0.7 %	1,300.00	1.0 %	(290.65)	(22.4)%
UTILITIES	1,496.99	1.1 %	1,750.00	1.3 %	(253.01)	(14.5)%
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	32,522.79	23.6 %	42,626.00	32.3 %	(10,103.21)	(23.7)%



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	PERIOD SEP ENDING 09/02	PERCENT	BUDGET	PERCENT	VARIANCE AMOUNT	PERCENT
NET PROFIT OR LOSS	11,883.93	8.6 %	10,424.00	7.9 %	1,459.93	14.0 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

PERIOD SEP ENDING 09/02	PERCENT	BUDGET	PERCENT		YEAR TO DATE 2002	PERCENT	BUDGET YEAR TO DATE	PERCENT
REVENUES								
136,699.11	99.0 %	132,000.00	100.0 %	SALES	1,237,862.04	90.3 %	1,188,000.00	100.0 %
0.00	0.0 %	0.00	0.0 %	MISCELLANEOUS INCOME	1,059.17	0.1 %	0.00	0.0 %
0.00	0.0 %	0.00	0.0 %	CONSULTING & DESIGN	113,197.02	8.3 %	0.00	0.0 %
20.00	0.0 %	0.00	0.0 %	FINANCE CHARGES	5,100.52	0.4 %	0.00	0.0 %
1,142.77	0.8 %	0.00	0.0 %	INTEREST INCOME	3,152.98	0.2 %	0.00	0.0 %
195.63	0.1 %	0.00	0.0 %	DISCOUNTS TAKEN	10,453.54	0.8 %	0.00	0.0 %
-----	-----	-----	-----		-----	-----	-----	-----
138,057.51	100.0 %	132,000.00	100.0 %	TOTAL REVENUES	1,370,825.27	100.0 %	1,188,000.00	100.0 %
COST OF SALES								
92,841.09	67.3 %	78,500.00	59.5 %	COST OF GOODS SOLD	833,285.09	60.8 %	706,500.00	59.5 %
809.70	0.6 %	450.00	0.3 %	FREIGHT	5,299.46	0.4 %	4,050.00	0.3 %
-----	-----	-----	-----		-----	-----	-----	-----
93,650.79	67.8 %	78,950.00	59.8 %	TOTAL COST OF SALES	838,584.55	61.2 %	710,550.00	59.8 %
-----	-----	-----	-----		-----	-----	-----	-----
44,406.72	32.2 %	53,050.00	40.2 %	GROSS PROFIT	532,240.72	38.8 %	477,450.00	40.2 %
GENERAL & ADMINISTRATIVE EXPENSES								
457.98	0.3 %	0.00	0.0 %	PURCHASES - MISCELLANEOUS	5,239.86	0.4 %	0.00	0.0 %
0.00	0.0 %	0.00	0.0 %	INVENTORY ADJUSTMENTS	6,620.84	0.5 %	0.00	0.0 %
490.57	0.4 %	1,800.00	1.4 %	SALES TAX	14,221.65	1.0 %	16,200.00	1.4 %
18,063.88	13.1 %	22,200.00	16.8 %	SALARIES	191,091.65	13.9 %	199,800.00	16.8 %
1,860.87	1.4 %	5,850.00	4.4 %	PAYROLL TAXES	47,877.32	3.5 %	52,650.00	4.4 %
189.48	0.1 %	0.00	0.0 %	401-K EMPLOYER EXPENSE	1,528.94	0.1 %	0.00	0.0 %
392.50	0.3 %	375.00	0.3 %	EMPLOYEE EXPENSES	3,573.41	0.3 %	3,375.00	0.3 %
0.00	0.0 %	375.00	0.3 %	ENTERTAINMENT	6,722.88	0.5 %	3,375.00	0.3 %
400.41	0.3 %	875.00	0.7 %	TRAVEL	12,805.79	0.9 %	7,875.00	0.7 %
0.00	0.0 %	0.00	0.0 %	DEPRECIATION EXPENSE	15,551.84	1.1 %	0.00	0.0 %
125.77	0.1 %	550.00	0.4 %	OFFICE EXPENSE	3,511.88	0.3 %	4,950.00	0.4 %
211.23	0.2 %	375.00	0.3 %	AUTO & TRUCK EXPENSE	3,530.18	0.3 %	3,375.00	0.3 %
426.81	0.3 %	0.00	0.0 %	MISCELLANEOUS EXPENSE	1,929.08	0.1 %	0.00	0.0 %
0.00	0.0 %	0.00	0.0 %	BANK CHARGES	409.53	0.0 %	0.00	0.0 %
308.55	0.2 %	0.00	0.0 %	DISCOUNTS GIVEN	7,768.78	0.6 %	0.00	0.0 %
1,057.69	0.8 %	1,000.00	0.8 %	ADVERTISING	9,747.82	0.7 %	9,000.00	0.8 %
291.85	0.2 %	170.00	0.1 %	PRINTING	2,284.98	0.2 %	1,530.00	0.1 %
25.00	0.0 %	220.00	0.2 %	DUES & SUBSCRIPTIONS	2,369.12	0.2 %	1,980.00	0.2 %
243.54	0.2 %	260.00	0.2 %	POSTAL EXPENSE	2,229.02	0.2 %	2,340.00	0.2 %
375.42	0.3 %	295.00	0.2 %	TELEPHONE	2,786.91	0.2 %	2,655.00	0.2 %
4,953.23	3.6 %	3,550.00	2.7 %	TAXES & LICENSES	34,121.94	2.5 %	31,950.00	2.7 %
141.67	0.1 %	1,000.00	0.8 %	INSURANCE EXPENSE	7,895.29	0.6 %	9,000.00	0.8 %
0.00	0.0 %	681.00	0.5 %	RENTAL EXPENSE	4,128.00	0.3 %	6,129.00	0.5 %

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PERIOD SEP ENDING 09/02	PERCENT	BUDGET	PERCENT		YEAR TO DATE 2002	PERCENT	BUDGET YEAR TO DATE	PERCENT
1,009.35	0.7 %	1,300.00	1.0 %	LEGAL & PROFESSIONAL	11,970.79	0.9 %	11,700.00	1.0 %
1,496.99	1.1 %	1,750.00	1.3 %	UTILITIES	15,795.46	1.2 %	15,750.00	1.3 %
-----				TOTAL GENERAL & ADMINISTRATIVE	-----			
32,522.79	23.6 %	42,626.00	32.3 %	EXPENSE	415,712.96	30.3 %	383,634.00	32.3 %
-----				NET PROFIT OR LOSS	-----			
11,883.93	8.6 %	10,424.00	7.9 %		116,527.76	8.5 %	93,816.00	7.9 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

PERIOD SEP ENDING 09/02	BUDGET	VARIANCE			YEAR TO DATE 2002	BUDGET YR TO DATE	VARIANCE	
		AMOUNT	PERCENT				AMOUNT	PERCENT
REVENUES								
136699	132000	4699	3.6 %	SALES	1237862	1188000	49862	4.2 %
0	0	0	0.0 %	MISCELLANEOUS INCOME	1059	0	1059	999.9 %
0	0	0	0.0 %	CONSULTING & DESIGN	113197	0	113197	999.9 %
20	0	20	999.9 %	FINANCE CHARGES	5101	0	5101	999.9 %
1143	0	1143	999.9 %	INTEREST INCOME	3153	0	3153	999.9 %
196	0	196	999.9 %	DISCOUNTS TAKEN	10454	0	10454	999.9 %
-----	-----	-----	-----		-----	-----	-----	-----
138058	132000	6058	4.6 %	TOTAL REVENUES	1370825	1188000	182825	15.4 %
COST OF SALES								
92841	78500	14341	18.3 %	COST OF GOODS SOLD	833285	706500	126785	18.0 %
810	450	360	79.9 %	FREIGHT	5299	4050	1249	30.9 %
-----	-----	-----	-----		-----	-----	-----	-----
93651	78950	14701	18.6 %	TOTAL COST OF SALES	838585	710550	128035	18.0 %
-----	-----	-----	-----		-----	-----	-----	-----
44407	53050	(8643)	(16.3) %	GROSS PROFIT	532241	477450	54791	11.5 %
GENERAL & ADMINISTRATIVE EXPENSES								
458	0	458	999.9 %	PURCHASES - MISCELLANEOUS	5240	0	5240	999.9 %
0	0	0	0.0 %	INVENTORY ADJUSTMENTS	6621	0	6621	999.9 %
491	1800	(1309)	(72.8) %	SALES TAX	14222	16200	(1978)	(12.2) %
18064	22200	(4136)	(18.6) %	SALARIES	191092	199800	(8708)	(4.4) %
1861	5850	(3989)	(68.2) %	PAYROLL TAXES	47877	52650	(4773)	(9.1) %
189	0	189	999.9 %	401-K EMPLOYER EXPENSE	1529	0	1529	999.9 %
393	375	18	4.7 %	EMPLOYEE EXPENSES	3573	3375	198	5.9 %
0	375	(375)	(100.0) %	ENTERTAINMENT	6723	3375	3348	99.2 %
400	875	(475)	(54.2) %	TRAVEL	12806	7875	4931	62.6 %
0	0	0	0.0 %	DEPRECIATION EXPENSE	15552	0	15552	999.9 %
126	550	(424)	(77.1) %	OFFICE EXPENSE	3512	4950	(1438)	(29.1) %
211	375	(164)	(43.7) %	AUTO & TRUCK EXPENSE	3530	3375	155	4.6 %
427	0	427	999.9 %	MISCELLANEOUS EXPENSE	1929	0	1929	999.9 %
0	0	0	0.0 %	BANK CHARGES	410	0	410	999.9 %
309	0	309	999.9 %	DISCOUNTS GIVEN	7769	0	7769	999.9 %
1058	1000	58	5.8 %	ADVERTISING	9748	9000	748	8.3 %
292	170	122	71.7 %	PRINTING	2285	1530	755	49.4 %
25	220	(195)	(88.6) %	DUES & SUBSCRIPTIONS	2369	1980	389	19.7 %
244	260	(16)	(6.3) %	POSTAL EXPENSE	2229	2340	(111)	(4.7) %
375	295	80	27.3 %	TELEPHONE	2787	2655	132	5.0 %
4953	3550	1403	39.5 %	TAXES & LICENSES	34122	31950	2172	6.8 %
142	1000	(858)	(85.8) %	INSURANCE EXPENSE	7895	9000	(1105)	(12.3) %
0	681	(681)	(100.0) %	RENTAL EXPENSE	4128	6129	(2001)	(32.7) %

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PERIOD SEP ENDING 09/02	BUDGET	VARIANCE			YEAR TO DATE 2002	BUDGET YR TO DATE	VARIANCE	
		AMOUNT	PERCENT				AMOUNT	PERCENT
1009	1300	(291)	(22.4)%	LEGAL & PROFESSIONAL	11971	11700	271	2.3 %
1497	1750	(253)	(14.5)%	UTILITIES	15795	15750	45	0.3 %
-----				TOTAL GENERAL & ADMINISTRATIVE	-----			
32523	42626	(10103)	(23.7)%	EXPENSE	415713	383634	32079	8.4 %
-----					-----			
11884	10424	1460	14.0 %	NET PROFIT OR LOSS	116528	93816	22712	24.2 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

PERIOD SEP ENDING 09/02	PERIOD SEP ENDING 09/01		YEAR TO DATE 2002	YEAR TO DATE 2001
=====				
REVENUES				
136,699.11	129,682.05	SALES	1,237,862.04	1,147,050.41
0.00	133.06	MISCELLANEOUS INCOME	1,059.17	1,184.36
0.00	11,036.22	CONSULTING & DESIGN	113,197.02	103,145.42
20.00	592.56	FINANCE CHARGES	5,100.52	5,030.52
1,142.77	232.77	INTEREST INCOME	3,152.98	3,860.70
195.63	968.68	DISCOUNTS TAKEN	10,453.54	8,798.59
-----				
138,057.51	142,645.34	TOTAL REVENUES	1,370,825.27	1,269,070.00
REVENUES				
COST OF SALES				
92,841.09	87,389.00	COST OF GOODS SOLD	833,285.09	776,334.00
809.70	394.27	FREIGHT	5,299.46	3,675.16
-----				
93,650.79	87,783.27	TOTAL COST OF SALES	838,584.55	780,009.16
-----				
44,406.72	54,862.07	GROSS PROFIT	532,240.72	489,060.84
-----				
GENERAL & ADMINISTRATIVE EXPENSES				
457.98	781.01	PURCHASES - MISCELLANEOUS	5,239.86	5,196.12
0.00	732.43	INVENTORY ADJUSTMENTS	6,620.84	6,405.40
490.57	1,594.93	SALES TAX	14,221.65	13,683.27
18,063.88	21,611.77	SALARIES	191,091.65	183,684.73
1,860.87	6,112.70	PAYROLL TAXES	47,877.32	54,594.37
189.48	0.00	401-K EMPLOYER EXPENSE	1,528.94	0.00
392.50	362.54	EMPLOYEE EXPENSES	3,573.41	3,075.92
0.00	328.00	ENTERTAINMENT	6,722.88	6,561.01
400.41	831.31	TRAVEL	12,805.79	14,682.94
0.00	1,837.35	DEPRECIATION EXPENSE	15,551.84	16,871.71
125.77	450.97	OFFICE EXPENSE	3,511.88	4,023.66
211.23	1,028.92	AUTO & TRUCK EXPENSE	3,530.18	2,411.26
426.81	217.82	MISCELLANEOUS EXPENSE	1,929.08	1,464.97
0.00	27.36	BANK CHARGES	409.53	376.96
308.55	774.31	DISCOUNTS GIVEN	7,768.78	6,772.02
1,057.69	1,116.70	ADVERTISING	9,747.82	8,839.82
291.85	179.97	PRINTING	2,284.98	2,995.13
25.00	202.79	DUES & SUBSCRIPTIONS	2,369.12	2,014.66
243.54	190.44	POSTAL EXPENSE	2,229.02	1,979.06
375.42	296.37	TELEPHONE	2,786.91	2,479.82
4,953.23	3,484.90	TAXES & LICENSES	34,121.94	26,717.91
141.67	968.32	INSURANCE EXPENSE	7,895.29	7,419.96
0.00	516.00	RENTAL EXPENSE	4,128.00	4,644.00

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PERIOD SEP ENDING 09/02	PERIOD SEP ENDING 09/01		YEAR TO DATE 2002	YEAR TO DATE 2001
1,009.35	1,342.35	LEGAL & PROFESSIONAL	11,970.79	11,824.48
1,496.99	1,290.08	UTILITIES	15,795.46	14,929.98
-----	-----		-----	-----
32,522.79	46,279.34	TOTAL GENERAL & ADMINISTRATIVE EXPENSE	415,712.96	403,649.16
-----	-----		-----	-----
11,883.93	8,582.73	NET PROFIT OR LOSS	116,527.76	85,411.68

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	YR TO DATE ENDING 09/02	PERCENT	YR TO DATE ENDING 09/01	PERCENT	VARIANCE	
					AMOUNT	PERCENT
REVENUES						
SALES	1,237,862.04	90.3 %	1,147,050.41	90.4 %	90,811.63	7.9 %
MISCELLANEOUS INCOME	1,059.17	0.1 %	1,184.36	0.1 %	(125.19)	(10.6)%
CONSULTING & DESIGN	113,197.02	8.3 %	103,145.42	8.1 %	10,051.60	9.8 %
FINANCE CHARGES	5,100.52	0.4 %	5,030.52	0.4 %	70.00	1.4 %
INTEREST INCOME	3,152.98	0.2 %	3,860.70	0.3 %	(707.72)	(18.3)%
DISCOUNTS TAKEN	10,453.54	0.8 %	8,798.59	0.7 %	1,654.95	18.8 %
TOTAL REVENUES	1,370,825.27	100.0 %	1,269,070.00	100.0 %	101,755.27	8.0 %
COST OF SALES						
COST OF GOODS SOLD	833,285.09	60.8 %	776,334.00	61.2 %	56,951.09	7.3 %
FREIGHT	5,299.46	0.4 %	3,675.16	0.3 %	1,624.30	44.2 %
TOTAL COST OF SALES	838,584.55	61.2 %	780,009.16	61.5 %	58,575.39	7.5 %
GROSS PROFIT	532,240.72	38.8 %	489,060.84	38.5 %	43,179.88	8.8 %
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	5,239.86	0.4 %	5,196.12	0.4 %	43.74	0.8 %
INVENTORY ADJUSTMENTS	6,620.84	0.5 %	6,405.40	0.5 %	215.44	3.4 %
SALES TAX	14,221.65	1.0 %	13,683.27	1.1 %	538.38	3.9 %
SALARIES	191,091.65	13.9 %	183,684.73	14.5 %	7,406.92	4.0 %
PAYROLL TAXES	47,877.32	3.5 %	54,594.37	4.3 %	(6,717.05)	(12.3)%
401-K EMPLOYER EXPENSE	1,528.94	0.1 %	0.00	0.0 %	1,528.94	999.9 %
EMPLOYEE EXPENSES	3,573.41	0.3 %	3,075.92	0.2 %	497.49	16.2 %
ENTERTAINMENT	6,722.88	0.5 %	6,561.01	0.5 %	161.87	2.5 %
TRAVEL	12,805.79	0.9 %	14,682.94	1.2 %	(1,877.15)	(12.8)%
DEPRECIATION EXPENSE	15,551.84	1.1 %	16,871.71	1.3 %	(1,319.87)	(7.8)%
OFFICE EXPENSE	3,511.88	0.3 %	4,023.66	0.3 %	(511.78)	(12.7)%
AUTO & TRUCK EXPENSE	3,530.18	0.3 %	2,411.26	0.2 %	1,118.92	46.4 %
MISCELLANEOUS EXPENSE	1,929.08	0.1 %	1,464.97	0.1 %	464.11	31.7 %
BANK CHARGES	409.53	0.0 %	376.96	0.0 %	32.57	8.6 %
DISCOUNTS GIVEN	7,768.78	0.6 %	6,772.02	0.5 %	996.76	14.7 %
ADVERTISING	9,747.82	0.7 %	8,839.82	0.7 %	908.00	10.3 %
PRINTING	2,284.98	0.2 %	2,995.13	0.2 %	(710.15)	(23.7)%
DUES & SUBSCRIPTIONS	2,369.12	0.2 %	2,014.66	0.2 %	354.46	17.6 %
POSTAL EXPENSE	2,229.02	0.2 %	1,979.06	0.2 %	249.96	12.6 %
TELEPHONE	2,786.91	0.2 %	2,479.82	0.2 %	307.09	12.4 %
TAXES & LICENSES	34,121.94	2.5 %	26,717.91	2.1 %	7,404.03	27.7 %
INSURANCE EXPENSE	7,895.29	0.6 %	7,419.96	0.6 %	475.33	6.4 %



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AS OF 09/30/02

	YR TO DATE ENDING 09/02	PERCENT	YR TO DATE ENDING 09/01	PERCENT	VARIANCE	
					AMOUNT	PERCENT
RENTAL EXPENSE	4,128.00	0.3 %	4,644.00	0.4 %	(516.00)	(11.1)%
LEGAL & PROFESSIONAL	11,970.79	0.9 %	11,824.48	0.9 %	146.31	1.2 %
UTILITIES	15,795.46	1.2 %	14,929.98	1.2 %	865.48	5.8 %
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	415,712.96	30.3 %	403,649.16	31.8 %	12,063.80	3.0 %
NET PROFIT OR LOSS	116,527.76	8.5 %	85,411.68	6.7 %	31,116.08	36.4 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	YR TO DATE ENDING 09/02	PERCENT	BUDGET YR TO DATE	PERCENT	VARIANCE AMOUNT	PERCENT
REVENUES						
SALES	1,237,862.04	90.3 %	1,188,000.00	100.0 %	49,862.04	4.2 %
MISCELLANEOUS INCOME	1,059.17	0.1 %	0.00	0.0 %	1,059.17	999.9 %
CONSULTING & DESIGN	113,197.02	8.3 %	0.00	0.0 %	113,197.02	999.9 %
FINANCE CHARGES	5,100.52	0.4 %	0.00	0.0 %	5,100.52	999.9 %
INTEREST INCOME	3,152.98	0.2 %	0.00	0.0 %	3,152.98	999.9 %
DISCOUNTS TAKEN	10,453.54	0.8 %	0.00	0.0 %	10,453.54	999.9 %
TOTAL REVENUES	1,370,825.27	100.0 %	1,188,000.00	100.0 %	182,825.27	15.4 %
COST OF SALES						
COST OF GOODS SOLD	833,285.09	60.8 %	706,500.00	59.5 %	126,785.09	18.0 %
FREIGHT	5,299.46	0.4 %	4,050.00	0.3 %	1,249.46	30.9 %
TOTAL COST OF SALES	838,584.55	61.2 %	710,550.00	59.8 %	128,034.55	18.0 %
GROSS PROFIT	532,240.72	38.8 %	477,450.00	40.2 %	54,790.72	11.5 %
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	5,239.86	0.4 %	0.00	0.0 %	5,239.86	999.9 %
INVENTORY ADJUSTMENTS	6,620.84	0.5 %	0.00	0.0 %	6,620.84	999.9 %
SALES TAX	14,221.65	1.0 %	16,200.00	1.4 %	(1,978.35)	(12.2) %
SALARIES	191,091.65	13.9 %	199,800.00	16.8 %	(8,708.35)	(4.4) %
PAYROLL TAXES	47,877.32	3.5 %	52,650.00	4.4 %	(4,772.68)	(9.1) %
401-K EMPLOYER EXPENSE	1,528.94	0.1 %	0.00	0.0 %	1,528.94	999.9 %
EMPLOYEE EXPENSES	3,573.41	0.3 %	3,375.00	0.3 %	198.41	5.9 %
ENTERTAINMENT	6,722.88	0.5 %	3,375.00	0.3 %	3,347.88	99.2 %
TRAVEL	12,805.79	0.9 %	7,875.00	0.7 %	4,930.79	62.6 %
DEPRECIATION EXPENSE	15,551.84	1.1 %	0.00	0.0 %	15,551.84	999.9 %
OFFICE EXPENSE	3,511.88	0.3 %	4,950.00	0.4 %	(1,438.12)	(29.1) %
AUTO & TRUCK EXPENSE	3,530.18	0.3 %	3,375.00	0.3 %	155.18	4.6 %
MISCELLANEOUS EXPENSE	1,929.08	0.1 %	0.00	0.0 %	1,929.08	999.9 %
BANK CHARGES	409.53	0.0 %	0.00	0.0 %	409.53	999.9 %
DISCOUNTS GIVEN	7,768.78	0.6 %	0.00	0.0 %	7,768.78	999.9 %
ADVERTISING	9,747.82	0.7 %	9,000.00	0.8 %	747.82	8.3 %
PRINTING	2,284.98	0.2 %	1,530.00	0.1 %	754.98	49.4 %
DUES & SUBSCRIPTIONS	2,369.12	0.2 %	1,980.00	0.2 %	389.12	19.7 %
POSTAL EXPENSE	2,229.02	0.2 %	2,340.00	0.2 %	(110.98)	(4.7) %
TELEPHONE	2,786.91	0.2 %	2,655.00	0.2 %	131.91	5.0 %
TAXES & LICENSES	34,121.94	2.5 %	31,950.00	2.7 %	2,171.94	6.8 %
INSURANCE EXPENSE	7,895.29	0.6 %	9,000.00	0.8 %	(1,104.71)	(12.3) %
RENTAL EXPENSE	4,128.00	0.3 %	6,129.00	0.5 %	(2,001.00)	(32.7) %

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	AS OF 09/30/02		BUDGET		VARIANCE	
	YR TO DATE ENDING 09/02	PERCENT	YR TO DATE	PERCENT	AMOUNT	PERCENT
LEGAL & PROFESSIONAL UTILITIES	11,970.79	0.9 %	11,700.00	1.0 %	270.79	2.3 %
	15,795.46	1.2 %	15,750.00	1.3 %	45.46	0.3 %
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	415,712.96	30.3 %	383,634.00	32.3 %	32,078.96	8.4 %
NET PROFIT OR LOSS	116,527.76	8.5 %	93,816.00	7.9 %	22,711.76	24.2 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

PERIOD SEP ENDING 09/02	PERCENT		YEAR TO DATE 2002	PERCENT
=====				
REVENUES				
136,699.11	99.0 %	SALES	1,237,862.04	90.3 %
0.00	0.0 %	MISCELLANEOUS INCOME	1,059.17	0.1 %
0.00	0.0 %	CONSULTING & DESIGN	113,197.02	8.3 %
20.00	0.0 %	FINANCE CHARGES	5,100.52	0.4 %
1,142.77	0.8 %	INTEREST INCOME	3,152.98	0.2 %
195.63	0.1 %	DISCOUNTS TAKEN	10,453.54	0.8 %
-----				
138,057.51	100.0 %	TOTAL REVENUES	1,370,825.27	100.0 %
COST OF SALES				
92,841.09	67.3 %	COST OF GOODS SOLD	833,285.09	60.8 %
809.70	0.6 %	FREIGHT	5,299.46	0.4 %
-----				
93,650.79	67.8 %	TOTAL COST OF SALES	838,584.55	61.2 %
-----				
44,406.72	32.2 %	GROSS PROFIT	532,240.72	38.8 %
GENERAL & ADMINISTRATIVE EXPENSES				
457.98	0.3 %	PURCHASES - MISCELLANEOUS	5,239.86	0.4 %
0.00	0.0 %	INVENTORY ADJUSTMENTS	6,620.84	0.5 %
490.57	0.4 %	SALES TAX	14,221.65	1.0 %
18,063.88	13.1 %	SALARIES	191,091.65	13.9 %
1,860.87	1.4 %	PAYROLL TAXES	47,877.32	3.5 %
189.48	0.1 %	401-K EMPLOYER EXPENSE	1,528.94	0.1 %
392.50	0.3 %	EMPLOYEE EXPENSES	3,573.41	0.3 %
0.00	0.0 %	ENTERTAINMENT	6,722.88	0.5 %
400.41	0.3 %	TRAVEL	12,805.79	0.9 %
0.00	0.0 %	DEPRECIATION EXPENSE	15,551.84	1.1 %
125.77	0.1 %	OFFICE EXPENSE	3,511.88	0.3 %
211.23	0.2 %	AUTO & TRUCK EXPENSE	3,530.18	0.3 %
426.81	0.3 %	MISCELLANEOUS EXPENSE	1,929.08	0.1 %
0.00	0.0 %	BANK CHARGES	409.53	0.0 %
308.55	0.2 %	DISCOUNTS GIVEN	7,768.78	0.6 %
1,057.69	0.8 %	ADVERTISING	9,747.82	0.7 %
291.85	0.2 %	PRINTING	2,284.98	0.2 %
25.00	0.0 %	DUES & SUBSCRIPTIONS	2,369.12	0.2 %
243.54	0.2 %	POSTAL EXPENSE	2,229.02	0.2 %
375.42	0.3 %	TELEPHONE	2,786.91	0.2 %
4,953.23	3.6 %	TAXES & LICENSES	34,121.94	2.5 %
141.67	0.1 %	INSURANCE EXPENSE	7,895.29	0.6 %
0.00	0.0 %	RENTAL EXPENSE	4,128.00	0.3 %

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AS OF 09/30/02

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PERIOD SEP ENDING 09/02	PERCENT		YEAR TO DATE 2002	PERCENT
1,009.35	0.7 %	LEGAL & PROFESSIONAL	11,970.79	0.9 %
1,496.99	1.1 %	UTILITIES	15,795.46	1.2 %
-----	-----		-----	-----
32,522.79	23.6 %	TOTAL GENERAL & ADMINISTRATIVE EXPENSE	415,712.96	30.3 %
-----	-----		-----	-----
11,883.93	8.6 %	NET PROFIT OR LOSS	116,527.76	8.5 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

10/01 OCT 11/01 NOV 12/01 DEC 01/02 JAN 02/02 FEB 03/02 MAR 04/02 APR 05/02 MAY 06/02 JUN 07/02 JUL 08/02 AUG 09/02 SEP  
=====

REVENUES

SALES												
132062	132158	133758	124677	131773	121026	132918	146108	151864	135678	157120	136699	
MISCELLANEOUS INCOME												
181	118	127	136	145	128	64	146	153	138	150	0	
CONSULTING & DESIGN												
6403	21313	17176	13840	14016	13495	22561	16585	17776	14787	136	0	
FINANCE CHARGES												
570	575	602	598	617	582	610	651	658	678	686	20	
INTEREST INCOME												
275	248	198	256	255	250	242	250	256	249	252	1143	
DISCOUNTS TAKEN												
1168	917	922	1001	1046	1011	2087	1048	1139	1001	1925	196	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL REVENUES												
140659	155329	152782	140507	147853	136492	158481	164787	171846	152532	160269	138058	

COST OF SALES

COST OF GOODS SOLD												
90195	89683	90767	84753	89247	82416	90369	99154	103299	91720	99486	92841	
FREIGHT												
407	478	557	512	483	571	586	478	506	499	855	810	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL COST OF SALES												
90602	90161	91324	85265	89730	82987	90955	99632	103805	92219	100341	93651	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
GROSS PROFIT												
50057	65168	61458	55242	58123	53506	67526	65155	68041	60312	59929	44407	

GENERAL & ADMINISTRATIVE EXPENSES

PURCHASES - MISCELLANEOUS												
598	539	643	635	528	720	944	494	540	381	541	458	
INVENTORY ADJUSTMENTS												
942	657	667	657	688	611	1547	789	845	723	763	0	
SALES TAX												
1778	1458	1595	1727	1450	1331	1370	1848	1843	1926	2237	491	
SALARIES												
21081	27096	21204	19337	22543	20354	25165	21089	20936	20708	22896	18064	
PAYROLL TAXES												
6066	6201	6149	5976	6388	6099	5849	6363	6406	6204	2731	1861	

General Ledger —7.40

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AS OF 09/30/02

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	10/01 OCT	11/01 NOV	12/01 DEC	01/02 JAN	02/02 FEB	03/02 MAR	04/02 APR	05/02 MAY	06/02 JUN	07/02 JUL	08/02 AUG	09/02 SEP
401-K EMPLOYER EXPENSE	0	0	0	901	35	35	35	35	35	35	229	189
EMPLOYEE EXPENSES	447	334	308	479	336	288	560	428	481	243	366	393
ENTERTAINMENT	1374	387	344	380	217	240	1990	1771	813	207	1106	0
TRAVEL	785	777	902	1204	845	950	3539	824	3134	798	1111	400
DEPRECIATION EXPENSE	2111	1647	1740	1943	1978	1521	1968	1859	2089	1772	2422	0
OFFICE EXPENSE	593	570	2233	483	422	531	367	513	430	300	341	126
AUTO & TRUCK EXPENSE	979	149	167	1293	463	162	427	122	168	192	491	211
MISCELLANEOUS EXPENSE	61	155	149	220	395	117	91	229	63	128	261	427
BANK CHARGES	52	60	45	44	43	47	55	60	60	42	59	0
DISCOUNTS GIVEN	996	695	705	694	728	646	1635	834	893	764	1267	309
ADVERTISING	1429	659	835	746	749	855	1720	917	880	961	1862	1058
PRINTING	178	431	184	150	229	428	153	189	243	265	335	292
DUES & SUBSCRIPTIONS	132	334	334	334	95	429	429	216	216	216	409	25
POSTAL EXPENSE	202	154	266	195	246	181	364	233	256	221	289	244
TELEPHONE	247	340	210	292	300	271	252	297	331	342	328	375
TAXES & LICENSES	3485	3485	3485	3485	3485	3485	3485	3698	3753	3753	4026	4953
INSURANCE EXPENSE	968	968	968	968	968	968	968	943	1042	1042	854	142
RENTAL EXPENSE	516	516	516	516	516	516	516	516	516	516	516	0
LEGAL & PROFESSIONAL	1288	1556	867	1385	1507	910	1636	1541	1391	1097	1495	1009
UTILITIES	1617	2001	1379	1498	1687	2000	1622	1829	1948	1806	1908	1497
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	47923	51162	45896	45542	46840	43692	56687	47635	49312	44640	48842	32523
NET PROFIT OR LOSS	2134	14006	15563	9700	11283	9813	10840	17520	18729	15672	11087	11884

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	QUARTER ENDING 09/02	PERCENT	QUARTER ENDING 09/01	PERCENT	VARIANCE AMOUNT	PERCENT
REVENUES						
SALES	429,496.85	95.3 %	388,074.88	90.8 %	41,421.97	10.7 %
MISCELLANEOUS INCOME	288.01	0.1 %	403.08	0.1 %	(115.07)	(28.6)%
CONSULTING & DESIGN	14,923.58	3.3 %	33,762.64	7.9 %	(18,839.06)	(55.8)%
FINANCE CHARGES	1,384.87	0.3 %	1,736.11	0.4 %	(351.24)	(20.2)%
INTEREST INCOME	1,643.60	0.4 %	733.67	0.2 %	909.93	124.0 %
DISCOUNTS TAKEN	3,121.77	0.7 %	2,709.54	0.6 %	412.23	15.2 %
TOTAL REVENUES	450,858.68	100.0 %	427,419.92	100.0 %	23,438.76	5.5 %
COST OF SALES						
COST OF GOODS SOLD	284,047.09	63.0 %	262,165.00	61.3 %	21,882.09	8.4 %
FREIGHT	2,163.55	0.5 %	1,220.71	0.3 %	942.84	77.2 %
TOTAL COST OF SALES	286,210.64	63.5 %	263,385.71	61.6 %	22,824.93	8.7 %
GROSS PROFIT	164,648.04	36.5 %	164,034.21	38.4 %	613.83	0.4 %
GENERAL & ADMINISTRATIVE EXPENSES						
PURCHASES - MISCELLANEOUS	1,379.38	0.3 %	1,732.09	0.4 %	(352.71)	(20.4)%
INVENTORY ADJUSTMENTS	1,485.36	0.3 %	2,187.53	0.5 %	(702.17)	(32.1)%
SALES TAX	4,653.41	1.0 %	5,030.53	1.2 %	(377.12)	(7.5)%
SALARIES	61,667.91	13.7 %	61,709.56	14.4 %	(41.65)	(0.1)%
PAYROLL TAXES	10,795.71	2.4 %	18,536.88	4.3 %	(7,741.17)	(41.8)%
401-K EMPLOYER EXPENSE	453.07	0.1 %	0.00	0.0 %	453.07	999.9 %
EMPLOYEE EXPENSES	1,002.30	0.2 %	946.06	0.2 %	56.24	5.9 %
ENTERTAINMENT	1,312.33	0.3 %	824.61	0.2 %	487.72	59.2 %
TRAVEL	2,309.51	0.5 %	2,460.94	0.6 %	(151.43)	(6.2)%
DEPRECIATION EXPENSE	4,193.59	0.9 %	5,599.01	1.3 %	(1,405.42)	(25.1)%
OFFICE EXPENSE	766.44	0.2 %	1,242.68	0.3 %	(476.24)	(38.3)%
AUTO & TRUCK EXPENSE	894.51	0.2 %	1,234.11	0.3 %	(339.60)	(27.5)%
MISCELLANEOUS EXPENSE	816.56	0.2 %	624.84	0.2 %	191.72	30.7 %
BANK CHARGES	100.72	0.0 %	118.86	0.0 %	(18.14)	(15.3)%
DISCOUNTS GIVEN	2,339.36	0.5 %	2,312.72	0.5 %	26.64	1.2 %
ADVERTISING	3,881.18	0.9 %	3,389.24	0.8 %	491.94	14.5 %
PRINTING	891.85	0.2 %	645.43	0.2 %	246.42	38.2 %
DUES & SUBSCRIPTIONS	649.73	0.1 %	608.38	0.1 %	41.35	6.8 %
POSTAL EXPENSE	753.12	0.2 %	677.64	0.2 %	75.48	11.1 %
TELEPHONE	1,044.81	0.2 %	1,031.13	0.2 %	13.68	1.3 %
TAXES & LICENSES	12,732.16	2.8 %	10,454.66	2.5 %	2,277.50	21.8 %
INSURANCE EXPENSE	2,036.94	0.5 %	2,904.96	0.7 %	(868.02)	(29.9)%
RENTAL EXPENSE	1,032.00	0.2 %	1,548.00	0.4 %	(516.00)	(33.3)%



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	AS OF 09/30/02				VARIANCE	
	QUARTER ENDING 09/02	PERCENT	QUARTER ENDING 09/01	PERCENT	AMOUNT	PERCENT
LEGAL & PROFESSIONAL UTILITIES	3,601.56	0.8 %	3,711.88	0.9 %	(110.32)	(3.0)%
	5,210.87	1.2 %	4,821.65	1.1 %	389.22	8.1 %
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	126,004.38	28.0 %	134,353.39	31.4 %	(8,349.01)	(6.2)%
NET PROFIT OR LOSS	38,643.66	8.6 %	29,680.82	6.9 %	8,962.84	30.2 %

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STATEMENT OF  
REVENUES & EXPENDITURES  
ALL PROFIT & LOSS ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	04/02 APR	PERCENT	05/02 MAY	PERCENT	06/02 JUN	PERCENT	07/02 JUL	PERCENT	08/02 AUG	PERCENT	09/02 SEP	PERCENT
REVENUES												
SALES	132918	83.9 %	146108	88.7 %	151864	88.4 %	135678	89.0 %	157120	98.0 %	136699	99.0 %
MISCELLANEOUS INC	64	0.0 %	146	0.1 %	153	0.1 %	138	0.1 %	150	0.1 %	0	0.0 %
CONSULTING & DESI	22561	14.2 %	16585	10.1 %	17776	10.3 %	14787	9.7 %	136	0.1 %	0	0.0 %
FINANCE CHARGES	610	0.4 %	651	0.4 %	658	0.4 %	678	0.4 %	686	0.4 %	20	0.0 %
INTEREST INCOME	242	0.2 %	250	0.2 %	256	0.2 %	249	0.2 %	252	0.2 %	1143	0.8 %
DISCOUNTS TAKEN	2087	1.3 %	1048	0.6 %	1139	0.7 %	1001	0.7 %	1925	1.2 %	196	0.1 %
TOTAL REVENUES	158481	100.0 %	164787	100.0 %	171846	100.0 %	152532	100.0 %	160269	100.0 %	138058	100.0 %
COST OF SALES												
COST OF GOODS SOL	90369	57.0 %	99154	60.2 %	103299	60.1 %	91720	60.1 %	99486	62.1 %	92841	67.3 %
FREIGHT	586	0.4 %	478	0.3 %	506	0.3 %	499	0.3 %	855	0.5 %	810	0.6 %
TOTAL COST OF SAL	90955	57.4 %	99632	60.5 %	103805	60.4 %	92219	60.5 %	100341	62.6 %	93651	67.8 %
GROSS PROFIT	67526	42.6 %	65155	39.5 %	68041	39.6 %	60312	39.5 %	59929	37.4 %	44407	32.2 %
GENERAL & ADMINISTRATIVE EXPENSES												
PURCHASES - MISCE	944	0.6 %	494	0.3 %	540	0.3 %	381	0.3 %	541	0.3 %	458	0.3 %
INVENTORY ADJUSTM	1547	1.0 %	789	0.5 %	845	0.5 %	723	0.5 %	763	0.5 %	0	0.0 %
SALES TAX	1370	0.9 %	1848	1.1 %	1843	1.1 %	1926	1.3 %	2237	1.4 %	491	0.4 %
SALARIES	25165	15.9 %	21089	12.8 %	20936	12.2 %	20708	13.6 %	22896	14.3 %	18064	13.1 %
PAYROLL TAXES	5849	3.7 %	6363	3.9 %	6406	3.7 %	6204	4.1 %	2731	1.7 %	1861	1.4 %
401-K EMPLOYER EX	35	0.0 %	35	0.0 %	35	0.0 %	35	0.0 %	229	0.1 %	189	0.1 %
EMPLOYEE EXPENSES	560	0.4 %	428	0.3 %	481	0.3 %	243	0.2 %	366	0.2 %	393	0.3 %
ENTERTAINMENT	1990	1.3 %	1771	1.1 %	813	0.5 %	207	0.1 %	1106	0.7 %	0	0.0 %
TRAVEL	3539	2.2 %	824	0.5 %	3134	1.8 %	798	0.5 %	1111	0.7 %	400	0.3 %
DEPRECIATION EXPE	1968	1.2 %	1859	1.1 %	2089	1.2 %	1772	1.2 %	2422	1.5 %	0	0.0 %
OFFICE EXPENSE	367	0.2 %	513	0.3 %	430	0.3 %	300	0.2 %	341	0.2 %	126	0.1 %
AUTO & TRUCK EXPE	427	0.3 %	122	0.1 %	168	0.1 %	192	0.1 %	491	0.3 %	211	0.2 %
MISCELLANEOUS EXP	91	0.1 %	229	0.1 %	63	0.0 %	128	0.1 %	261	0.2 %	427	0.3 %
BANK CHARGES	55	0.0 %	60	0.0 %	60	0.0 %	42	0.0 %	59	0.0 %	0	0.0 %
DISCOUNTS GIVEN	1635	1.0 %	834	0.5 %	893	0.5 %	764	0.5 %	1267	0.8 %	309	0.2 %
ADVERTISING	1720	1.1 %	917	0.6 %	880	0.5 %	961	0.6 %	1862	1.2 %	1058	0.8 %
PRINTING	153	0.1 %	189	0.1 %	243	0.1 %	265	0.2 %	335	0.2 %	292	0.2 %
DUES & SUBSCRIPTI	429	0.3 %	216	0.1 %	216	0.1 %	216	0.1 %	409	0.3 %	25	0.0 %
POSTAL EXPENSE	364	0.2 %	233	0.1 %	256	0.2 %	221	0.1 %	289	0.2 %	244	0.2 %
TELEPHONE	252	0.2 %	297	0.2 %	331	0.2 %	342	0.2 %	328	0.2 %	375	0.3 %
TAXES & LICENSES	3485	2.2 %	3698	2.2 %	3753	2.2 %	3753	2.5 %	4026	2.5 %	4953	3.6 %
INSURANCE EXPENSE	968	0.6 %	943	0.6 %	1042	0.6 %	1042	0.7 %	854	0.5 %	142	0.1 %
RENTAL EXPENSE	516	0.3 %	516	0.3 %	516	0.3 %	516	0.3 %	516	0.3 %	0	0.0 %

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	04/02 APR	PERCENT	05/02 MAY	PERCENT	06/02 JUN	PERCENT	07/02 JUL	PERCENT	08/02 AUG	PERCENT	09/02 SEP	PERCENT
LEGAL & PROFESSIO	1636	1.0 %	1541	0.9 %	1391	0.8 %	1097	0.7 %	1495	0.9 %	1009	0.7 %
UTILITIES	1622	1.0 %	1829	1.1 %	1948	1.1 %	1806	1.2 %	1908	1.2 %	1497	1.1 %
TOTAL GENERAL & A EXPENSE	56687	35.8 %	47635	28.9 %	49312	28.7 %	44640	29.3 %	48842	30.5 %	32523	23.6 %
NET PROFIT OR LOS	10840	6.8 %	17520	10.6 %	18729	10.9 %	15672	10.3 %	11087	6.9 %	11884	8.6 %

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STATEMENT OF  
FINANCIAL POSITION  
ALL BALANCE SHEET ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

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ASSETS

CURRENT ASSETS:

CASH	264,454.70
PETTY CASH	256.83
ACCOUNTS RECEIVABLE	162,184.22
INVENTORY	160,208.61
NONSTOCKED INVENTORY	5,087.29
IN TRANSIT INVENTORY	4,269.05
PREPAID TAXES & INSURANCE	2,181.38
DEPOSITS	911.91
EMPLOYEE ADVANCES	440.00
	-----
TOTAL CURRENT ASSETS	599,993.99

FIXED ASSETS:

EQUIPMENT OWNED	39,651.54
PROPERTY OWNED	159,500.07
GOODWILL	32,000.00
	-----
TOTAL FIXED ASSETS	231,151.61
	-----
TOTAL ASSETS	831,145.60

LIABILITIES & EQUITY

CURRENT LIABILITIES:

ACCOUNTS PAYABLE	44,696.38
SALES TAX PAYABLE	1,898.40
401-K PAYABLE	2,964.35
CHRISTMAS FUND	2,720.50
CREDIT UNION	14,693.82
FEDERAL TAXES PAYABLE	38,214.92
STATE TAXES PAYABLE	7,313.56
TAXES PAYABLE	4,635.08
OVERHEAD ACCRUED	26,549.88
PACKAGING ACCRUED	28,182.46
LABOR ACCRUED	53,215.53
PURCHASES-INVENTORY	9,009.20
	-----
TOTAL CURRENT LIABILITIES	234,094.08

LONG TERM LIABILITIES:

04/22/02

AS OF 09/30/02

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TOTAL LONG TERM LIABILITIES -----
                                0.00

                                EQUITY

CAPITAL STOCK                   160,000.00
RETAINED EARNINGS                320,523.76
PROFIT OR LOSS THIS YEAR         116,527.76
-----
TOTAL EQUITY                      597,051.52
-----
TOTAL LIABILITIES & EQUITY       831,145.60
    
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04/22/02

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STATEMENT OF  
FINANCIAL POSITION  
ALL BALANCE SHEET ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

2002

2001

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## ASSETS

## CURRENT ASSETS:

CASH	264,454.70	241,412.51
PETTY CASH	256.83	146.54
ACCOUNTS RECEIVABLE	162,184.22	174,914.57
INVENTORY	160,208.61	182,848.45
NONSTOCKED INVENTORY	5,087.29	8,533.21
IN TRANSIT INVENTORY	4,269.05	3,960.98
PREPAID TAXES & INSURANCE	2,181.38	1,452.15
DEPOSITS	911.91	1,123.50
EMPLOYEE ADVANCES	440.00	0.00
	-----	-----
TOTAL CURRENT ASSETS	599,993.99	614,391.91

## FIXED ASSETS:

EQUIPMENT OWNED	39,651.54	87,309.07
PROPERTY OWNED	159,500.07	105,000.05
GOODWILL	32,000.00	20,000.00
	-----	-----
TOTAL FIXED ASSETS	231,151.61	212,309.12
	-----	-----
TOTAL ASSETS	831,145.60	826,701.03

## LIABILITIES &amp; EQUITY

## CURRENT LIABILITIES:

ACCOUNTS PAYABLE	44,696.38	222,836.39
SALES TAX PAYABLE	1,898.40	0.00
401-K PAYABLE	2,964.35	0.00
CHRISTMAS FUND	2,720.50	0.00
CREDIT UNION	14,693.82	16,879.11
FEDERAL TAXES PAYABLE	38,214.92	38,109.04
STATE TAXES PAYABLE	7,313.56	7,389.71
TAXES PAYABLE	4,635.08	5,246.68
OVERHEAD ACCRUED	26,549.88	20,437.33
PACKAGING ACCRUED	28,182.46	30,656.03
LABOR ACCRUED	53,215.53	40,874.71
PURCHASES-INVENTORY	9,009.20	0.00
	-----	-----
TOTAL CURRENT LIABILITIES	234,094.08	382,429.00

## LONG TERM LIABILITIES:

04/22/02

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AS OF 09/30/02

2002

2001

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=====
TOTAL LONG TERM LIABILITIES          -----
                                         0.00          0.00
EQUITY
CAPITAL STOCK                        160,000.00      160,000.00
RETAINED EARNINGS                    320,523.76      198,860.35
PROFIT OR LOSS THIS YEAR              116,527.76           0.00
TOTAL EQUITY                          -----
                                         597,051.52      358,860.35
TOTAL LIABILITIES & EQUITY           -----
                                         831,145.60      741,289.35
    
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04/22/02

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STATEMENT OF  
FINANCIAL POSITION  
ALL BALANCE SHEET ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

10/01 OCT 11/01 NOV 12/01 DEC 01/02 JAN 02/02 FEB 03/02 MAR 04/02 APR 05/02 MAY 06/02 JUN 07/02 JUL 08/02 AUG 09/02 SEP

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ASSETS

CURRENT ASSETS:

CASH	203042	189992	235415	153913	183101	216672	275399	283149	265275	293029	331166	264455
PETTY CASH												
ACCOUNTS RECEIVABLE	236	420	512	188	210	438	1860	462	177	138	257	257
INVENTORY	169633	169821	179365	176576	180769	179062	183789	190333	185930	179611	107587	162184
NONSTOCKED INVENTORY	183831	176292	180613	163541	172295	185171	161671	177393	194180	195553	200565	160209
IN TRANSIT INVENTORY	9463	10327	11377	954	1997	2981	3691	4735	5747	6751	6751	5087
PREPAID TAXES & INSURANCE	4254	4558	5241	2900	2927	3256	3621	3614	3532	3860	3548	4269
DEPOSITS	4707	3995	3388	2719	2153	1483	854	4179	3385	2731	2376	2181
EMPLOYEE ADVANCES	1124	1124	1124	1124	1124	1124	1124	912	912	912	912	912
	0	0	0	0	0	0	0	2800	2300	1800	950	440
TOTAL CURRENT ASSETS	576290	556528	617035	501914	544576	590187	632009	667577	661438	684384	654112	599994

FIXED ASSETS:

EQUIPMENT OWNED	85388	83466	81545	79624	77702	75781	73860	13686	43495	41573	39652	39652
PROPERTY OWNED	164500	164000	163500	163000	162500	162000	161500	161000	160500	160000	159500	159500
GOODWILL	20000	20000	20000	32000	32000	32000	32000	32000	32000	32000	32000	32000
TOTAL FIXED ASSETS	269888	267467	265045	274624	272202	269781	267360	206686	235995	233573	231152	231152
TOTAL ASSETS	846178	823995	882080	776538	816778	859968	899369	874263	897433	917958	885264	831146

LIABILITIES & EQUITY



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AS OF 09/30/02

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10/01 OCT 11/01 NOV 12/01 DEC 01/02 JAN 02/02 FEB 03/02 MAR 04/02 APR 05/02 MAY 06/02 JUN 07/02 JUL 08/02 AUG 09/02 SEP

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CURRENT LIABILITIES:

ACCOUNTS PAYABLE	213544	217199	228452	225760	234032	248094	284062	236350	212748	207148	145593	44696
SALES TAX PAYABLE	0	0	0	0	0	0	0	0	0	0	0	1898
INSURANCE PAYABLE	0	0	0	3396	0	0	0	0	3396	0	0	0
401-K PAYABLE	0	0	0	750	1490	2214	796	1403	2286	865	1805	2964
CHRISTMAS FUND	0	0	0	2641	3961	1320	2641	3961	1320	2641	2671	2721
CREDIT UNION	18858	20591	21630	1885	3637	5726	7828	9628	11747	13739	14269	14694
FEDERAL TAXES PAYABLE	45659	8128	16004	23949	31632	39305	4486	8846	17485	26161	32883	38215
STATE TAXES PAYABLE	9487	1601	3229	4975	6557	8137	10010	1634	3689	5387	6460	7314
TAXES PAYABLE	6736	1137	2293	3532	4656	5777	7107	1160	2619	3825	4282	4635
OVERHEAD ACCRUED	23442	25539	27666	2095	4290	6239	11173	13689	16386	18692	21321	26550
PACKAGING ACCRUED	35163	38309	41499	3142	6436	9358	16760	20534	24578	28037	28110	28182
LABOR ACCRUED	46884	51078	55333	4189	8581	12478	22347	27379	32771	37383	42699	53216
PURCHASES-INVENTORY	0	0	0	0	0	0	0	0	0	0	5	9009
TOTAL CURRENT LIABILITIES	399772	363583	396106	276314	305272	338649	367210	324584	329025	343877	300096	234094

LONG TERM LIABILITIES:

NOTES PAYABLE	0	0	10000	10000	10000	10000	10000	10000	10000	0	0	0
TOTAL LONG TERM LIABILITIES	0	0	10000	10000	10000	10000	10000	10000	10000	0	0	0

EQUITY

CAPITAL STOCK	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000	160000
RETAINED EARNINGS	198860	198860	198860	320524	320524	320524	320524	320524	320524	320524	320524	320524
PROFIT OR LOSS THIS YEAR	116528	0	0	0	0	0	0	0	0	0	0	0
TOTAL EQUITY	475388	358860	358860	480524	480524	480524	480524	480524	480524	480524	480524	480524

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AS OF 09/30/02

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	10/01	OCT	11/01	NOV	12/01	DEC	01/02	JAN	02/02	FEB	03/02	MAR	04/02	APR	05/02	MAY	06/02	JUN	07/02	JUL	08/02	AUG	09/02	SEP
TOTAL LIABILITIES & EQUITY	875160		722443		764966		766838		795796		829172		857734		815108		819549		824401		780620		714618	

04/22/02

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STATEMENT OF  
FINANCIAL POSITION  
ALL BALANCE SHEET ACCOUNTS  
COMPANY  
ALL ACCOUNTS CONSOLIDATED  
AS OF 09/30/02

	04/02 APR	05/02 MAY	06/02 JUN	07/02 JUL	08/02 AUG	09/02 SEP
=====						
ASSETS						
CURRENT ASSETS:						
CASH	275,398.92	283,149.27	265,274.59	293,029.17	331,165.98	264,454.70
PETTY CASH	1,859.79	461.80	176.50	137.83	256.83	256.83
ACCOUNTS RECEIVABLE	183,788.70	190,333.20	185,930.20	179,610.53	107,587.23	162,184.22
INVENTORY	161,670.77	177,392.52	194,180.48	195,552.88	200,565.17	160,208.61
NONSTOCKED INVENTORY	3,691.24	4,735.11	5,747.02	6,750.87	6,750.87	5,087.29
IN TRANSIT INVENTORY	3,621.40	3,614.23	3,532.43	3,859.52	3,547.52	4,269.05
PREPAID TAXES & INSURANCE	854.44	4,179.42	3,385.11	2,731.38	2,376.38	2,181.38
DEPOSITS	1,123.50	911.91	911.91	911.91	911.91	911.91
EMPLOYEE ADVANCES	0.00	2,800.00	2,300.00	1,800.00	950.00	440.00
	-----	-----	-----	-----	-----	-----
TOTAL CURRENT ASSETS	632,008.76	667,577.46	661,438.24	684,384.09	654,111.89	599,993.99
FIXED ASSETS:						
EQUIPMENT OWNED	73,859.74	13,685.54	43,494.64	41,573.34	39,651.54	39,651.54
PROPERTY OWNED	161,500.11	161,000.08	160,500.08	160,000.08	159,500.07	159,500.07
GOODWILL	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00	32,000.00
	-----	-----	-----	-----	-----	-----
TOTAL FIXED ASSETS	267,359.85	206,685.62	235,994.72	233,573.42	231,151.61	231,151.61
	-----	-----	-----	-----	-----	-----
TOTAL ASSETS	899,368.61	874,263.08	897,432.96	917,957.51	885,263.50	831,145.60
LIABILITIES & EQUITY						
CURRENT LIABILITIES:						
ACCOUNTS PAYABLE	284,061.58	236,350.17	212,747.87	207,147.95	145,592.75	44,696.38
SALES TAX PAYABLE	0.00	0.00	0.00	0.00	0.00	1,898.40
INSURANCE PAYABLE	0.00	0.00	3,396.12	0.00	0.00	0.00
401-K PAYABLE	796.32	1,402.96	2,286.21	865.23	1,804.65	2,964.35
CHRISTMAS FUND	2,640.50	3,960.75	1,320.25	2,640.50	2,670.50	2,720.50
CREDIT UNION	7,828.21	9,627.97	11,747.15	13,738.82	14,268.82	14,693.82
FEDERAL TAXES PAYABLE	4,486.42	8,845.70	17,485.11	26,160.81	32,883.00	38,214.92
STATE TAXES PAYABLE	10,009.82	1,634.20	3,688.65	5,387.09	6,460.00	7,313.56
TAXES PAYABLE	7,106.97	1,160.28	2,618.93	3,824.84	4,281.62	4,635.08
OVERHEAD ACCRUED	11,173.37	13,689.37	16,385.51	18,691.60	21,320.61	26,549.88
PACKAGING ACCRUED	16,760.00	20,534.04	24,578.30	28,037.38	28,109.92	28,182.46
LABOR ACCRUED	22,346.69	27,378.69	32,771.00	37,383.13	42,699.20	53,215.53
PURCHASES-INVENTORY	0.00	0.00	0.00	0.00	4.84	9,009.20
	-----	-----	-----	-----	-----	-----
TOTAL CURRENT LIABILITIES	367,209.88	324,584.13	329,025.10	343,877.35	300,095.91	234,094.08

04/22/02

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AS OF 09/30/02

	04/02 APR	05/02 MAY	06/02 JUN	07/02 JUL	08/02 AUG	09/02 SEP
=====						
LONG TERM LIABILITIES:						
NOTES PAYABLE	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00
TOTAL LONG TERM LIABILITIES	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00
EQUITY						
CAPITAL STOCK	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00
RETAINED EARNINGS	320,523.76	320,523.76	320,523.76	320,523.76	320,523.76	320,523.76
PROFIT OR LOSS THIS YEAR	116,527.76	0.00	0.00	0.00	0.00	0.00
TOTAL EQUITY	597,051.52	480,523.76	480,523.76	480,523.76	480,523.76	480,523.76
TOTAL LIABILITIES & EQUITY	974,261.40	815,107.89	819,548.86	824,401.11	780,619.67	714,617.84