

**MJA™ General Ledger
for the Rainbow™ 100
User's Guide**

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Introduction to MJA

PRODATA's Multi Journal Accounting System (MJA) provides the tools necessary to help businesses maintain control, improve profitability and to become more competitive by increasing the timeliness, accessibility and accuracy of business data. These tools are available as a complete, fully integrated computer software system consisting of five individual accounting packages.

PRODATA, Inc.

Multi Journal Accounting Software System

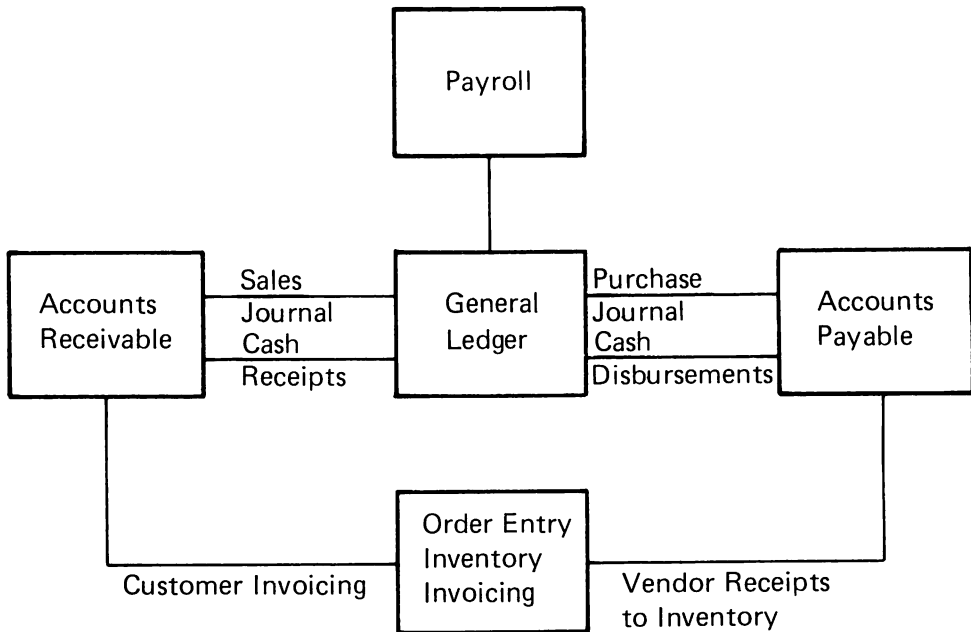


Figure I-1 MJA System Components

Each of these packages can operate as an independent subsidiary providing complete transactional summary reports for posting to a manual bookkeeping system. However, when they are implemented along with the General Ledger System, these transactional summaries are automatically posted; providing the capability to generate complete up to date financial statements as desired.

All programs feature menu-driven, screen oriented interaction with the user. System flow is designed to follow a logical sequence of accounting steps which helps to minimize operator training.

Figure I-2 below is an overview of the major system components and the various points of interaction between them.

PRODATA, Inc.

Multi Journal Accounting Software System

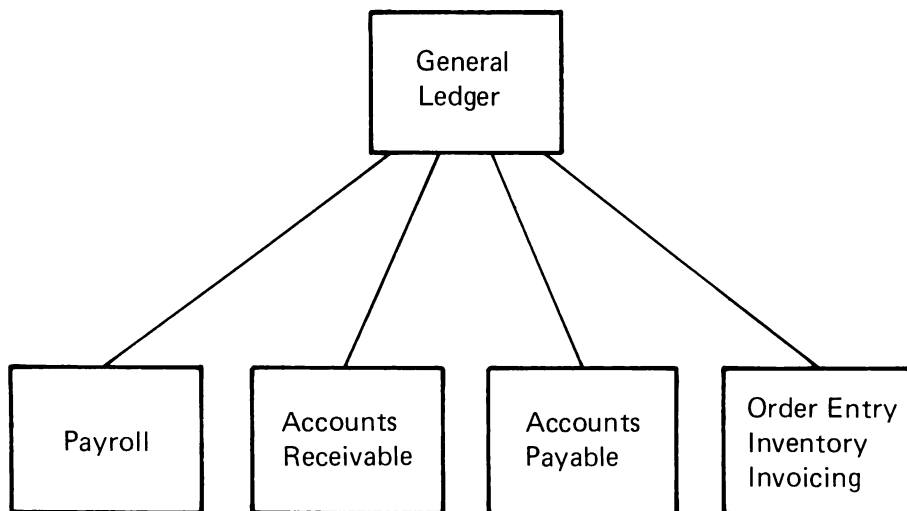


Figure I-2 MJA System Overview

Payroll posts to the General Ledger thru the Payroll journal, Accounts Receivable posts thru the Sales Journal and the Cash Receipts Journal, Accounts Payable posts thru the Purchase Journal and the Cash Disbursements Journal. Note, the inventory system does not directly interact with the G/L but rather thru the A/R Sales Journal and the A/P Purchase Journal.

All subsidiary systems are accessible from a central point called the START MENU.

Once a subsidiary system has been selected, the Main Menu for that subsidiary will be displayed. All the specialized procedures and reports are displayed for additional selection. Upon completion of any operation, control always returns to the Main Menu. When no further operations are required in the selected subsidiary, an entry of RETURN will cause the MJA Start Menu to be re-displayed.

All postings from the subsidiary systems to the General Ledger are made directly rather than through an intermediate step.

Along with this manual, you will receive a disk containing all the system programs. This disk is called the Distribution Disk. Before proceeding, a back-up copy of the distribution disk should be made. No copyright infringements are involved in the process of backing up system programs and data.

Refer to Appendix A for a list of programs that are required for the General Ledger System. Two system data files are required. The first is 'INSTAL.MJA'. This is your personalized license registration file and must be referred to whenever you call for assistance. It must always be on your system disk. See Appendix B for the configuration of this file. The second file is 'TERMNL.DEF'. This file contains the various control codes required to define the operation of your terminal. It too must reside on the system disk. See Appendix C for the configuration of this file.

In order to start the MJA system operating, simply boot your system disk and at the prompt, enter MJA followed by 'RETURN'.

This is the only program that you will ever need to run. All other programs are called automatically from the selected Main Menu.

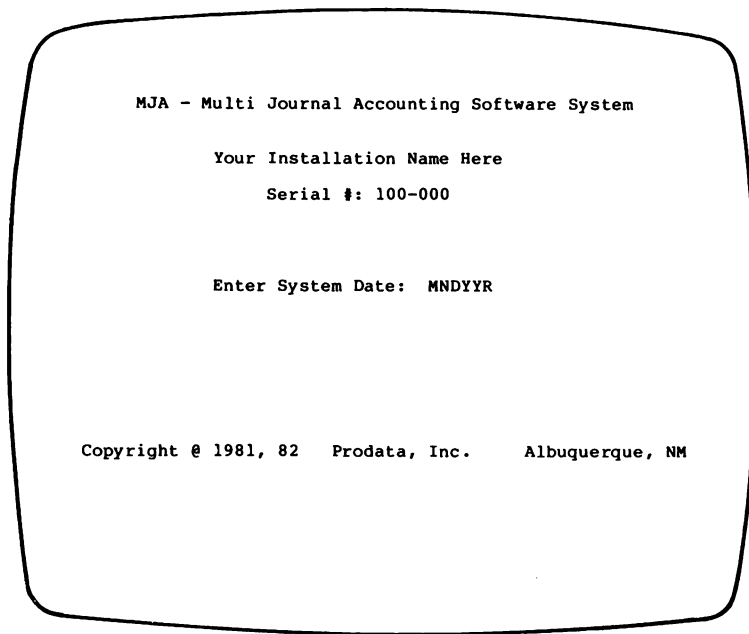


Figure I-3 System Date

Running the program MJA causes the screen to appear as shown in figure I-3.

Your installation name and serial number is displayed.

The cursor will appear in the middle of the screen adjacent to the 'System Date' prompt. If the hardware configuration you are using has an an integral system date, then it will be displayed. Otherwise, enter the date in the standard 'MNDYYR' format.

This date will appear on all the system reports as the 'Rundate'.

Once the date has been loaded (either from the system or by the user), the Start Menu will be displayed as shown in figure I-4.

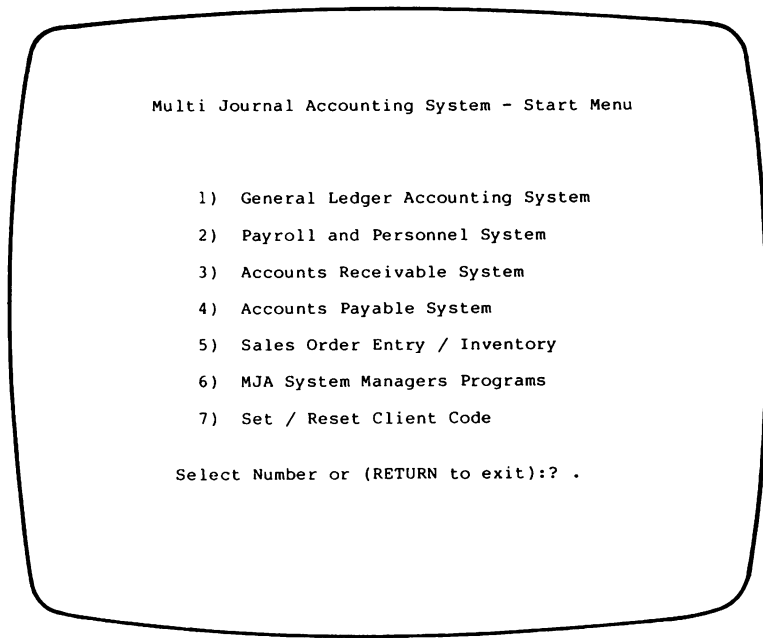


Figure I-4 MJA Start Menu

This is the lowest level menu in the MJA system, providing access to each of the system sub-modules as well as the System Managers Facility. To make a selection, simply enter the number shown to the left of the desired menu item.

An entry of RETURN will cause the Accounting Session to be ended. The Termination Message (as shown in figure I-12) will be displayed.

Selection number six provides access to the system managers programs. Among others, one function of the system managers programs is to create and initialize new client data files.

The MJA system allows users to maintain several sets of client records. Each client would be assigned a unique three character code when its data files are created. This feature is very useful when maintaining accounting information for more than one client or company (as well as for different divisions within the same entity).

Selection of option number six will display the sub-menu shown in figure I-5.

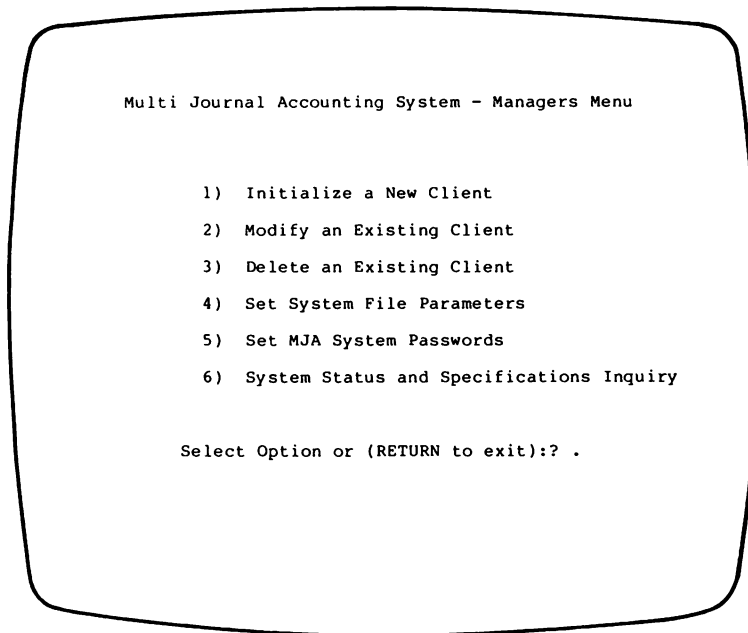


Figure I-5 System Managers Menu

The System Manager functions are discussed in detail in Chapter 1. For the moment, it will suffice to know that they are available.

An entry of RETURN will cause the Start Menu to be re-displayed.

As you can see, selections number one thru five on the Start Menu are used to start a subsidiary function. Number six for the Managers Menu and number seven is used to set and / or reset a client code.

Remember that the MJA system is a complete multi-client package with individual clients being assigned a unique three character code. Before a subsidiary function can be started, the client code must be set. Selection number seven will cause the Client Selection screen to be displayed as shown in figure I-6.

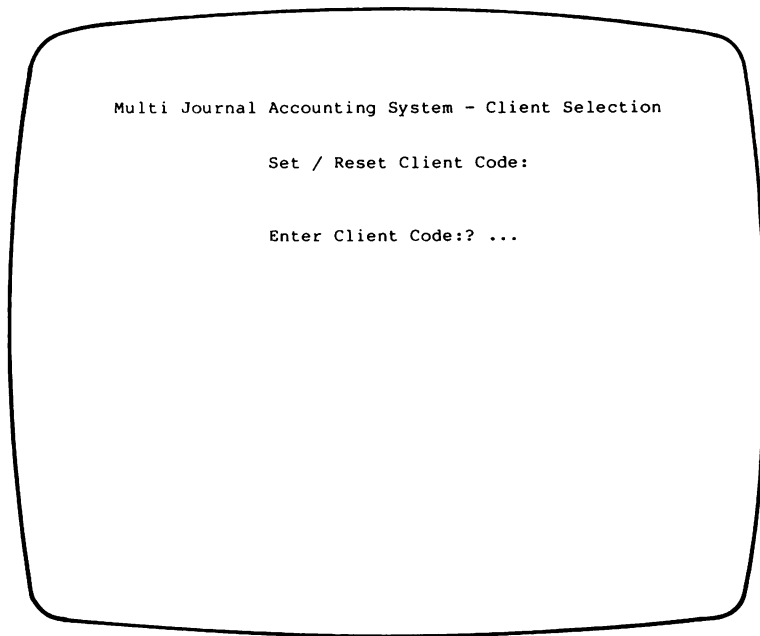


Figure I-6 Client Selection

The three character code previously assigned to the desired client should be entered. If less than or more than three characters are entered, the entry will be rejected, the terminal will buzz and the request will be repeated.

It should be noted, that had the user selected a subsidiary prior to setting the client code, the Client Selection screen would have automatically been displayed (i.e. a sub-system cannot be started without a client code being selected).

Once a client code is set, it remains set until the MJA system is terminated or until it is reset via Start Menu option number 7. It should be noted, that the client code (once selected) will be displayed adjacent to menu option number 7.

An entry of RETURN will cause the Start Menu to be re-displayed.

If the code entered has not previously been created, then an error message will be displayed as shown in figure I-7.

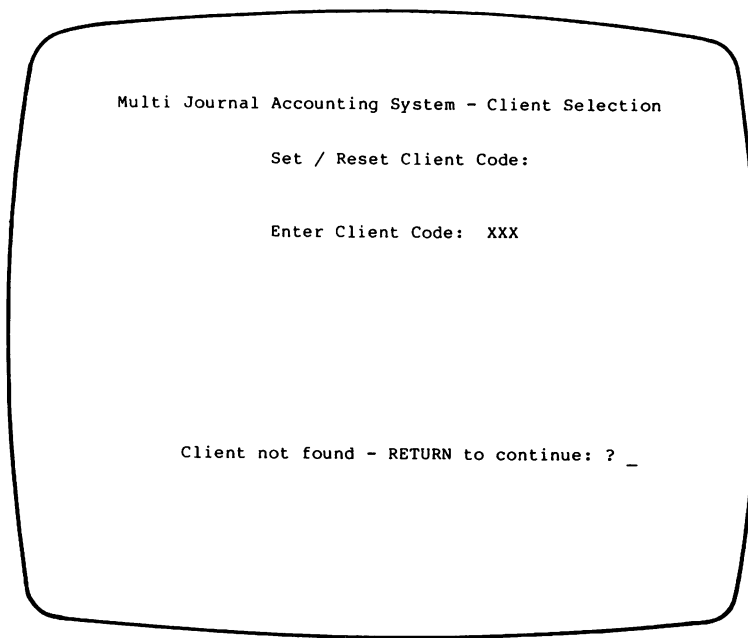


Figure I-7 Client Selection Error

Chapter 1 describes in detail exactly how to create and initialize new clients.

An entry of RETURN will cause the Client Selection request to be repeated.

Upon entry of a valid code, the client name will be displayed for verification as shown in figure I-8.

```
Multi Journal Accounting System - Client Selection

Set / Reset Client Code:

Enter Client Code:  PMM

PM & M Manufacturing Co.

Is this correct (Y/N):? .
```

Figure I-8 Client Verification

An entry of 'N' will cause the Client Selection request to be repeated. An entry of 'Y', or simply RETURN, will cause the code to be accepted and the Main Menu for the selected subsidiary will be displayed.

In the case of the General Ledger, the Main Menu shown below in figure I-9 will be displayed.

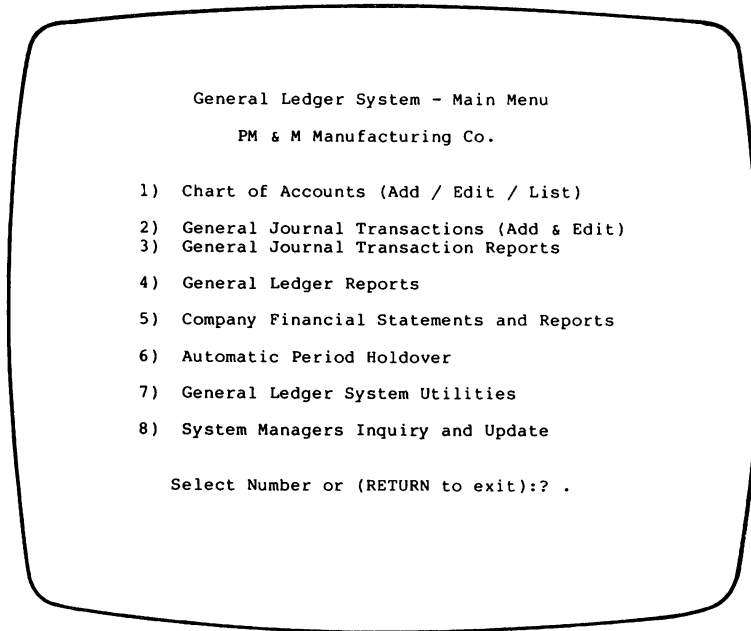


Figure I-9 General Ledger Main Menu

Operations in the subsidiary are available to the user and are selected by entering the number shown to the left of each line.

It should be noted, that there is a difference between creating a client and initializing the data files. They are two distinct steps. Creating a client simply tells the system that there is a new client and sets the name, address, and I.D. numbers. The next step is to specify exactly which subsidiaries the client will require. For example, some clients will use the General Ledger but not the Order Entry / Inventory system. In order to select the subsidiaries, we must set the various file sizes and the data space required will be initialized on the disk.

If a subsidiary is selected, but the files have not been initialized, the Main Menu will appear as shown in figure I-10.

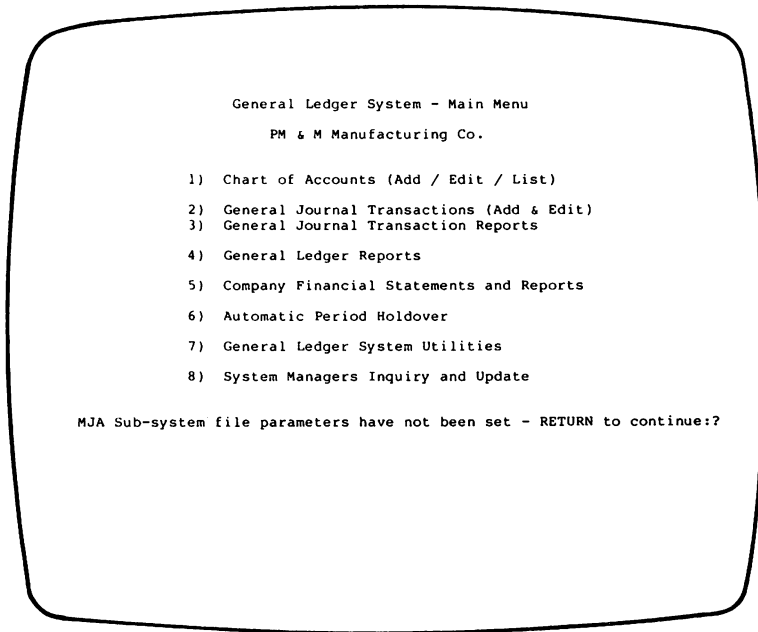


Figure I-10 Main Menu—Initialization Error

Note the message at the bottom of the screen.

An entry of RETURN will cause the Start Menu to be re-displayed as shown in figure I-4 and repeated for convenience in figure I-11.

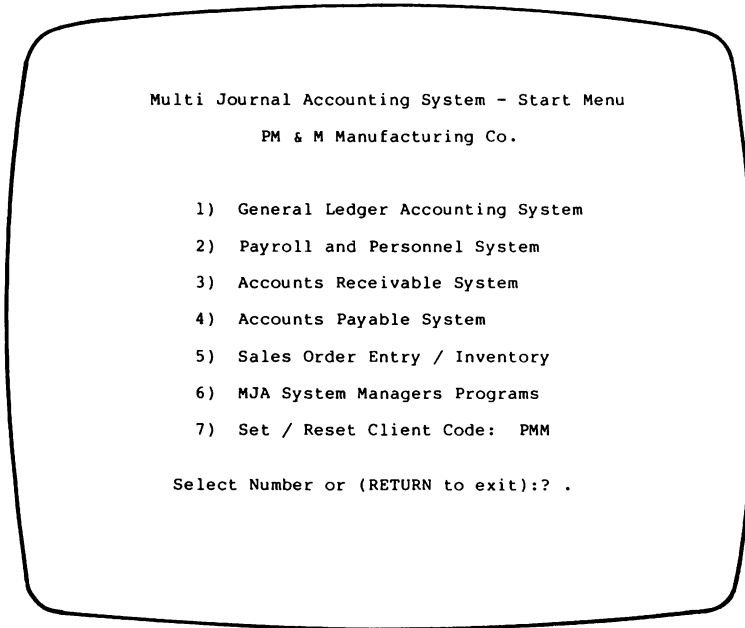


Figure I-11 MJA Start Menu

In any case, an entry of RETURN from a Main Menu will cause the Start Menu to be re-displayed.

NOTE

The client code (now selected) is displayed adjacent to menu option seven. When any of the subsidiaries are selected, it is this client code that will appear. The only way to change it is via option 7.

An entry of RETURN, at the Start Menu prompt, will cause the Accounting Session to be terminated. The screen will appear as shown in figure I-12.

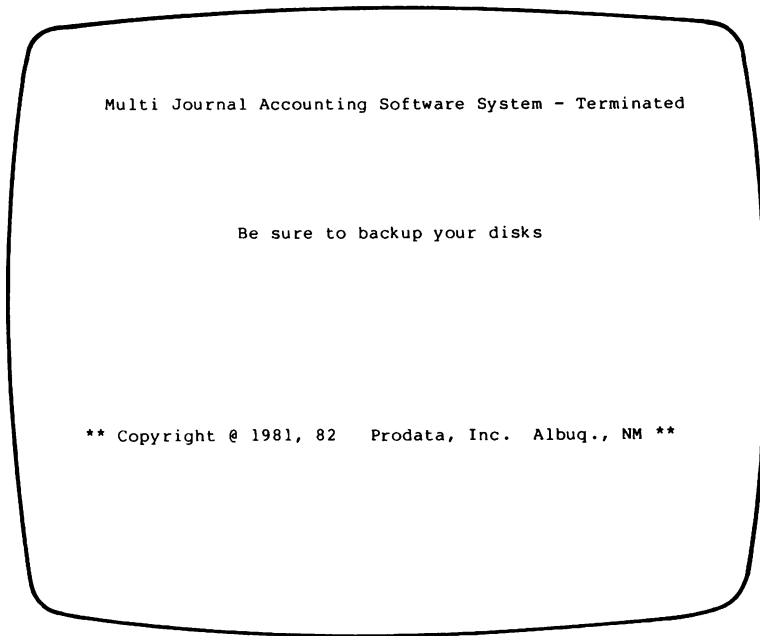


Figure I-12 MJA Termination Message

In order to maintain the integrity and to safeguard work in progress, care should be taken to make complete backups of all data files.

Chapter 1

Getting Started with the General Ledger System

Prodata's General Ledger Software System is a complete set of computer programs designed to provide the capability of effectively and efficiently controlling a client's accounting operation.

General Journal transactions may be recorded, edited and verified, thereby insuring the accuracy and timeliness of the accounting data.

Extraordinary activity can be separated from the day to day transactions and displayed separately on the financial statements, providing a truly non-distorted picture of a client's financial position.

The Income Statement and Balance Sheet may be printed as often as required, both during and at the end of an accounting period, thus enabling the client to check its financial condition at any time. Additionally, the Format Design facility allows these reports to be printed in as many different formats as desired by the user.

A Trial Balance Worksheet may be printed, providing an opportunity to examine the entire ledger Chart of Accounts and each account's balance. End of Period adjustments may be manually recorded and later entered to the General Journal.

A budget comparison report may be printed showing actual to date accumulations in comparison to the preset figures. Overages are automatically noted.

The General Ledger System may be operated in a standalone fashion, or, when run in conjunction with the other MJA Software Systems (Accounts Receivable, Accounts Payable, Payroll and Inventory), can serve to consolidate all business activity and produce timely, up to date financial reports.

Sales Journal and Cash Receipts are automatically posted to the G/L from the Accounts Receivable System. The Purchase Journal and the Monthly Cash Disbursements are automatically posted to the G/L from the Accounts Payable System. Payroll accruals and payroll checks are automatically posted from the Payroll System. Inventory receipts are automatically posted from the Inventory System.

This chapter describes in detail exactly how you should get started with the MJA software system. Summarized below is a step by step outline of the procedure. These individual steps are covered in the pages that follow.

1. Begin the system by entering MJA and RETURN.
 - The Installation Screen will be displayed.
2. Enter the System Date in the form MNDYYR.
 - The MJA Start Menu will be displayed.
3. Select Number Six - System Managers Facility
 - The System Managers Menu will be displayed.
4. Select Number One to Initialize a new client.
5. Enter the new three character client code.
 - Enter the prompted information
 - The client code will be created
 - The Managers Menu will be re-displayed.
6. Select Number Four to set file parameters.
 - The file parameter grid will be displayed.
 - Set subsidiary file parameters.
 - The data files will be created and initialized
 - The System Managers Menu will be re-displayed.
7. Select Number Five to set passwords (optional).
8. Select Number Six to review system specifications.
9. If everything is in order, enter RETURN and the MJA Start Menu will be re-displayed.

Steps one thru three have already been covered in the introduction and are relatively self explanatory. The rest of this chapter will concern itself with steps four thru nine.

After selecting number six on the MJA Start Menu, the managers program will be loaded. While this loading is in progress, a transfer message is printed as shown in figure 1-1.

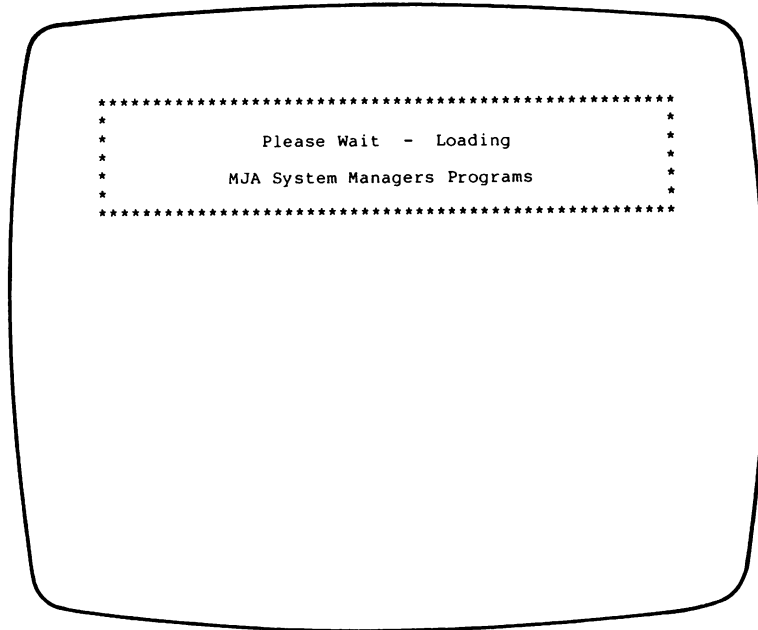


Figure 1-1 System Transfer Message

Each time a new program is loaded from the disk, a similar transfer message is printed. Similarly, whenever control is returning from a sub-function to the Main Menu a transfer message is printed.

Following the transfer message, the System Managers Menu will be displayed as shown in figure 1-2 below.

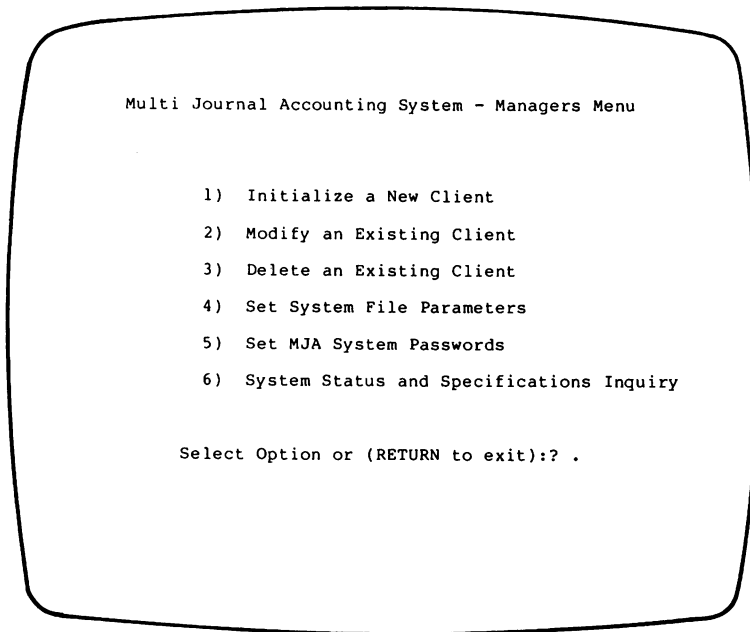


Figure 1-2 System Managers Menu

In order to create a new client code for operation under MJA, simply enter '1' followed by RETURN.

The screen will appear as shown in figure 1-3.

Multi Journal Accounting System - Managers Menu

- ```
==> 1) Initialize a New Client
 2) Modify an Existing Client
 3) Delete an Existing Client
 4) Set System File Parameters
 5) Set MJA System Passwords
 6) System Status and Specifications Inquiry
```

Select three char Client Code or (RETURN to cancel):? ...

*Figure 1-3 Selecting Client Codes*

An arrow will appear adjacent to menu option number one and the prompt for a three character client code will appear at the bottom of the screen.

At this point, an entry of RETURN will cancel the request, leaving only the Managers Menu displayed.

To create a new code, enter the desired three characters. The following codes should not be used if possible (SYS,BAS,BAX,OBJ,COM,REL,FOR,DAT,LIB,TSX,SAV,MAC,LST).

If the code entered already exists, then an error message will be printed and the request will be repeated.

Otherwise, the screen will appear as shown in figure 1-4.

MJA - Client Maintenance Facility      Adding a New Code

Client Code:?.      Federal Id #:

Client Name:      State Id #:

Address 1:

Address 2:

City:

State:

Zip Code:

Enter Client Name or RETURN to cancel

*Figure 1-4 Creating a New Client Code*

The cursor will appear adjacent to the 'Client Name' prompt. Simply enter the client name to proceed or RETURN will cancel the new code and the Managers Menu will be re-displayed.

It should be noted that the information on this screen pertains wholly to the client and not the various subsidiary systems. The left side is for the client name and address while the right side is for the federal and state id numbers.

After all the information has been entered, the screen will appear as shown in figure 1-5 below.

```
MJA - Client Maintenance Facility Adding a New Code
Client Code: PMM Federal Id #: 85-123456 0
Client Name: PM & M Manufacturing State Id #: 12 091221 00 6
Address 1: 12101 Menaul Blvd NE
Address 2: Suite C
 City: Albuquerque
 State: NM
 Zip Code: 87112-0623

 Any Changes (N/Y): ? [Cancel]
```

*Figure 1-5 Any Changes*

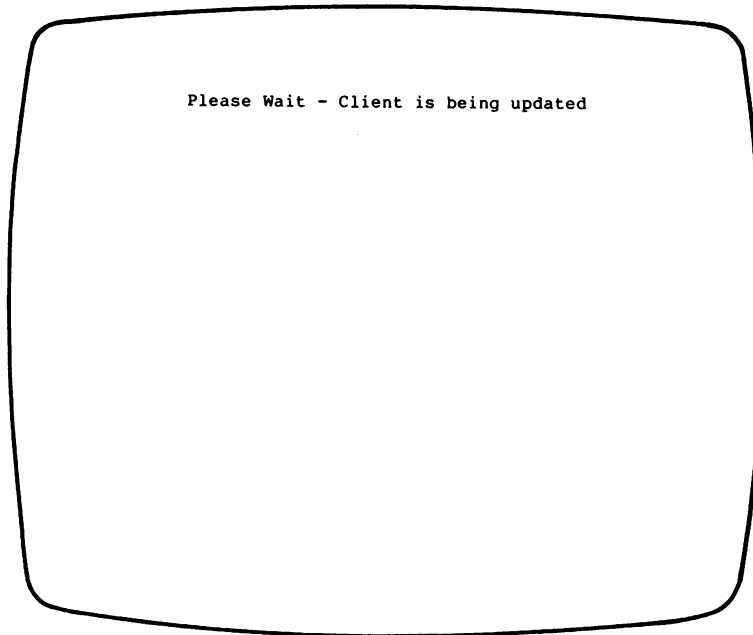
The cursor will appear adjacent to the 'Any Change' prompt.

In order to make changes, simply enter 'Y'. The cursor will move to the top of the screen and pause at the 'Client Name' prompt. A new or corrected name can be entered or RETURN will cause the cursor to drop to the next prompt. In this way, successive RETURN's should be entered until the data field to be changed is reached. The new data should then be entered and then additional RETURN's until the 'Any Change' prompt is again reached.

An entry of 'CANCEL' or simply 'C' will cause the entry to be canceled and the Managers Menu will be re-displayed.

When all the information is correct, an entry of 'N' or RETURN will cause the client to be created.

While the client code is being created, the screen will appear as shown in figure 1-6.



*Figure 1-6 Client is Being Updated*

This update procedure consists of creating a data file named 'CLIENT.XXX' where 'XXX' is the three character code. It will be created on the default device specified in 'INSTAL.MJA' (see Appendix B). This file contains all the specific information about the client. The actual file configuration can be found in Appendix D.

Upon completion, the System Managers Menu is re-displayed.

One of the most common errors made in creating a new client, is assuming that at this point the system is ready to begin operation. Attempting to start the General Ledger for example, would properly allow the Client Code to be displayed but the message:

**MJA—Sub-system file parameters have not been set**

would appear at the bottom of the Main Menu screen.

Remember our outline at the beginning of this chapter? We must first set the file parameters.

Selection number four on the Managers Menu will cause the file parameter grid to be displayed as shown below in figure 1-7.

```
MJA System File Parameters
PM & M Manufacturing Co.

[1] : System : Device : Accounts : Transactions : : Storage :
General Ledger: 0 k : : : : : : :

[2] : System : Device : Employees : Paychecks : : Storage :
Payroll/Persnl: 13 k : : : : : : :

[3] : System : Device : Customers : Transactions : : Storage :
Accts Recvbl : 16 k : : : : : : :

[4] : System : Device : Vendors : Transactions : : Storage :
Accts Payable: 16 k : : : : : : :

[5] : System : Device : Inv Items : Open Orders : : Storage :
Invtry/Invoice: 25 k : : : : : : :

Select Row Number or (RETURN to exit):? . [Cancel]
```

Figure 1-7 Setting System File Parameters

The cursor will appear at the bottom of the screen adjacent to the 'Select Row' prompt. Simply select '1' for General Ledger, '2' for Payroll, '3' for Accounts Receivable, '4' for Accounts Payable and '5' for Sales Order Entry / Inventory. The cursor will move to the selected line and you will be prompted to enter the data file device, the maximum number of records for the major master file, and the maximum number of records for the major transaction file.

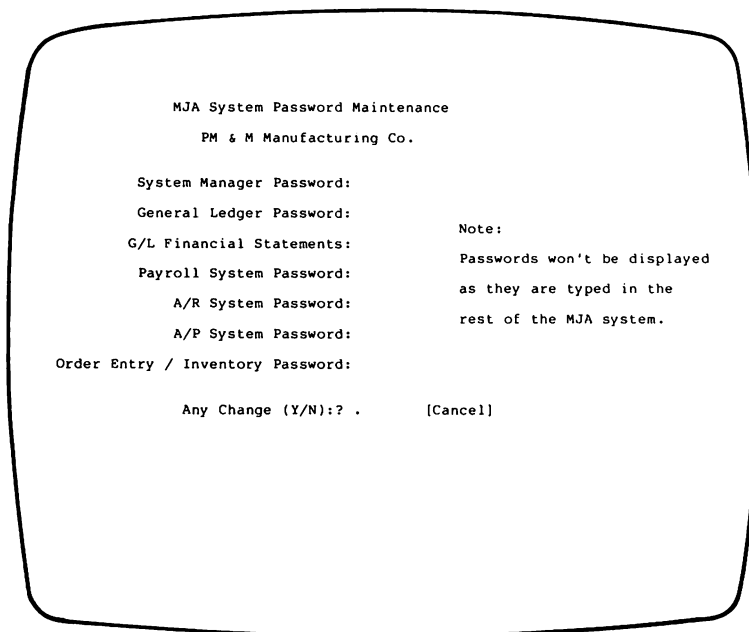
The DATA DEVICE designator specifies which device is to hold the various data files needed for the selected sub-system. The maximum number of records determines the physical size of the data files.

After these are entered, the maximum data space required will be computed and displayed.

**NOTE**

**The files have not yet been created and the parameters may still be changed. When everything is in order, an entry of RETURN will cause the files to be pre-allocated and initialized. Upon completion control will return to the Managers Menu.**

At this point, the system is prepared to begin operation. Optionally, you can select number five on the Managers Menu to set the system passwords. The screen will appear as shown in figure 1-8.



*Figure 1-8 Setting System Passwords*

There are seven passwords in the MJA system: One for the System Manager, one for each of the five sub-systems and one for access to the financial statements in the General Ledger. In order to set a password, simply enter 'Y' at the Any Change prompt. The cursor will jump to the top of the screen. Passwords must be six printing characters.

In order to delete a password, simply enter 'DELETE' at the desired prompt. The password will be cleared.

An entry of RETURN will cause the Managers Menu to be re-displayed.

Finally, before proceeding, check the system specifications by selecting number 6 on the Managers Menu.

### NOTE

**If a system managers password has been specified, then it will be prompted (i.e. you will have to enter it) before the report will be printed.**

The screen will appear as shown in figure 1-9.

```

MJA Client Status / Specifications Report

Name: PM & M Manufacturing Co. Code: PMM
 12101 Menaul Blvd NE Fed ID Number: 85-123456 0
 Suite C State ID Numb: 12 091221 00 6
 Albuquerque, NM 87112

System :Password: Device : File Specifications

Sys Manager : : : Accounts = 15 : Transactns = 15
General Ledger : : SY: : Customers = 15 : Transactns = 30
Statements : : : Vendors = 15 : Transactns = 15
Payroll : : SY: : Employees = 15 : Cks/period = 15
Accnts Recvbl : : SY: : Customers = 15 : Transactns = 30
Accnts Payable : : SY: : Vendors = 15 : Transactns = 15
OE / Inventory : : SY: : Inv Items = 15 : Open Orders = 15

Press RETURN to continue: ?
```

Figure 1-9 Managers Status and Specifications

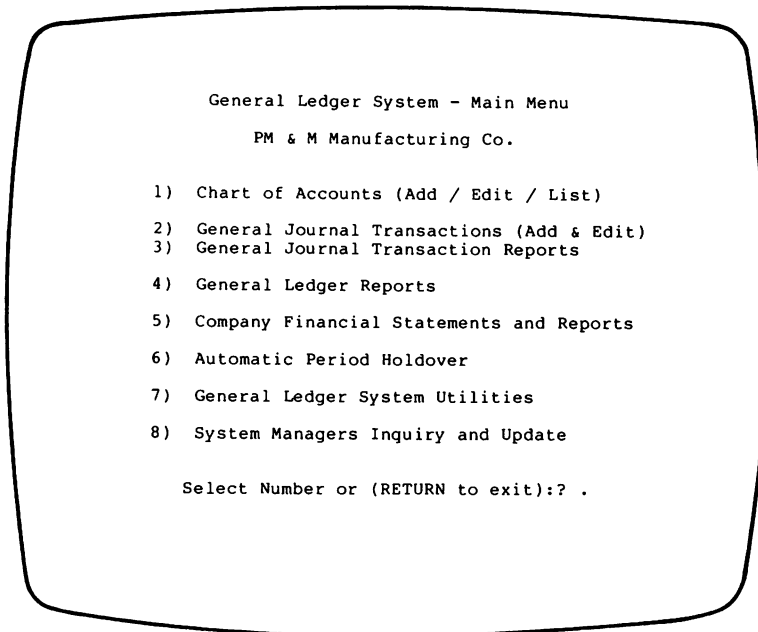
An entry of RETURN will cause the Managers Menu to be re-displayed.

Another RETURN will cause the MJA Start Menu to be re-displayed and the desired subsidiary system may be selected.

## Chapter 2

### The Main Menu

The General Ledger System is the first item shown on the MJA Start Menu (see Chapter 1, Figure 1-1). Once the selection is made and the client code has been specified and verified, the General Ledger System Main Menu will be displayed as shown in figure 2-1.



*Figure 2-1 General Ledger Main Menu*

To select a specific General Ledger operation, simply enter the number shown to the left of the desired item.

Only numbers 1 thru 7 are valid. Any other response will be rejected, the terminal will buzz and the request will be repeated.

An entry of RETURN will cause the MJA Start Menu to be re-displayed.

Following selection of a valid procedure, the screen will be cleared and a transfer message will be displayed. For example, selection of option '2' will cause the screen shown in figure 2-2 to be displayed.

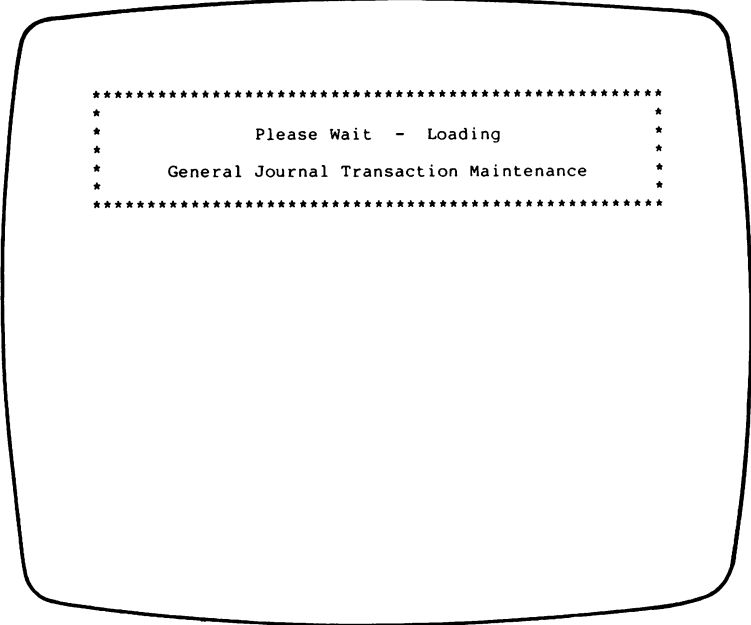


Figure 2-2 Transfer Message—Option [2]

There will be a short pause while the selected program is called in from disk and execution is started.

Upon completion of the selected operation, control always returns to the Main Menu for additional selections.

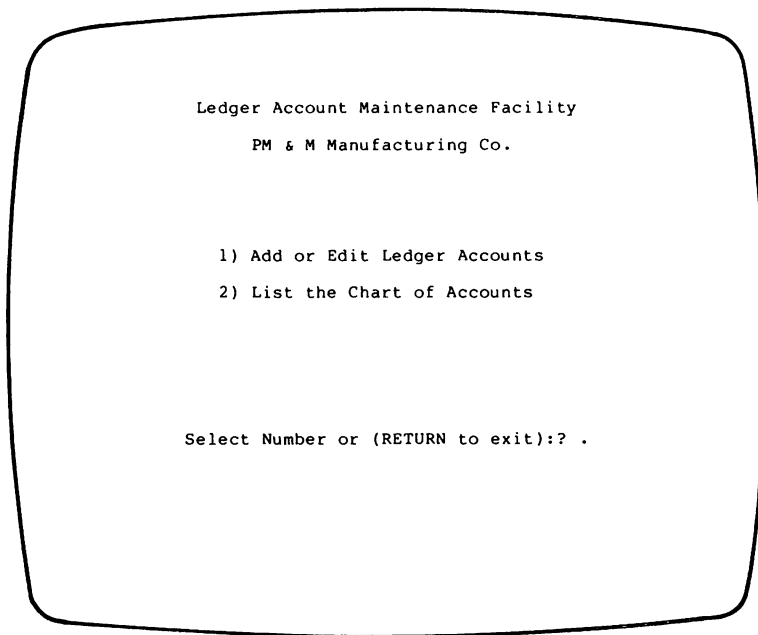
It should be noted that menu options six and seven require no transfer message, as the required programs are an integral part of the Main Menu.

## Chapter 3

# Ledger Account Maintenance

Selection number one on the General Ledger Main Menu provides the capability to completely maintain the ledger chart of accounts and to produce reports.

Following the transfer message, the screen shown in figure 3-1 will be displayed.



*Figure 3-1 Ledger Account Maintenance*

The cursor will appear adjacent to the SELECT NUMBER prompt.

To select an option, simply enter the number shown to the left of the desired item. Any other entry will be rejected, the terminal will buzz and the request will be repeated.

An entry of RETURN will cause the G/L Main Menu to be re-displayed.

### 3.1 Add to or Edit the Ledger Chart of Accounts

Upon selection of option number one from the Maintenance sub-menu, the Maintenance screen will be displayed as shown in figure 3-2.

```
General Ledger -- Account Maintenance
 PM & M Manufacturing Co.

Account #:? _
Acct Type:
Department:
Acct Title:
Current Balance:
YTD Budgeted:
QTD Balance:

** Select Account Number or RETURN to exit **
```

Figure 3-2 Ledger Account Maintenance Form

The cursor will appear adjacent to the ACCOUNT NUMBER prompt and pause for the user to enter an account number.

An entry of RETURN will cause the Maintenance Sub-Menu to be re-displayed.

## LEDGER ACCOUNT INFORMATION ITEMS

**Account Number** Ledger account numbers must consist of six numeric characters, one of which may be a decimal point. If less than six or more than six are entered, they will be rejected, the terminal will buzz and the request will be repeated. The following are valid account numbers: '123456', '1000.0', '100.00' etc..

**Account Type** The account type designator consists of a single character to assign the ledger account as a specific type (see the table below). Only those codes shown below are valid, any other entry will be rejected and the request will be repeated. An erroneous entry will cause an error display to show the valid responses (see figure 3-4).

- A = Assets
- I = Inventory
- L = Liabilities
- C = Capital
- S = Sales Income
- M = Merchandise (Cost of Goods)
- E = Expenses

**Department** The department designator consists of a single alpha numeric character other than zero ('0'). It may later be used to produce income statements for different departments.

**Account Title** The account description may consist of up to 27 characters. Any in excess will be truncated (ignored).

**Current Balance** This field contains the ledger account total at the beginning of the current period. For example, if we are just bringing up a new company on the computerized MJA system, we must build the chart of accounts to be identical with the manual system. The bank balance must be recorded, the asset accounts must show the correct amounts, the expenses to date must be recorded etc.

Once initially recorded and verified, the user should never need to modify this figure again as it will automatically be maintained by the system.

Debit amounts up to '999,999,999.99' and credit amounts up to '99,999,999.99' may be entered.

**YTD Budget Amount** The user may enter a figure to be used as the yearly budget amount. This amount will be used in the Budget Comparison report.

This figure is typically used in conjunction with expense accounts. It represents an annual (as opposed to a monthly) budget and should be treated accordingly.

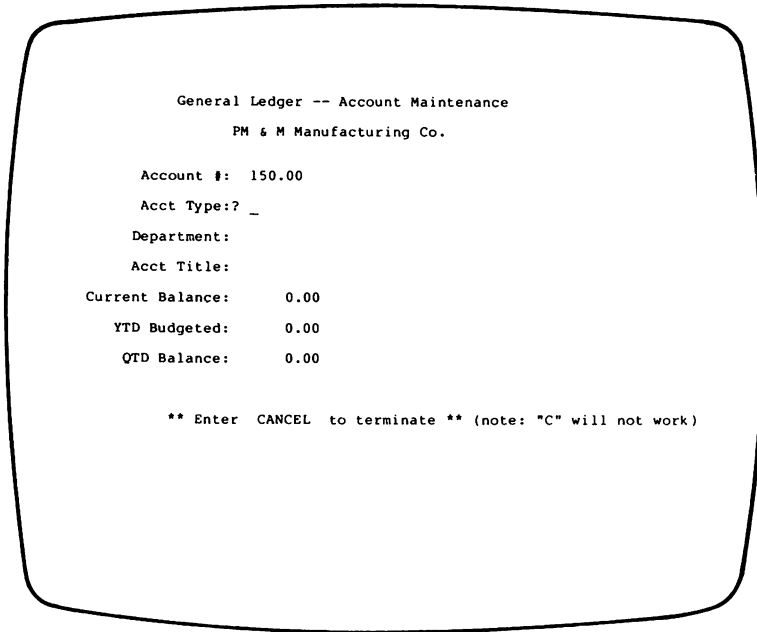
**Quarter to Date Total** In order to generate an income statement with quarter to date analysis, the user must enter the current quarter to date totals. Once entered, they will automatically be maintained by system operation.

Debit amounts up to '999,999,999.99' and credit amounts up to '99,999,999.99' may be entered.

### **3.1.1 Adding a New Account**

Once an account number is entered, the ledger chart of accounts is searched to see if the entered number already exists. If it does not, then it is assumed that a new account with the entered number is to be added.

The cursor will drop down to the ACCT TYPE prompt as shown in figure 3-3.



*Figure 3-3 Adding a New Account Number*

It should be noted, that at this point the user may CANCEL the addition by entering the word CANCEL as indicated by the message at the bottom of the screen. Be sure to enter the entire word rather than the letter 'C' since it is used to denote a specific type of account, namely CAPITAL.

If the user enters an invalid account type designator, the terminal will buzz, the valid types will be displayed on the right of the screen (as shown in figure 3-4), and the request will be repeated.

```
General Ledger -- Account Maintenance
PM & M Manufacturing Co.

Account #: 150.00
Acct Type:? _
Department:
Acct Title:
Current Balance: 0.00
YTD Budgeted: 0.00
QTD Balance: 0.00

A = Assets
L = Liabilities
I = Inventory
C = Capital
S = Sales Income
E = Expenses
M = Merchandise (cost of)

** Enter CANCEL to terminate ** (note: "C" will not work)
```

*Figure 3-4 Account Type Error Display*

Once a valid Account Type is entered, the error display will be cleared and the cursor will drop down to the next prompt.

In this way, each information item on the Maintenance Screen may be filled in.

Once all the information is entered, the ANY CHANGE request will be printed for the user to make modifications as required. The screen will appear as shown in figure 3-5.

```
General Ledger -- Account Maintenance
 PM & M Manufacturing Co.

Account #: 150.00
Acct Type: A
Department: 1
Acct Title: Accounts Receivable (Trade)
Current Balance: 2817.62
YTD Budgeted: 0.00
QTD Balance: 981.20

 Any Changes (N/Y): ? _ [CANCEL,DELETE]
```

*Figure 3-5 Account Maintenance—Any Change*

The cursor will appear adjacent to the ANY CHANGE prompt.

An entry of 'Y' will cause the cursor to appear adjacent to the Account Number prompt, pausing for the users response. Upon entry of a new account number, the ledger will be searched to verify that it is unique. If it is not, an appropriate error message will be displayed, the terminal will buzz and the request will be repeated. An entry of RETURN will cause the original data to be re-printed and the cursor will drop down to the next prompt. In this way, successive RETURN's should be typed until the field to be edited is reached. The new data should be entered and then additional RETURN's until the ANY CHANGE prompt is again printed.

If CANCEL was entered at the ANY CHANGE prompt, then the screen would immediately be cleared and the empty Maintenance Screen would be displayed. In other words, the ADD session was canceled before the new account was added.

If DELETE or simply 'D' was entered, it would function in the same way as CANCEL, the screen would be cleared and the empty Maintenance Screen would be displayed. (When ADDING, Cancel and Delete function in an identical way).

An entry of 'N' or simply RETURN will cause the new ledger account to be recorded. Upon completion (it takes only a short time), the maintenance screen will be re-displayed for additional entry or editing.

An entry of RETURN will cause the ADD/EDIT session to be terminated and the Maintenance Sub-Menu will be re-displayed.

### **3.1.2 Editing Ledger Accounts**

In order to edit a specific ledger account, simply enter the desired account number at the ACCOUNT NUMBER prompt in the Maintenance Screen (see figure 3-2). The ledger chart of accounts will be searched and the accounts information items will be displayed as shown in figure 3-6.

```
General Ledger -- Account Maintenance
 PM & M Manufacturing Co.

Account #: 400.00
Acct Type: E
Department: 1
Acct Title: Airline Travel Expense
Current Balance: 2162.62
YTD Budgeted: 3000.00
QTD Balance: 567.28

Any Changes (N/Y): ? _ [CANCEL,DELETE]
```

Figure 3-6 Editing Ledger Accounts

It should be remembered, that if the entered account number does not already exist on the chart of accounts it is assumed that you are trying to add a new account with that number. In this instance, that is not the case. The cursor will appear adjacent to the 'Account Type' prompt. An entry of 'CANCEL' will effectively cancel the entry session and allow you to re-enter the correct account number for editing.

The cursor will appear adjacent to the ANY CHANGE prompt.

An entry of 'Y' will cause the cursor to appear adjacent to the Account Number prompt pausing for the users response. Upon entry of a new account number, the list will be searched to make sure that it is unique. If it is not, then an appropriate message will be displayed, the terminal will buzz and the request will be repeated. An entry of RETURN will cause the original number to be re-printed and the cursor will drop down to the next prompt.

In this way, successive RETURN's should be entered until the field to be edited is reached. The new data should be entered and then additional RETURN's until the ANY CHANGE prompt is again printed.

It should be noted, that only the YTD BUDGET figure can be changed. The current and qtd balances must be changed via General Journal entries.

An entry of 'N', or simply RETURN, will cause the account to be re-recorded and the screen to be cleared—ready for another account number to be selected. An entry of STOP will cause the Edit/List prompt to be re-displayed.

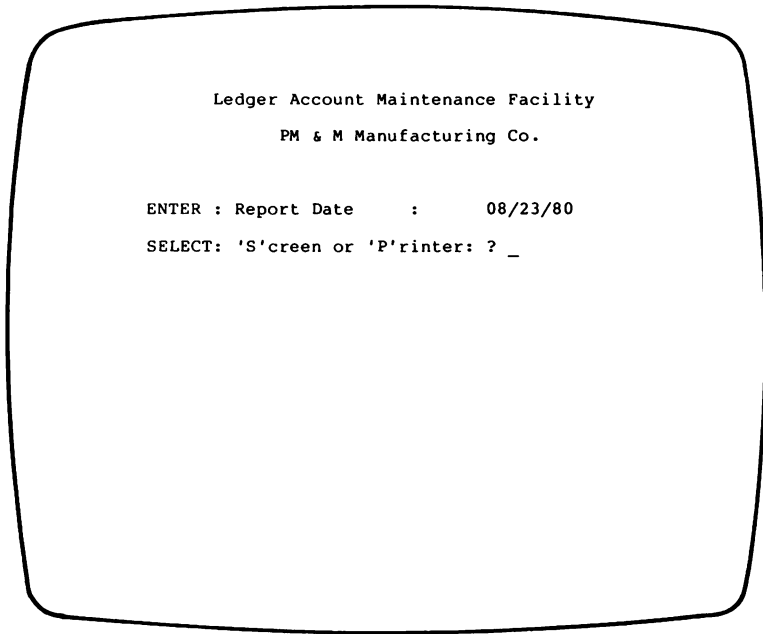
If CANCEL was entered at the ANY CHANGE prompt, then the screen would immediately be cleared. Any changes that were made would be lost and the account would remain in its original state.

If DELETE was entered, then the SET TO DELETE message will be displayed. An entry of 'Y' will cause it to be deleted and an entry of 'N' (or RETURN) will abort the delete operation. Once deleted, a subsequent reference to that account number will be treated as if a new account is being added to the chart.

It should be noted, that the account cannot be deleted if the current balance is not zero. This is a control feature to ensure that the ledger cannot be inadvertently thrown out of balance.

### **3.2 Printing the Ledger Chart of Accounts**

A report showing the Ledger Chart of Accounts may be displayed by selecting option number two on the Maintenance Sub-Menu. The screen will be formatted as shown in figure 3-7.



*Figure 3-7 Chart of Accounts Report*

A report date may be entered or RETURN will cause a default to the system date. The report may be viewed on the screen or printed on the system printer.

Once the report is finished printing, the Maintenance Sub-menu will be re-displayed for additional selection.

A sample report is shown on the next page labeled report 3-1.

PM & M Manufacturing

Date: 08/23/81

Ledger Chart of Accounts

Page 2

| Account Number | Type | Dept | Title                    |
|----------------|------|------|--------------------------|
| 3150.9         | S    | X    | Returns: Supplies        |
| 3200.0         | S    | X    | Software: MJA            |
| 3200.1         | S    | X    | Software: Gen Ledger     |
| 3200.2         | S    | X    | Software: Payroll        |
| 3200.3         | S    | X    | Software: Accts Recvbl   |
| 3200.4         | S    | X    | Software: Accts Payable  |
| 3200.5         | S    | X    | Software: OE / Inventory |
| 3400.0         | S    | X    | CONSULTATION SERVICES    |
| 3450.0         | S    | X    | CONTRACT SOFTWARE        |
| 3500.0         | S    | X    | Contract Service Income  |
| 3510.0         | S    | X    | DSM Commission Income    |
| 3600.0         | S    | X    | COMMISSIONS              |
| 3900.0         | S    | X    | INTEREST INCOME          |
| 4000.0         | E    | X    | TRAVEL: TRANSPORTATION   |
| 4000.1         | E    | X    | TRAVEL: MEALS & LODGING  |
| 4000.2         | E    | X    | TRAVEL: RENT CARS        |
| 4000.3         | E    | X    | TRAVEL: MISC             |
| 4010.0         | E    | X    | INTEREST                 |
| 4020.0         | E    | X    | INSURANCE                |
| 4030.0         | E    | X    | ADVERTISING              |
| 4050.0         | E    | X    | TAXES, FEES & SERVC CHGS |
| 4050.1         | E    | X    | BUSINESS: MISC           |
| 4051.0         | E    | X    | PROMOTION                |
| 4052.0         | E    | X    | BOOKS, DUES & SUBSCRIPTS |
| 4053.0         | E    | X    | ALARM SERVICE            |
| 4060.0         | E    | X    | REPAIRS: COMPUTER        |
| 4061.0         | E    | X    | REPAIRS: OTHER           |
| 4070.0         | E    | X    | SHIPPING                 |
| 4070.1         | E    | X    | POSTAGE                  |
| 4100.0         | E    | X    | TELEPHONE                |
| 4110.0         | E    | X    | GAS & OIL                |
| 4150.0         | E    | X    | UTILITIES: ELECTRICITY   |
| 4151.0         | E    | X    | UTILITIES: GAS CO.       |
| 4200.0         | E    | X    | PAYROLL                  |
| 4201.0         | E    | X    | Draw on Commissions      |
| 4210.0         | E    | X    | CASUAL LABOR             |
| 4250.0         | E    | X    | SUPPLIES: OFFICE         |
| 4250.1         | E    | X    | SUPPLIES: OTHER          |
| 4251.0         | E    | X    | SUPPLIES: COMPUTER       |
| 4260.0         | E    | X    | CHARITABLE DONATIONS     |
| 4300.0         | E    | X    | DEPRECIATION             |
| 4400.0         | E    | X    | BAD DEBTS                |
| 4500.0         | E    | X    | MISCELLANEOUS            |
| 4900.0         | E    | X    | DEPRECIATION             |
| 5000.0         | M    | X    | EQUIPMENT                |
| 5090.0         | M    | X    | LESS: RETURNS            |
| 5100.0         | M    | X    | SUPPLIES                 |
| 5290.0         | M    | X    | LESS: RETURNS            |
| 5600.0         | M    | X    | TRANSPORTATION IN        |

There are 99 ledger account entries on file.

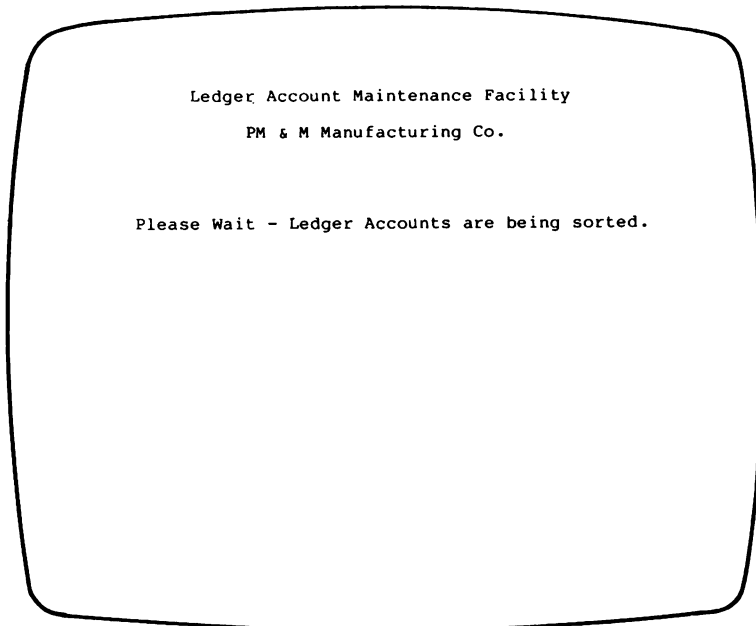
*Report 3-1: Sample Chart of Accounts Report*

### 3.3 Sorting the Ledger Chart of Accounts

The G/L Chart of Accounts is automatically maintained in sequential order according to the account numbers. Whenever additions or edits are made to the chart in such a way as to alter the sequential nature, the file will automatically be sorted at the end of the ADD/EDIT session.

For example, whenever a new account is added, the file will automatically be sorted. Likewise, whenever an existing account is called up for editing and new data entered for the account number (whether or not the new number is the same as the old number), the file will be sorted. It should be noted, that the user can cause the file to be sorted by simply calling up any account for editing (say '1000.0') and changing the account number back to itself (i.e. '1000.0'). The file will be re-sorted since an account number has been changed (even though it was changed to itself).

While the sort is in progress, the message shown in figure 3-8 will be displayed.



*Figure 3-8 Ledger Account Sort Message*

It should be noted, that whenever edits are made which do not affect the account numbers, the file will not be sorted.

The amount of time required for the sort depends on the type of system disk and the number of ledger accounts on file. Hard disks are faster than floppies.

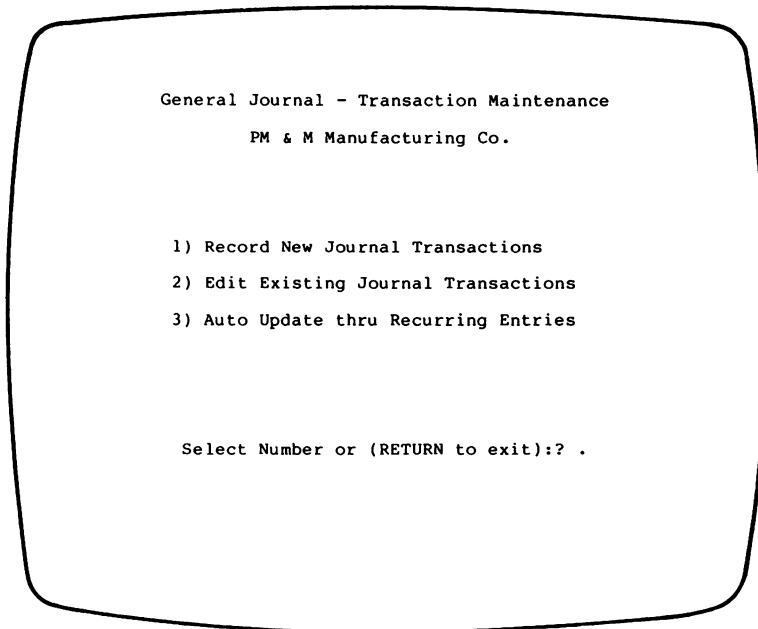
Upon completion, the Maintenance Sub-Menu will be re-displayed.

## Chapter 4

# General Journal Transaction Maintenance

Selection number two from the General Ledger Main Menu provides the user with the capabilities to completely maintain the General Journal Transaction File. Transactions may be recorded and edited as necessary. Additionally, special transactions can be recorded as repeating entries, such as depreciation and rent payments, and will automatically update the general journal. Verification reports may be generated in batches as required by the user.

Upon selection, the transfer message will be printed while the necessary program is loaded and started. The transaction maintenance sub-menu shown in figure 4-1 will be displayed:

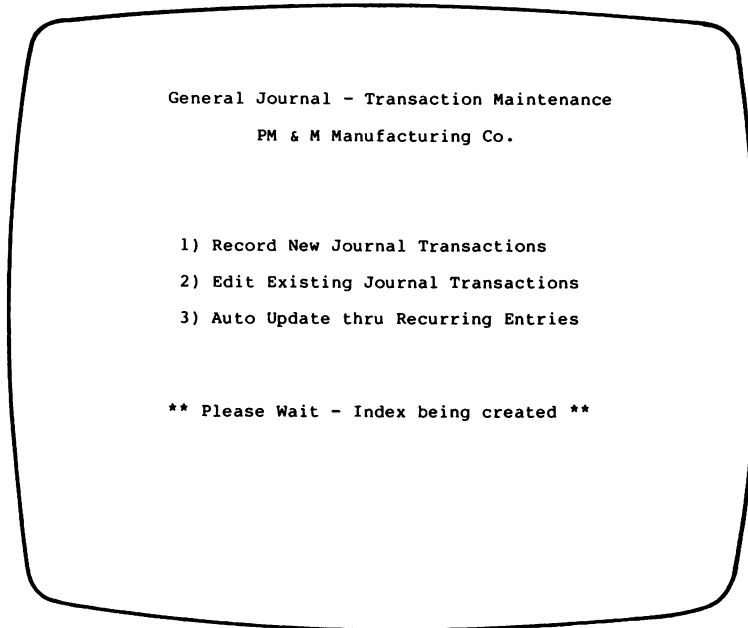


*Figure 4-1 Transaction Maintenance—Sub-menu*

Option number one allows the user to make additions to the transaction file, option number two allows the user to correct any errors by editing the transaction file and option number three provides the capability to print reports to verify the accuracy of the entered data.

Following the selection, use, and termination of any one of these procedures, control always returns to the sub-menu for additional transaction file maintenance. When all maintenance has been accomplished, an entry of RETURN will cause the General Ledger Main Menu to be re-displayed.

In order to speed processing of additions and edits, an index file is created when option number one or two is selected for the first time during a transaction maintenance session. A subsequent selection during the same session will not cause the index to be re-created. For example, upon entering the transaction maintenance sub-menu from the main menu and selecting option number one, a message will be displayed while the index file is created as shown in figure 4-2.

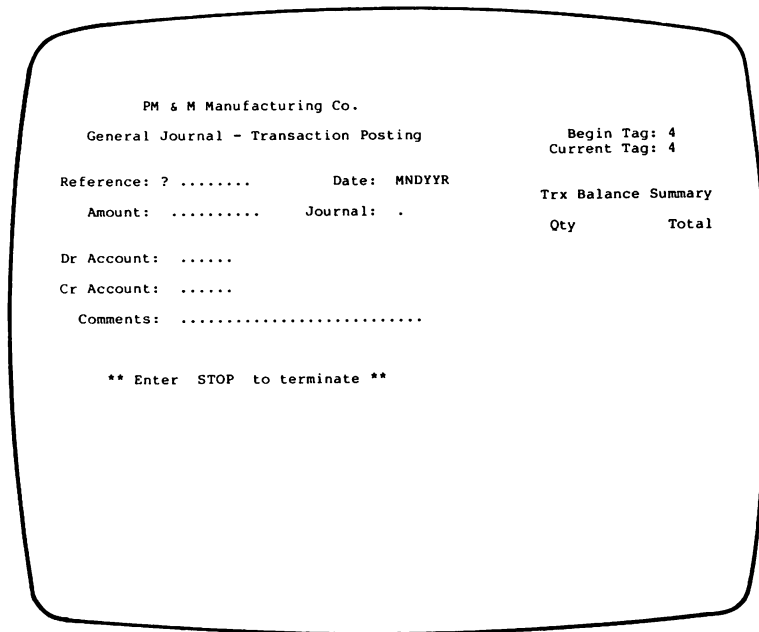


*Figure 4-2 Transaction Maintenance—Index File Create*

Once the index is created (it takes only a short time), the user would be able to enter new transactions to the general journal, return to the sub-menu, print a verification report (option number 3), return again to the sub-menu and re-select option number one to enter additional transactions. This time though, since the index file has already been created, the transaction entry screen would immediately be displayed.

#### 4.1 Adding General Journal Transactions

Selection of option number one from the sub-menu will cause the transaction entry screen to be displayed as shown in figure 4-3.



```

 PM & M Manufacturing Co.
 General Journal - Transaction Posting
 Begin Tag: 4
 Current Tag: 4
Reference: ? Date: MNDYYR
Amount: Journal: .
Dr Account:
Cr Account:
Comments:

 Trx Balance Summary
 Qty Total

 ** Enter STOP to terminate **
```

Figure 4-3 Transaction Entry

The cursor will appear next to the 'Reference' prompt. An entry of RETURN will cause the sub-menu to be immediately re-displayed.

To record a transaction, the user would simply enter the data required when the cursor pauses next to the prompts shown.

**Reference—Transaction Reference** The transaction reference consists of one to eight alpha-numeric characters. Typically, this is an invoice number, a check number, an adjustment number, transfer number, etc. etc. This is a mandatory entry. Any attempt to skip over it with RETURN will cause the terminal to buzz and the request to be repeated.

**Date—Transaction Date** The transaction date must be entered in the standard 'MNDYYR'. An entry of RETURN will cause a default to the system date or the date of the previous transaction. Any other entry will be checked for validity, etc.

**Amount—Transaction Amount** The transaction amount must be a numeric quantity and may be entered with or without a decimal point. If no decimal point is entered, then it will be assumed to be two places from the rightmost figure and will be re-displayed as such. For example, an entry of '12345' is assumed to be '123.45'. The user should be careful when entering whole numbers such as '\$1000.00'. Note: An entry of '1000' would be interpreted as '10.00'. An entry is required to be made. Any attempt to skip over the request by entering RETURN or an invalid (non-numeric) entry will cause the terminal to buzz and the request will be repeated. Any amount up to \$9,999,999.99 may be entered (i.e. up to 10 numeric digits including the decimal point).

**Journal—Transaction Journal Number** Only General Journal transactions may be entered to the general journal via this procedure. Some journal transactions are used to reflect extraordinary general ledger adjustments. In order to be able to produce income statements that truly reflect business activity, it is necessary to be able to flag and identify extraordinary income or expense. Consequently, the journal number can be either '1' to signify an ordinary journal entry or '2' to signify an adjustment. When the income statement is produced, these adjustments will be shown in a separate column. An entry of RETURN will cause a default to '1'.

In addition to General Journal (type '1') and Adjustment Journal (type '2') transactions, a third type '0' for repeating or recurring entries is allowed. This type of entry is used for transactions like depreciation and rent that repeat each accounting period. Along with the recurring entry, a count is recorded to specify how many times the transaction is to repeat. See section 4.3 for a detailed discussion on this type of transaction.

**Dr Account—Debit Account Number** The ledger account number for the account to be debited should be entered. Exactly six numeric digits (with or without decimal point) must be entered. If less than or more than six are entered, or if the entry is non-numeric, then it will be rejected, the terminal will buzz and the request will be repeated. Once entered, the chart of accounts will be searched for a match. If found, then the account title will be displayed. If it is not found, the terminal will buzz and the 'Non-Existent Account' message will be displayed. In both cases, the cursor will drop to the 'Cr Account' prompt. In the case of a non-existent account, two things are possible. First, the desired account number might have been incorrectly typed in. An opportunity to edit the transaction will be provided (at the ANY CHANGE prompt) when the rest of the transaction fields have been specified. Simply re-type the debit account number with the correct entry. Secondly, the user could intend to go back and enter the new account to the ledger chart of accounts. A note should be made to be sure and enter the new account. This feature is provided so that the journal transaction entry session doesn't have to be interrupted whenever a new ledger account is encountered.

If RETURN is entered (i.e. leaving the Dr Account field blank), the message 'No Debit Account' will be displayed and the cursor will drop to the Cr Account prompt. In this case, the transaction amount will not be debited to any account (see Compound Transactions in section 4.1.2).

**Cr Account—Credit Account Number** The ledger account number for the account to be credited should be entered. Exactly six numeric digits (with or without decimal point) must be entered. If less than or more than six are entered, or if the entry is non-numeric, then it will be rejected, the terminal will buzz and the request will be repeated. Once entered, the chart of accounts will be searched for a match. If found then the account description will be displayed. If it is not found, the terminal will buzz and the 'Non-Existent Account' message will be displayed. In both cases, the cursor will drop to the 'Comments' prompt. In the case of a non-existent account, two things are possible. First, the desired account number might have been incorrectly typed in. An opportunity to edit the transaction will be provided (at the ANY CHANGE prompt) when the rest of the transaction fields have been specified. Simply re-type the credit account number with the correct entry. Secondly, the user could intend to go back and enter the new account to the ledger chart of accounts. A note should be made to be sure and enter the new account. This feature is provided so that the journal transaction entry session doesn't have to be terminated whenever a new ledger account is encountered.

If RETURN is entered, signifying that the amount is not to be used as a credit, then the message 'No Credit Account' will be displayed.

**Comments—Transaction Comments** Up to 25 alpha numeric characters may be entered. (RETURN if there are no comments.) This field may be used to briefly describe the nature of the transaction. If more than 27 characters are entered, those in excess are truncated (i.e. ignored).

This completes the list of information items needed to completely specify a Journal Transaction. The Transaction Balance Summary fields shown in the right middle screen are used to track compound transactions and will be discussed in section 4.1.2.

Each transaction is assigned a 'TAG' number by the computer at the time it is entered. This tag number is displayed in the upper right hand corner of the entry screen. It will also appear on all verification reports and will be used subsequently to perform edits. Simple transactions require only a single tag number and thus, the begin and current tag numbers will be the same.

A compound transaction, on the other hand, requires more than one tag number and thus, both the tag that began the transaction and the tag assigned to the transaction currently being entered, are shown. The difference between these two tag numbers (begin and current) is the number of transactions already entered for this compound transaction.

#### **4.1.1 Simple Transactions**

A simple transaction is one in which only two ledger accounts are affected. One is debited and one is credited. The same transaction amount is used and thus the ledger is automatically in balance. For example, a simple transaction might consist of writing a check for the payment of a utility bill. The check amount would increase UTILITIES EXPENSE via a debit and reduce the BANK BALANCE via the credit.

Such a simple transaction might appear as shown in figure 4-4:

```

 PM & M Manufacturing Co.
General Journal - Transaction Posting
Reference: 101A-01 Date: 08/23/82
Amount: $127.83 Journal: 1
Dr Account: 4020.0 Utilities Expense
Cr Account: 2500.0 Accounts Payable
Comments: August Utilities Expense

 Any Changes (N/Y): ? [Cancel]

```

| Trx Balance Summary |       |
|---------------------|-------|
| Qty                 | Total |
|                     |       |

*Figure 4-4 Transaction Entry—Simple Transaction*

Following entry of the transaction comments field, the ANY CHANGE prompt will be displayed. At this time, the user may make any necessary changes by selecting 'Y'. The cursor will jump up to the 'Reference' prompt and pause for new data to be entered. An entry of RETURN will cause the original number to be re-displayed and the cursor to move to the 'Date' prompt. In this way, successive RETURN's should be entered until the field to be changed is reached. The new data should be entered and then additional RETURN's until the Any Change prompt is again reached.

The entire transaction may be canceled by entering the word CANCEL or simply 'C'. The entry screen will be cleared and a new transaction may be entered.

An entry of 'N' or simply RETURN will cause the transaction to be recorded.

The original transaction entry screen will be displayed in preparation for additional transactions. It should be noted, that the transaction tag number will have been incremented by one.

The cursor will appear adjacent to the 'Reference' prompt at the top of the screen in preparation for another transaction.

An entry of RETURN will clear the screen and the transaction maintenance sub-menu will be re-displayed.

#### 4.1.2 Compound Transactions

A compound transaction is one in which more than two ledger accounts are involved. For example, consider the case of a taxable sale of a \$100.00 item. The sale is taxed at 6%. Total cash received is then \$106.00. Three ledger accounts are affected; the bank balance is increased by \$106.00, the sales account is increased by \$100.00 and sales tax payable is increased by \$6.00. One debit and two credits respectively.

Ordinarily, the debit would be recorded first as shown in figure 4-5:

PM & M Manufacturing Co.  
General Journal - Transaction Posting

Begin Tag: 5  
Current Tag: 5

Reference: Dep 1922      Date: 08/23/82  
Amount: \$106.00      Journal: 1

Trx Balance Summary  
Qty      Total

Dr Account: 1010.0 Republic Bank #1988210  
Cr Account:      No Credit Account

Comments: Miscellaneous Sales

Any Changes (N/Y): ? \_      [Cancel]

Figure 4-5 Transaction Entry—Compound Transaction

It should be noted that only a debit account has been specified. When the cursor stopped at the 'Cr Account' prompt, only a RETURN was entered as indicated by the 'No Credit Account' message. In other words, the \$106.00 amount shown will only be used to debit account 1010.0, the bank account.

The cursor will pause at the ANY CHANGE request for the users response. The transaction may be canceled, edits may be made or it may be recorded.

Once recorded, a 'Ledger Balance Test' will automatically be performed to determine whether or not the ledger is still in balance. In this case, since we have debited a single account, it is of course out of balance. Another transaction is required. The transaction entry form will be reprinted as shown in figure 4-6.

PM & M Manufacturing Co.  
General Journal - Transaction Posting

Reference: Dep 1922                      Date: 08/23/82  
Amount:? .....                      Journal: 1

Dr Account: .....  
Cr Account: .....  
Comments: Miscellaneous Sales

Begin Tag: 5  
Current Tag: 6

| Trx Balance Summary |        |
|---------------------|--------|
| Qty                 | Total  |
| 1                   | 106.00 |
| 0                   | 0.00   |

Figure 4-6 Transaction Entry—Compound Transaction

Several key things should be pointed out. First, the begin tag and the current tag differ by one, signifying that this is the second entry in the compound transaction. Second, that the date, reference, and comments are the same as in the previous transaction. Third, that the transaction balance summary shows the status of this compound transaction (i.e. it consists of one debit totaling \$106.00 and no credits).

The cursor will appear adjacent to the Amount prompt. note that the Reference and the Date prompt have been skipped. For compound transactions, these figures are the same for all parts.

For this transaction, an amount of \$100.00 would be entered.

The cursor will move to the Journal Number prompt. Typically, this remains the same throughout the transaction but may be changed if necessary.

The cursor would then move to the 'Dr Account' prompt. This time though, the field would be skipped with an entry of RETURN. The message 'No Debit Account' would be displayed. For the 'Cr Account' request, the number corresponding to the sales account would be entered. The screen would appear as shown in figure 4-7.

```

PM & M Manufacturing Co.
General Journal - Transaction Posting
Reference: Dep 1922 Date: 08/23/82
Amount: $100.00 Journal: 1
Dr Account: No Debit Account
Cr Account: 3020.0 Taxable Sales
Comments: Miscellaneous Sales

Begin Tag: 5
Current Tag: 6

Trx Balance Summary
Qty Total
1 106.00
0 0.00

Any Changes (N/Y): ? _ [Cancel]

```

Figure 4-7 Transaction Entry—Compound Transaction

Again, the transaction may be edited, canceled or recorded. If the cancel option is selected, then all transactions involved in this compound transaction will be canceled, both the previous ones and this one.

Once recorded, the 'Ledger Balance Test' will automatically be performed. Of course, in this example, an 'Out of Balance' condition exists. Thus, another transaction would be required.

The screen would appear as shown in figure 4-8:

|                                       |                |                     |
|---------------------------------------|----------------|---------------------|
| PM & M Manufacturing Co.              |                | Begin Tag: 5        |
| General Journal - Transaction Posting |                | Current Tag: 7      |
| Reference: Dep 1922                   | Date: 08/23/82 |                     |
| Amount: ? .....                       | Journal: 1     |                     |
| Dr Account: .....                     |                | Trx Balance Summary |
| Cr Account: .....                     |                | Qty Total           |
| Comments: Miscellaneous Sales         |                | 1 106.00            |
|                                       |                | 1 100.00            |
|                                       |                | 6.00                |

Figure 4-8 Transaction Entry—Compound Transaction

It should be noted that the current tag and the begin tag now differ by two, signifying that there have been two transactions recorded and that this is the third entry for this compound transaction. The balance summary now shows one debit for \$106.00 and one credit for \$100.00 leaving a credit out of balance condition totaling \$6.00.

The third entry for this transaction would require an amount entry of \$6.00, no debit account entry and a credit account entry corresponding to the ledger account of sales tax payable. The screen would appear as shown in figure 4-9:

| PM & M Manufacturing Co.              |                | Begin Tag: 5        |        |
|---------------------------------------|----------------|---------------------|--------|
| General Journal - Transaction Posting |                | Current Tag: 7      |        |
| Reference: Dep 1922                   | Date: 08/23/82 | Trx Balance Summary |        |
| Amount: \$6.00                        | Journal: 1     | Qty                 | Total  |
| Dr Account: No Debit Account          |                | 1                   | 106.00 |
| Cr Account: 2020.0 Sales Tax Payable  |                | 1                   | 100.00 |
| Comments: Miscellaneous Sales         |                |                     |        |
| Any Changes (N/Y): ? _ [Cancel]       |                |                     |        |

Figure 4-9 Transaction Entry—Compound Transaction

Again, this transaction may be edited, canceled or recorded. An entry of 'CANCEL', or simply 'C', will cause the entire compound transaction (including any previously portions) to be discarded.

An entry of 'N' or simply 'RETURN' will cause the transaction to be recorded. The 'Ledger Balance Test' will again be performed. This time though, the ledger is found to be in balance (i.e. the dollar amount of all debits is equal to the dollar amount of all credits). The compound transaction would be closed and the transaction entry screen would appear as shown in figure 4-10.

```

 PM & M Manufacturing Co.
General Journal - Transaction Posting
 Begin Tag: 8
 Current Tag: 8

Reference:? Date: MNDYYR
Amount: Journal: .
Trx Balance Summary
 Qty Total

Dr Account:
Cr Account:
Comments:

 ** Enter STOP to terminate **

```

*Figure 4-10 Transaction Entry Screen*

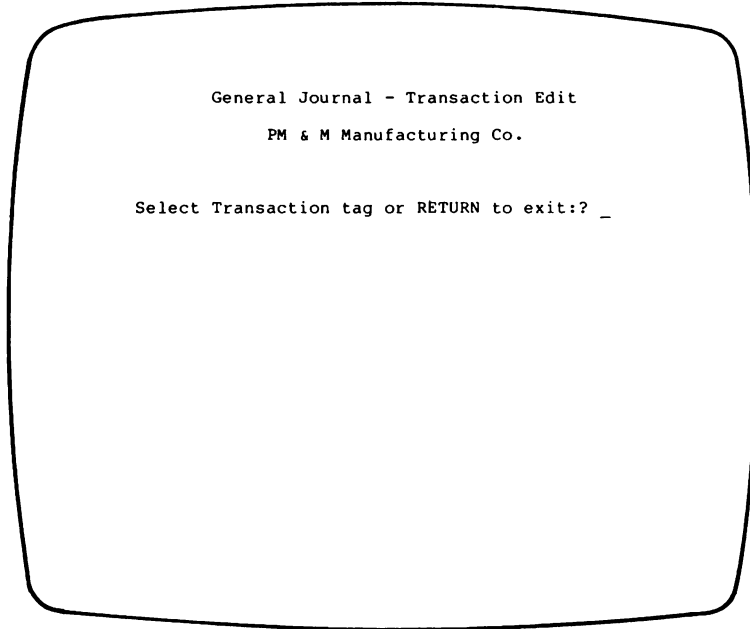
It should be noted that the begin tag and current tag numbers are once again the same and that the transaction balance summary field is now clear.

The cursor will appear next to the DATE prompt and an entry of STOP in response to the request will cause the transaction maintenance sub-menu to be displayed.

## **4.2 Editing General Journal Transactions**

Selection number two from the transaction maintenance sub-menu (figure 4-1) will provide the capability to perform edits to the general journal transaction file.

The transaction tag selection screen will be displayed as shown in figure 4-11.



*Figure 4-11 Transaction Edit—Tag Selection*

The user should enter the tag number corresponding to the transaction that requires editing. These tag numbers are assigned at the time the transaction is entered and are displayed in the upper right corner of the entry screen. They are also printed on all verification reports as described in section 4.4.

Any non valid entry, such as numbers less than one, or numbers greater than the largest recorded tag number, or non-numerics will be rejected. The terminal will buzz and the request will be repeated.

An entry of RETURN will cause the transaction maintenance sub-menu to be re-displayed.

#### **4.2.1 Editing Simple Transactions**

Upon selection of a valid tag number, the edit screen will be displayed as shown in figure 4-12:

```

 PM & M Manufacturing Co.
General Journal - Transaction Editing Edit Tag: 1
Reference: 10922 Date: 08/23/82
Amount: $1,276.61 Journal: 1 Trx Balance Summary
 Qty Total
Dr Account: 4000.0
Cr Account: 1010.0
Comments: Expense Reimbursement MDC

 Any Changes (N/Y): ? _ (Cancel,Delete)

```

*Figure 4-12 Transaction Edit—Simple Transactions*

The cursor will appear at the ANY CHANGE request. An entry of 'Y' signifying a desire to edit will cause the cursor to appear next to the Date prompt. An entry of RETURN will cause a default to the original data which will be reprinted. The cursor will move to the next prompt pausing for user entry. Successive RETURN's should be entered until the field to be edited is reached. The corrected data is then entered. Additional RETURN's should be entered until the cursor is again at the ANY CHANGE request.

The transaction may be edited as often as required to make the data correct. An entry of 'N' or 'RETURN' will cause the transaction to be re-recorded and the tag selection prompt to be re-displayed.

An entry of CANCEL, or simply 'C', will cause any modifications that may have been made to be discarded. The transaction will remain in its original condition and may be re-selected for editing as necessary. The tag selection prompt will be re-displayed.

If 'DELETE' is selected, then the ANY CHANGE request will be replaced with the SET TO DELETE message as shown in figure 4-13:

```
PM & M Manufacturing Co.
General Journal - Transaction Editing Edit Tag: 1
Reference: 10922 Date: 08/23/82
Amount: $1,276.61 Journal: 1 Trx Balance Summary
 Qty Total
Dr Account: 4000.0
Cr Account: 1010.0
Comments: Expense Reimbursement MDC

Set to Delete: Are You Sure (N/Y): ? _
```

*Figure 4-13 Transaction Edit—Set to Delete*

An entry of 'N' or 'RETURN' will cause the ANY CHANGE request to be re-displayed. An entry of 'Y' will cause the transaction to be deleted and the tag selection screen to be displayed. Any subsequent reference to the deleted tag will reflect the fact that it has been deleted. The user should be aware that deleting a simple transaction leaves the ledger accounts in balance. It will be as if the transaction had never been entered.

#### **4.2.2 Transaction Edit—Compound Transactions**

When one entry from a compound transaction is selected for editing, it will be displayed as shown in figure 4-14:

```

 PM & M Manufacturing Co.
General Journal - Transaction Editing Edit Tag: 2

Reference: CK 11922 Date: 08/23/82
Amount: $175.00 Journal: 1
Trx Balance Summary
Qty Total

Dr Account: 2100.0
Cr Account:
Comments: August Principal Reduction

Any Changes (N/Y): ? _ [Cancel,Delete]

```

*Figure 4-14 Transaction Edit—Compound Transaction*

The cursor will appear at the ANY CHANGE request. An entry of 'Y' will allow limited editing of the transaction. The cursor will appear next to the 'Reference' prompt. A new number may be entered or RETURN will cause the original number to be displayed. The cursor will then move to the Date prompt and so on. However, instead of stopping at the amount prompt, it will be skipped and the journal will be requested. Since altering any one amount in a compound transaction would require another alteration, it is disallowed. Additionally, the 'Cr Account' request (blank in the above figure) would be skipped since this transaction consists only of a debit.

An entry of 'CANCEL', or simply 'C', will cause any modifications which may have been made to be discarded. The transaction would remain in its original condition.

An entry of 'N' or simply RETURN will cause the transaction to be re-recorded with the new data. The tag selection prompt will be re-displayed for additional editing.

Compound transactions cannot be deleted. An entry of 'DELETE' would cause the terminal to buzz and an appropriate message would be printed below the ANY CHANGE request as shown in figure 4-15:

```
PM & M Manufacturing Co.
General Journal - Transaction Editing Edit Tag: 2
Reference: CK 11922 Date: 08/23/82
Amount: $175.00 Journal: 1 Trx Balance Summary
 Qty Total
Dr Account: 2100.0
Cr Account:
Comments: August Principal Reduction

Any Changes (N/Y): ? _ [Cancel,Delete]
** Compound Transactions cannot be deleted **
```

*Figure 4-15 Transaction Edit—Delete Compound Transactions*

The cursor would re-appear at the ANY CHANGE request.

Any adjustments to the amounts or accounts in compound transactions must be made thru an adjusting entry in a separate transaction.

It should be noted, that General Journal Transactions are always editable. However, each time the transaction file is edited it will be necessary to REPROCESS the file as described in Chapter 7.

### 4.3 Recording and Updating via Repeating Entries

The MJA General Ledger System provides the capability to record periodically repeating transactions once and have them automatically be reproduced on demand. When recording these transactions, a journal type of '0' (as opposed to type '1' for General Journal) should be entered.

The screen will appear as shown in figure 4-16:

The screenshot shows a terminal window with the following text:

```
PM & M Manufacturing Co.
General Journal - Transaction Posting
Reference: Eq Depr Date: 08/23/82
Amount: $1,223.45 Journal: 0
Count: 12 Trx Balance Summary
 Qty Total
Dr Account: 4150.0 Cap Eq Depreciation
Cr Account: 2500.0 Accumulated Depreciation
Comments: Monthly Depreciation Expense

Any Changes (N/Y): ? [Cancel]
```

Figure 4-16 Recording Repeating Transactions

As soon as the type '0' is specified, the 'COUNT' prompt will appear. This controls the number of times that a particular transaction is to be repeated. For example, with depreciation expense, the count is typically '12', one for each month.

It should be pointed out, that recording the repeating entry does not cause a General Journal transaction to be made. All ledger accounts remain unaffected. In order to make an entry, the journal must be updated via the repeating (recurring) entries. This is accomplished thru option number three on the maintenance sub-menu.

#### 4.4 Batch Verification Reports

Selection of option number three from the transaction maintenance sub-menu provides the capability to print verification reports of the general journal transaction file. These reports may be selected by transaction date, by ledger account number, by journal source and by batch. Selection by batch is very useful when verifying a single days or single session of data entry. The verification report is configured to correspond to the sheet of original entry.

The sub-menu shown in figure 4-17 will be displayed.

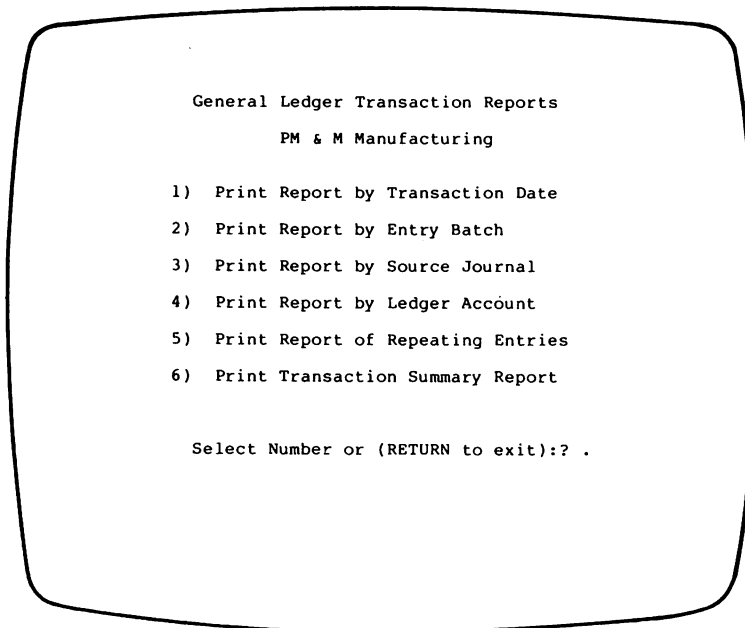


Figure 4-17 Batch Verification Reports

Select the desired option by typing the number shown to the left followed by RETURN.

An entry or RETURN will cause the Main Menu to be re-displayed.

Some notes about the various print options:

Selection by batch—When the user is prompted to specify the beginning tag number, an entry of RETURN will cause a default to number one. For the Ending tag, an entry of RETURN will default to the last recorded transaction. If the ending tag is greater than the beginning tag, the report will be empty.

General Journal Summary—The last option on the sub-menu provides a summary report of all the General Journal activity. Transactions are counted and summed according to the source (i.e. General Journal, Adjustments Journal, Payroll Journal, Sales Journal, Purchase Journal etc).

See sample Verification Report and sample Summary Report below.

PM & M Manufacturing Co.

As of: 06/16/83      G/L Transaction Register      Page 1      16-JUN-83

| Tag                | Reference | Date     | Src       | -- Account -- |        | Transaction Amounts |          | Comments    |
|--------------------|-----------|----------|-----------|---------------|--------|---------------------|----------|-------------|
|                    |           |          |           | Debit         | Credit | Debit               | Credit   |             |
| 1                  | 12991     | 06/15/83 | 1         | 2000.0        | 1100.0 | 102.02              | 102.02   | Federal Exp |
| 2                  | 12345     | 06/15/83 | 1         | 100000        | 200000 | 322.23              | 322.23   | Western Air |
| 3                  | Test      | 06/06/83 | 1         | 2000.0        | 1100.0 | 123.45              | 123.45   | Air Freight |
| 4                  | Insurnce  | 06/15/83 | 0         | 1000.0        | 2000.0 | 1,299.91            | 1,299.91 |             |
| Totals             |           |          |           |               |        | 1,847.61            | 1,847.61 |             |
| Hash Totals: Debit |           |          | 105000.00 | Credit        |        | 105000.00           |          |             |

PM & M Manufacturing Co.

As of: 06/16/83      Transaction Summary Report      Page 1      16-JUN-83

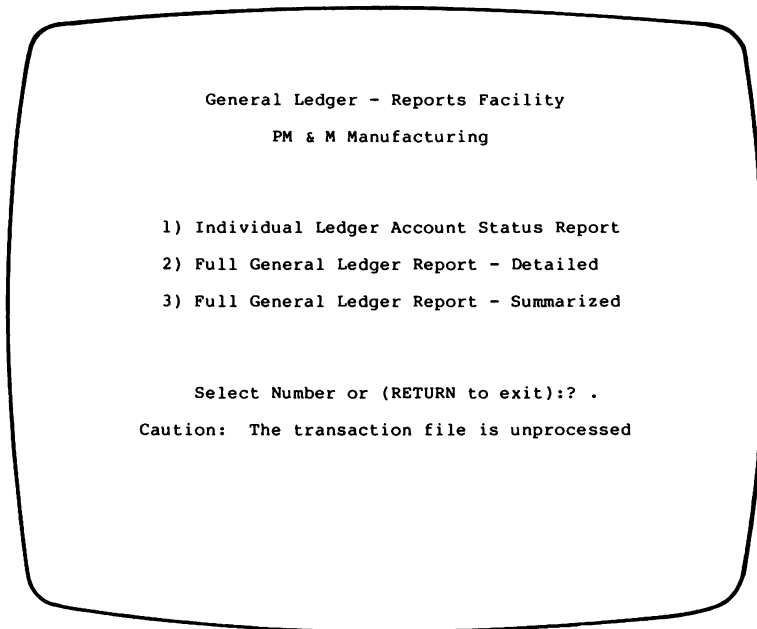
| Source | Description            | Quantity | Debits    | Credits   |
|--------|------------------------|----------|-----------|-----------|
| 1      | General Journal        | 8        | 9,876.54  | 9,876.54  |
| 2      | Adjustments Journal    | 0        | 0.00      | 0.00      |
| 3      | Payroll Journal        | 14       | 8,819.22  | 8,819.22  |
| 4      | A/R Sales Journal      | 22       | 43,214.85 | 43,214.85 |
| 5      | A/R Cash Receipts      | 11       | 32,190.64 | 32,190.64 |
| 6      | A/P Purchase Journal   | 7        | 6,543.21  | 6,543.21  |
| 7      | A/P Cash Disbursements | 5        | 1,234.56  | 1,234.56  |

Figure 4-18 Verification and Summary Reports

## Chapter 5 General Ledger Reports

Selection number four on the General Ledger Main Menu provides the capability to generate general ledger reports. The user will have the option to print a detailed listing showing each and every transaction or a summary showing just the net totals for each ledger account. Additionally, the user has the option of printing all the ledger accounts or of individually selecting those that are desired.

Following the transfer message, the screen shown in figure 5-1 will be displayed.



*Figure 5-1 General Ledger Reports*

The cursor will appear adjacent to the Select Number prompt.

The 'UNPROCESSED' message will be printed only if the transaction file is unprocessed or if it was processed with a month selected and that month is not now selected.

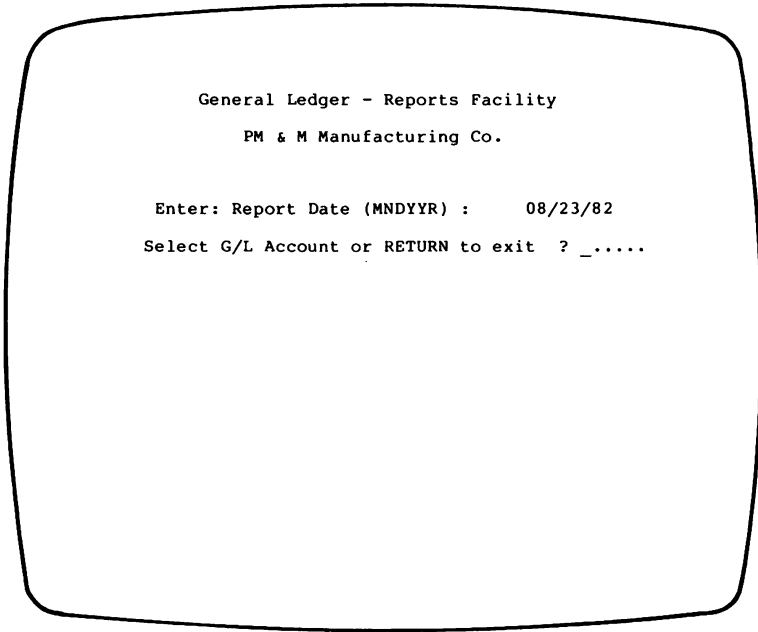
It should be noted, that this is not necessarily an error message but only a caution. The reports generated may or may not be correct.

To understand why this is so, it is necessary to understand just how the report is produced. The General Ledger report is produced on an account by account basis. For each account, the transaction file is searched for all transactions that either debit or credit that account. Consequently, it is possible to miss an incorrectly keyed transaction. For example, consider the case of a transaction which is meant to debit account number '3310.0'. But, on entry, two digits are transposed resulting in an entry of '3301.0'.

A General Ledger report of account '3310.0' would of course not include this erroneously keyed transaction. Assuming that account number '3301.0' does not exist, this error would be detected when the file is 'PROCESSED' prior to printing the financial statements. (See Chapter 7) It is for this reason, that the 'CAUTION' message is printed. You should also note, that the word 'Unprocessed' will be printed on the heading of each page of the report as a reminder.

## **5.1 Individual Account Selection**

Selection number '1' on the sub-menu provides the capability to generate status reports by individually selected ledger accounts. The screen will appear as shown in figure 5-2.



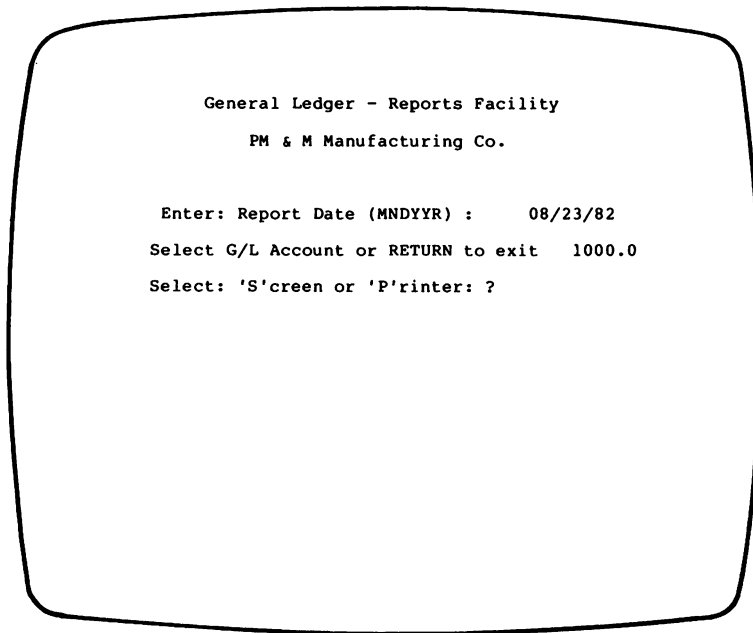
*Figure 5-2 Individual Account Selection*

It should be noted, that as soon as the Date has been entered, an index file will be created. While it is in progress, a message will be printed.

The cursor will appear adjacent to the ACCOUNT NUMBER prompt and pause for the user to select an account for display. The user must enter the account number of the desired account. Account numbers consist of six (no more, no less) numeric characters, one of which may be a decimal point. Invalid account numbers will be rejected, the terminal will buzz and the request will be repeated.

Once a valid number is entered, the ledger chart of accounts will be searched for that account. If it is not found, an appropriate message will be displayed and the request will be repeated.

Once a valid account number has been entered and found on the chart of accounts, the screen will appear as shown in figure 5-3.



*Figure 5-3 Individual Account Selection*

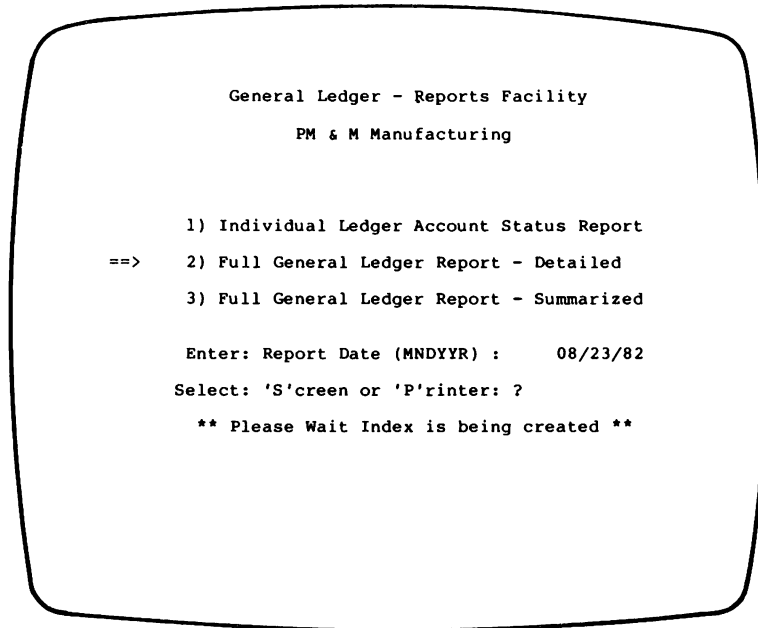
The report can be printed on the system printer or viewed on the users terminal.

Upon completion, the Ledger Account Selection prompt will be displayed for additional reports.

An entry of RETURN will cause the report session to be ended and the sub-menu to be re-displayed.

## 5.2 General Ledger Reports for All Accounts

Options number '2' and '3' on the sub-menu provide the capability to generate a report which includes the entire the ledger chart of accounts. The report format will either be detailed (i.e. showing each and every general journal transaction) or summary showing only net debits, net credits and net change for the accounts.



*Figure 5-4 General Ledger Reports*

The report date and output device selection must be made and then an index file will be created and sorted to enhance the processing speed.

Sample reports are shown on the following pages.

PM & M Manufacturing

| As Of: 08/23/81 |                        | General Ledger Accounts Reports |          |       |          |          |           | Page 27 | Rundate: 02-SEP-81          |
|-----------------|------------------------|---------------------------------|----------|-------|----------|----------|-----------|---------|-----------------------------|
| Acct #          | Description            | Tag                             | Date     | Jrnl# | Debit    | Credit   | Reference | Offset  | Comments                    |
| 4000.0          | TRAVEL: TRANSPORTATION |                                 |          |       | 0.00     |          |           |         | BEGINNING BALANCE           |
|                 |                        | 10                              | 01/10/81 | GJ    | 156.00   |          | 1058      | 1000.0  | TWA to LA                   |
|                 |                        | 41                              | 02/23/81 | GJ    | 120.00   |          | 1088      | 1000.0  | South West Air to Houston   |
|                 |                        | 73                              | 04/30/81 | GJ    | 196.00   |          | 1121      | 1000.0  | TWA to LA                   |
|                 |                        | 90                              | 04/21/81 | GJ    | 140.00   |          | 1138      | 1000.0  | Travel agent to oklahoma ci |
|                 |                        | 252                             | 06/29/81 | GJ    |          | 496.00   | 1352      | 1000.0  | DSM 13389 Travel Reim       |
|                 |                        | 286                             | 01/01/81 | GJ    |          | 414.00   | Adjust    | 1000.0  | Adjustment from 1978        |
|                 |                        | 339                             | 05/04/81 | GJ    | 196.00   |          | 1156      | 1000.0  | TWA to LA                   |
|                 |                        | 347                             | 07/01/81 | GJ    | 496.00   |          | 1193      | 1000.0  | Reim to cande for dsm trip\ |
|                 | Net Change:            |                                 |          |       | 394.00   |          |           |         |                             |
|                 | Ending Balance:        |                                 |          |       | 394.00   | 1,304.00 | 910.00    |         |                             |
| 4020.0          | INSURANCE              |                                 |          |       | 0.00     |          |           |         | BEGINNING BALANCE           |
|                 |                        | 45                              | 02/23/81 | GJ    | 203.68   |          | 1092      | 1000.0  | State Farm                  |
|                 |                        | 169                             | 05/04/81 | GJ    | 558.00   |          | 2582      | 1000.0  | K.H. Jones & Company        |
|                 |                        | 285                             | 01/20/81 | GJ    | 44.94    |          | MM Insur  | 1000.0  | Mass Mutual                 |
|                 |                        | 287                             | 02/20/81 | GJ    | 44.94    |          | Mass M.   | 1000.0  | Mass Mutual Insurance]      |
|                 |                        | 289                             | 03/23/81 | GJ    | 44.94    |          | Mass M.   | 1000.0  | Mass Mutual                 |
|                 |                        | 337                             | 04/20/81 | GJ    | 44.94    |          | Mass M.   | 1000.0  | Mass Mutual                 |
|                 |                        | 340                             | 05/20/81 | GJ    | 44.94    |          | Mass M.   | 1000.0  | Mass Mutual                 |
|                 |                        | 341                             | 06/20/81 | GJ    | 44.94    |          | Mass M.   | 1000.0  | Mass Mutual                 |
|                 |                        | 375                             | 08/03/81 | GJ    | 203.68   |          | 1219      | 1000.0  | Automobile                  |
|                 |                        | 378                             | 07/20/81 | GJ    | 44.94    |          | Mass M    | 1000.0  | Mass Mutual                 |
|                 | Net Change:            |                                 |          |       | 1,279.94 |          |           |         |                             |
|                 | Ending Balance:        |                                 |          |       | 1,279.94 | 1,279.94 | 0.00      |         |                             |
| 4030.0          | ADVERTISING            |                                 |          |       | 0.00     |          |           |         | BEGINNING BALANCE           |
|                 |                        | 6                               | 01/05/81 | GJ    | 4.05     |          | 1054      | 1000.0  | Dataco                      |
|                 |                        | 9                               | 01/10/81 | GJ    | 7.23     |          | 1057      | 1000.0  | Cal Art                     |
|                 |                        | 12                              | 01/11/81 | GJ    | 14.19    |          | 1060      | 1000.0  | Alphagraphics               |
|                 |                        | 14                              | 01/23/81 | GJ    | 98.59    |          | 1062      | 1000.0  | Alphagraphics               |
|                 |                        | 65                              | 03/17/81 | GJ    | 34.57    |          | 1113      | 1000.0  | Cal Art Supply              |
|                 |                        | 68                              | 03/24/81 | GJ    | 19.76    |          | 1116      | 1000.0  |                             |
|                 |                        | 75                              | 04/14/81 | GJ    | 20.80    |          | 1123      | 1000.0  | Primetime                   |
|                 |                        | 81                              | 04/11/81 | GJ    | 4.68     |          | 1129      | 1000.0  | Primetime                   |
|                 |                        | 84                              | 04/16/81 | GJ    | 19.24    |          | 1132      | 1000.0  | Primetime                   |
|                 |                        | 85                              | 04/16/81 | GJ    | 28.81    |          | 1133      | 1000.0  | Paul Means                  |
|                 |                        | 86                              | 04/16/81 | GJ    | 24.39    |          | 1134      | 1000.0  | Southwest Rubber St         |
|                 |                        | 88                              | 04/16/81 | GJ    | 431.97   |          | 1136      | 1000.0  | CW Advertising              |
|                 |                        | 94                              | 04/23/81 | GJ    | 7.28     |          | 1142      | 1000.0  | Dataco                      |
|                 |                        | 104                             | 05/04/81 | GJ    | 23.45    |          | 1152      | 1000.0  | Insty Prints                |
|                 |                        | 106                             | 05/04/81 | GJ    | 16.38    |          | 1154      | 1000.0  | Alpha Graphics              |
|                 |                        | 115                             | 05/27/81 | GJ    | 27.46    |          | 1165      | 1000.0  | Insty Prints                |
|                 |                        | 126                             | 06/05/81 | GJ    | 36.40    |          | 1176      | 1000.0  | Art Layout Shop             |
|                 |                        | 127                             | 06/16/81 | GJ    | 19.97    |          | 1177      | 1000.0  | Alphagraphics               |
|                 |                        | 128                             | 06/08/81 | GJ    | 285.60   |          | 1178      | 1000.0  | ABC for processor publicati |
|                 |                        | 139                             | 06/22/81 | GJ    | 35.92    |          | 1189      | 1000.0  | Paul                        |
|                 |                        | 350                             | 07/01/81 | GJ    | 4.68     |          | 1194      |         | Rem to Means (Expenses)     |
|                 |                        | 357                             | 07/08/81 | GJ    | 247.29   |          | 1201      | 1000.0  | Art & Layout Shop           |
|                 | Net Change:            |                                 |          |       | 1,412.71 |          |           |         |                             |
|                 | Ending Balance:        |                                 |          |       | 1,412.71 | 1,412.71 | 0.00      |         |                             |

*Report 5-2: G/L Reports—Summary Format*

PM & M Manufacturing

As Of: 08/23/81

General Ledger Accounts Reports

Page 12

Rundate: 02-SEP-81

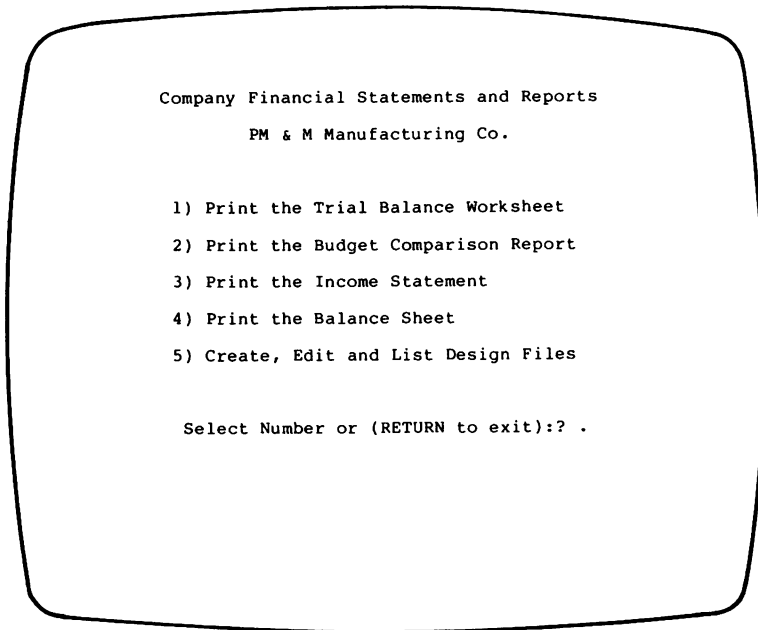
| Account | Description              | Beginning Balance | Net Change | Current Balance : | Debit Amount | Credit Amount | Comments    |
|---------|--------------------------|-------------------|------------|-------------------|--------------|---------------|-------------|
| 4000.0  | TRAVEL: TRANSPORTATION   | 0.00              | 394.00     | 394.00 :          | 1,304.00     | 910.00        |             |
| 4000.1  | TRAVEL: MEALS & LODGING  | 0.00              | 100.00     | 100.00 :          | 100.00       | 0.00          |             |
| 4000.2  | TRAVEL: RENT CARS        | 0.00              | 0.00       | 0.00 :            | 0.00         | 0.00          | No Activity |
| 4000.3  | TRAVEL: MISC             | 0.00              | 0.00       | 0.00 :            | 0.00         | 0.00          | No Activity |
| 4010.0  | INTEREST                 | 0.00              | 0.00       | 0.00 :            | 0.00         | 0.00          | No Activity |
| 4020.0  | INSURANCE                | 0.00              | 1,279.94   | 1,279.94 :        | 1,279.94     | 0.00          |             |
| 4030.0  | ADVERTISING              | 0.00              | 1,412.71   | 1,412.71 :        | 1,412.71     | 0.00          |             |
| 4050.0  | TAXES, FEES & SERVC CHGS | 0.00              | 67.80      | 67.80 :           | 67.80        | 0.00          |             |
| 4050.1  | BUSINESS: MISC           | 0.00              | 0.00       | 0.00 :            | 0.00         | 0.00          | No Activity |
| 4051.0  | PROMOTION                | 0.00              | 0.00       | 0.00 :            | 0.00         | 0.00          | No Activity |
| 4052.0  | BOOKS,DUES & SUBSCRIPTS  | 0.00              | 79.87      | 79.87 :           | 79.87        | 0.00          |             |
| 4053.0  | ALARM SERVICE            | 0.00              | 240.00     | 240.00 :          | 240.00       | 0.00          |             |

## Chapter 6

# Client Financial Statements and Reports

Selection number five on the G/L Main Menu provides the capability to produce four different financial statements and to create and maintain format design files for the Income Statement and the Balance Sheet.

Following the transfer message, the sub-menu shown in figure 6-1 will be displayed.



*Figure 6-1 Financial Reports—Sub-Menu*

The cursor will appear adjacent to the **SELECT NUMBER** prompt. To print a report, simply enter the number shown to the left of the desired option.

An entry of **RETURN** (at the sub-menu selection request) will cause the **Financial Report** facility to be ended and the **General Ledger Main Menu** will be re-displayed.

It should be noted, that before the sub-menu is displayed, the transaction file will be checked to see that it has been properly processed. Two types of processing errors may occur. The first (and most common) error occurs if the general journal transaction file has been modified since the last time the file was processed. That is to say, if any new transactions have been added, if any existing transactions were deleted or if any transactions were edited. In such instances, the screen will display the processing error message shown in figure 6-2.

```
Company Financial Statements and Reports
 PM & M Manufacturing Co.

** Transaction file processing error **

The transaction file has been modified via Add, Edit or
auto posting since the last time it was processed.

The transaction file must be reprocessed before
proceeding. See Main Menu selection number five.

** Press RETURN to continue ** ? _
```

*Figure 6-2 Financial Statements—Processing Error*

The user must return to the Main Menu and process the transaction file. PROCESSING is discussed in Chapter 7.

An entry of RETURN will cause the Main Menu to be displayed.

The second type of error occurs when the transaction file has been processed for a specific holdover period but that period is not now selected. (See Chapter 8 for a full discussion of Holdover Periods.)

In such instances, the error message shown in figure 6-3 will be displayed.

```
Company Financial Statements and Reports
 PM & M Manufacturing Co.

** Transaction file processing error **

The transaction file is processed for month: 01 but,
month: 02 is now selected.

The transaction file must be reprocessed before
proceeding. See Main Menu selection number five.

** Press RETURN to continue ** ? _
```

*Figure 6-3 Financial Statements—Processing Errors*

This message occurs most frequently when using the Automatic Month Holdover facility as described in Chapter 8. For example, if the file was processed without a month selected (i.e. Automatic Month Holdover is turned off), and then an attempt is made to print a financial report with a specific month selected. Or, conversely, if the file was processed with the Automatic Month feature enabled but, then an attempt is made to print a financial statement with the month not selected. A third possibility, is when the file is processed with a specific month selected but, when the financial statement facility is invoked, a different month is selected. In all the cases mentioned above, the error message will be displayed.

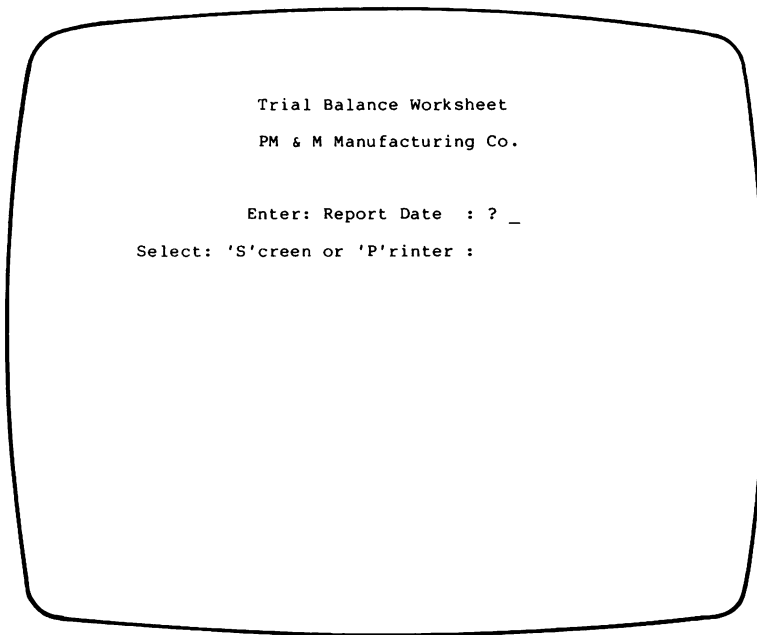
An entry of RETURN will cause the main menu to be re-displayed.

### **6.1 Trial Balance Worksheet**

Selection number one on the sub-menu will cause a Trial Balance Worksheet to be printed.

This report provides an opportunity to examine the entire ledger chart of accounts as well as each account balance and determine if any end of period adjustments need to be made. If so, they may be manually recorded on the report and then entered to the General Journal.

The screen will appear as shown in figure 6-4:



*Figure 6-4 Financial Reports—Trial Balance Worksheet*

The user may enter a report date or RETURN will cause a default to the current system date. Additionally, the report may be printed on the system printer or viewed on the screen. A sample report is shown on report 6-1.

*Report 6-1: Trial balance worksheet*

PM & M Manufacturing

As of: 08/23/81

T R I A L   B A L A N C E   W O R K S H E E T

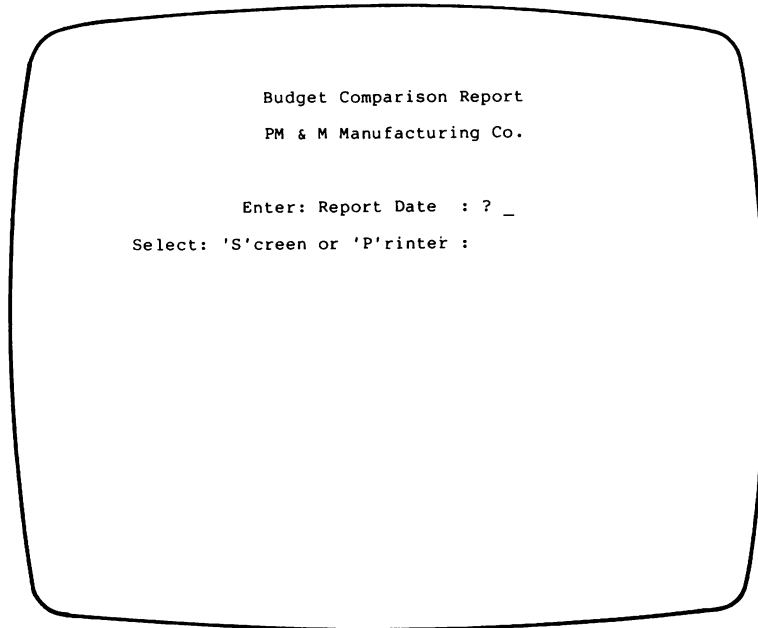
Page 1

Rundate: 02-SEP-81

| Account | Account Title         | Trial Balance | Adjustments  | Profit / Loss | Balance Sheet |
|---------|-----------------------|---------------|--------------|---------------|---------------|
| 1000.0  | REP BANK              | * 20,661.49 : | * :          | * :           | * :           |
| 1010.0  | PAYROLL ACCOUNT       | * :           | * 1,952.48 * | * :           | * :           |
| 1020.0  | RESERVE ACCOUNT       | * 614.65 :    | * :          | * :           | * :           |
| 1030.0  | PETTY CASH            | * 1,785.00 :  | * :          | * :           | * :           |
| 1040.0  | CORPORATION ACCOUNT   | * 373.27 :    | * :          | * :           | * :           |
| 1100.0  | ACCOUNTS RECEIVABLE   | * 0.00 :      | * :          | * :           | * :           |
| 1200.0  | MARKETABLE SECURITIES | * 0.00 :      | * :          | * :           | * :           |
| 1210.0  | PREPAID INSURANCE     | * 0.00 :      | * :          | * :           | * :           |

## 6.2 Budget Comparison Report

The second sub-menu selection provides the capability to print a Budget Comparison Report. The screen will appear as shown in figure 6-5. A report date may be entered or RETURN will cause a default to the current system date. Output may be directed to the system printer or viewed on the screen.



```
Budget Comparison Report
PM & M Manufacturing Co.

Enter: Report Date : ? _
Select: 'S'creen or 'P'rinter :
```

*Figure 6-5 Financial Reports—Budget Comparison Report*

The original budget figure is specified at the time the ledger accounts are created in the maintenance section (see Chapter 3).

If the preset budget has been exceeded, it will be so noted in the far right column of the report. This report is most useful at year end, since the budget figure specified is for an entire year.

A sample Budget Comparison Report is shown on report 6-2.

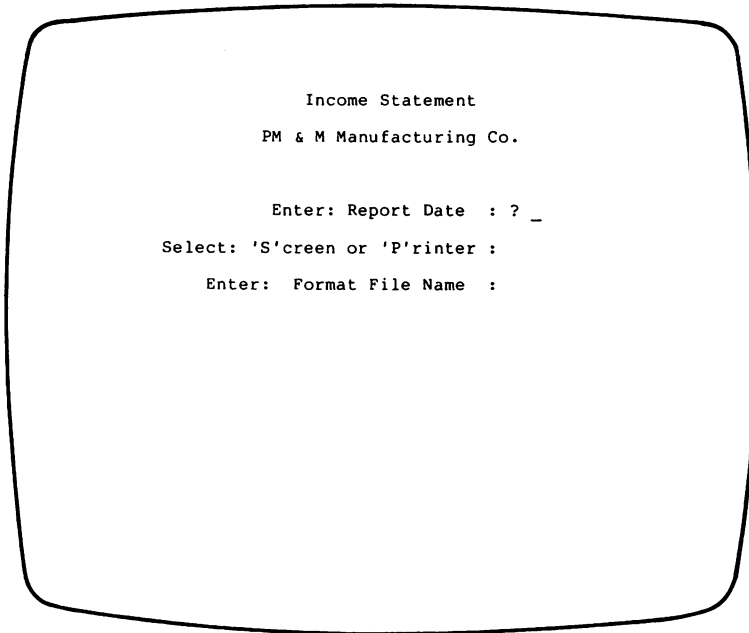
PM & M Manufacturing

| As of: 08/23/81 | Budget Comparison Report | Page 1    | Rundate: 02-SEP-81 |           |         |
|-----------------|--------------------------|-----------|--------------------|-----------|---------|
| Number          | Description              | Budgeted  | Expensed           | Remaining | Comment |
| 4000.0          | TRAVEL: TRANSPORTATION   | 3,000.00  | 394.00             | 2,606.00  |         |
| 4060.0          | REPAIRS: COMPUTER        | 3,000.00  | 233.68             | 2,766.32  |         |
| 4200.0          | PAYROLL                  | 20,000.00 | 5,084.51           | 14,915.49 |         |

*Report 6-2: Sample Budget Comparison Report*

**6.3 Income Statement**

Following the transfer message, the screen will appear as shown in figure 6-6.



*Figure 6-6 Financial Statements—Income Statement*

The user may enter a report date or RETURN will cause a default to the system date. The report may be printed on the system printer or viewed on the screen.

The last prompt to be displayed is the FORMAT FILE NAME request. It is at this point that the user should specify the name of the file that will control the form and content of the income statement. As explained above, the G/L System provides the capability to produce income statements in different formats as required by the user. These formats are controlled by FORMAT DESIGN FILES which must be pre-defined as explained in detail in section 6.5.

An entry of RETURN in response to the FILENAME prompt will cause the default Income Statement format to be printed. It consists of three sections: Revenue (includes all type 'S' accounts), Cost of Goods (includes all Inventory and type 'M' accounts) and Expense (includes all type 'E' accounts).

A sample Income Statement is shown on the next page. The last column comprises an adjustment summary made up of all type 2 general journal transactions that are used to record extraordinary income and expenses. For more details on ordinary and extraordinary transactions (type 1 and type 2 respectively), see Chapter 4.

As the Income Statement is printed, the net profit/loss is computed. This figure will be carried forward automatically to be printed on the Balance Sheet. Carrying this figure forward is for printing purposes only. It is not permanently 'posted' to the closing account and the nominal accounts (income, expense and merchandise) are not cleared as would normally happen when an Income Statement is posted. In other words, the Income Statement and Balance Sheet may be printed at any time and as many times as desired. It's only when the Period Initialization procedure is run (see Chapter 9), that the net profit/loss figure is permanently posted to the closing account and only then, that the nominal accounts are cleared in preparation for the start of the next accounting period.

A sample Income Statement is shown on report 6-3.

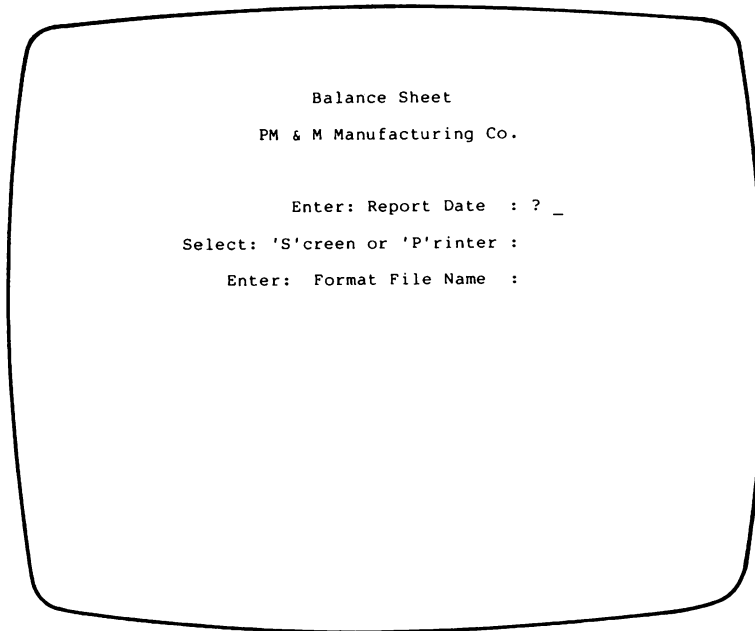
Report 6-3: Sample Income Statement

PM & M Manufacturing  
 I N C O M E S T A T E M E N T  
 for the Month ended 08/23/81

| Revenue                  | Month to Date |         | Quarter to Date |         | Year to Date |         | Adjustments |
|--------------------------|---------------|---------|-----------------|---------|--------------|---------|-------------|
| Computer Systems (Taxbl) | 1,781.00      | 3.06 %  | 1,781.00        | 3.06 %  | 1,781.00     | 3.06 %  | :           |
| Comp Systems (Non Taxbl) | 550.00        | 0.95 %  | 550.00          | 0.95 %  | 550.00       | 0.95 %  | :           |
| Returns: Computer System | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| Peripherals (Taxbl)      | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| Peripherals (Non Taxbl)  | 7,808.75      | 13.43 % | 7,808.75        | 13.43 % | 7,808.75     | 13.43 % | :           |
| Returns: Peripherals     | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| Service Bureau (Taxbl)   | 3,909.53      | 6.72 %  | 3,909.53        | 6.72 %  | 3,909.53     | 6.72 %  | :           |
| Service Bur (Non Taxbl)  | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| Returns: Service Bureau  | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| TAXABLE SERVICE SALES    | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |
| LESS: TAXABLE RETURNS    | 0.00          | 0.00 %  | 0.00            | 0.00 %  | 0.00         | 0.00 %  | :           |

## 6.4 Balance Sheet

Sub-menu selection number '4' allows a company Balance Sheet to be printed. The Balance Sheet prompts will be displayed as in figure 6-7.



```
Balance Sheet
PM & M Manufacturing Co.

Enter: Report Date : ? _
Select: 'S'creen or 'P'rinter :
Enter: Format File Name :
```

*Figure 6-7 Financial Statements—Balance Sheets*

The user may enter a report date or RETURN to default to the current system date. The report may be printed on the system printer or viewed on the screen.

The last prompt to be displayed is the FORMAT FILE NAME request. It is at this point that the user should specify the name of the file that will control the form and content of the Balance Sheet. As explained above, the G/L System provides the capability to produce Balance Sheets in different formats as required by the user. These formats are controlled by FORMAT DESIGN FILES which must be pre-defined, as explained in detail in section 6.5.

An entry of RETURN in response to the FILENAME prompt will cause the default Balance Sheet format to be printed. It consists of two sections, Assets—made up of all asset and inventory accounts, and Liabilities/Owners Equity—made up of all liability and capital accounts.

It should be noted, that as the Income Statement was printed, the net profit/loss for the period was computed. This figure is carried forward to the Balance Sheet and 'temporarily' posted to the preset 'closing account'. This closing account is contained in the Client Configuration file as discussed in Chapter 1. If the account specified is not found, then an appropriate message will be printed on the bottom of the Balance Sheet.

This 'temporary' posting to the closing account is made for printing purposes only. It is not made permanently until the End of Period Initialization. This procedure is described in Chapter 9.

A sample balance sheet is shown on report 6-4.

PM & M Manufacturing  
 B A L A N C E   S H E E T  
 08/23/81

|                                     |           |           |
|-------------------------------------|-----------|-----------|
| Assets                              |           |           |
| Misc Assets                         |           |           |
| REP BANK                            | 20,661.49 |           |
| PAYROLL ACCOUNT                     |           | 1,952.48  |
| RESERVE ACCOUNT                     | 614.65    |           |
| PETTY CASH                          | 1,785.00  |           |
| CORPORATION ACCOUNT                 | 373.27    |           |
| DOWN PAYMENTS                       |           | 1,645.00  |
| CAPITAL EQUIPMENT                   | 43,677.77 |           |
| ACCUM DEPR: CAP EQ                  |           | 13,294.59 |
| OFFICE EQUIPMENT                    | 551.91    |           |
| AUTOMOBILES                         | 6,056.00  |           |
| ACCUM DEPR: AUTOS                   |           | 2,247.00  |
| OTHER EQUIPMENT                     | 9,351.79  |           |
| ACCUM DEPR: OTHER EQ                |           | 6,661.25  |
| Total Misc Assets                   |           | 57,271.56 |
| Inventory Assets                    |           |           |
| Total Inventory                     |           | 2,000.00  |
| Total Assets                        |           | 59,271.56 |
| Liabilities                         |           |           |
| Misc Liabilities                    |           |           |
| ACCOUNTS PAYABLE                    |           | 727.54    |
| MASTERCARGE PAYABLE                 | 1,970.55  |           |
| PRAST'S COMPUTER EQ                 |           | 5,000.00  |
| FEDERAL TAXES PAYABLE               | 1,057.16  |           |
| STATE TAXES PAYABLE                 | 153.63    |           |
| NOTES PAYABLE #1                    |           | 1,200.00  |
| NOTES PAYABLE #2                    | 630.86    |           |
| NOTES PAYABLE (KAFB)                |           | 2,463.77  |
| Total Misc Liabilities              |           | 5,579.11  |
| Owners Equity                       |           |           |
| OWNERS EQUITY                       |           | 28,926.01 |
| RETAINED EARNINGS                   |           | 64,592.44 |
| DRAWING: TPH                        | 39,826.00 |           |
| Total Owners Equity                 |           | 53,692.45 |
| Total Liabilities and Owners Equity |           | 59,271.56 |

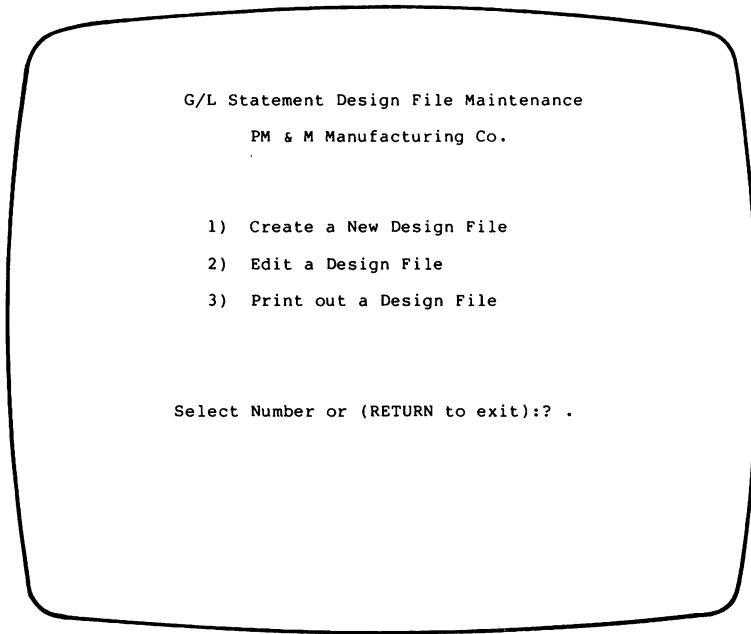
*Report 6-4: Sample Balance Sheet*

## 6.5 Financial Statements—Design File Maintenance

In many instances, it is desirable to produce company financial statements (Income Statements and Balance Sheets) in more than one format. For example, a very detailed form may be required for internal discussion and analysis, while a more general form with broader categories may be needed for outside dissemination.

Design file maintenance is option number '5' on the sub-menu.

Once Design File Maintenance is selected, another sub-menu will be displayed as shown in figure 6-8.



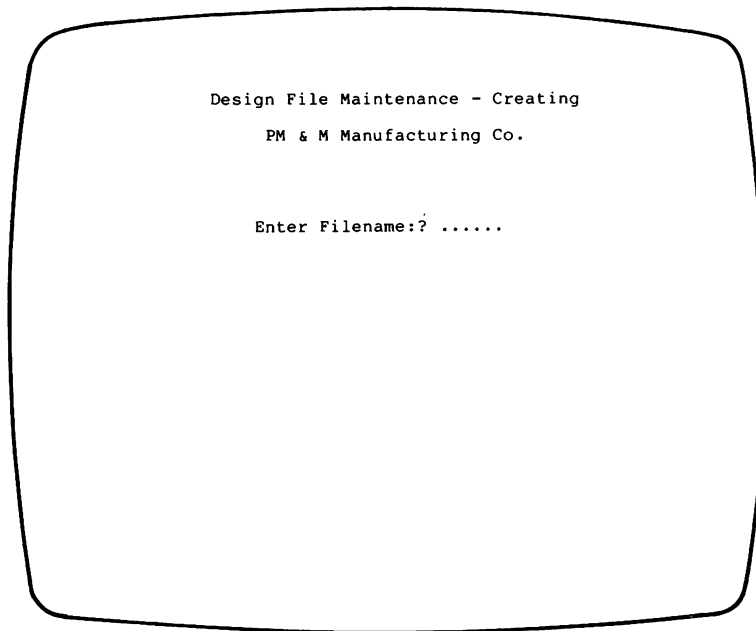
*Figure 6-8 Design File Maintenance—Sub-Menu*

The cursor will appear adjacent to the SELECT NUMBER prompt.

Three options are available, 1) To Create a new design file, 2) To Edit an existing design file and 3) To print a design file for inspection.

To select an option, simply enter the number shown to the left of the desired item. RETURN will re-display the statements sub-menu.

Once an option is selected, the user will be prompted to enter the name of the design file. The screen will appear as shown in figure 6-9.



*Figure 6-9 Design File Name*

The format of the Income Statement and the Balance Sheet is controlled by a **FORMAT DESIGN FILE**. These design files are created by the user to suit his specific needs and are later recalled to actually generate the desired report. As many design files as desired may be created. Normally though, two or three will suffice.

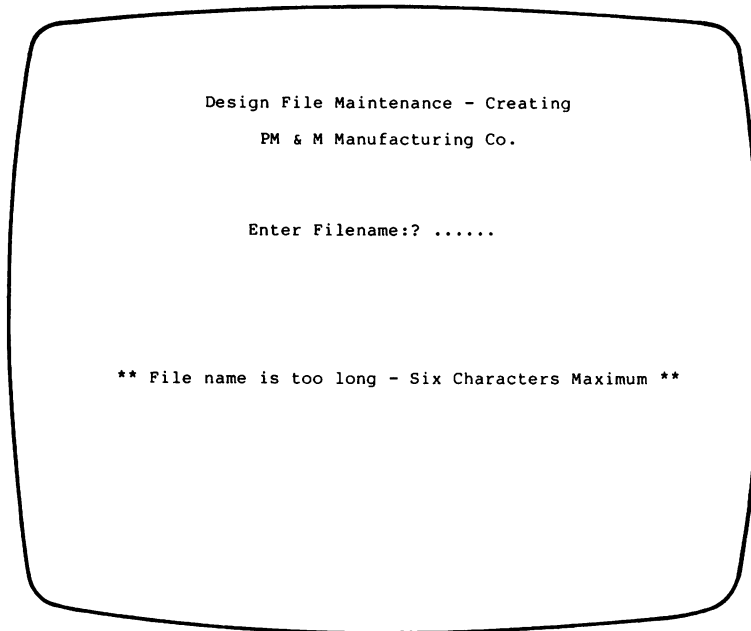
Design file names may consist of up to six characters, the first of which must be alphabetic (i.e. Any character 'A' thru 'Z').

Names should be chosen so that they 'suggest' the form of the report. For example, if we intend to generate two Income Statements, one long and one short, we might use names like 'LONG' and 'SHORT' respectively. This will make it much easier to recall the file names when we actually print the reports. It should be noted, that these file names will be created and stored on your system disk with the 'FILNAM.DEM' as the directory entry. 'DEM' is of course the current client code. It should be noted that the client code was automatically added to the user specified, six character, file name.

An entry of RETURN will cause the Design Sub-Menu to be re-displayed.

Two types of errors may occur when specifying file names, 1) more than six characters are entered, or 2) the first character is non alphabetic. In both cases, an error message will be displayed, the entry will be rejected, the terminal will buzz and the request will be repeated.

A sample error is shown in figure 6-10.



*Figure 6-10 Filename Error Message*

## **6.5.1 Creating a New Design File**

Sub-menu selection number one allows new format files to be created. A whole host of design commands are provided which can be processed against the ledger chart of accounts to produce financial statements in any order desired. The design file simply consists of a list of these commands which are detailed below.

### **6.5.1.1 Format Design File Commands**

The Design File Facility provides the user with various commands which may be used to design the output format and content of the financial statements (Income Statements and Balance Sheet). Each of the commands is explained in detail below and an example of a design file and the resultant report is shown at the end of the section.

#### **PAGE Command**

Format: PAGE

THE 'PAGE' command causes the output device (screen or printer) to skip to the next page. If a line printer is the output device, a form feed command is transmitted and executed. This should always be the first command in a design file.

#### **BLANK Command**

Format: BLANK

This command causes a line to be skipped on the report.

#### **REVENUE Command**

Format: REVENUE,D

This command has no use in the balance sheet program and is ignored. The 'REVENUE' command is used in the income statement program to compute the revenue figure to be used in all percentage computations. This should always be the second command in an Income Statement Design File. The 'D' argument may be used to specify an individual department. If specified, only revenue accounts assigned to that department will be used in the computation. Otherwise, a zero ('0') should be used.

#### **CLEAR Command**

Format: CLEAR,X

Where 'X' can be a '1', '2' or '3' to cause either the first, second or third accumulators to be cleared respectively.

The Design Facility provides for three numeric accumulators to be maintained to compute various totals for subsequent printing. For example, as a ledger account is processed, the balance is added to each of the three accumulators. This command provides a method of clearing a specific accumulator.

### **PRINT Command**

Format: PRINT,X,Text

The 'PRINT' command is used to print names, column headings and any other 'TEXT', onto a report. The 'TEXT' will appear, starting in column 'X'. The user may continue text on the next line (useful in designing 132 character formats) by inserting the '>' character at the end of the line to be continued. The continuation text is then typed on the following line.

#### **NOTE**

**No additional print command is necessary.**

For example, if, in the design file, the command is:

```
PRINT,10,WESTLON ENTERPRISES>
OF CHICAGO, ILLINOIS
```

It will appear in print, starting in column 10, as follows:

```
WESTLON ENTERPRISES OF CHICAGO, ILLINOIS
```

#### **NOTE**

**Although the command line in the design file was spread over two lines, the output has appeared on a single line.**

### **ACCNTS Command**

Format: ACCNTS,X,Y,Z,T,D

The 'ACCNTS' command is used to process and/or print a range of accounts to the output form. For each account processed, the account balance is added to (or subtracted from for contra-balance accounts) each of the three previously mentioned accumulators. The command determines the range of accounts, type and department, and also the starting point for print-out. Let's briefly review the function of each of the arguments associated with this command.

### The 'X' Argument

The 'X' argument determines the column in which the print-out will begin. Normal balance sheet formats dictate that the actual accounts are indented somewhat from the left-hand margin as shown in the example below:

```
ASSETS
 CURRENT ASSETS
 CASH ON HAND
 ACCOUNTS RECEIVABLE
 ETC., ETC.
```

In order to cause the ledger accounts to begin in column 15, the user would simply set the 'X' argument to 15.

### NOTE

**If a zero (0) is entered for the 'X' argument, all printing to the output device will be suppressed. The qualifying accounts will still be processed (i.e. added to the accumulators) but no print-out will be generated.**

### The 'Y' Argument

Entered in the second argument position is the number of the first account to be processed. All account numbers, numerically less than this number, will be automatically skipped over.

### The 'Z' Argument

This argument contains the number of the last account to be processed. All account numbers numerically greater than this number are automatically skipped over.

## The 'T' Argument

The 'T' argument controls the type of account to be printed. For example, if the user wishes to process only inventory accounts at this time, he will enter 'I' as the 'T' argument. This will cause only inventory accounts between the 'Y' and the 'Z' arguments to be processed.

## The 'D' Argument

The 'D' argument controls the department designation of the accounts. If the user inserts a zero (0) for the 'D' argument, the computer will not use the department as a selection factor for processing. (Note: Due to this fact, the user should not use '0' for a department designator.)

## **SUBTRACT Command**

Format: SUBTRACT,S,D

With this command, the user can control the subtraction of each of the accumulators. The two arguments are named "source" and "destination", respectively. They are operated as follows:

**DESTINATION = DESTINATION - SOURCE**

The source accumulator is left unchanged and the destination contains the result of the subtraction.

## **BEGIN Inventory Command**

Format: BEGIN,INVENTORY

This command causes the beginning year inventory figure to be printed on the output form. The 'BEGIN' command has use only in the production of the income statements and is, therefore, ignored in the balance sheet report program.

## **END Inventory Command**

Format: END,INVENTORY

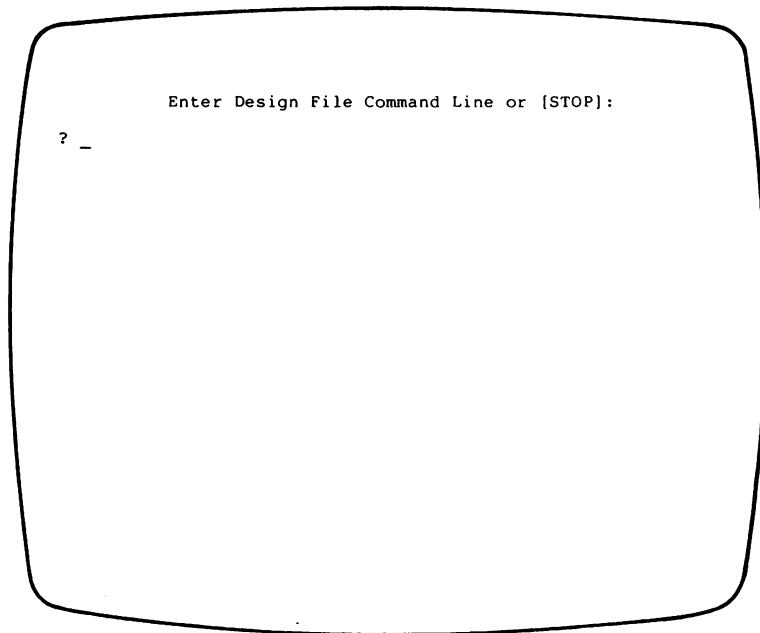
The 'END' command causes the current period ending inventory to be printed on the output form. This command has use only in the production of the income statement and is ignored in the balance sheet program.

## TOTAL Command

Format: TOTAL,X,Y,Text

The 'TOTAL' command is used to print one of the accumulators to the output form. The 'X' argument is the number of the desired accumulator (i.e. 1, 2 or 3), and the 'Y' argument is the starting column for printing of the 'TEXT' string.

Upon selection of option number one (to Create a new Design File), the 'Filename' prompt will be displayed. Once a valid filename has been specified, the screen will appear as shown in figure 6-11.



*Figure 6-11 File Creation—Command Entry*

The cursor will appear directly below the message and wait for the user to enter the various design file commands.

It is good practice to pre-design the format and write the commands down rather than simply trying to type the commands as you go.

As each command is typed in, the cursor will drop down to the next line and wait for another command. Continuing in this way, the entire file can be specified.

Figure 6-12 shows a design file with sample entries.

```
Enter Design File Command Line or [STOP]:
?
? PAGE
? REVENUE,0
? PRINT,1, Revenue Month to Date >
? Quarter to Date Year to Date : Adjustments
? BLANK
? ACCNTS,1,000000,999999,S,0
? BLANK
? TOTAL,1,1,Total Revenue
? BLANK
? CLEAR,1
? PRINT,1, Cost of Sales Month to Date >
? Quarter to Date Year to Date : Adjustments
? BLANK
? ACCNTS,1,000000,999999,M,0
? BLANK
? TOTAL,1,1,Total Cost of Sales
? BLANK
? STOP
```

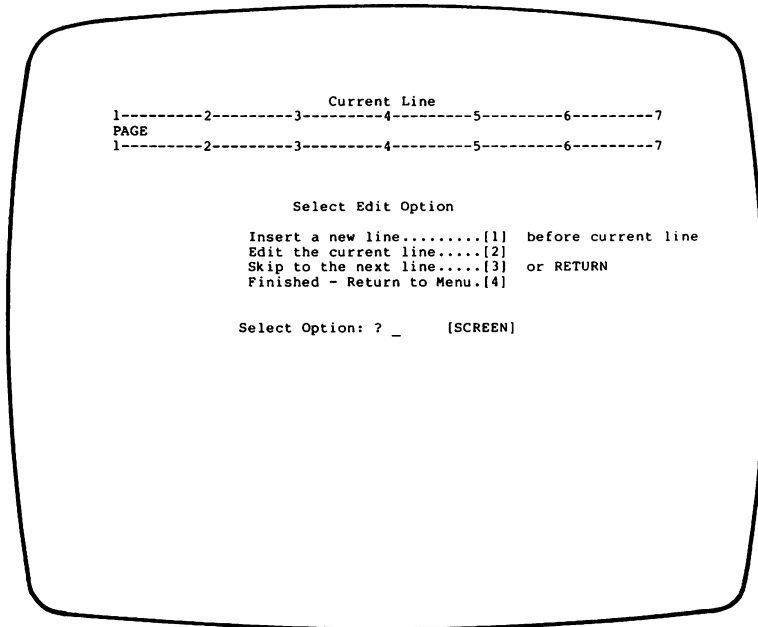
Figure 6-12 File Creation—Sample Entries

In order to signify that the end of the design file has been reached, the user would simply enter STOP. The design file commands will be stored on the system disk and may later be called up for editing and display as desired.

The maintenance sub-menu would be re-displayed for further selection.

## 6.5.2 Editing an Existing Design File

Selection of option number two on the Maintenance Sub-Menu provides the capability to make edits to design files. Following the specification of the Design Filename, the screen will appear as shown in figure 6-13.

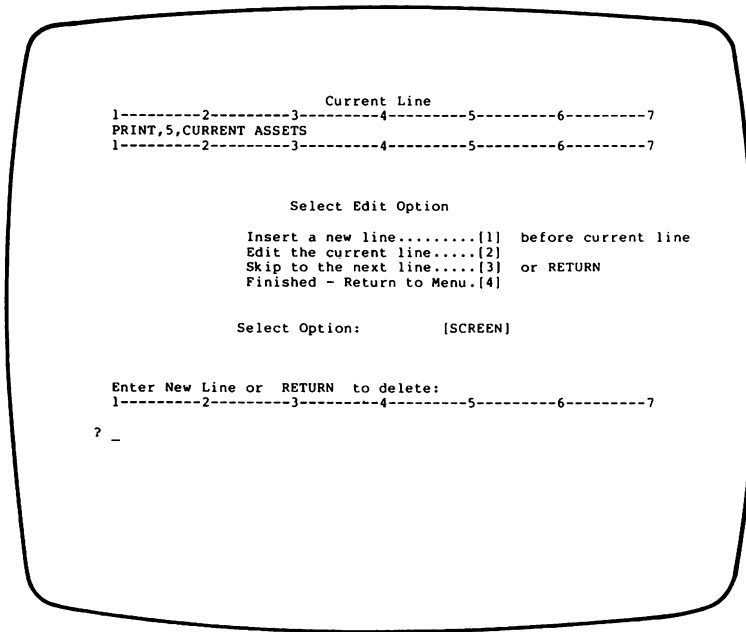


*Figure 6-13 Design File Edit Screen*

The cursor will appear adjacent to the select option prompt.

At the top of the screen, two 70 character rulers are displayed. The current line is always displayed between these two rulers to help format new lines properly. One at a time, each line in the design file will be displayed as the current line and will be available for editing or deleting.

When new lines are inserted, the 70 character ruler is printed at the bottom of the screen for alignment assistance. The question mark prompt appears below the ruler and waits for the user to enter the new line. An entry of RETURN will cancel the insert mode (i.e. no line will be inserted). Any new lines will be inserted physically before the current line shown.



*Figure 6-14 Design File—Insert Screen*

If the user desires to edit the current line, the 70 character ruler will be displayed at the bottom of the screen. The question mark prompt will appear below it and wait for the user to enter the new line. An entry of RETURN will cause the current line to be deleted from the design file.

Continuing in this manner, the user may process the entire file one line at a time. Once all the desired edits have been made, the user may immediately re-record the file via selection number four. The file will be recorded and the maintenance sub-menu will be re-displayed.

To insert additional lines at the end of the file, the user would simply enter successive RETURN's until the end of the file is reached. An appropriate message will be displayed as shown in figure 6-15.

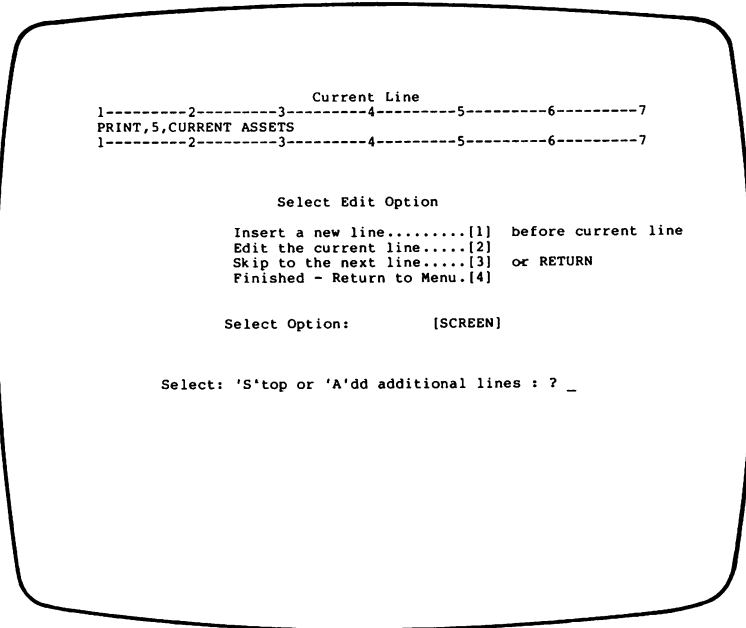


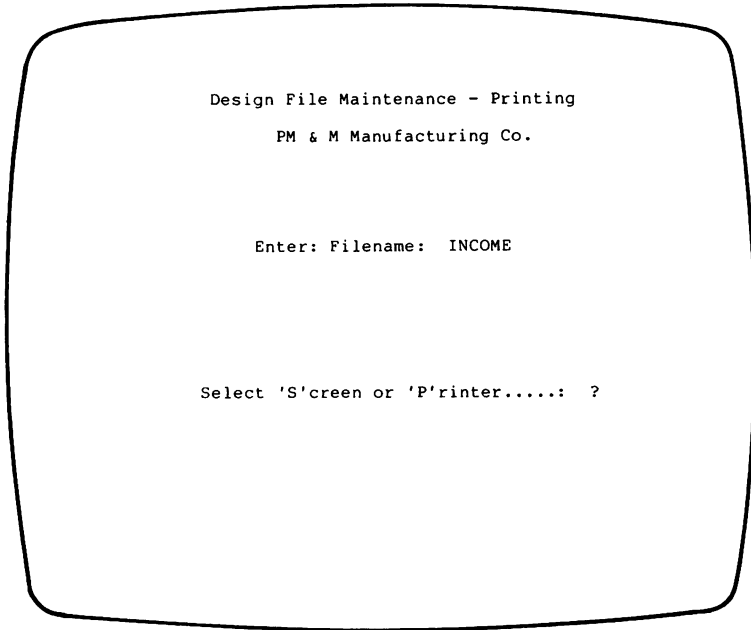
Figure 6-15 Design File—End of File

Since the end of the design file has been reached, the user has the option to STOP or ADD additional lines onto the end of the file.

Selection of STOP will cause control to return to the initial selection screen shown in figure 6-10. Selection of the ADD option will allow entry of lines as previously described (see figure 6-11 and figure 6-12).

### 6.5.3 Printing a Design File

Selection of option number three on the Maintenance Sub-Menu provides the capability to generate a listing of a design file. The FILENAME request will be displayed, and following entry of a valid filename, the screen will appear as shown in figure 6-16.



*Figure 6-16 Printing a Design File*

The cursor will appear adjacent to the SCREEN / PRINTER prompt.

Output may be directed to the system printer or viewed on the terminal screen. An entry of RETURN will cause a default to the screen.

Upon completion, the Maintenance Sub-Menu will be displayed.

## Chapter 7

# Processing the G/L Transaction File

In order to more completely understand the function of PROCESSING, it is necessary that we understand exactly how ledger account balances are maintained.

Fiscal years are separated into several accounting periods. Typically, these periods correspond closely with the physical months of the year. For each of these periods, it is required that financial statements be printed. In order to achieve this criterion, a minimum of two balances are maintained for each ledger account. These two balances are:

1. Balance at the beginning of the period
2. Net change during the period

The current balance at any specific point in time is then simply the sum of the two balances.

The only time the first balance (i.e. Begin Period Balance) changes is at the end of the current period. The two balances are added together, the result being the 'End Period Balance'. This is of course, by definition, also the beginning balance for the subsequent period (This is performed as part of the End of Period Initialization procedures and is discussed in Chapter 9).

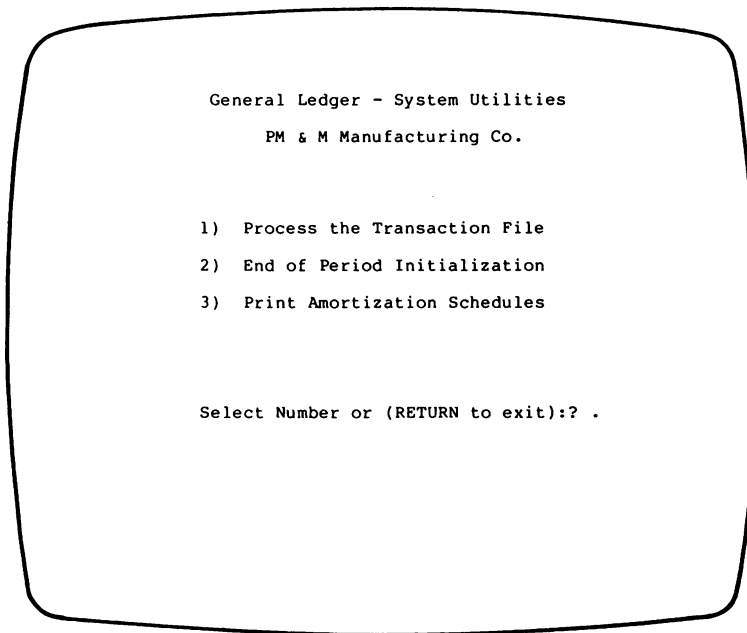
The only way to change a ledger account balance is by recording a General Journal Transaction. The second balance (i.e. Net Change) is then the cumulative effect of all the General Journal Transactions.

PROCESSING the General Journal transaction file causes the 'Net Change' for each ledger account to be computed (or re-computed). This figure is then stored in the 'Net Change' balance field.

It is important to note that we said 'RE-COMPUTE' the net effect of all the General Journal transactions. In actuality, that is exactly what happens. The Net Change accumulators for each ledger account are reset to zero and the entire G/L transaction file is processed with each transaction amount being applied to the individual debit and/or credit account. In this way, the 'Net Change' amounts are re-computed for each account.

The PROCESSING option is part of the G/L System Utilities.

Selection of item number five on the Main Menu causes the Sub-Menu shown below in figure 7-1 to be displayed.



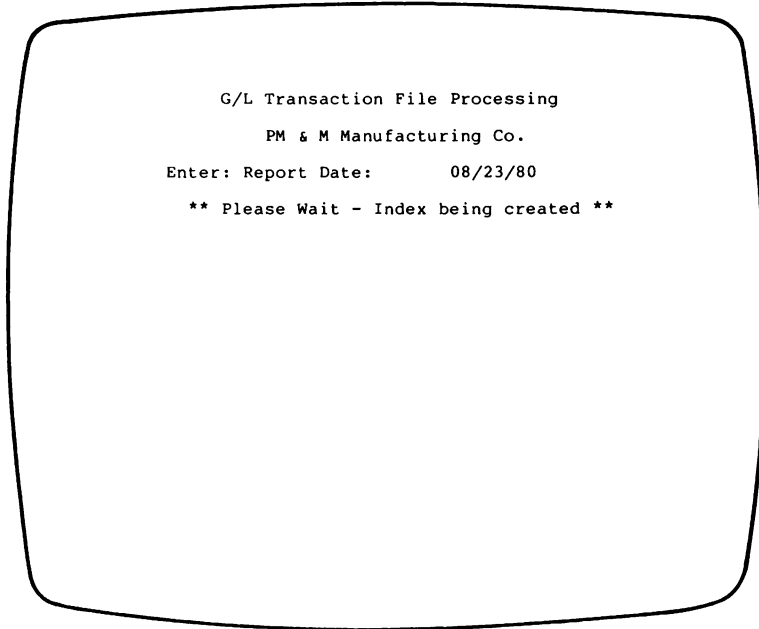
*Figure 7-1 G/L Utilities Sub-Menu*

Selection is made by entering the number '1' shown to the left of the first menu item. An entry of '2' will start the End of Period Initialization procedure and is described in Chapter 9.

Any other entry will be rejected, the terminal will buzz and the request will be repeated.

An entry of RETURN will cause the Main Menu to be re-displayed.

Once option number one on the sub-menu is selected, the screen will appear as shown in figure 7-2.



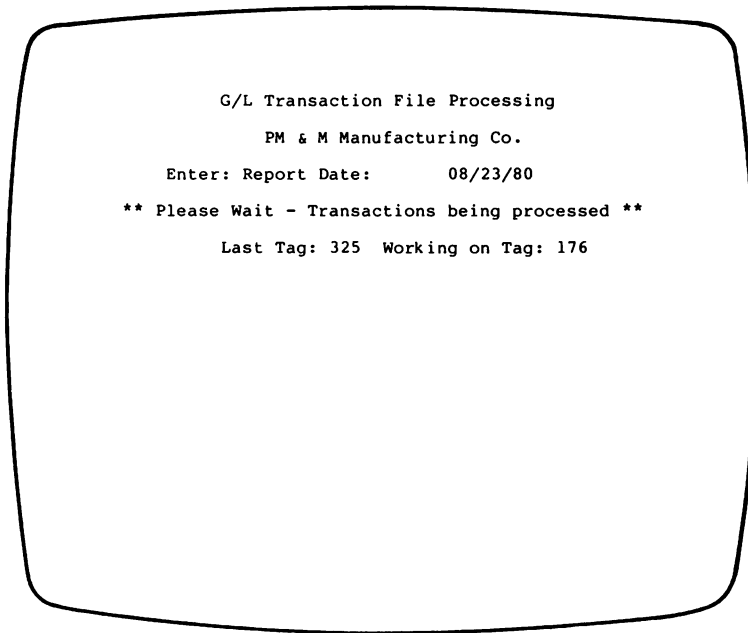
*Figure 7-2 Transaction Processing—Index Create*

It should be noted, than an entry of 'STOP' or simply 'S' in response to the report date prompt will effectively halt the PROCESS procedure and the Sub-Menu will be re-displayed. This provides the ability to 'BACK-UP' if an erroneous selection was made.

The report date may be specified in any format the user desires or an entry of RETURN will cause a default to the System Date.

In order to enhance the speed of processing, an index file is created. This takes only a short amount of time.

Once the index creation has been completed, transaction processing will begin. The screen shown in figure 7-3 will be displayed.



```
G/L Transaction File Processing
 PM & M Manufacturing Co.
Enter: Report Date: 08/23/80
** Please Wait - Transactions being processed **
 Last Tag: 325 Working on Tag: 176
```

*Figure 7-3 Transaction Processing*

Since transaction processing takes some time, an activity report is displayed which shows the highest tag number in the transaction file (which is of course the last tag number that will be processed) and the tag number that is currently being processed. Obviously, when the two numbers are the same, processing will be finished. A reasonable rule of thumb to determine the length of time to process, would be to allow approximately one second per transaction (more or less depending on the speed of your system device).

Transaction processing performs the following functions:

**Account Verification** Each General Journal transaction affects at least one ledger account (compound transactions) and in many cases two ledger accounts (simple transactions). These account numbers must exist in the chart of accounts for the transactions to be properly posted. Processing the transaction file performs this verification procedure. If any transaction account numbers cannot be found in the ledger, then they will appear on a subsequent error report. Before printing the financial statements, the user should correct all errors and reprocess.

It should be noted, that the error report will be printed only if errors are detected. Only fifty errors are reported on any one report.

**Account Balance Update** When a transaction is entered to the transaction file (see section 4), the debit and credit accounts are not immediately updated. The transactions in the file will permanently update the ledger only when the current period is closed out. At that time, the transaction file is also cleared. Processing the transaction file computes the net effect of these transactions on each ledger account. If a financial statement (Income Statements or Balance Sheet) is printed, the net change will be added to the account balance at the beginning of the period to compute the current account balance.

Each time additional transactions are entered or transaction amounts are edited (or deleted), the file will need to be re-processed. An internal flag is set that is tested by all the necessary procedures.

Additionally, the current period cannot be CLOSED OUT if the file is unprocessed (i.e. if the flag is set). The state of the process flag may be viewed as necessary on the STATUS / SPECIFICATION report. See Chapter 10 for further details.

**Automatic Month Holdover** If the AUTOMATIC MONTH HOLDOVER facility is preset for a specific month when processing occurs (see Chapter 8), then the transaction file will selectively be processed. Only those transactions whose transaction date occurs within the selected month will be processed. All others will be ignored.

Any reports run would then, of course, only reflect activity thru the end of the selected month. If a month is selected when processing is performed, then it must also be selected when the financial statements are run. If it is not, the PROCESSING ERROR message will be displayed and printing of the reports will be disallowed. Likewise, if the file is processed when no month is selected then the reports must be printed with no month selected.

As the transaction file is processed, each ledger account number (debits and credits) is verified to exist in the ledger chart of accounts. If an account number is found that does not exist, then an error report will be printed after processing is complete. The screen will appear as shown in figure 7-4.

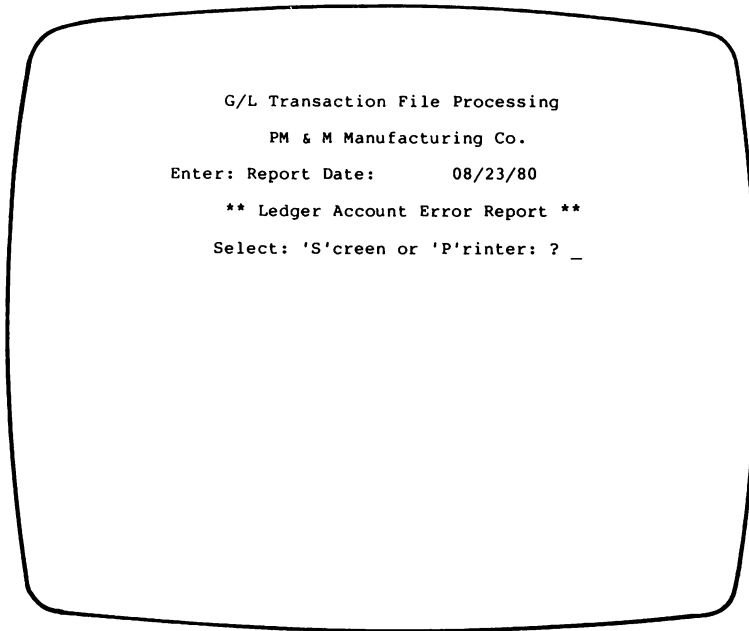


Figure 7-4 Processing—Error Report

The report will show only a maximum of fifty errors. If more than that were found, an appropriate line will be printed on the bottom of the report.

| PM & M Manufacturing |           |                            |     |        |        |           |                 |
|----------------------|-----------|----------------------------|-----|--------|--------|-----------|-----------------|
| As of: 08/15/81      |           | Processing Errors Register |     |        |        | 02-AUG-81 |                 |
| Tag                  | Reference | Date                       | Src | Debit  | Credit | Amount    | Comments        |
| 226                  | 1344      | 05/05/81                   | 1   | 1000.0 | 1310.0 | 500.00    | Loan Repayment  |
| 287                  | 29881     | 06/09/81                   | 2   | 1000.0 | 2599.0 | 250.72    | Misc P.O.L.     |
| 356                  | 199-019   | 07/12/81                   | 1   | 1010.0 | 1301.0 | 173.45    | Contract Reimb. |

Report 7-1: Error Report

## Chapter 8

### Automatic Period Holdover

The Automatic Period Holdover facility is probably one of the most useful features of the MJA General Ledger System. It allows general ledger activity to proceed from accounting period to accounting period without any unnecessary interruptions to perform period to period closings.

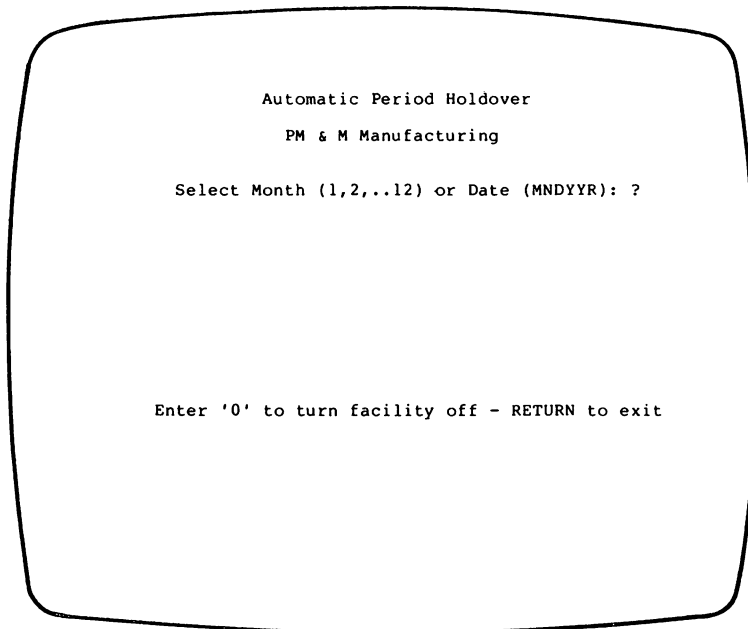
For example, in a typical operating environment, it would not only be difficult but sometimes impossible to close out a specific period at the exact physical end of that period. Yet, it may cause problems to delay the entry of data for the subsequent period.

As a case study, let's consider the two periods of January and February. At the close of business on January 31st (i.e. the last day in the January period) it is necessary to print the ledger report and the financial statements. For this to be done, some ledger accounts may have to be audited and balanced, closing entries must be made and all the reports must be printed. These procedures could take several days and maybe weeks. In the mean time, transactions occurring in February would be piling up.

However, with the Automatic Period Holdover facility, these February transactions may be entered without delay. Then, when the January reports are ready to be printed, the Holdover facility may be 'turned on' for the month of January. Once done, all transactions for any other months would be ignored. The transaction file can be processed, the general ledger reports and financial statements can be printed, and then finally, the period can be closed. During this whole procedure, all the February transaction would be simply ignored. Once the Holdover is 'turned off', they will magically re-appear.

It should be noted, that the automatic period may be a date rather than a month. The difference between the two is this; When a month is set, all transactions whose date does not fall within the month set will be ignored. When a date (MNDYYR) is set, all transactions whose date falls after the period set will be ignored.

Selection number six on the Main Menu will cause figure 8-1 to be displayed:



*Figure 8-1 Automatic Month Holdover—Selection*

The user should select a month by entering the month number, (i.e. 01, 02, 03 ..... 12). To select a period ending date, simply enter 'MNDYYR' for the desired period. Any entry other than a valid month number (or '0' to turn the holdover off) will be rejected, the terminal will buzz and the request will be repeated.

For example, To select the month of January, simply enter '01' followed by RETURN. The Main Menu will immediately be re-displayed. Try looking at the System Status and Specifications report (Main Menu number 8) to verify that the proper month has been selected.

Normally, when the transaction file is processed (see Chapter 7) all the entries are used to compute the new ledger account balances. Now, however, when the transaction file is processed, only those transactions which have a date corresponding to the month '01' will be computed. All other transactions will be skipped. Consequently, all ledger account balances will reflect only those transactions which occurred in January.

The financial statements, as well as the general ledger reports, can be printed and will reflect only the selected month. Likewise, the period can then be closed and will affect only the current months transactions.

Once the PURGE is completed, all ledger account balances will reflect the end of January balances and all January transactions will have been deleted from the transaction file leaving the February transactions intact.

Once a month is selected, it will remain selected until the General Ledger session is terminated or until it is turned off by entering '0' in response to the AUTOMATIC MONTH HOLDOVER prompt.

At any time, the user may view the Status Report described in Chapters 4 and 5 to determine if a month is selected and if so, what month it is.

It should be noted, that if the transaction file is processed with a specific month selected then it must also be purged with that month selected.

## Chapter 9

### End of Period Initialization

In order to fully understand the 'End of Period Initialization' function, it is necessary that we understand exactly how ledger account balances are maintained.

This is explained in detail in Chapter 7 and summarized here.

Briefly, two balances are maintained for each ledger account. They are:

1. Balance at the beginning of the period
2. Net Change during the current period

As explained in Chapter 7, PROCESSING is the operation that actually computes the Net Change Balance.

The 'End of Period Initialization' operation is responsible for adding the Net Change balance to the Begin Period balance to compute the beginning balance for the subsequent period.

In other words, the beginning balance is updated (changed) to reflect the current period activity. This is accomplished by adding the second balance to the first and re-storing the sum as the first balance (i.e. the begin balance is permanently changed).

The G/L Transaction file is then purged of all posted transactions. Normally, this would mean ALL transactions. However, if the Automatic Month Holdover facility was enabled and processed as such (see Chapter 8) then only those transactions falling within the selected month would be purged.

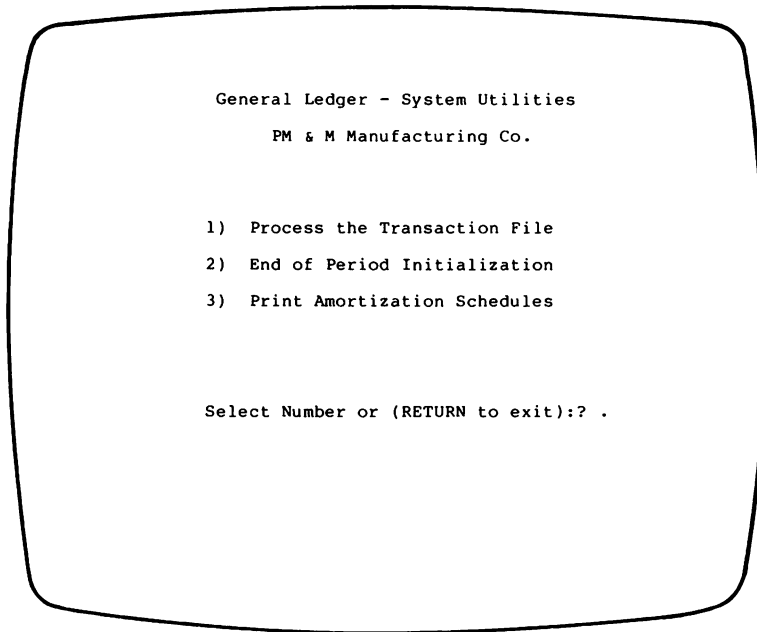
Typically, the End of Period Initialization procedure performs the following steps:

1. Verifies that the G/L Transaction file has been properly processed. For example, if the Automatic Month Holdover is enabled, make sure that the transaction file was processed with the same month that is now selected.
2. Updates the Begin Period balance to reflect the G/L transactions by adding the Net Change balance to it and recording the result as the new Begin Period Balance.
3. Purges the G/L transaction file of posted transactions.

The 'END of PERIOD INITIALIZATION' procedure is part of the G/L Utilities.

Selection number five from the G/L Main Menu provides the capability to run two system utilities. One is used to process the transaction file and the other is used to formally close out an accounting period such as a month, quarter or a year.

Following the transfer message, the utilities sub-menu will be displayed as shown in figure 9-1.



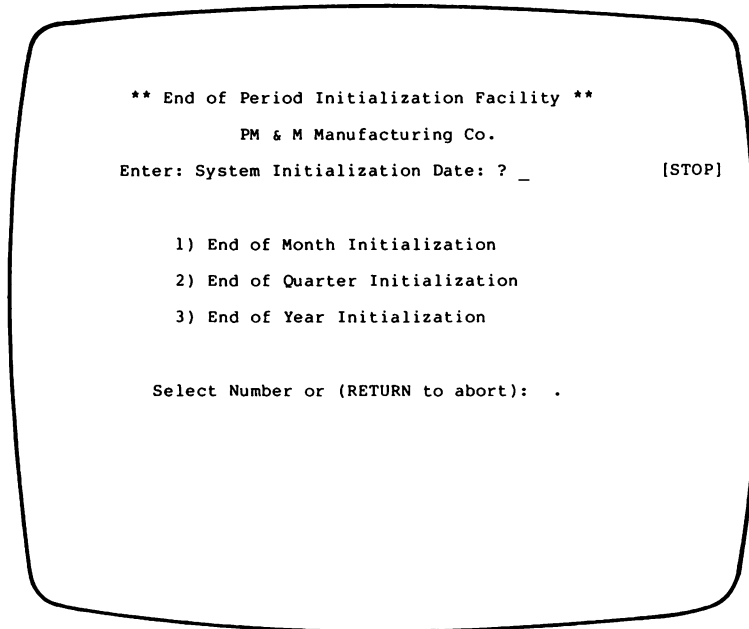
*Figure 9-1 System Utilities Sub-Menu*

Selection is made by entering the number '2' shown to the left of the sub-menu item. An entry of '1' will initiate the PROCESSING option as discussed in Chapter 7.

Any other entry will be rejected, the terminal will buzz and the request will be repeated.

An entry of RETURN will cause the Main Menu to be displayed.

Once selected, the screen will appear as shown in figure 9-2.



*Figure 9-2 End of Period Initialization*

It should be noted that, initially, only the System Date prompt is displayed, but once it's been specified, the screen will appear as shown.

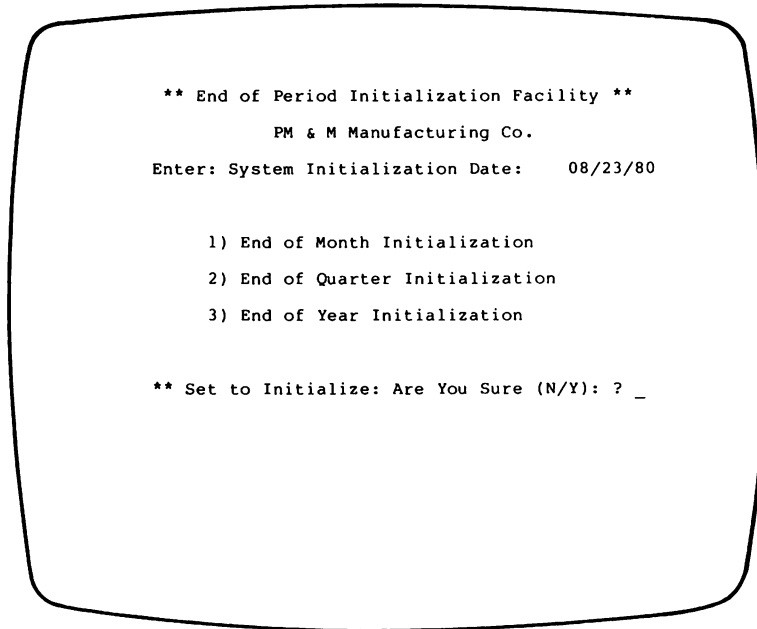
The date may be specified in any form desired by the user or an entry of RETURN will cause a default to the system date.

Additionally, the user may immediately terminate the initialization session (before actually starting) by entering 'STOP' or simply 'A' in response to the date prompt. The screen will be cleared and control will return to the Main Menu.

Next, the user may select end of month, end of quarter or end of year initialization. Each option is inclusive of the preceding ones. (i.e. if Quarter Initialization is selected then a monthly initialization is also performed and if Yearly Initialization is selected, then the monthly and the quarterly initializations are automatically performed.)

It should be noted that an entry of RETURN will cause the Initialization procedure to be aborted. Control returns to the Main Menu.

Once a Monthly, Quarterly or Yearly initialization is selected, the screen will appear as shown in figure 9-3.

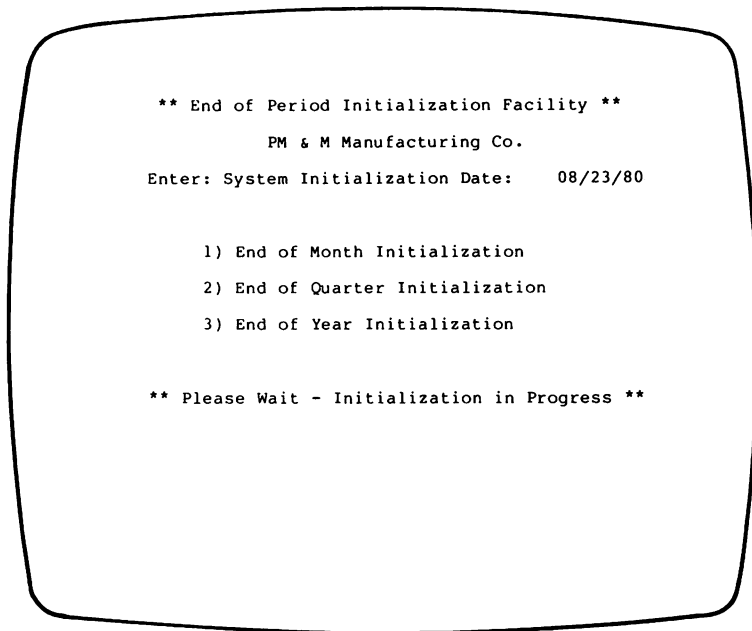


*Figure 9-3 Set to Initialize*

The cursor will appear adjacent to the SET TO INITIALIZE prompt. An entry of 'N' will cause the screen to be cleared and the Main Menu to be re-displayed. (i.e. The session is aborted without performing any initializations.)

An entry of 'Y' will cause the Initialization to be performed. Any other response will be rejected, the terminal will buzz and the request will be repeated.

Depending on the size of the Ledger Chart of Accounts and the size of the G/L transaction file, the initialization takes a short amount of time. While it's in progress, the screen will appear as shown in figure 9-4.

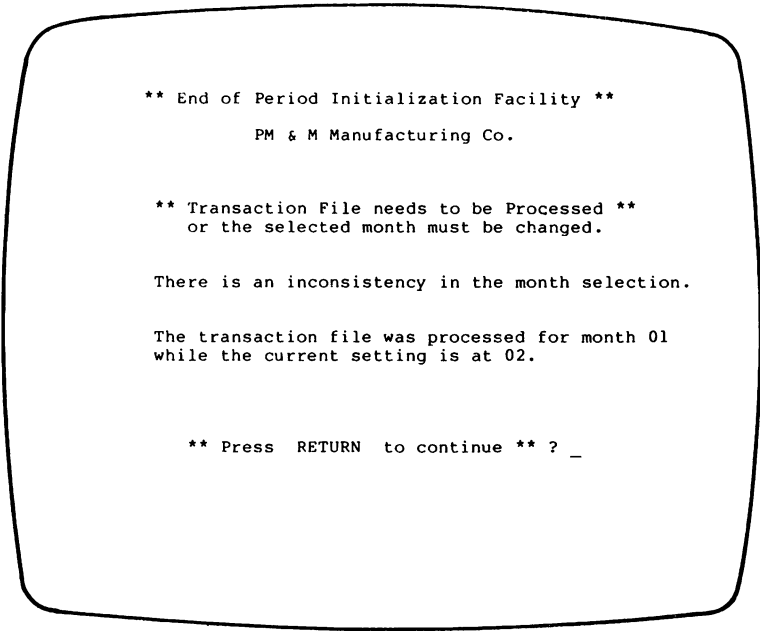


*Figure 9-4 Initialization in Progress*

Upon completion, the screen will be cleared and the Main Menu re-displayed.

It should be noted that the first thing checked by the initialization process is that the transaction file has been properly processed. For example, if the Automatic Month Holdover facility is now enabled then the transaction file must have been processed with the same month enabled. Likewise, if the Holdover facility is disabled (no month selected) then the file must have been processed with no month selected.

When an illegal combination is detected, the Initialization procedure is automatically disallowed and the message shown in figure 9-5 is displayed.



*Figure 9-5 Initialization—Process Error*

An entry of RETURN will cause the Main Menu to be re-displayed.

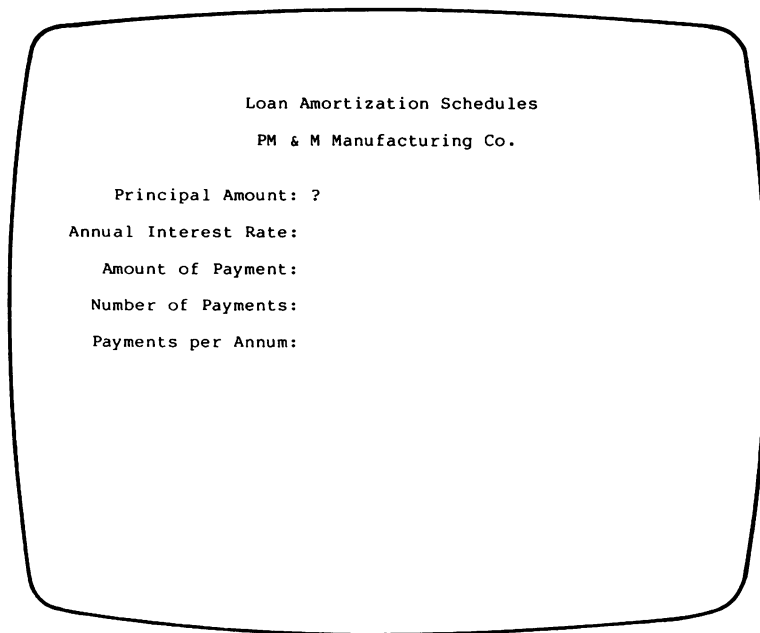
The processing error should be resolved before attempting to initialize again.

## Chapter 10

### Printing Loan Amortization Schedules

Selection number seven on the General Ledger Main Menu provides access to a bank of system utilities. A sub-menu will be printed. Option number three in the utility sub-menu is the Loan Amortization Facility.

The screen will appear as shown in figure 10-1.



The screenshot shows a terminal window with the following text:

```
Loan Amortization Schedules
PM & M Manufacturing Co.

Principal Amount: ?
Annual Interest Rate:
Amount of Payment:
Number of Payments:
Payments per Annum:
```

*Figure 10-1 Loan Amortization Schedules*

The cursor will appear adjacent to the PRINCIPAL AMOUNT prompt.

An entry or 'STOP' or simply 'S' will cause the sub-menu to be re-displayed.

To print a schedule, simply enter the prompted information. Any one of the five can be left blank (i.e. zero) and it will be computed.

A sample loan schedule is shown below.

| Run Date: 07-JUN-82 |                 | Loan Amortization Schedules |                    |                    | Page: 1 |
|---------------------|-----------------|-----------------------------|--------------------|--------------------|---------|
| Principal Amount    | Annual Int Rate | Payment Amount              | Number of Payments | Payments Per Annum |         |
| 2,500.00            | 16.5000         | 123.01                      | 24                 | 12                 |         |
| Payment             | Amount          | Interest                    | Principal          | Loan Bal           |         |
| 1                   | 123.01          | 34.38                       | 88.63              | 2,411.37           |         |
| 2                   | 123.01          | 33.16                       | 89.85              | 2,321.52           |         |
| 3                   | 123.01          | 31.92                       | 91.09              | 2,230.43           |         |
| 4                   | 123.01          | 30.67                       | 92.34              | 2,138.09           |         |
| 5                   | 123.01          | 29.40                       | 93.61              | 2,044.48           |         |
| 6                   | 123.01          | 28.11                       | 94.90              | 1,949.58           |         |
| 7                   | 123.01          | 26.81                       | 96.20              | 1,853.38           |         |
| 8                   | 123.01          | 25.48                       | 97.53              | 1,755.85           |         |
| 9                   | 123.01          | 24.14                       | 98.87              | 1,656.98           |         |
| 10                  | 123.01          | 22.78                       | 100.23             | 1,556.75           |         |
| 11                  | 123.01          | 21.41                       | 101.60             | 1,455.15           |         |
| 12                  | 123.01          | 20.01                       | 103.00             | 1,352.15           |         |
| 13                  | 123.01          | 18.59                       | 104.42             | 1,247.73           |         |
| 14                  | 123.01          | 17.16                       | 105.85             | 1,141.88           |         |
| 15                  | 123.01          | 15.70                       | 107.31             | 1,034.57           |         |
| 16                  | 123.01          | 14.23                       | 108.78             | 925.79             |         |
| 17                  | 123.01          | 12.73                       | 110.28             | 815.51             |         |
| 18                  | 123.01          | 11.21                       | 111.80             | 703.71             |         |
| 19                  | 123.01          | 9.68                        | 113.33             | 590.38             |         |
| 20                  | 123.01          | 8.12                        | 114.89             | 475.49             |         |
| 21                  | 123.01          | 6.54                        | 116.47             | 359.02             |         |
| 22                  | 123.01          | 4.94                        | 118.07             | 240.95             |         |
| 23                  | 123.01          | 3.31                        | 119.70             | 121.25             |         |
| 24                  | 122.92          | 1.67                        | 121.25             | 0.00               |         |

*Report 10-1: Amortization Report*

# Chapter 11

## System Managers Inquiry and Update

Selection number seven on the G/L Main Menu provides the capability to view the system Managers Inquiry and Update for the selected client.

Following the transfer message, the screen will appear as shown in figure 11-1.

G/L System Managers Inquiry and Update

Code: PMM System Date: 06/15/82

Name: PM & M Manufacturing Co. Last Period Close: None  
12101 Menaul Blvd., NE Subsidiary Auto Post: None  
Albuquerque, NM 87112 Auto Holdover Period: 0

| Files               | Located<br>on Device | Maximum<br>Limit of     | Records<br>on File | Comments             |
|---------------------|----------------------|-------------------------|--------------------|----------------------|
| Ledger Acnts:       | SY:                  | 100                     | 28                 |                      |
| Transactions:       | SY:                  | 100                     | 84                 | Processed            |
| P&L Closing Account |                      | Begin Quarter Inventory |                    | Begin Year Inventory |
| 999.99              |                      | 10,192.43               |                    | 19,456.72            |

Any Change (N/Y):? . [Cancel]

Figure 11-1 System Managers Inquiry and Update

Such information as, whether or not the Automatic Month Holdover facility is enabled, how large the ledger chart of accounts file is, how many ledger accounts have been specified, how large and how many transactions have been recorded, and the processing status of the transaction file are displayed.

The three items on the bottom of the screen (Closing Account, begin quarter inventory and begin year inventory) are able to be changed by the user. Simply enter 'Y' and return. If a managers password has previously been specified (see chapter 1, figure 1-8), then the user will be prompted for it to be entered. Three chances are allowed for the correct password to be entered. Unsuccessful attempts will cause the Main Menu to be re-displayed.

Upon successfully entering the password (if necessary), the cursor will move to the Closing Account prompt. This is the account that the net profit and / or loss for the current period will be closed into when the period is closed (i.e. nominal accounts are set to zero). Enter a new account number or RETURN will cause the original number to be re-displayed. The cursor will move to the next field.

Continuing in this way, all three fields may be changed and the cursor will again arrive at the Any Change prompt.

An entry of RETURN will cause the G/L Main Menu to be re-displayed.

# Appendix A

## General Ledger System Programs

|        |                                         |
|--------|-----------------------------------------|
| INSTAL | MJA Configuration File (ext is MJA)     |
| MJA    | MJA Start Up                            |
| MJMENU | General Ledger Main Menu                |
| MJAMG0 | System Managers Programs                |
| MJAMG1 | Setting File Parameters                 |
| MJAMG2 | Managers Inquiry and Update             |
| MJGL01 | General Journal Transaction Maintenance |
| MJGL02 | General Journal Transaction Reports     |
| MJGL10 | Financial Statements                    |
|        | Trial Balance Worksheet                 |
|        | Budget Comparison Report                |
|        | Income Statement                        |
|        | Balance Sheet                           |
| MJGL40 | Create, Edit and List Design Files      |
| MJGL11 | General Ledger Utilities                |
|        | Processing Transaction File             |
|        | End of Period Close Outs                |
|        | Print Amortization Schedules            |
| MJGL41 | Post G/L from temp files                |
| MJGL30 | Chart of Accounts Maintenance           |
| MJGL32 | General Ledger Reports                  |

## General Ledger Files

|        |                                  |
|--------|----------------------------------|
| CLIENT | Client Configuration File        |
| ACCNTS | Chart of Accounts File           |
| TRANGL | General Journal Transaction File |

## Appendix B

### MJA Installation File

| Variable | Record | Description                                |
|----------|--------|--------------------------------------------|
| N\$(110) | 1      | System Default Device                      |
| N\$(111) | 2      | Licensee Name                              |
| N\$(112) | 3      | System Reserved                            |
| N\$(113) | 4      | System Reserved                            |
| N\$(114) | 5      | System Reserved                            |
| N\$(115) | 6      | Print Program Version Numbers ('Y' or 'N') |
| N\$(116) | 7      | Common Area's ('Y' or 'N')                 |
| N\$(117) | 8      | GL Posting via temp files ('Y' or 'N')     |
| N\$(118) | 9      | System Reserved - Do Not Change            |
| N\$(119) | 10     | Data Input Control                         |
| N\$(120) | 11     | Scratch File Consolidation                 |

Some notes about the flags above:

**PRINTING PROGRAM VERSION NUMBERS** - Each time a program is started from the Main Menu, the program version number will be displayed. This should prove to be a help in making sure that all your program copies are up to date.

**COMMON AREA** - On some systems, the **COMMON** command is implemented. Typically, this should be set to 'N'.

**G/L POSTING TO TEMP FILES** - Posting of transactions from the various subsidiary systems normally occurs directly. However, on smaller floppy based systems it may be necessary to post to an intermediate file and then later transfer the information to the General Ledger. If you cannot fit all your data files on the same physical device, set this flag to 'Y'. See Appendix E in the General Ledger about transferring the temporary postings.

DATA INPUT CONTROL - Setting this flag to a 'Y' will cause all system input responses to require a 'RETURN' to be typed as the activation character (i.e. before the computer will accept the data and proceed to the next step). Setting this flag to 'N' will allow many single and double character input requests to be processed immediately upon typing at the keyboard. This method is sometimes faster since no RETURN is required.

SCRATCH FILE CONSOLIDATION - All the MJA system modules require some scratch area on the disk to be reserved for the building and processing of various temporary information. Normally each module has it's own area. However, for small and single user systems this area can be shared by all the modules (one at a time). Setting this flag to 'Y' will cause a single area to be shared. Setting this flag to 'N' will cause each module to create it's own area.

### **Modifying INSTAL.MJA Configuration File**

A provision has been provided for the user to easily modify the configuration parameters found in the 'INSTAL.MJA' file.

Upon starting the MJA system, the Installation Screen is displayed. The user is prompted to enter the System Date. However, instead of entering a date, enter 'INSTAL' followed by RETURN.

A display showing the current settings will be produced. Changes can be made at this time.

## Appendix C

### MJA Client Configuration File

| <b>Variable</b> | <b>Record</b> | <b>Description</b>               |
|-----------------|---------------|----------------------------------|
| N\$(0)          | 0             | Client code                      |
| N\$(1)          | 1             | Client name                      |
| N\$(2)          | 2             | Address line 1                   |
| N\$(3)          | 3             | Address line 2                   |
| N\$(4)          | 4             | City                             |
| N\$(5)          | 5             | State                            |
| N\$(6)          | 6             | Zip                              |
| N\$(7)          | 7             | Employers federal id             |
| N\$(8)          | 8             | Employers state id               |
| N\$(9)          | 9             | Begin month fiscal year          |
| N\$(10)         | 10            | System Reserved - DO NOT DISTURB |
| N\$(11)         | 11            | System Reserved - DO NOT DISTURB |
| N\$(12)         | 12            | System Reserved - DO NOT DISTURB |
| N\$(13)         | 13            | System Reserved - DO NOT DISTURB |
| N\$(14)         | 14            | System Reserved - DO NOT DISTURB |
| N\$(15)         | 15            | System Reserved - DO NOT DISTURB |
| N\$(16)         | 16            | System Reserved - DO NOT DISTURB |
| N\$(17)         | 17            | Unused                           |
| N\$(18)         | 18            | Unused                           |
| N\$(19)         | 19            | Unused                           |

## General Ledger Section

| <b>Variable</b> | <b>Record</b> | <b>Description</b>                  |
|-----------------|---------------|-------------------------------------|
| N\$(20)         | 20            | G/L setup flag (Y/N)                |
| N\$(21)         | 21            | Maximum number of ledger accounts   |
| N\$(22)         | 22            | Maximum number journal transactions |
| N\$(23)         | 23            | Data file device location           |
| N\$(24)         | 24            | Unused                              |
| N\$(25)         | 25            | GL Closing account                  |
| N\$(26)         | 26            | Begin year inventory figure         |
| N\$(27)         | 27            | Begin quarter inventory figure      |
| N\$(28)         | 28            | Unused                              |
| N\$(29)         | 29            | Unused                              |

## Payroll Section

| <b>Variable</b> | <b>Record</b> | <b>Description</b>              |
|-----------------|---------------|---------------------------------|
| N\$(30)         | 30            | Payroll setup flag (Y/N)        |
| N\$(31)         | 31            | Auto post to G/L (Y/N)          |
| N\$(32)         | 32            | Maximum number of employees     |
| N\$(33)         | 33            | Maximum checks per pay period   |
| N\$(34)         | 34            | Data file device location       |
| N\$(35)         | 35            | Check format (9020, 9000, stub) |
| N\$(36)         | 36            | GL Account for paychecks        |
| N\$(37)         | 37            | GL Payroll expense account      |
| N\$(38)         | 38            | GL Payroll tax expense account  |
| N\$(39)         | 39            | GL Loans receivable             |
| N\$(40)         | 40            | GL Fica payable: employer       |
| N\$(41)         | 41            | GL Fica payable: employee       |
| N\$(42)         | 42            | GL E.i.c. advance payments      |
| N\$(43)         | 43            | GL Federal tax withholding      |
| N\$(44)         | 44            | GL State tax withholding        |
| N\$(45)         | 45            | GL S.d.i. payable               |
| N\$(46)         | 46            | GL Suta payable                 |
| N\$(47)         | 47            | GL Suta payable                 |

|         |    |                                                        |
|---------|----|--------------------------------------------------------|
| N\$(48) | 48 | Misc 1: Title (1-6) / G/L account (7-12)               |
| N\$(49) | 49 | Misc 2: Title (1-6) / G/L account (7-12)               |
| N\$(50) | 50 | Misc 3: Title (1-6) / G/L account (7-12)               |
| N\$(51) | 51 | Misc 4: Title (1-6) / G/L account (7-12)               |
| N\$(52) | 52 | Sys 1: Title (1-6) / G/L acct (7-12)<br>rate (%) , max |
| N\$(53) | 53 | Sys 2: Title (1-6) / G/L acct (7-12)<br>rate (%) , max |
| N\$(54) | 54 | Sys 3: Title (1-6) / G/L acct (7-12)<br>rate (%) , max |
| N\$(55) | 55 | Sys 4: Title (1-6) / G/L acct (7-12)<br>rate (%) , max |

### Accounts Receivable Section

| Variable | Record | Description                                                                               |
|----------|--------|-------------------------------------------------------------------------------------------|
| N\$(56)  | 56     | A/R setup flag (Y/N)                                                                      |
| N\$(57)  | 57     | Auto post to general ledger (Y/N)                                                         |
| N\$(58)  | 58     | Maximum number of customers                                                               |
| N\$(59)  | 59     | Maximum number of transactions                                                            |
| N\$(60)  | 60     | Data file device location                                                                 |
| N\$(62)  | 62     | GL Sales Journal Accounts<br>bank / discounts / A/R control<br>invtry / tax / freight out |
| N\$(63)  | 63     | GL Sales accounts: misc 1 / misc 2 / misc 3                                               |
| N\$(64)  | 64     | Finance charge rate (percent)                                                             |
| N\$(65)  | 65     | Aging limits: (30,60,90)                                                                  |
| N\$(66)  | 66     | GL Account: finance charges                                                               |
| N\$(67)  | 67     | Unused                                                                                    |
| N\$(68)  | 68     | Unused                                                                                    |
| N\$(69)  | 69     | Unused                                                                                    |
| N\$(70)  | 70     | Unused                                                                                    |

## Accounts Payable Section

| Variable | Record | Description                                                                                                |
|----------|--------|------------------------------------------------------------------------------------------------------------|
| N\$(71)  | 71     | A/P setup flag (Y/N)                                                                                       |
| N\$(72)  | 72     | Auto post to general ledger (Y/N)                                                                          |
| N\$(73)  | 73     | Maximum number of vendors                                                                                  |
| N\$(74)  | 74     | Maximum number of transactions                                                                             |
| N\$(75)  | 75     | Data file device location                                                                                  |
| N\$(76)  | 76     | Unused                                                                                                     |
| N\$(77)  | 77     | Purchase Journal General Ledger Accounts<br>Bank / Discounts / A/P Control<br>Inventory / Tax / Freight In |
| N\$(78)  | 78     | GL Purchase accounts: misc 1 / misc 2 / misc 3                                                             |
| N\$(79)  | 79     | Unused                                                                                                     |
| N\$(80)  | 80     | Aging criteria: (30,60,90)                                                                                 |
| N\$(81)  | 81     | Unused                                                                                                     |
| N\$(82)  | 82     | Unused                                                                                                     |
| N\$(83)  | 83     | Unused                                                                                                     |
| N\$(84)  | 84     | Unused                                                                                                     |
| N\$(85)  | 85     | Unused                                                                                                     |

## Sales Order Entry / Inventory Section

| Variable | Record | Description                             |
|----------|--------|-----------------------------------------|
| N\$(86)  | 86     | Order entry inventory setup flag (Y/N)  |
| N\$(87)  | 87     | Auto post to A/R sales journal (Y/N)    |
| N\$(88)  | 88     | Auto post to A/P purchase journal (Y/N) |
| N\$(89)  | 89     | Maximum number of inventory items       |
| N\$(90)  | 90     | Maximum number of open items            |
| N\$(91)  | 91     | Data file device location               |
| N\$(92)  | 92     | GL Account for inventory                |
| N\$(93)  | 93     | Unused                                  |
| N\$(94)  | 94     | Unused                                  |
| N\$(95)  | 95     | Unused                                  |
| N\$(96)  | 96     | Unused                                  |
| N\$(97)  | 97     | Unused                                  |
| N\$(98)  | 98     | Unused                                  |
| N\$(99)  | 99     | Unused                                  |
| N\$(100) | 100    | Unused                                  |

## Appendix D

### Using an LA50 printer

Most of the reports in the MJA software system require a full 132 columns. When using the DEC LA50 printer, you must switch to condensed mode so that the full 132 print positions can physically fit on standard eight and one half inch paper.

In order to facilitate this mode switching, the MJA system provides a method for setting the density.

Upon starting the system, the Installation screen will be displayed and you are prompted to enter the System Date. However, instead on entering a date, enter 'LA50' and RETURN. The following display will be generated.

### Dec LA50 Printer - Setup Program

Select Desired Printer Pitch

- '1' = 10 Characters per inch
- '2' = 12 Characters per inch
- '4' = 16.5 Characters per inch
- '5' = 5 Characters per inch
- '6' = 6 Characters per inch
- '8' = 8 Characters per inch

Select Option or RETURN to exit:

To set, type the number shown to the left of the desired pitch. An opportunity to print a test pattern will be provided to verify the setting. Upon completion, press RETURN and the Installation Screen will be re-displayed.

# Appendix E

## Sample Design Files for Default Statements

### Default Design File for Income Statement

```
PAGE
REVENUE,0
PRINT,1, Revenue Month to Date >
 Quarter to Date Year to Date : Adjustments
BLANK
ACCNTS,1,000000,999999,S,0
BLANK
TOTAL,1,1,Total Revenue
BLANK
CLEAR,1
PRINT,1, Cost of Sales Month to Date >
 Quarter to Date Year to Date : Adjustments
BLANK
ACCNTS,1,000000,999999,M,0
BLANK
TOTAL,1,1,Total Cost of Sales
BLANK
SUBTRACT,1,2
SUBTRACT,1,2
TOTAL,2,1,Gross Profit on Sales
BLANK
CLEAR,1
PRINT,1, Expenses Month to Date >
```

| Quarter to Date                  | Year to Date | : | Adjustments |
|----------------------------------|--------------|---|-------------|
| BLANK                            |              |   |             |
| ACCNTS,1,000000,999999,E,0       |              |   |             |
| BLANK                            |              |   |             |
| TOTAL,1,1,Total Expenses         |              |   |             |
| BLANK                            |              |   |             |
| SUBTRACT,1,2                     |              |   |             |
| SUBTRACT,1,2                     |              |   |             |
| TOTAL,2,1,Net Profit and/or Loss |              |   |             |

### Sample Default Design File for Balance Sheet

```

PAGE
PRINT,1,Assets
PRINT,3,Misc Assets
ACCNTS,5,000000,999999,A,0
TOTAL,1,3,Total Misc Assets
BLANK
CLEAR,1
CLEAR,2
PRINT,3,Inventory Assets
ACCNTS,0,000000,999999,I,0
TOTAL,1,5,Total Inventory
BLANK
TOTAL,3,1,Total Assets
CLEAR,1
CLEAR,2
CLEAR,3
BLANK
PRINT,1,Liabilities
PRINT,3,Misc Liabilities
ACCNTS,5,000000,999999,L,0
BLANK
TOTAL,1,3,Total Misc Liabilities
BLANK
CLEAR,1
PRINT,3,Owners Equity
ACCNTS,5,000000,999999,C,0
BLANK
TOTAL,1,3,Total Owners Equity
BLANK
TOTAL,2,1,Total Liabilities and Owners Equity

```

## Appendix F

### Posting to General Ledger via Temporary Files

The MJA system is a fully integrated accounting package which provides automatic updating to the General Ledger of all subsidiary activity.

Normally, this happens concurrently with the normal day to day processing of business activity. However, on small, floppy based systems (i.e. PC100 Rainbow, the DecMate II and some small RT11 configurations, the size of the disks preclude direct updating (i.e. all the data files cannot be 'ON-LINE' simultaneously).

The MJA system provides a facility for just such a case. In order to enable the facility, you must set the configuration flag number 8 in INSTAL.MJA to a 'Y'. See Appendix B for details on how to set the flag.

Once set, all G/L postings will be made to temporary files rather than directly to the General Journal transaction file. The temporary files are stored on the subsidiary data disk and are named as follows:

TRPRGL.XXX - Payroll Temp File  
TRARGL.XXX - A/R Temp File  
TRAPGL.XXX - A/P Temp File

Where 'XXX' is the three character client code.

Periodically, you must transfer these transactions from the temporary files to the G/L Journal Transaction File.

Selection number seven on the G/L Main Menu (i.e. Utilities) has an option (number 4) which will perform this transferral. Note: If 'Posting via Temp Files' is not selected, then this option number four will not appear on the Utilities sub-menu.