

POLYMATHIC COMPUTER CORPORATION

GENERAL LEDGER SYSTEM

Congratulations on the purchase of your **Polymathic General Ledger System**.

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:
 - Polymathic General Ledger Disk 1
 - Polymathic General Ledger Disk 2
 - Polymathic System Disk
 - Example Company
2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.
3. Read the **User's Manual** and follow the **General Ledger Cycle** processing checklists outlined in Chapter 2.
4. Complete and mail the **Software Registration Form**.

GENERAL LEDGER SYSTEM

INSTALLATION GUIDE

COPYING PROGRAMS TO HARD DISK

The **Polymathic General Ledger System** is distributed on four diskettes.

Before using the General Ledger programs you should copy all files on these four diskettes on to your hard disk as outlined in the following example. **This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic General Ledger Disk 1** in Drive A:
2. Run the installation procedure by typing:
A:GLINSTAL A: C:
3. Follow the remaining instructions displayed by the installation program.

The **Polymathic General Ledger System** is now ready to be initialized.

INITIALIZING THE POLYMATHIC GENERAL LEDGER SYSTEM

Setting the Drive Search Defaults

The **Polymathic General Ledger System** allows the user to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press **↵Enter**. The screen will appear as follows:

```
Drives:  A  B  C  D  E  F  G  H  I  J  K  L  M  N  O  P
          N  N  Y  Y  N  N  N  N  N  N  N  N  N  N  N  N
```

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type **Y** to set a drive to be searched or **N** to exclude a drive from being searched or **↵Enter** to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files. **You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

POLYMATHIC COMPUTER CORPORATION

SOFTWARE LICENSE AGREEMENT

IMPORTANT! The enclosed materials are provided to you by **Polymathic Computer Corporation** on the express condition that you agree to this **Software License**. By using the enclosed diskette(s), you agree to the following provisions. If you do not agree with these provisions, return these materials to your dealer in original packaging, within three days from receipt, for a refund.

TERMS: This agreement is in effect from the date of receipt of the software and lasts indefinitely **unless cancelled by Polymathic for violation of the terms of the agreement.**

LICENSE: This software, the diskette(s) on which it is contained, the documentation and manuals related thereto (the Licensed Software), is licensed to you, the end user, for your own internal use on **one computer system only**. You do not obtain title to the Licensed Software or any copy rights or proprietary rights in the Licensed Software. You may not transfer, sub license, rent, lease, convey, copy, modify, translate, convert to another programming language, decompile or disassemble the Licensed Software for any purpose.

LIMITED WARRANTY: **The Licensed Software is provided AS IS.** All warranties and representations of any kind with regard to the licensed software are hereby disclaimed, including the implied warranties of merchantability and fitness for a particular purpose. Under no circumstances will the manufacturer or developer of the licensed software be liable for any consequential, incidental, special or exemplary damages even if apprised of the likelihood of such damages occurring.

POLYMATHIC COMPUTER CORPORATION

SOFTWARE REGISTRATION FORM

IMPORTANT! In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

Package Name:	
Serial Number:	Purchase Date:
Contact Name:	
Company:	
Address:	
City:	Province
Postal Code:	Telephone:
Fax Number:	

Instructions For Use:

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.

POLYMATHIC COMPUTER CORPORATION

GENERAL LEDGER USER'S MANUAL

PROPRIETARY RIGHTS NOTICE

All rights reserved. This material contains the valuable properties and trade secrets of **Polymathic Computer Corporation**, an Ontario corporation. The material embodies substantial creative efforts and confidential information, ideas and expressions, no part of which may be reproduced or transmitted in any form or by any means, electronic, mechanical or otherwise, without the express written consent of **Polymathic Computer Corporation**. While reasonable efforts have been made in the preparation of this manual to assure its accuracy **Polymathic** assumes no liability resulting from any errors or omissions in this manual, or from the use of the information contained herein.

Please refer to the **Software License** for limitations on use and reproduction of the software package.

**POLYMATHIC COMPUTER
CORPORATION**

GENERAL LEDGER SYSTEM

USER'S MANUAL

CHAPTER 1: GENERAL LEDGER OVERVIEW 1-1

FEATURES..... 1-1

CHAPTER 2: GENERAL LEDGER CYCLE..... 2-1

PROCESSING CHECKLISTS..... 2-1
Initial Set Up Procedures..... 2-1
Monthly Procedures 2-1
Annual Procedures 2-1
INITIAL SET UP PROCEDURES 2-2
MONTHLY PROCEDURES..... 2-3
MONTHLY PROCESSING CHECKLIST 2-3
ANNUAL PROCEDURES..... 2-4

CHAPTER 3: GENERAL DATA ENTRY..... 3-1

INSTRUCTIONS..... 3-1
The ENTER Key 3-1
Menus and Submenus..... 3-1
Optional Fields 3-2
Date Fields..... 3-2
The Decimal Point..... 3-2
EDITOR UTILITY..... 3-3
Rekey From a Field 3-3
Rekey/Display Line..... 3-3
Cancel Processing..... 3-3
F5 LOOKUP FEATURE 3-4

CHAPTER 4: MENUS 4-1

MAIN MENU - ALL SYSTEMS..... 4-1
MAIN MENU - GENERAL LEDGER SYSTEM 4-1

CHAPTER 5: DAILY PROCESSING..... 5-1

ENTERING GENERAL JOURNAL ENTRIES..... 5-2
Entry Date 5-2
Voucher No. 5-2
GL Code 5-3
VCH Description 5-3
Customer Number 5-4
Source Document Number 5-4
Supplier Number 5-4
Line Amount 5-4
Record Journal Entry..... 5-5
COMPLETED JOURNAL ENTRY..... 5-6
RECALLING JOURNAL ENTRIES..... 5-7
Recall Voucher Date..... 5-8
Recall Voucher # 5-8
STANDARD JOURNAL ENTRIES..... 5-10

CORRECTING GENERAL JOURNAL ENTRIES.....	5-11
---	------

CHAPTER 6: YEARLY PROCESSING.....	6-1
--	------------

ROLL CURRENT YEAR'S GL INTO PREVIOUS YEAR.....	6-2
YEAR END CLOSING	6-3

CHAPTER 7: REPORTS.....	7-1
--------------------------------	------------

ANALYTICAL REVIEW CODES	7-2
Analytical Review Codes - Individual.....	7-2
Analytical Review Codes - All.....	7-3
Analytical Review Codes - All With Balances.....	7-6
Analytical Review Codes - Available.....	7-10
ANALYTICAL REVIEW RATIOS.....	7-11
CHART OF ACCOUNTS.....	7-14
Chart Of Accounts - Detailed.....	7-14
Chart Of Accounts - Summarized	7-18
FINANCIAL STATEMENTS.....	7-21
Financial Statements - Available Formats.....	7-22
Financial Statements - Options.....	7-23
Financial Statements - Summary.....	7-25
Financial Statements - Detailed.....	7-28
Monthly Financial Statements - Options	7-36
FINANCIAL STATEMENT CODES	7-39
Financial Statement Headers	7-40
Analytical Review Headers	7-42
GENERAL JOURNAL	7-43
GENERAL JOURNAL REPRINT.....	7-46
GENERAL LEDGER.....	7-47
Start/End Dates.....	7-48
BRANCH Selection.....	7-48
G/L Code Selection	7-48
GENERAL LEDGER ANALYSIS.....	7-56
Include Balance Forward.....	7-58
Include Previous Year's Adjustments	7-58
Processing Sequence	7-58
Branch	7-59
Amounts	7-59
G/L Code Selection	7-59
F/S Code Selection	7-59
LEAD SHEETS.....	7-61
Individual	7-62
All.....	7-62
Configure.....	7-62
Lead sheets - Sample Individual.....	7-65
POSTING ANALYSIS	7-67
Account analysis.....	7-68
Report type	7-68
Processing year.....	7-68
Posting Analysis - Detailed	7-69
STANDARD JOURNAL ENTRIES.....	7-71
TRIAL BALANCE	7-73

Trial Balance By G/L Code.....	7-74
Options	7-75
Trial Balance By Journal Source Code/Description	7-84
WORD PROCESSING	7-86
Generate Laser Financial Statement	7-87
Print Laser Financial Statement.....	7-89
SYSTEM STATUS	7-92

CHAPTER 8: MAINTENANCE AND INQUIRY	8-1
---	------------

GENERAL LEDGER MAINTENANCE.....	8-2
General Ledger Code.....	8-2
Account Description	8-2
Financial Statement Code.....	8-2
Budget Current Year	8-3
Budget Previous Year.....	8-3
Budget 2 Years Prior	8-3
Authorization.....	8-3
Holding Company GL Code.....	8-3
Opening Balance	8-3
Current Period	8-3
Current Yr's Balance	8-3
Previous Yr's Balance.....	8-3
2 Yr's Previous Balance	8-3
Correcting Errors During General Ledger Maintenance	8-3
GL SUMMARY LOOKUP FEATURE	8-4
GL MEMO ENTRY	8-5
BUILDING A FINANCIAL STATEMENT LAYOUT	8-6
Financial Statement Component Area Codes and Sequence Numbers	8-9
Building a Financial Statement Layout - Recommended Steps	8-11
FINANCIAL STATEMENT MAINTENANCE.....	8-12
FS Component Area	8-12
FS Line Type.....	8-13
FS Code Seq. No.	8-13
Relative Line No.	8-13
FS Title.....	8-13
FS Title Print Position	8-13
Previous FS Balance Print Position	8-13
Current FS Balance Print Position.....	8-13
Closing Balance - Previous Year.....	8-13
Closing Balance - Current Year.....	8-14
Budget Amount - Previous Year	8-14
Budget Amount - Current Year	8-14
JOURNALS.....	8-15
Month	8-16
Journal	8-16
Year	8-16
Print	8-16
Fiscal Year.....	8-16
Accruals.....	8-16
Match to GL code.....	8-16
BUDGETS	8-18
Add a Budget Record	8-19

Modify A Budget Record	8-21
Show A Budget Record	8-21
Delete A Budget Record.....	8-21
Batch Budget Records	8-22
Update Budget Records.....	8-22
Budget Reports	8-22
BRANCH CODES	8-25
Branch Code	8-26
Branch Name.....	8-26
PC LINK.....	8-27
Import Utilities	8-28
ZERO PRIOR & 2 YEARS PRIOR.....	8-32
Prior Year Only	8-33
2 Year's Prior Only	8-33
Zero Both Year's Balances	8-33
PURGE GL	8-34
GL CODE MEMOS	8-36
Memo Records	8-37
Memo Edit Functions	8-37

CHAPTER 9: DATA FILE STATUS	9-1
--	------------

GENERAL LEDGER SYSTEM.....	9-1
----------------------------	-----

CHAPTER 10: COMPANY INFORMATION	10-1
--	-------------

GENERAL LEDGER SYSTEM.....	10-1
----------------------------	------

CHAPTER 11: COMPANY SETUP	11-1
--	-------------

COMPANY INFORMATION.....	11-1
Company Number	11-2
Long Company Name	11-2
Short Company Name	11-2
Company Initials	11-2
Holding Company Initials	11-2
Affiliated Companies.....	11-2
Last Month Closed	11-2
GST Registration Number	11-2
Home Directory	11-2
Export Directory	11-2
Name	11-3
Address.....	11-3
Telephone & Fax Numbers	11-3
Date Of Most Recent Year End.....	11-9
Date Of First Year End.....	11-9
Date Of Incorporation	11-9
First Revenue FS Code.....	11-9
First Expense FS Code	11-9
First Liability FS Code.....	11-9
First Income Tax FS Code.....	11-9
Retained Earnings FS Code.....	11-10
Net Income G/L Code	11-10

Rounding G/L Code	11-10
Last J/E Number For Current Year.....	11-10
Last J/E Number For Previous Year.....	11-10
Market Price/Share - Current Yr	11-11
Outstanding Shares - Current Yr	11-11
Total Shares - Current Yr	11-11
Market Price/share - Previous Yr	11-11
Outstanding Shares - Previous Yr	11-11
Total Shares - Previous Yr	11-11

CHAPTER 12: PRINT REPORTS	12-1
--	-------------

PRINTING SPOOLED REPORTS.....	12-1
PRINT SCREEN FIELDS	12-3
FUNCTION KEYS AND PRINT COMMANDS.....	12-4
ZOOMING A REPORT	12-4
Functions	12-5

CHAPTER 13: DAILY STARTUP	13-1
--	-------------

ONE LOGICAL DRIVE.....	13-1
LOG ON INSTRUCTIONS	13-2
TWO OR MORE LOGICAL DRIVES	13-4

CHAPTER 14: MONTHLY CLOSING	14-1
--	-------------

MONTHLY CLOSING - AUTOMATIC.....	14-2
MONTHLY CLOSING - MANUAL.....	14-3

CHAPTER 15: CONSOLIDATIONS.....	15-1
--	-------------

PROCESSING CHECKLIST.....	15-1
----------------------------------	-------------

CHAPTER 1: GENERAL LEDGER OVERVIEW

The **P.C.C Interactive General Ledger System** is a powerful, time saving system developed by chartered accountants that eliminates tedious paper work. The number of accounts and transactions is limited only by the amount of available disk space. The system is designed so that you are required to have a minimum knowledge of accounting or computers.

FEATURES

- Will interact with Accounts Receivable, Accounts Payable, Payroll, Time Accounting and Order Entry;
- Designed to handle companies in any industry of any size;
- Flexible so that reports can be tailored;
- Income and expense percentages are automatically calculated;
- Variable account descriptions give you complete flexibility;
- Flexible account groupings allow you to summarize an unlimited number of accounts under one heading;
- Transfer of data into word processing, integrated database and query packages;
- Flexible account structuring. The System uses a four digit numeric major account and a two digit numeric subaccount number;
- Multi-divisional features allow you to have up to 99 individual profit centers;
- Easily accommodates financial statements for any period;
- Accounts automatically closed at year end and balances transferred forward;
- Summarized or detailed chart of accounts can be printed at any time;
- Unlimited number of general ledger accounts may be scheduled by individual transaction;
- Standard journal entries may be set up for such items as depreciation, prepaid expenses etc. and posted automatically;
- Account history is automatically accumulated and stored;
- Comparative statements may be produced for any period;
- Accruals automatically picked up from subsequent periods;
- Duplication of existing chart of accounts and financial statement codes for new companies;
- Analytical review ratios automatically calculated;
- Consolidation of unlimited number of subsidiaries or joint ventures;
- Lead sheets and working papers automatically prepared;
- Budgets and variances by month

CHAPTER 2: GENERAL LEDGER CYCLE

PROCESSING CHECKLISTS

The following is a summary of the major stages in the General Ledger Cycle:

INITIAL SET UP PROCEDURES

	PAGE
1. Enter financial statement codes or copy Example Company codes	8-11
2. Print financial statement header codes	7-39
3. Enter general ledger codes or copy Example Company Chart of Accounts	8-2
4. Print detailed chart of accounts	7-14
5. Enter opening balances	5-2
6. Spool general journal	7-43
7. Spool trial balance	7-73
8. Spool draft financial statements	7-21
9. Print spooled reports	12-1

MONTHLY PROCEDURES

	PAGE
1. Enter transactions	5-2
2. Spool general journal	7-43
3. Spool trial balance	7-73
4. Spool draft financial statements	7-21
5. Close month end	14-1
6. Print spooled reports	12-1

ANNUAL PROCEDURES

	PAGE
1. Roll current GL into previous year	6-1
2. Enter year end adjustments	5-2
3. Spool prior year's general journal	7-43
4. Produce closing entries	6-3
5. Spool general journal for the current year	7-43
6. Spool trial balance for the current year	7-73
7. Spool draft financial statements	7-21
8. Print spooled reports	12-1

INITIAL SET UP PROCEDURES

1. Financial Statement Maintenance

This program is used to create draft and summary financial statement layouts. A financial statement layout consists of a sequence of financial statement update codes which you enter to tell the system what you want a particular financial statement to look like. The financial statement update code determines the order in which accounts appear on the financial statement, whether values are printed or not, when and where totals and sub totals are to appear etc. You can custom design each financial statement to suit your particular needs or you may use the financial statement update codes provided with Example Company. You may also request additional financial statement layouts from our library.

2. General Ledger Maintenance

After the financial statement heading codes are set up, you can enter the Chart of Accounts into the of computer. Each account must include a general ledger code, account description, and financial statement code. Each account may optionally include a budget amount for the current and previous year. If you do not wish to create your own chart of accounts you may copy and modify the chart accounts provided with Example Company. You may print a list of your Chart of Accounts (see page 7-14) for later reference.

3. Opening Balances

a. Prior year's comparative balances

Check the last year end date under Company information to see that it is one year prior to the year end date for which you wish to enter comparative figures. For instance if you are setting up your General Ledger at April 30, 1985 and wish comparative numbers for the year ended April 30, 1984 enter April 30, 1983 as the last year end date.

Log on to the system with the date of the prior year end for which you are entering comparative information. Enter the comparative year's financial data following the procedures outlined under **Monthly Procedures**.

After you have completed the monthly procedures follow the procedures outlined under **Annual Procedures**.

b. Current year's balances

Follow the procedures outlined under **Monthly Procedures**.

MONTHLY PROCEDURES

1. Entering Transactions

Debit and credit transactions for all General Ledger activity are entered through the general journal program. Each transaction entry contains the following information:

- Entry date
- Voucher number
- General ledger code
- Account description
- Voucher description
- Debit or credit amount

2. Print Journal and Reports

The General Ledger accumulates the data needed to produce the following reports for each accounting period:

- General journal
- General Ledger Trial Balance in account number or division sequence
- General Ledger
- Draft Financial Statements

3. Closing Out The Period

The General Ledger cycle ends with:

- Closing out the current month, by adding all current amounts to year to date amounts, and preparing the data files for the next month.
- Backing up the current period data files

MONTHLY PROCESSING CHECKLIST

DESCRIPTION OF TASK	ACTION DATE	NAME	DONE
1. Enter general journal entries			
2. Spool general journal			
3. Spool preliminary trial balance			
4. Spool draft financial statements			
5. Enter bank reconciliation adjustments			
6. Spool general journal			
7. Spool preliminary trial balance			
8. Spool draft financial statements			
9. Review draft financial statements			
10. Agree bank balances			

ANNUAL PROCEDURES

1. Roll Current General Ledger into Previous Year

This program is used to transfer the current year's year-to-date totals back into the previous year so one may process the current month's transactions. For instance, if the company's year end is June 30, 1983, the transactions for June would be entered, the journals and reports would be printed, and the month end closed. The year-to-date balances for June would then be rolled back into the previous year. Only after this has been done can transactions for July, 1983 be entered.

2. Enter Year End Adjustments

Year end adjustments may be entered through the general journal entry program.

☞ **USE THE YEAR END DATE AS THE VOUCHER ENTRY DATE.**

3. Produce Closing Entries

This program is used to generate closing entries for a period. It closes out profit and loss account balances into retained earnings, produces a report showing the closing entries, zeros out the various accounts, and produces a report showing the accounts zeroed out.

It also produces a set of opening balances for the current year's general ledger.

CHAPTER 3: GENERAL DATA ENTRY

INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

THE ENTER KEY

The enter key (**←Enter**), is always pressed after every entry to start processing. The only time you don't press (**←Enter**) is when you are using a function key such as (**F5**).

MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen with a number to its left. To make a selection, type the number of the desired item, and press (**←Enter**).

For example, the following menu is typical:

```
P.C.P.L          MAIN MENU          MASTER 3.16
RM              Sun FEB 20/93
CRT # 7        14:01:27

                1 Payroll
                2 Accounts Receivable
                3 Accounts Payable
                4 Sales Analysis
                5 General Ledger
                6 Security
                7 System Utilities
                8 Daily Closing
                9 Monthly Closing
                10 Print Reports
                11 Time Accounting
                12 Fixed Assets
                13 Inventory / Order Entry
                14 Vertical Markets

                Q Query
                S Status
                E Exit
                E Enter selection
```

To select *General ledger* type (**5**) and press (**←Enter**).

GENERAL DATA ENTRY

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

For example the following is a typical submenu:

P.C.P.L.	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Daily processing*, type **1** and press **↵Enter**.

OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing **↵Enter**.

A number of screen entry fields allow entry of data but also **default** to a particular value if **↵Enter** is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

- For example:
- A date field will often default to the current date (system date) or the last date entered.
 - **↵Enter** can often be pressed to answer a Yes or No question by default.

DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are not zero. Decimal points must be entered if the digits to the right of the decimal point are not equal to zero. For example, if you enter a value of 123.45 the decimal point must be used or the value entered into the system will be 12345.00.

☞ **Commas and dollar signs should not be entered.**

EDITOR UTILITY

The system includes an Editor Utility that allows you to correct errors made during data entry. The Editor can be accessed by pressing **F1**.

Note: Some older versions of the software use **-8** or **(Shift) (^)** to access the editor. If **F1** is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows.

REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field #6 and you want to change something in field #1 you will have to rekey the information from that field on. In most cases, you can press **(←Enter)** back to line #6 because the system will remember what you entered in that field last.

To rekey from a field type **(1)**, and press **(←Enter)**. The system will then display:

[]:Enter [field number] or [ENTER] to return.

Type the number of the field that is to be rekeyed and press **(←Enter)**. The system will then automatically return to this field number. Make your corrections and continue entering data.

REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The *Rekey Line* option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press **(←Enter)**. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The *Display Line* option will prompt you to enter the line number that you want to display. Once you type in the line number and press **(←Enter)**, the line will be displayed. The system will request that you press **(←Enter)** to continue where you left off.

CANCEL PROCESSING

The *Cancel* option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press **F1** and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

F5 LOOKUP FEATURE

The *Lookup* feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier accounts and numerous other items. For instance the **(F5)** lookup feature can be used to display a supplier account code in the following manner:

Press **(F5)** at the Supplier Number field and the following screen will appear:

P.C.P.L	Accounts Payable	TLAPP01 3.08
RM	Supplier Master	FEB 28/93
		16:06:23
Screen 1	Show	
1) Su	Suppliers	
2) Su	55 202 NORTH RIVERMEDE ROAD LIMITED	738-4089
3) Su	105 SUPPLIER TWO	738-4089
4) Su	115 SUPPLIER NUMBER THREE	738-4089
5) Su	120 ANGELA PARSONS	738-4089
6) Su	125	
7) Su	135	
8) FA	140	
9) Co	145	
10) Co	147	
11) Pa	149 MONARCH MARKING SYSTEMS LTD.	839-8051
12) Di		
13) Te	↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options	
14) Ho		
15) P.O. req'd for invoice :		
Last update date :		Last used date :
Change sequence # :		Ytd purchases :

The following options are available:

- ↑ Cursor upwards through the data
- ↓ Cursor downwards through the data
- (Pg Up)** Page up one screen of data
- (Pg Dn)** Page down one screen of data
- (T)** Move to the top of the data
- (B)** Move to the bottom of the data
- (Esc)** Exit the lookup feature
- (F1)** Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press **(F1)** for Options, then **(F3)** to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

Press **F1** and the *Options* screen will appear as follows:

P.C.P.L		Accounts Payable		TLAPP01 3.0B	
RM		Supplier Master		FEB 28/93	
Screen 1		Show		16:06:23	
1) Su	Suppliers				
2) Su	55	282 NORTH RIVERMEDE ROAD LIMITED	738-4089		
3) Su	105	S Functions	4089		
4) Su	115	S F2 - Find supplier code	4089		
5) Su	120	A F3 - Find supplier name	4089		
6) Su	125	A ESC- Exit	9124		
7) Su	135	A	4089		
8) FA	140	ABF BUSINESS FORMS LIMITED	738-4089		
9) Co	145	505067 ONTARIO INC.	449-6284		
10) Co	147	A BUDGET AIR CONDITIONING	361-8571		
11) Pa	149	MONARCH MARKING SYSTEMS LTD.	839-8051		
12) Di					
13) Te	↑	↓	PgUp	PgDn	Top Bottom ESC-End F1-Options
14) Ho					
15) P.O. req'd for invoice:					
Last update date :			Last used date :		
Change sequence # :			Ytd purchases :		

To search by supplier name, press **F3**.

The screen will appear as follows:

P.C.P.L		Accounts Payable		TLAPP01 3.0B	
RM		Supplier Master		FEB 28/93	
Screen 1		Show		16:06:23	
1) Su	Suppliers				
2) Su	55	282 NORTH RIVERMEDE ROAD LIMITED	738-4089		
3) Su	105	SUPPLIER TWO	738-4089		
4) Su	115	SUPPLIER NUMBER THREE	738-4089		
5) Su	120	ANGELA PARSONS	738-4089		
6) Su	125	Enter supplier name			
7) Su	135				
8) FA	140	POL			
9) Co	145				
10) Co	147				
11) Pa	149	MONARCH MARKING SYSTEMS LTD.	839-8051		
12) Di					
13) Te	↑	↓	PgUp	PgDn	Top Bottom ESC-End F1-Options
14) Ho					
15) P.O. req'd for invoice:					
Last update date :			Last used date :		
Change sequence # :			Ytd purchases :		

Type at least three letters for the supplier you are searching for and press **Enter**.

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:

P.C.P.L	Accounts Payable	TLAPP01	3.08
RM	Supplier Master	FEB 28/93	
		11:43:11	
Screen 1	Show		
1) Su	Suppliers		
2) Su	16258 POLYMATHIC COMPUTER CORPORATION	738-4089	
3) Su	1635 POLYMATHIC COMPUTER PRODUCTS	738-4089	
4)	1699 POLYMATHIC COMPUTER PRODUCTS LTD	738-4089	
5)	9995 POLYMATHIC COMPUTER PRODUCTS LTD.	738-4089	
6)	1650 POLYMATHIC COMPUTER SYSTEMS LTD	738-4089	
7)	1642 POLYMATHIC DEVELOPMENT CORPORATION	738-4089	
8) Fa	1640 POLYMATHIC INC.	738-4089	
9) Co	1666 POLYMATHIC TECHNOLOGIES INC.	738-4089	
10) Co	1660 PRECISION PACKAGING COMPANY INC.	477-9117	
11) Pa	1692 PRI-COMP-TISE	519-759-4511	
12) Di			
13) Te	↑ ↓ PgUp PgDn Top Botton ESC-End F1-Options		
14) Ho			
15) P.O. req'd for invoice:			
Last update date :		Last used date :	
Change sequence # :		Ytd purchases :	

To select the supplier simply press **Enter** and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing **Esc**. **Esc** will exit one level of the program, therefore if you are in the options section of Lookup you will have to press **Esc** twice to exit completely out of Lookup.

CHAPTER 4: MENUS

MAIN MENU - ALL SYSTEMS

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Sun FEB 28/93
CRT # 7		14:01:27
1 Payroll		
2 Accounts Receivable		
3 Accounts Payable		
4 Sales Analysis		
5 General Ledger		
6 Security		
7 System Utilities		
8 Daily Closing		
9 Monthly Closing		
10 Print Reports		
11 Time Accounting		
12 Fixed Assets		
13 Inventory / Order Entry		
14 Vertical Markets		
Q Query		
S Status		
E Exit		
E Enter selection		

MAIN MENU - GENERAL LEDGER SYSTEM

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

CHAPTER 5: DAILY PROCESSING

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Daily processing*, type **1** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Daily Processing	28/02/93
1 Enter journal entries		
E Exit		
E Enter selection		

Select *Enter journal entries* by typing **1** and pressing **←Enter**.

ENTERING GENERAL JOURNAL ENTRIES

P.C.P.L	General Ledger		TLGLP02 5.11
RM	General Journal Entries		FEB 28/93
1) Entry Date	280293	[FEB 28,1993]	Last Year End FEB 29/92
Total Amount	.00		Last Month Closed JAN/93
2) Voucher No.	_____		
3) Line : GL Code			
	GL Description		
	UCH Description		
	Customer No.		
	Source Document No.		
	Source Amount		Date
	Supplier No.		
	Amount		Balance
Enter: [Voucher #] [F5]-Display Unprinted GJ's [F1]-EDITOR			
[AUTO]-Automatic Voucher# [AUTOM]-Automatic Voucher# w/monthly reset			
[MAN]-Manual Voucher# [ESC]-Exit			

ENTRY DATE

The valid entries here are:

Any valid date If the date is equal to or prior to the last year end date the system will prompt you with: "Are you sure you want the previous year?" If you answer No to this, the system assumes a mistake was made and allows you to rekey the entry date. If the answer is Yes then the system puts the journal entry contents into the previous year's GL.

EXAMPLE: Type 310583 and press .
This is a valid date for May 31st, 1983.

Return to the main menu of options for the GL system

VOUCHER NO.

There are several valid entry types here. They are:

- AUTOM* The system will generate the voucher numbers formatted as xxyyy where xx is the numeric month representation and yyy is the next sequential number. For example, 06008 represents the eighth voucher number used in June. The sequential number is reset to '0' after each month end.
- AUTO* The same as *AUTOM* except that at each month end the next sequential number is NOT reset. For example, 06008 represents the eighth voucher number used this year.
- MAN* Allows entry of a voucher number of your format and choice.
- Allows you to scan through the current period's voucher file. This feature shows only those vouchers that have not yet been printed.
- Allows you to access the Editor utility.
- Exit from Journal Entries program.

GL CODE

P. C. P. L	General Ledger		TLGLP02 5.11
RM	General Journal Entries		FEB 28/93
1) Entry Date	280293 [FEB 28, 1993]	Last Year End	FEB 29/92
Total Amount	.00	Last Month Closed	JAN/93
2) Voucher No.	02014		
3) Line 1 : GL Code _____			
	GL Description		
	VCH Description		
	Customer No.		
	Source Document No.		
	Source Amount	Date	
	Supplier No.		
	Amount	Balance	.00
Enter: [G/L Code] [F1]-EDITOR [F4]-ADD G/L Code [F5]-LOOKUP G/L Codes			
[F8]-LOOKUP Standard Journal Entries [F10]-CANCEL			
[N]-Next line [R]-Recall GJ [E]-Write GJ entry			
Standard Journal Entry Functions: [S]-Retrieve [SN]-Next line [D]-Delete			

There are a number of choices here:

- GL code** A valid GL code is any GL code set up in the master file.
- [F1] Access the Editor utility
 - [F4] Used to add a new GL code
 - [F5] Browse through the GL master, starting with any GL code
 - [F8] Browse through standard journal entries for the month that you selected
 - [F10] Cancel the current voucher
 - [N] Display next detail line in the voucher
 - [R] Recall previously recorded journal entry
 - [E] Write journal entry
 - [S] Retrieve a standard journal entry
 - SN Display the next standard journal entry detail line
 - [D] Delete a standard journal entry

VCH DESCRIPTION

A voucher description This entry can be up to 35 characters long and will be taken as the description for the journal entry.

EXAMPLE: Type *RECORD RECOVERABLE COSTS* and press [Enter].

[Enter] Redisplays the last description entered or the description of the current line of the currently used standard journal entry

CUSTOMER NUMBER

This field is required only if the GL code entered is 1200. In the Polymathic general ledger system, 1200 is reserved for Accounts Receivable.

Customer no. A customer number is any valid customer number that is set up in the Accounts Receivable Customer Master file.

EXAMPLE: Type *162400* and press **↵** Enter.

- F4** Allows you to setup or modify a customer.
- F5** Allows you to search the Customer Master file by the customer's name.
- F6** Will list all customers and their customer numbers.
- Esc** Moves the cursor back to the previous field.

SOURCE DOCUMENT NUMBER

This field is required only if the GL code entered is 1200, Accounts Receivable.

Source no: An invoice or journal entry number that the current journal entry will reference can be entered in this field. The system will search the Accounts Receivable open item master for the source number and will display the document's balance when it is found. You will then be prompted to accept the document number.

NONE Bypasses the Accounts Receivable search and allows you to add a new open item to the A/R.

- F5** Allows you to query the Accounts Receivable open item file.
- Esc** Moves the cursor back to the previous field.

EXAMPLE: Type *NONE* and then press **↵** Enter.

SUPPLIER NUMBER

This field is required only if the GL code entered is "3110" which is reserved for Accounts Payable in the Polymathic system. Enter the supplier number. **F4** can be used to add or modify a supplier, **F5** will list all suppliers found in the Supplier Master and **F6** can be used to list all suppliers and their supplier numbers.

LINE AMOUNT

Enter the amount for this journal entry. You can press **↵** Enter to accept the amount of the last journal entry or enter a new amount.

☞ You must continue entering journal entries until the voucher nets to zero.

EXAMPLE: Type *1000* and press **↵** Enter.

RECORD JOURNAL ENTRY

Once the voucher nets to zero, type **E** and press **←Enter** to write the journal entry.

The screen will appear as follows:

P.C.P.L		General Ledger		TLGLP02 5.14	
RM		General Journal Entries		JUN 27/94	
1) Entry Date	278694	[JUN 27, 1994]	Last Year End	FEB 28/94	
Total Amount		.00	Last Month Closed	MAY/94	
2) Voucher No.	06003				
<hr/>					
3) Line	3 :	GL Code	E		
		GL Description			
		UCH Description			
		Customer No.			
		Source Document No.			
		Source Amount	Date		
		Supplier No.			
		Amount	Balance	.00	
<hr/>					
[J] Select:	[R]-Record	[U]-Record & Spool	[C]-Cancel		
	[S]-Standard	[B]-Both			

The various options are:

- R** Record as a regular journal entry.
- U** Record and spool the journal entry (Spooling can also be done via General Journal report, page 7-43).
- C** Cancel the entry.
- S** Record as a standard journal entry.
- B** Record as a regular entry and a standard journal entry.

COMPLETED JOURNAL ENTRY

Sample screens for a completed journal entry are as follows:

P.C.P.L		General Ledger		TLGLP02 5.11	
RM		General Journal Entries		FEB 28/93	
1) Entry Date	280293	[FEB 28,1993]		Last Year End	FEB 29/92
Total Amount	.00			Last Month Closed	JAN/93
2) Voucher No.	02014				
3) Line	1 :	GL Code	102010		
		GL Description	GENERAL BANK ACCOUNT		
		UCH Description	RECORD CASH RECEIPT		
		Customer No.			
		Source Document No.			
		Source Amount		Date	
		Supplier No.			
		Amount	1000.00	Balance	.00
[PgDn]-Next [F1]-EDITOR					

P.C.P.L		General Ledger		TLGLP02 5.11	
RM		General Journal Entries		FEB 28/93	
1) Entry Date	280293	[FEB 28,1993]		Last Year End	FEB 29/92
Total Amount	.00			Last Month Closed	JAN/93
2) Voucher No.	02014				
3) Line	2 :	GL Code	120010		
		GL Description	ACCOUNTS RECEIVABLE		
		UCH Description	RECORD CASH RECEIPT		
		Customer No.	165000		
		Source Document No.	NONE		
		Source Amount		Date	
		Supplier No.			
		Amount	-1000.00	Balance	.00
[PgDn]-Next [F1]-EDITOR					

RECALLING JOURNAL ENTRIES

Previously recorded journal entries may be recalled from the GL code field.

P.C.P.L	General Ledger		TLGLP02 5.11
RM	General Journal Entries		FEB 28/93
1) Entry Date	280293 [FEB 28,1993]	Last Year End	FEB 29/92
Total Amount	.00	Last Month Closed	JAN/93
2) Voucher No.	02014		
3) Line 1 : GL Code _____			
	GL Description		
	UCH Description		
	Customer No.		
	Source Document No.		
	Source Amount	Date	
	Supplier No.		
	Amount	Balance	.00
Enter: [G/L Code] [F1]-EDITOR [F4]-ADD G/L Code [F5]-LOOKUP G/L Codes			
[F8]-LOOKUP Standard Journal Entries [F10]-CANCEL			
[F1]-Next line [F3]-Recall GJ [F6]-Write GJ entry			
Standard Journal Entry Functions: [F1]-Retrieve [F5]-Next line [F10]-Delete			

Type **[R]** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	General Ledger		TLGLP02 5.11
RM	General Journal Entries		FEB 28/93
1) Entry Date	280293 [FEB 28,1993]	Last Year End	FEB 29/92
Total Amount	.00	Last Month Closed	JAN/93
2) Voucher No.	02014		
3) Line 1 : GL Code R			
	GL Description		
	UCH Description		
	Customer No.		
	Source Document No.		
	Source Amount	Date	
	Supplier No.		
	Amount	Balance	.00
	File Date	mm/yy	
	Recall Voucher #		
Enter DATE: [mm/yy] [ESC]-Return to G/L Code field			

DAILY PROCESSING

RECALL VOUCHER DATE

You must enter the month and year that the voucher was entered in. The month must be entered in the form *mmm* where JAN stands for January...

RECALL VOUCHER

Once you have selected the month and year that the voucher is in you must select the specific voucher you want to recall. **F5** can be used at this point to list all voucher numbers with their description.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP02	5.11
RM	General Journal Entries		FEB 28/93
1) Entry Date	280293 [FEB 28,1993]	Last Year End	FEB 29/92
Total Amount	.00	Last Month Closed	JAN/93
2) Voucher No.	02015		
3) Line 1 :	GL Code 109910		
	GL Description BANK ERRORS		
	UCH Description SAMPLE JOURNAL ENTRY		
	Customer No.		
	Source Document No.		
	Source Amount	Date	
	Supplier No.		
	Amount	-100.00 Balance	.00
	File Date	FEB/93	
	Recall Voucher #	02014	
[_] Select:	[A]-Accept	[M]-Modify Voucher Description	[C]-Cancel Voucher

The following options are available:

- A** To accept the voucher, as is, type **A**.
- M** To modify the vouchers' description type **M**. Once the description has been modified, type **A** to accept the change.
- C** Type **C** to cancel the voucher.

The screen will appear as follows:

P.C.P.L		General Ledger		TLGLP02 5.11	
RM		General Journal Entries		FEB 28/93	
1) Entry Date	280293	[FEB 28, 1993]	Last Year End	FEB 29/92	
Total Amount		.00	Last Month Closed	JAN/93	
2) Voucher No.	02015				
<hr/>					
3) Line	1 :	GL Code	109910		
		GL Description	BANK ERRORS		
		UCH Description	SAMPLE JOURNAL ENTRY		
		Customer No.			
		Source Document No.			
		Source Amount	Date		
		Supplier No.			
		Amount	-100.00	Balance	.00
		File Date	FEB/93		
		Recall Voucher #	02014		
[_] Select: [1]-Copy AS-IS [2]-Copy & Reverse Entries					
[3]-Return to VOUCHER field [4]-Cancel Voucher					

The options available are as follows:

- ① Copy AS-IS duplicates the journal entry.
- ② Copy & Reverse Entries duplicates the journal entry and reverses it. The system will prompt you with "Year End Reversing Entry (Y/N)? N". If the entry is a year end reversing entry type Y otherwise press as No is the default.
- ③ Return to VOUCHER field allows you to return to the voucher field and select another voucher number.
- ④ Cancel voucher

Once you have completed one of the above options control will be returned to the GL code field. At this point you may continue entering journal entries or you can end and record the journal entry that you recalled.

STANDARD JOURNAL ENTRIES

Standard journals are pre-recorded entries that can be recalled and recorded any time. They are useful for recording numerous transactions that recur on a regular basis.

RECORDING To record a journal entry as a standard entry follow the procedures outlined under **Entering General Journal Entries, page 5-2.**

When you are ready to record the journal entry type **(S)** and press **(←Enter)**. The system will prompt you to enter a three digit number. Assign any **unused** three digit number. The system will then record the entry in the standard journal entry file.

RECALLING With the cursor in the GL code field, type **(S)** and the standard journal entry number you wish to recall. **(FB)** can be used to list all standard journal entries. The system will then display the journal entry details on a line by line basis. You can modify the voucher description, and line amount. If you do not wish to make changes, continue pressing **(←Enter)** to the end of the standard journal entry. To record the entry, type **(R)**.

DELETING With the cursor in the GL code field, type **(D)** and the standard journal entry number you wish to delete. **(FB)** can be used to list all standard journal entries. The system will then display line 1 of the journal entry and ask "Are you sure you want to delete this Standard Journal entry?" Type **(Y)** and press **(←Enter)** to delete entry. Type **(N)** and press **(←Enter)** if you do not wish to delete the entry.

With the cursor in the GL code field, type **(E)** and press **(←Enter)**.

PRINTING To print a list of standard journal entries go to the Reports menu and select option 12, Standard Journal Entries. Press **(S)** to spool the report. For more information on printing reports refer to Chapter 12.

CORRECTING GENERAL JOURNAL ENTRIES

Errors made while entering data into the General Journal may be corrected by using the *EDITOR* utility, included in the system. The editor, which can be accessed from any GL code field, offers seven editing options. To call up this utility, press **F1**.

The system then will display the seven options as follows:

P.C.P.L	General Ledger	TLGLP02	5.11
RM	General Journal Entries	FEB 28/93	
1) Entry Date	280293 [FEB 28, 1993]	Last Year End	FEB 29/92
Total Amount	.00	Last Month Closed	JAN/93
2) Voucher No.	02015		
3) Line 3 :	GL Code		
	GL Description		
	UCH Description		
	Customer No.		
	Document No.		
	Amount	Date	
	No.	Balance	.00

EDITOR MENU	
1-Rekey from a FIELD	
2-Rekey a LINE	
3-ADD a Line	
4-DELETE a Line	
5-CANCEL Voucher	
6-DISPLAY Lines	
7-BALANCE Voucher	
↑ ↓ [ESC]-exit	

The options may be used as follows:

1) Rekey from a FIELD

This option may be used to rekey data from a specific field number. To use this option, type **1** and press **Enter**.

The system will then display "Field No." Type the number of the field that is to be rekeyed and press **Enter**. After the changes have been recorded, the system will redisplay the Editor options. To terminate editing and continue entering new data, type **3** and press **Enter**.

2) Rekey a LINE

This option allows you to edit lines that have already been entered in the current voucher.

To use this option, type **2** and press **Enter**.

The system will then prompt you to []Enter [line number] or [ESC] to return.

Type a valid line number or press **Enter**. The cursor will then return to the GL code field of the line that you selected. Enter the corrected data by following the procedures outlined under **Entering General Journal Entries - page 5-2**.

After the changes have been recorded, the system will redisplay the editor options. To terminate editing and continue adding lines, type **3** and press **Enter**.

③: ADD a Line

This option is usually invoked after you have used one of the other Editor options. To add a new line to the current voucher, type **③** and press **↵**. This tells the system to return to normal data capture mode.

④: DELETE a Line

This option will allow you to delete a line that you have already entered into the current voucher.

To use this option, type **④** and press **↵**. The system will then prompt you with **[] Enter [line number] or [ESC] to return.**

Type the number of the line to be deleted. The system will ask you **"Are you sure you want to delete this line?"**

Type **Y** and press **↵** for Yes, type **N** and press **↵** for No.

The system will then inform you **"*** DETAIL line xxx has been deleted ***"**.

Press **↵** to continue.

The system will then return to the seven Editor options. To terminate editing, type **③** and press **↵**.

⑤: CANCEL Voucher

To use this option, type **⑤** and press **↵**.

The system will ask you **"Are you sure you want to cancel this voucher?"**

Type **Y** and press **↵** for Yes, type **N** and press **↵** for NO.

The system will cancel the transaction and display the message **"Voucher cancelled"**. Press **↵** to continue."

To terminate editing press **↵**.

⑥: DISPLAY Lines

This option will allow you to display any or all of the keyed lines within the current voucher.

To use this option, type **⑥** and press **↵**.

This option should be used if the line number is not known. When invoked, the system will respond: **Display from line 1.** You may enter any line number, but the default is 1. The system will then display one line at a time until it reaches the last entry.

To terminate the display, type ***** and press **↵** after a line has been displayed.

The system will then return to the seven Editor options. To terminate editing, type **③** and press **↵**.

⑦: BALANCE Voucher

To use this option, type **⑦** and press **↵**.

The system will recalculate the batch balance from the voucher data entered.

The system will then return to the seven Editor options. To terminate editing, type **③** and press **↵**.

CHAPTER 6: YEARLY PROCESSING

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92
 1 Daily processing 2 Yearly processing 3 Reports 4 Maintenance and inquiry 5 Data file status 6 Company information E Exit E Enter selection		

To select *Yearly processing*, type **2** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Yearly Processing	28/02/93
 1 Roll current year's G/L into previous year 2 Year end closing E Exit E Enter selection		

ROLL CURRENT YEAR'S GL INTO PREVIOUS YEAR

This procedure is used to transfer data from the current year's GL into the previous year's GL. To ensure that this procedure is not run out of sequence, the system checks that the previous year has already been closed. It then copies the data from the one year into the previous year. The system also ensures that the previous year's general journal and summary files are there and initialized to zero. The system zeros the current year's general ledger file and associated journal files. The system then zeros the financial statement balances for both years.

☞ This procedure must be run immediately after the last month end for the year has been closed, and before entering data for the first month following the year end.

☞ Use the year end date as the logon date.

Type **1** and press **Enter** to select the roll procedure.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Roll Current year into Previous year	31/03/93
	Last year end (ddmmy): 29/ 2/92	
Select: S start X xit		

Type **S** and press **Enter** to start the roll procedure.

The system will advise you when the roll is completed.

To get numbers in the prior year's financial statements you must:

1. Spool the **prior year's** trial balance (page 7-73).
2. Spool the **prior year's** financial statement (page 7-21).
3. Print the spooled reports (page 12-1).

YEAR END CLOSING

☞ This procedure should only be run after all adjusting entries for the previous year have been recorded.

Year end closing is comprised of three steps. These are as follows:

1. Generate closing entries

This procedure is used to generate closing entries for a period. The system will close all the profit and loss accounts into the retained earnings code set up for the system. The default retained earnings code is 3999. The system produces a report showing all the closing entries and the various accounts zeroed. The system also produces journal entries for the amounts shown.

2. Close previous year's general journal adjustments

This procedure is used to close the adjusting entries made to the previous year's general ledger balances after the current GL was rolled back as outlined in ROLL CURRENT YEAR'S GL INTO PREVIOUS YEAR, page 6-2. The system will produce a general journal report summarizing all the adjustments made to the previous year's general ledger balances after the GL was rolled back.

3. Opening entries

This procedure takes the previous year's GL and summarizes the entries to produce a set of opening balances for the current year's GL. The system produces a report that shows GL amounts to be forwarded to the current GL. The entries are posted to the current year's general journal file.

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Yearly Processing	28/02/93
1 Roll current year's G/L into previous year		
2 Year end closing		
E Exit		
E Enter selection		

To select *Year end closing* type **2** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Yearly Processing	31/03/93
	Year End Closing	

Year end closing consists of 3 processing steps:

Step	Description	Status
1	Generate closing entries	Not started
2	Close previous year's general journal adjustments	Not started
3	Balance forward previous year's G/L	Not started

Select: **S** Start **X** Exit

Type **S** and press **Enter**.

The system will then perform step one of the year end closing.

Press **Enter** when step one is complete.

Press **Enter** when step two is complete.

The system will then proceed to step three.

The screen will appear as follows when step three has been completed.

P.C.P.L	General Ledger	TLGLP98 3.05
RM	Balance Forward	31/03/93

Year end date : 28/ 2/93 Date for Opening Entries : MAR 01, 1993

Input file	Description	Output file	Description
RMGLF02P	Prev yr G/L summary		
RMGLF98	Sorted G/L summary		G/L code: 311050
RMGLF02P	Prev yr G/L summary	RMGLF02H	G/L history

Report name	File name	Page
G/L trial balance	RMGLR98.PRT	14

Copying previous year's G/L summary into History file.
Processing completed. Press any key to exit.

CHAPTER 7: REPORTS

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

Type **3** and press **Enter** to select *Reports*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
E Exit		
E Enter selection		

ANALYTICAL REVIEW CODES

P.C.P.L	General Ledger	TLFSP08 1.04
RM	Analytical Review Codes	31/03/93
1 Individual		
2 All		
3 All - with balances		
4 Available		
E Exit		
E Enter selection		

ANALYTICAL REVIEW CODES - INDIVIDUAL

To print an individual analytical review code, type **1** and press **Enter**. The system will prompt you to enter the review code. **F5** can be used to view a list of all available codes.

A sample report for an individual code follows:

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR081 1.0
Page 1

Grouping code : AAA Other Quick Assets
G/L Account
1010-10 PETTY CASH
1020-10 BANK - GENERAL ACCOUNT
1030-10 TERM DEPOSITS
1110-10 SHORT-TERM PAPER

ANALYTICAL REVIEW CODES - ALL

To print a list of all analytical review code groupings without balances type **2** and press **Enter**. A report similar to the following will be created.

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR082 1.0
Page 1

Grouping code : AAA Other Quick Assets
G/L Account
1010-10 PETTY CASH
1020-10 BANK - GENERAL ACCOUNT
1030-10 TERM DEPOSITS
1110-10 SHORT-TERM PAPER
Grouping code : AAC Accounts Receivable
G/L Account
1201-10 ACCOUNTS RECEIVABLE
1235-10 ACCRUED INTEREST RECEIVABLE
1290-10 SHARE SUBSCRIPTION RECEIVABLE
1299-10 ALLOWANCE FOR DOUBTFUL ACCOUNTS
Grouping code : AAE Other Non-Quick Assets
G/L Account
1810-10 PREPAID INSURANCE
1820-10 PREPAID MAINTENANCE CONTRACTS
Grouping code : ACB Cost - Depreciable Assets
G/L Account
2010-10 COMPUTER HARDWARE-DEVELOPMENT
2015-10 COMPUTER HARDWARE-SERVICE BUREAU
2020-10 FURNITURE & FIXTURES
2030-10 MODEMS
Grouping code : ACZ Accumulated Depreciation
G/L Account
2210-10 COMPUTER HARDWARE-DEVELOPMENT
2215-10 COMPUTER HARDWARE-SERVICE BUREAU
2220-10 FURNITURE & FIXTURES
2230-10 MODEMS
2290-10 AMORTIZATION-SOFTWARE
Grouping code : AEA Other Assets
G/L Account
2410-10 RESEARCH AND DEVELOPMENT
2420-10 APPLICATION SOFTWARE
2430-10 MARKETING COSTS
Grouping code : DAA Notes Payable - Current
G/L Account
3010-10 BANK INDEBTEDNESS
3020-10 CURRENT MATURITIES-LONG-TERM DEBT
Grouping code : DAB Accounts Payable
G/L Account
3111-10 ACCOUNTS PAYABLE
3115-10 PROVINCIAL SALES TAX
3210-10 YEAR END ACCRUALS
Grouping code : DAZ Other Current Liabilities
G/L Account
3410-10 FEDERAL CORPORATION TAX

REPORTS

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR082 1.0
Page 2

Grouping code : DAZ Other Current Liabilities
G/L Account
3420-10 PROVINCIAL CORPORATION TAX
Grouping code : DDA Long Term Debt - Non-current part
G/L Account
3610-10 BANK LOANS - LONG TERM
Grouping code : DDZ Other Liabilities - Non-Current
G/L Account
3430-10 DEFERRED INCOME TAX
3510-10 DEFERRED LICENSE REVENUE
3590-10 CUSTOMER DEPOSITS
Grouping code : DJB Capital Stock
G/L Account
3910-10 CAPITAL STOCK-PREFERRED
3930-10 CAPITAL STOCK-COMMON
Grouping code : DJC Additional Paid in Capital
G/L Account
3920-10 CONTRIBUTED SURPLUS
Grouping code : DJJ Retained Earnings
G/L Account
3950-10 RETAINED EARNINGS
3999-10 YEAR-TO-DATE EARNINGS
Grouping code : GAA Credit Sales
G/L Account
4700-10 SALES
Grouping code : IAA Cost of Goods Sold
G/L Account
5700-10 INVENTORY, BEGINNING OF YEAR
5705-10 PURCHASES
5710-10 INVENTORY, END OF YEAR
Grouping code : UAB Operations and G & A
G/L Account
8015-10 COMMUNICATION LINE RENTAL
8100-10 COMPUTER RENTAL
8105-10 DISK PACKS
8115-10 EQUIPMENT MAINTENANCE
8130-10 CONSULTING FEES
8135-10 HALON GAS SYSTEM
8138-10 SECURITY SERVICE
8140-10 TELEPHONE
8142-10 COURIER SERVICE
8145-10 SECRETARIAL
8146-10 OFFICE RENT
8150-10 PHOTOCOPYING
8160-10 LEGAL FEES
8163-10 LIFE INSURANCE

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR082 1.0
Page 3

Grouping code : UAB Operations and G & A

G/L Account

8165-10 ENTERTAINMENT & PROMOTION

8170-10 BANK INTEREST

8175-10 BANK SERVICE CHARGES

8180-10 OFFICE & GENERAL

8185-10 STATIONERY

8190-10 COMPUTER PAPER

8200-10 KEYPUNCHING FEES

8200-96 UIC EXPENSE

8200-97 CPP EXPENSE

8210-10 COMPUTER SOFTWARE

8240-10 INSURANCE-EQUIPMENT

8245-10 MARKETING FEES

8250-10 TRAVEL

8255-10 U.S. EXCHANGE

8290-10 MISCELLANEOUS OPERATING

9000-10 RECOVERABLE COSTS

9030-10 YELLOW PAGE ADVERTISING

9050-10 MARKETING COSTS

9055-10 TYPESETTING COSTS

9060-10 BINDERS

9070-10 POSTAGE-DIRECT MAIL

9075-10 SOFTWARE REVIEW FEES

Grouping code : UAZ Depreciation

G/L Account

9990-10 DEPRECIATION & AMORTIZATION

Grouping code : VAA Income Taxes

G/L Account

9900-10 INCOME TAXES

End of Report

REPORTS

ANALYTICAL REVIEW CODES - ALL WITH BALANCES

Type **3** and press **Enter** to spool all analytical review codes with balances.

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping
1986 1985

EXPSR083 1.0
Page 1

Grouping code : AAA Other Quick Assets

G/L Account

1010-10 PETTY CASH	.00	.00	.00
1020-10 BANK - GENERAL ACCOUNT	.00	.00	.00
1030-10 TERM DEPOSITS	.00	.00	.00
1110-10 SHORT-TERM PAPER	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

Grouping code : AAC Accounts Receivable

G/L Account

1201-10 ACCOUNTS RECEIVABLE	.00	.00	.00
1235-10 ACCRUED INTEREST RECEIVABLE	.00	.00	.00
1290-10 SHARE SUBSCRIPTION RECEIVABLE	.00	.00	.00
1299-10 ALLOWANCE FOR DOUBTFUL ACCOUNTS	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

Grouping code : AAB Other Non-Quick Assets

G/L Account

1810-10 PREPAID INSURANCE	.00	.00	.00
1820-10 PREPAID MAINTENANCE CONTRACTS	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

Grouping code : ACB Cost - Depreciable Assets

G/L Account

2010-10 COMPUTER HARDWARE-DEVELOPMENT	.00	.00	.00
2015-10 COMPUTER HARDWARE-SERVICE BUREAU	.00	.00	.00
2020-10 FURNITURE & FIXTURES	.00	.00	.00
2030-10 MODEMS	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

Grouping code : ACZ Accumulated Depreciation

G/L Account

2210-10 COMPUTER HARDWARE-DEVELOPMENT	.00	.00	.00
2215-10 COMPUTER HARDWARE-SERVICE BUREAU	.00	.00	.00
2220-10 FURNITURE & FIXTURES	.00	.00	.00
2230-10 MODEMS	.00	.00	.00
2290-10 AMORTIZATION-SOFTWARE	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

Grouping code : AEA Other Assets

G/L Account

2410-10 RESEARCH AND DEVELOPMENT	.00	.00	.00
2420-10 APPLICATION SOFTWARE	.00	.00	.00
2430-10 MARKETING COSTS	.00	.00	.00
-----	-----	-----	-----
	.00	.00	.00
-----	-----	-----	-----

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR083 1.0
Page 2

	1986	1985	1984
Grouping code : DAA Notes Payable - Current			
G/L Account			
3010-10 BANK INDEBTEDNESS	.00	.00	.00
3020-10 CURRENT MATURITIES-LONG-TERM DEBT	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DAB Accounts Payable			
G/L Account			
3111-10 ACCOUNTS PAYABLE	.00	.00	.00
3115-10 PROVINCIAL SALES TAX	.00	.00	.00
3210-10 YEAR END ACCRUALS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DAZ Other Current Liabilities			
G/L Account			
3410-10 FEDERAL CORPORATION TAX	.00	.00	.00
3420-10 PROVINCIAL CORPORATION TAX	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DDA Long Term Debt - Non-current part			
G/L Account			
3610-10 BANK LOANS - LONG TERM	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DDZ Other Liabilities - Non-Current			
G/L Account			
3430-10 DEFERRED INCOME TAX	.00	.00	.00
3510-10 DEFERRED LICENSE REVENUE	.00	.00	.00
3590-10 CUSTOMER DEPOSITS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DJB Capital Stock			
G/L Account			
3910-10 CAPITAL STOCK-PREFERRED	.00	.00	.00
3930-10 CAPITAL STOCK-COMMON	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Grouping code : DJC Additional Paid in Capital			
G/L Account			
3920-10 CONTRIBUTED SURPLUS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

REPORTS

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping
1986 1985

EXFSR083 1.0
Page 3

Grouping code : DJJ Retained Earnings

G/L Account	1986	1985	1984
3950-10 RETAINED EARNINGS	.00	.00	.00
3999-10 YEAR-TO-DATE EARNINGS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Grouping code : GAA Credit Sales

G/L Account	1986	1985	1984
4700-10 SALES	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Grouping code : IAA Cost of Goods Sold

G/L Account	1986	1985	1984
5700-10 INVENTORY, BEGINNING OF YEAR	.00	.00	.00
5705-10 PURCHASES	.00	.00	.00
5710-10 INVENTORY, END OF YEAR	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Grouping code : UAB Operations and G & A

G/L Account	1986	1985	1984
8015-10 COMMUNICATION LINE RENTAL	.00	.00	.00
8100-10 COMPUTER RENTAL	.00	.00	.00
8105-10 DISK PACKS	.00	.00	.00
8115-10 EQUIPMENT MAINTENANCE	.00	.00	.00
8130-10 CONSULTING FEES	.00	.00	.00
8135-10 HALON GAS SYSTEM	.00	.00	.00
8138-10 SECURITY SERVICE	.00	.00	.00
8140-10 TELEPHONE	.00	.00	.00
8142-10 COURIER SERVICE	.00	.00	.00
8145-10 SECRETARIAL	.00	.00	.00
8146-10 OFFICE RENT	.00	.00	.00
8150-10 PHOTOCOPYING	.00	.00	.00
8160-10 LEGAL FEES	.00	.00	.00
8163-10 LIFE INSURANCE	.00	.00	.00
8165-10 ENTERTAINMENT & PROMOTION	.00	.00	.00
8170-10 BANK INTEREST	.00	.00	.00
8175-10 BANK SERVICE CHARGES	.00	.00	.00
8180-10 OFFICE & GENERAL	.00	.00	.00
8185-10 STATIONERY	.00	.00	.00
8190-10 COMPUTER PAPER	.00	.00	.00
8200-10 KEYPUNCHING FEES	.00	.00	.00
8200-96 UIC EXPENSE	.00	.00	.00
8200-97 CPP EXPENSE	.00	.00	.00
8210-10 COMPUTER SOFTWARE	.00	.00	.00
8240-10 INSURANCE-EQUIPMENT	.00	.00	.00
8245-10 MARKETING FEES	.00	.00	.00
8250-10 TRAVEL	.00	.00	.00
8255-10 U.S. EXCHANGE	.00	.00	.00

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Grouping

EXFSR083 1.0
Page 4

Grouping code : UAB Operations and G & A

G/L Account	1986	1985	1984
8290-10 MISCELLANEOUS OPERATING	.00	.00	.00
9000-10 RECOVERABLE COSTS	.00	.00	.00
9030-10 YELLOW PAGE ADVERTISING	.00	.00	.00
9050-10 MARKETING COSTS	.00	.00	.00
9055-10 TYPESETTING COSTS	.00	.00	.00
9060-10 BINDERS	.00	.00	.00
9070-10 POSTAGE-DIRECT MAIL	.00	.00	.00
9075-10 SOFTWARE REVIEW FEES	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Grouping code : UAZ Depreciation

G/L Account	1986	1985	1984
9990-10 DEPRECIATION & AMORTIZATION	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Grouping code : VAA Income Taxes

G/L Account	1986	1985	1984
9900-10 INCOME TAXES	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

End of Report

REPORTS

ANALYTICAL REVIEW CODES - AVAILABLE

To print a list of available analytical review codes type **4** and press **Enter**. A report similar to the following will be created.

31/07/87

POLYMATHIC COMPUTER PRODUCTS LIMITED
Analytical Review Grouping
List of Available Codes

RMFSR084 1.0

Code	Description
----	-----
AAC	Accounts receivable
AAA	Other quick assets
AAD	Inventory
AAE	Other non-quick assets
AAF	Investments - non-current
AAI	Notes and contracts receivable
ACA	Land
ACB	Cost - Depreciable assets
ACZ	Accumulated depreciation
ACX	Non-depreciable property & equipment
AEA	Other assets
DAB	Accounts Payable
DAA	Notes payable - current
DAX	Current maturities on L-T-D
DAC	Accrued expenses
DAZ	Other current liabilities
DDA	Long term debt - non-current portion
DDZ	Other liabilities - non-current
DJB	Capital stock
DJC	Additional paid in capital
DJJ	Retained earnings
DJZ	Other equity accounts
GAA	Credit sales
GAZ	Sales - other(if credit sales not used)
GAX	Miscellaneous income
IAA	Cost of goods sold
UAB	Operations and G & A
UAZ	Depreciation
UAX	Repairs and maintenance
GAW	Interest income
UAD	Interest expense
VAA	Income taxes
UAF	Other expenses
DJX	Dividends
???	Market price per share
???	Number of outstanding shares

End of Report

ANALYTICAL REVIEW RATIOS

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
	E Exit	
	E Enter selection	

Type **2** and press **Enter** to select *Analytical review ratios*.

The screen will then appear as follows:

P.C.P.L	General Ledger	TLFSP05 1.5
RM	Analytical Review Ratio Report	31/03/93
1 Current Ratio	Y	16 Net Profit Margin
2 Acid Test Ratio	Y	17 Asset Turnover
3 Inventory to Working Capital ...	Y	18 Sales to Average Working Capital:
4 A/R to Working Capital	Y	19 Gross Profit Margin
5 Long-term Liabilities to W/C ...	Y	20 Return on Assets
6 A/R Turnover	Y	21 Financial Leverage Index
7 Days Sales in Receivables	Y	22 Return on Investment
8 Inventory Turnover	Y	23 Retention Ratio
9 Days Sales in Inventory	Y	24 Potential Growth Rate
10 Operating Cycle Days	Y	25 Price Earnings Ratio
11 Deprec. expense to Prty & Eqpt .:	Y	26 Dividend Yield
12 Accun'd Deprec. to Prty & Eqpt .:	Y	27 Fixed Assets to Owner's Equity .:
13 Repairs & Maint. to Prty & Eqpt .:	Y	28 Book Value Per Share
14 Debt Ratio	Y	29 Interest to Income Before Intrst:
15 Debt to Equity Ratio	Y	30 Times Interest Earned
31 Market Price/Share 1994 ...:	.00	32 No. of Shares 1994
33 Market Price/Share 1993 ...:	.00	34 No. of Shares 1993
35 Processing year	BOTH	36 Cut-off date
37 Print ratio data	N	9/ 3/94
Select: Modify Start Exit		

REPORTS

Review the following fields and make any desired modifications:

Information	Fields
Market price per share	31 and 33
Number of outstanding shares	32 and 34
Ratio selector is set to Y	all
Processing year	35
Cut-off date	36

To modify any of the fields, type **(M)** and press **(←Enter)**. The system will prompt you to enter the field number that you want to modify. To permanently change fields 31 through 34, you must modify the company information as outlined in Chapter 11 (page 11-1). Once all the modifications are made, type **(S)** and press **(←Enter)** to create the report.

Run date : 03/08/87 13:17:52

EXAMPLE COMPANY LIMITED
ANALYTICAL REVIEW RATIOS
FEB 28, 1987

	1987
LIQUIDITY	

Current Ratio	9.34
Acid Test Ratio	5.94
Days Sales in Receivables	22.36
Days Sales in Inventory	136.21
Operating Cycle Days	158.57
STABILITY	

Accounts Receivable Turnover	32.64
Inventory to Working Capital	.20
Inventory Turnover	5.36
Accounts Receivable to Working Capital	.05
Long-term Liabilities to Working Capital	.68
Sales to Average Working Capital	3.27
Depreciation Expense to Prty & Eqpt	
Accumulated Depreciation to Prty & Eqpt	
Debt Ratio	66.00 %
Debt to Equity Ratio	1.94
Interest to Net Income Before Interest	
Times Interest Earned	
Repairs and Maintenance to Prty & Eqpt	
PROFITABILITY	

Net Profit Margin	25.20 %
Gross Profit	33.20 %
Asset Turnover	
Return on Assets	68.00 %
Return on Investment	
Dividend Yield	
Book Value Per Share	
LEVERAGE	

Financial Leverage Index	2.94
Fixed Assets to Owner's Equity	
GROWTH	

Retention Ratio	100.00 %
Potential Growth Rate	

CHART OF ACCOUNTS

CHART OF ACCOUNTS - DETAILED

This procedure allows you to print a summarized or detailed chart of accounts in financial statement sequence. For your convenience, the system also prints the financial statement header code beside the general ledger code.

P.C.P.L.	General Ledger	TLFSP09 1.1
RM	Chart of Accounts	31/03/93
1 Detailed 2 Summary E Exit _ Enter selection		

Type 1 and press to create a detailed chart of accounts.

A report similar to the following will be created:

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 1

	Auth Code	F/S Code	Review Code	Holding Company Information G/L code	Description
ASSETS		A**H000			
CURRENT ASSETS		AA*H000			
Cash		AAA0001	AAA		
1010-10					PETTY CASH
1020-10					BANK - GENERAL ACCOUNT
1030-10					TERM DEPOSITS
Marketable securities		AAB0001	AAA		
1110-10					SHORT-TERM PAPER
Accounts receivable		AAC0001	AAC		
1201-10					ACCOUNTS RECEIVABLE
1235-10					ACCRUED INTEREST RECEIVABLE
1290-10					SHARE SUBSCRIPTION RECEIVABLE
1299-10					ALLOWANCE FOR DOUBTFUL ACCOUNTS
Prepaid expenses		AAE0001	AAE		
1810-10					PREPAID INSURANCE
1820-10					PREPAID MAINTENANCE CONTRACTS
FIXED ASSETS		AC*H000			
Office furniture and equipment		ACA0001	ACB		
2020-10					FURNITURE & FIXTURES
Computer equipment		ACB0001	ACB		
2010-10					COMPUTER HARDWARE-DEVELOPMENT
2015-10					COMPUTER HARDWARE-SERVICE BUREAU
2030-10					MODEMS
Less:accumulated depreciation		ACZ0001	ACZ		
2210-10					COMPUTER HARDWARE-DEVELOPMENT
2215-10					COMPUTER HARDWARE-SERVICE BUREAU
2220-10					FURNITURE & FIXTURES
2230-10					MODEMS
2290-10					AMORTIZATION-SOFTWARE
OTHER ASSETS		AE*H000			
Deferred and other costs		AEA0001	AEA		
2410-10					RESEARCH AND DEVELOPMENT
2420-10					APPLICATION SOFTWARE
2430-10					MARKETING COSTS

REPORTS

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 2

	Auth Code	F/S Code	Review Code	Holding Company Information	
				G/L code	Description
LIABILITIES		D**H000			
CURRENT LIABILITIES		DA*H000			
Bank indebtedness		DAA0001	DAA		
3010-10 BANK INDEBTEDNESS					
3020-10 CURRENT MATURITIES-LONG-TERM DEBT					
Accounts payable		DAB0001	DAB		
3111-10 ACCOUNTS PAYABLE					
3115-10 PROVINCIAL SALES TAX					
3210-10 YEAR END ACCRUALS					
Corporate income tax		DAE0001	DAZ		
3410-10 FEDERAL CORPORATION TAX					
3420-10 PROVINCIAL CORPORATION TAX					
3430-10 DEFERRED INCOME TAX					
Deferred income		DAF0001	DDZ		
3510-10 DEFERRED LICENSE REVENUE					
3590-10 CUSTOMER DEPOSITS					
LONG-TERM DEBT		DD*H000			
Bank and other loans		DDA0001	DDA		
3610-10 BANK LOANS - LONG TERM					
SHAREHOLDERS' EQUITY		DJ*H000			
Share capital		DJB0001	DJB		
3910-10 CAPITAL STOCK-PREFERRED					
3930-10 CAPITAL STOCK-COMMON					
Contributed surplus		DJC0001	DJC		
3920-10 CONTRIBUTED SURPLUS					
Retained earnings		DJJ0001	DJJ		
3950-10 RETAINED EARNINGS					
3999-10 YEAR-TO-DATE EARNINGS					

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 3

	Auth Code	F/S Code	Review Code	Holding Company Information G/L code	Description
REVENUE		G**H000			
Sale of hardware		GAB0001	GAA		
4700-10 SALES					
COST OF SALES		GD*H000			
Hardware and software		GDA0001	IAA		
5700-10 INVENTORY, BEGINNING OF YEAR					
5705-10 PURCHASES					
5710-10 INVENTORY, END OF YEAR					
EXPENSES		I**H000			
General and administrative		IAA0001	UAB		
8138-10 SECURITY SERVICE					
8142-10 COURIER SERVICE					
8150-10 PHOTOCOPYING					
8160-10 LEGAL FEES					
8170-10 BANK INTEREST					
8175-10 BANK SERVICE CHARGES					
8180-10 OFFICE & GENERAL					
8185-10 STATIONERY					
8190-10 COMPUTER PAPER					
8255-10 U.S. EXCHANGE					
9000-10 RECOVERABLE COSTS					
Equipment operating costs		IAA0003	UAB		
8100-10 COMPUTER RENTAL					
8105-10 DISK PACKS					
8115-10 EQUIPMENT MAINTENANCE					
8135-10 HALON GAS SYSTEM					
8240-10 INSURANCE-EQUIPMENT					
8290-10 MISCELLANEOUS OPERATING					
Personnel		IAA0005	UAB		
8130-10 CONSULTING FEES					
8145-10 SECRETARIAL					
8163-10 LIFE INSURANCE					
8200-10 KEYPUNCHING FEES					
Facilities		IAA0007	UAB		
8015-10 COMMUNICATION LINE RENTAL					
8140-10 TELEPHONE					
8146-10 OFFICE RENT					
Marketing		IAA0009	UAB		
8165-10 ENTERTAINMENT & PROMOTION					
8245-10 MARKETING FEES					
8250-10 TRAVEL					
9030-10 YELLOW PAGE ADVERTISING					
9050-10 MARKETING COSTS					
9055-10 TYPESETTING COSTS					
9060-10 BINDERS					
9070-10 POSTAGE-DIRECT MAIL					
9075-10 SOFTWARE REVIEW FEES					
Program development aids		IAA0011	UAB		
8210-10 COMPUTER SOFTWARE					
Depreciation and amortization		IAZ0003	UAZ		
9990-10 DEPRECIATION & AMORTIZATION					
Income taxes		UAA0001	VAA		
9900-10 INCOME TAXES					

REPORTS

CHART OF ACCOUNTS - SUMMARIZED

A sample summarized chart of accounts is as follows:

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 1

		Auth Code	F/S Code	Review Code	Holding Company Information
					G/L code Description
ASSETS			A*H000		
CURRENT ASSETS			AA*H000		
Cash			AAA0001	AAA	
1010	PETTY CASH				
1020	BANK - GENERAL ACCOUNT				
1030	TERM DEPOSITS				
Marketable securities			AAB0001	AAA	
1110	SHORT-TERM PAPER				
Accounts receivable			AAC0001	AAC	
1201	ACCOUNTS RECEIVABLE				
1235	ACCRUED INTEREST RECEIVABLE				
1290	SHARE SUBSCRIPTION RECEIVABLE				
1299	ALLOWANCE FOR DOUBTFUL ACCOUNTS				
Prepaid expenses			AAE0001	AAE	
1810	PREPAID INSURANCE				
1820	PREPAID MAINTENANCE CONTRACTS				
FIXED ASSETS			AC*H000		
Office furniture and equipment			ACA0001	ACB	
2020	FURNITURE & FIXTURES				
Computer equipment			ACB0001	ACB	
2010	COMPUTER HARDWARE-DEVELOPMENT				
2015	COMPUTER HARDWARE-SERVICE BUREAU				
2030	MODEMS				
Less: accumulated depreciation			ACZ0001	ACZ	
2210	COMPUTER HARDWARE-DEVELOPMENT				
2215	COMPUTER HARDWARE-SERVICE BUREAU				
2220	FURNITURE & FIXTURES				
2230	MODEMS				
2290	AMORTIZATION-SOFTWARE				
OTHER ASSETS			AE*H000		
Deferred and other costs			AEA0001	AEA	
2410	RESEARCH AND DEVELOPMENT				
2420	APPLICATION SOFTWARE				
2430	MARKETING COSTS				

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 2

	Auth Code	F/S Code	Review Code	Holding Company Information G/L code	Description
LIABILITIES		D**H000			
CURRENT LIABILITIES		DA*H000			
Bank indebtedness		DAA0001	DAA		
3010 BANK INDEBTEDNESS					
3020 CURRENT MATURITIES-LONG-TERM DEBT					
Accounts payable		DAB0001	DAB		
3111 ACCOUNTS PAYABLE					
3115 PROVINCIAL SALES TAX					
3210 YEAR END ACCRUALS					
Corporate income tax		DAE0001	DAZ		
3410 FEDERAL CORPORATION TAX					
3420 PROVINCIAL CORPORATION TAX					
3430 DEFERRED INCOME TAX					
Deferred income		DAF0001	DDZ		
3510 DEFERRED LICENSE REVENUE					
3590 CUSTOMER DEPOSITS					
LONG-TERM DEBT		DD*H000			
Bank and other loans		DDA0001	DDA		
3610 BANK LOANS - LONG TERM					
SHAREHOLDERS' EQUITY		DJ*H000			
Share capital		DJB0001	DJB		
3910 CAPITAL STOCK-PREFERRED					
3930 CAPITAL STOCK-COMMON					
Contributed surplus		DJC0001	DJC		
3920 CONTRIBUTED SURPLUS					
Retained earnings		DJJ0001	DJJ		
3950 RETAINED EARNINGS					
3999 YEAR-TO-DATE EARNINGS					

REPORTS

31/07/87

EXAMPLE COMPANY LIMITED
Chart of Accounts

EXFSR092 1.0
Page 3

	Auth Code	F/S Code	Review Code	Holding Company Information G/L code	Description
REVENUE		G**H000			
Sale of hardware		GAB0001	GAA		
4700 SALES					
COST OF SALES		GD*H000			
Hardware and software		GDA0001	IAA		
5700 INVENTORY, BEGINNING OF YEAR					
5705 PURCHASES					
5710 INVENTORY, END OF YEAR					
EXPENSES		I**H000			
General and administrative		IAA0001	UAB		
8138 SECURITY SERVICE					
8142 COURIER SERVICE					
8150 PHOTOCOPYING					
8160 LEGAL FEES					
8170 BANK INTEREST					
8175 BANK SERVICE CHARGES					
8180 OFFICE & GENERAL					
8185 STATIONERY					
8190 COMPUTER PAPER					
8255 U.S. EXCHANGE					
9000 RECOVERABLE COSTS					
Equipment operating costs		IAA0003	UAB		
8100 COMPUTER RENTAL					
8105 DISK PACKS					
8115 EQUIPMENT MAINTENANCE					
8135 HALON GAS SYSTEM					
8240 INSURANCE-EQUIPMENT					
8290 MISCELLANEOUS OPERATING					
Personnel		IAA0005	UAB		
8130 CONSULTING FEES					
8145 SECRETARIAL					
8163 LIFE INSURANCE					
8200 KEYPUNCHING FEES					
Facilities		IAA0007	UAB		
8015 COMMUNICATION LINE RENTAL					
8140 TELEPHONE					
8146 OFFICE RENT					
Marketing		IAA0009	UAB		
8165 ENTERTAINMENT & PROMOTION					
8245 MARKETING FEES					
8250 TRAVEL					
9030 YELLOW PAGE ADVERTISING					
9050 MARKETING COSTS					
9055 TYPESETTING COSTS					
9060 BINDERS					
9070 POSTAGE-DIRECT MAIL					
9075 SOFTWARE REVIEW FEES					
Program development aids		IAA0011	UAB		
8210 COMPUTER SOFTWARE					
Depreciation and amortization		IA20003	UAZ		
9990 DEPRECIATION & AMORTIZATION					
Income taxes		UAA0001	VAA		
9900 INCOME TAXES					

FINANCIAL STATEMENTS

To produce an updated financial statement you must:

1. Spool the general journal (page 7-43).
 2. Spool the trial balance (page 7-73).
 3. Spool one of the financial statement options (page 7-21).
- ☛ If you have not closed the prior year you can only get a cumulative year to date balance for the current year by selecting Option 10 or 13 from the financial statements menu.

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
	E Exit	
	E Enter selection	

Type **4** and press **←Enter** to select *Financial statements*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP04 7.22
RM	Financial Statements	31/03/93
Cutoff date: MAR 01/93		Year end: FEB 28/94
1 Current year		
2 Current year + Prior year		
3 Current year + Current year budget		
4 Current year + Prior year + Current year budget		
5 Current year + Prior year + Prior year budget		
6 Current year + Prior year + Budget for both years		
7 Current period + Current year		
8 Current period + Current year + Current budget		
9 Current period + Current year + Current budget + Prior year		
10 Current period + Current year + Prior year		
11 Current period + Current year + Adjustments column		
12 Prior year		
13 Current year + Prior year + 2 year's prior		
14 Prior year + 2 year's prior		
15 Monthly Financial Statements		
E Exit		
E Enter selection		

REPORTS

FINANCIAL STATEMENTS - AVAILABLE FORMATS

The various draft financial statement formats available are as follows:

P.C.F.L	General Ledger	TLFSP04 7.22
RM.	Financial Statements	31/03/93
Cutoff date: MAR 01/93		Year end: FEB 28/94
1	Current year	
2	Current year + Prior year	
3	Current year + Current year budget	
4	Current year + Prior year + Current year budget	
5	Current year + Prior year + Prior year budget	
6	Current year + Prior year + Budget for both years	
7	Current period + Current year	
8	Current period + Current year + Current budget	
9	Current period + Current year + Current budget + Prior year	
10	Current period + Current year + Prior year	
11	Current period + Current year + Adjustments column	
12	Prior year	
13	Current year + Prior year + 2 year's prior	
14	Prior year + 2 year's prior	
15	Monthly Financial Statements	
E	Exit	
E	Enter selection	

To select one of the preprogrammed formats type the corresponding number and press .

FINANCIAL STATEMENTS - OPTIONS

The various print options for printing each of the preprogrammed financial statements formats are as follows:

P.C.P.L	General Ledger	TLFSP04 7.22
RM	Financial Statements	31/83/93
Cutoff date: MAR 01/93		Year end: FEB 28/94
3-Current period + Current year + Current year budget		
<p>1 Reports to process: C 2 Include ratios for income statement : Y 3 Summary statements: Y 4 Round all amounts: N 5 Minus sign in front of amounts: Y 6 Create structured ASCII file: N 7 Print zero account balances: N 8 Show NET change figures: N 9 Show budget variance figures: N</p>		
<p>Select: Start Modify Options Exit</p>		

☞ If you select the *Options* function, the system will display a submenu of functions allowing you to display general ledger system and company information or perform lookups on G/L codes and F/S codes.

1. Reports to process

- Consolidated
- Single division
- Multiple divisions with or without consolidations

2. Include ratios for income statement

- The system will calculate ratios commencing with the general ledger account which has the first revenue financial statement code. You may look up the current code using option 98 in the General Ledger subsystem menu.
- If you do not wish ratios to be computed for income statement items.

3. Summary statements

- If you wish to print summarized as well as detailed financial statements.
- If you want only detailed financial statements

4. Round

- If you wish all financial statement amounts to be rounded to the nearest dollar.
- If you wish all financial statement amounts to be printed with two decimals.

REPORTS

5. Minus key in front of amounts

- Y If you wish the minus sign to appear in front of the numbers.
- N If you wish commas in the numbers then you **must** answer this question with a N and the round option with a Y.

6. Create structured ASCII

- Y The system will generate a preformatted file which can then be input into many out a popular spreadsheet, word processing and database packages. The system will write file with the company initials followed by FSF041.SPD.
Call your Polymathic representative for details regarding micro computer packages which may be used in conjunction with the **General Ledger System**.

7. Print zero account balances

- Y Prints all accounts in the financial statements regardless of whether the account balance is zero or not.
- N Prints only those accounts with balances.

8. Show NET change figures

- Y Computes the net difference between the current year's balance and the prior year's balance.
- N Net difference between two year's balances is not computed.

9. Show budget variance figures

- Y Computes the difference between the actual and budget amounts.
- N Variance between budget and actual is not computed.

FINANCIAL STATEMENTS - SUMMARY

A sample summarized financial statement is as follows:

EXAMPLE COMPANY LIMITED

BALANCE SHEET

	YYYY	YYYY	YYYY
ASSETS			
CURRENT ASSETS			
Cash	.00	.00	.00
Marketable securities	.00	.00	.00
Accounts receivable	.00	.00	.00
Prepaid expenses	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
FIXED ASSETS			
Office furniture and equipment	.00	.00	.00
Computer equipment	.00	.00	.00
Less:accumulated depreciation	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
OTHER ASSETS			
Deferred and other costs	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	=====	=====	=====

REPORTS

EXAMPLE COMPANY LIMITED BALANCE SHEET

LIABILITIES

CURRENT LIABILITIES

Bank indebtedness	.00	.00	.00
Accounts payable	.00	.00	.00
Corporate income tax	.00	.00	.00
Deferred income	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

LONG-TERM DEBT

Bank and other loans	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

SHAREHOLDERS' EQUITY

Share capital	.00	.00	.00
Contributed surplus	.00	.00	.00
Retained earnings	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	=====	=====	=====

EXAMPLE COMPANY LIMITED
INCOME STATEMENT

As at MMM DD/YY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY		For the period beginning MMM DD, YYYY and ending MMM DD, YYYY		For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	
		⌘	⌘	⌘	⌘	⌘
REVENUE						
Sale of hardware	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
COST OF SALES						
Hardware and software	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
GROSS PROFIT	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
EXPENSES						
General and administrative	.00	.00	.00	.00	.00	.00
Equipment operating costs	.00	.00	.00	.00	.00	.00
Personnel	.00	.00	.00	.00	.00	.00
Facilities	.00	.00	.00	.00	.00	.00
Marketing	.00	.00	.00	.00	.00	.00
Program development aids	.00	.00	.00	.00	.00	.00
Depreciation and amortization	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
NET INCOME BEFORE INCOME TAXES	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
Income taxes	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
NET INCOME	.00	.00	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====

REPORTS

FINANCIAL STATEMENTS - DETAILED

A sample detailed financial statement is as follows:

Run date : MMM DD/YY	EXAMPLE COMPANY LIMITED			Page 1
DRAFT FINANCIAL STATEMENTS - CONSOLIDATED				
As at MMM DD/YY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	
ASSETS				
CURRENT ASSETS				
Cash				
1010 PETTY CASH	.00	.00	.00	
1020 BANK - GENERAL ACCOUNT	.00	.00	.00	
1030 TERM DEPOSITS	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	
Marketable securities				
1110 SHORT-TERM PAPER	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	
Accounts receivable				
1201 ACCOUNTS RECEIVABLE	.00	.00	.00	
1235 ACCRUED INTEREST RECEIVABLE	.00	.00	.00	
1290 SHARE SUBSCRIPTION RECEIVABLE	.00	.00	.00	
1299 ALLOWANCE FOR DOUBTFUL ACCOUNTS	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	
Prepaid expenses				
1810 PREPAID INSURANCE	.00	.00	.00	
1820 PREPAID MAINTENANCE CONTRACTS	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	
FIXED ASSETS				
Office furniture and equipment				
2020 FURNITURE & FIXTURES	.00	.00	.00	
	-----	-----	-----	
	.00	.00	.00	
	-----	-----	-----	

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 2

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED
As at MMM DD/YY

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY
Computer equipment			
2010 COMPUTER HARDWARE-DEVELOPMENT	.00	.00	.00
2015 COMPUTER HARDWARE-SERVICE BUREAU	.00	.00	.00
2030 MODEMS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Less:accumulated depreciation			
2210 COMPUTER HARDWARE-DEVELOPMENT	.00	.00	.00
2215 COMPUTER HARDWARE-SERVICE BUREAU	.00	.00	.00
2220 FURNITURE & FIXTURES	.00	.00	.00
2230 MODEMS	.00	.00	.00
2290 AMORTIZATION-SOFTWARE	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
OTHER ASSETS			
Deferred and other costs			
2410 RESEARCH AND DEVELOPMENT	.00	.00	.00
2420 APPLICATION SOFTWARE	.00	.00	.00
2430 MARKETING COSTS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	=====	=====	=====

REPORTS

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 3

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED

As at MMM DD/YY

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY
LIABILITIES			
CURRENT LIABILITIES			
Bank indebtedness			
3010 BANK INDEBTEDNESS	.00	.00	.00
3020 CURRENT MATURITIES-LONG-TERM DEBT	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Accounts payable			
3111 ACCOUNTS PAYABLE	.00	.00	.00
3115 PROVINCIAL SALES TAX	.00	.00	.00
3210 YEAR END ACCRUALS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Corporate income tax			
3410 FEDERAL CORPORATION TAX	.00	.00	.00
3420 PROVINCIAL CORPORATION TAX	.00	.00	.00
3430 DEFERRED INCOME TAX	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
Deferred income			
3510 DEFERRED LICENSE REVENUE	.00	.00	.00
3590 CUSTOMER DEPOSITS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
LONG-TERM DEBT			
Bank and other loans			
3610 BANK LOANS - LONG TERM	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 4

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED

As at MMM DD/YY

	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY	For the period beginning MMM DD, YYYY and ending MMM DD, YYYY
SHAREHOLDERS' EQUITY			
Share capital			
3910 CAPITAL STOCK-PREFERRED	.00	.00	.00
3930 CAPITAL STOCK-COMMON	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
Contributed surplus			
3920 CONTRIBUTED SURPLUS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
Retained earnings			
3950 RETAINED EARNINGS	.00	.00	.00
3999 YEAR-TO-DATE EARNINGS	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	-----	-----	-----
	.00	.00	.00
	=====	=====	=====

REPORTS

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 5

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED
As at MMM DD/YY

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY
REVENUE						
Sale of hardware						
4700 SALES	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
COST OF SALES						
Hardware and software						
5700 INVENTORY, BEGINNING OF YEAR	.00	.00	.00	.00	.00	.00
5705 PURCHASES	.00	.00	.00	.00	.00	.00
5710 INVENTORY, END OF YEAR	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
	.00	.00	.00	.00	.00	.00
	-----	-----	-----	-----	-----	-----
GROSS PROFIT	.00	.00	.00	.00	.00	.00
	=====	=====	=====	=====	=====	=====

Run date : MMM DD/YY
 DRAFT FINANCIAL STATEMENTS - CONSOLIDATED
 As at MMM DD/YY

EXAMPLE COMPANY LIMITED

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	
		⌘	⌘	⌘	⌘	⌘
EXPENSES						
General and administrative						
8138 SECURITY SERVICE	.00	.00	.00	.00	.00	.00
8142 COURIER SERVICE	.00	.00	.00	.00	.00	.00
8150 PHOTOCOPYING	.00	.00	.00	.00	.00	.00
8160 LEGAL FEES	.00	.00	.00	.00	.00	.00
8170 BANK INTEREST	.00	.00	.00	.00	.00	.00
8175 BANK SERVICE CHARGES	.00	.00	.00	.00	.00	.00
8180 OFFICE & GENERAL	.00	.00	.00	.00	.00	.00
8185 STATIONERY	.00	.00	.00	.00	.00	.00
8190 COMPUTER PAPER	.00	.00	.00	.00	.00	.00
8255 U.S. EXCHANGE	.00	.00	.00	.00	.00	.00
9000 RECOVERABLE COSTS	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00
Equipment operating costs						
8100 COMPUTER RENTAL	.00	.00	.00	.00	.00	.00
8105 DISK PACKS	.00	.00	.00	.00	.00	.00
8115 EQUIPMENT MAINTENANCE	.00	.00	.00	.00	.00	.00
8135 HALON GAS SYSTEM	.00	.00	.00	.00	.00	.00
8240 INSURANCE-EQUIPMENT	.00	.00	.00	.00	.00	.00
8290 MISCELLANEOUS OPERATING	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00
Personnel						
8130 CONSULTING FEES	.00	.00	.00	.00	.00	.00
8145 SECRETARIAL	.00	.00	.00	.00	.00	.00
8163 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
8200 KEYPUNCHING FEES	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00
Facilities						
8015 COMMUNICATION LINE RENTAL	.00	.00	.00	.00	.00	.00
8140 TELEPHONE	.00	.00	.00	.00	.00	.00
8146 OFFICE RENT	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00

REPORTS

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 7

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED

As at MMM DD/YY

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	
		%		%		%
Marketing						
8165 ENTERTAINMENT & PROMOTION	.00	.00	.00	.00	.00	.00
8245 MARKETING FEES	.00	.00	.00	.00	.00	.00
8250 TRAVEL	.00	.00	.00	.00	.00	.00
9030 YELLOW PAGE ADVERTISING	.00	.00	.00	.00	.00	.00
9050 MARKETING COSTS	.00	.00	.00	.00	.00	.00
9055 TYPESETTING COSTS	.00	.00	.00	.00	.00	.00
9060 BINDERS	.00	.00	.00	.00	.00	.00
9070 POSTAGE-DIRECT MAIL	.00	.00	.00	.00	.00	.00
9075 SOFTWARE REVIEW FEES	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
Program development aids						
8210 COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
Depreciation and amortization						
9990 DEPRECIATION & AMORTIZATION	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
	.00	.00	.00	.00	.00	.00
	-----		-----		-----	
	.00	.00	.00	.00	.00	.00
	=====		=====		=====	

Run date : MMM DD/YY

EXAMPLE COMPANY LIMITED

Page 8

DRAFT FINANCIAL STATEMENTS - CONSOLIDATED
As at MMM DD/YY

	For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY		For the period beginning MMM DD,YYYY and ending MMM DD,YYYY	
		⌘	⌘	⌘	⌘	⌘
NET INCOME BEFORE INCOME TAXES	.00	.00	.00	.00	.00	.00
Income taxes						
9900 INCOME TAXES	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00
NET INCOME	.00	.00	.00	.00	.00	.00

MONTHLY FINANCIAL STATEMENTS - OPTIONS

The monthly financial statements may be generated for any or all twelve months for the current year or prior year.

P.C.P.L	General Ledger	TLFSP14	1.09
RM	Monthly Financial Statements	MAR	9/94
Signon: MAR 31/93	PRIOR YEAR		08:55:44

Year End Date	: FEB 28/93	Cut-off Date	: MAR 01/93
Last Month Closed	: FEB/93	Status of PRIOR Year	: CLOSED

PROCESSING OPTIONS:	REPORT OPTIONS:	PRIOR YEAR
Processing Year	[P] Current Year - financial	[N] MAR 91 [Y]
Print Ratios	[N] Prior Year - financial	[Y] APR 91 [Y]
Rounding	[Y] 2 Year's Prior - financial	[N] MAY 91 [Y]
Report format	[L] Current Period - financial	[N] JUN 91 [Y]
Type (Consolidated)	[C] Current Year - budget	[N] JUL 91 [Y]
		[N] AUG 91 [Y]
		[N] SEP 91 [Y]
		[Y] OCT 91 [Y]
		NOV 91 [Y]
		DEC 91 [Y]
		JAN 92 [Y]
		FEB 92 [Y]

[_] Select: [S]-Start [M]-Modify [ESC]-Exit

Option 7, Process G/L summary in the G/L trial balance report (page 7-73) must be set to , when you spool the report in order to generate the data required to print monthly financial statements.

There are four processing options available:

1. Processing Year

This option determines the year. Select one of the following:

- Current year
- Prior year

The default is , current year unless only the prior year's trial balance has been run.

2. Print Ratios

This option determines whether or not to print the ratios for the income statement (i.e. revenues and expenses as a percentage of net income). If you type to print the ratio's the system will ask you whether or not you want to print the income ratios for the monthly columns.

- Print ratios
- Suppress printing of ratios. This is the default.

3. Rounding

Type to round all amounts or for no rounding. The default is to round all amounts.

4. Report Format

This option will allow you to print the report in portrait mode or landscape mode.

- Print report in portrait mode (8 1/2" by 11")
- Print report in landscape mode using legal size paper. (14" by 8 1/2")

The default is portrait mode. When printing in portrait mode you must print on wide paper in a small font if you select all twelve months.

The report options are used to select the amount fields for printing. Reply to include the field in the report or to exclude the field from the report.

The prior year accruals option shows the total of all transactions included in the current year's journals with a date equal or prior to the year end date for the prior year.

A sample monthly financial statement follows:

REPORTS

EXAMPLE COMPANY LIMITED
INCOME STATEMENT
FOR THE YEAR ENDED FEBRUARY 28, 1991

	1991 ACCRUAL/ROUND	MAR 90	APR 90	MAY 90	JUN 90	JUL 90	AUG 90	SEP 90	OCT 90	NOV 90	DEC 90	JAN 91	FEB 91	
REVENUE														
Hardware and software	197,087	1	14,110	22,527	40,425	11,928	18,257	8,557	6,087	4,172	12,448	25,020	10,419	22,934
Business software	862	0	112	0	750	0	0	0	0	0	0	0	0	0
Programming fees	1,275	0	75	450	750	0	0	0	0	0	0	0	0	0
Consulting	10,225	0	5,150	5,075	5,000	5,000	5,000	5,000	0	0	0	0	0	0
Investment income	17,307	0	17,307	0	0	0	0	0	0	0	0	0	0	0
Other	7,144	(1)	1,008	451	123	1,590	788	554	582	471	385	420	373	0
	253,900	2	37,762	28,903	47,048	18,518	24,045	14,111	6,669	4,643	12,833	35,440	10,992	22,934
COST OF SALES														
Hardware and software	178,130	6,703	6,535	26,059	36,955	17,494	5,472	14,558	4,665	11,066	17,551	13,453	12,493	4,326
	178,130	6,703	6,535	26,059	36,955	17,494	5,472	14,558	4,665	11,066	17,551	13,453	12,493	4,326
GROSS PROFIT														
	75,770	(6,701)	31,227	2,844	10,093	1,024	18,173	(447)	2,004	(6,423)	(4,718)	11,987	(1,901)	18,608
EXPENSES														
General and administrative	5,938	162	(64)	1,575	1,756	601	287	311	152	128	105	390	529	6
Equipment operating costs	(412)	0	0	0	0	(150)	(282)	0	0	0	0	0	0	0
Personnel	10,000	0	0	0	1,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	1,000	3,000
Facilities	1,201	0	0	0	0	0	855	238	108	0	0	0	0	0
Marketing	111	0	0	111	0	0	0	0	0	0	0	0	0	0
Program development aids	1,350	2,071	(2,070)	524	0	139	150	360	15	0	99	62	0	0
	38,188	2,233	(2,134)	2,210	4,756	3,590	3,175	4,526	3,405	3,236	3,204	3,452	3,529	3,006
	38,188	2,233	(2,134)	2,210	4,756	3,590	3,175	4,526	3,405	3,236	3,204	3,452	3,529	3,006
INCOME BEFORE INCOME TAXES														
	37,582	(8,934)	33,361	634	5,337	(2,566)	14,998	(4,973)	(1,401)	(9,459)	(7,922)	4,535	(5,430)	15,602

FINANCIAL STATEMENT CODES

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
	E Exit	
	E Enter selection	

Type **5** and press **Enter** to select *Financial statement codes*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP06 1.3
RM	Financial Statement Codes	31/03/93
	1 Financial Statement Headers	
	2 Analytical Review Headers	
	E Exit	
	E Enter selection	

REPORTS

FINANCIAL STATEMENT HEADERS

Type **1** and press **Enter** to select *Financial statement headers*. A sample financial statement header report is as follows:

31/07/87

EXAMPLE COMPANY LIMITED
Financial Statement Codes

EXFSR061 1.0
Page 1

AREA	TYPE	SEQUENCE	TITLE
A**	H	0000	ASSETS
A**	T	0000	
AA*	H	0000	CURRENT ASSETS
AA*	T	0000	
AAA	H	0001	Cash
AAB	H	0001	Marketable securities
AAC	H	0001	Accounts receivable
AAD	H	0001	Due from affiliates
AAE	H	0001	Prepaid expenses
AAF	H	0001	Investments
AC*	H	0000	FIXED ASSETS
AC*	T	0000	
ACA	H	0001	Office furniture and equipment
ACB	H	0001	Computer equipment
ACC	H	0001	Leasehold improvements
ACZ	H	0001	Less:accumulated depreciation
AE*	H	0000	OTHER ASSETS
AE*	T	0000	
AEA	H	0001	Deferred and other costs
D**	H	0000	LIABILITIES
D**	T	0000	
DA*	H	0000	CURRENT LIABILITIES
DA*	T	0000	
DAA	H	0001	Bank indebtedness
DAB	H	0001	Accounts payable
DAE	H	0001	Corporate income tax
DAF	H	0001	Deferred income
DD*	H	0000	LONG-TERM DEBT
DD*	T	0000	
DDA	H	0001	Bank and other loans
DJ*	H	0000	SHAREHOLDERS' EQUITY
DJ*	T	0000	
DJA	H	0001	Shareholders' loans
DJB	H	0001	Share capital
DJC	H	0001	Contributed surplus
DJJ	H	0001	Retained earnings
G**	H	0000	REVENUE
G**	T	0000	GROSS PROFIT
GA*	T	0000	
GAB	H	0001	Sale of hardware
GD*	H	0000	COST OF SALES

31/07/87

EXAMPLE COMPANY LIMITED
Financial Statement Codes

EXFSR061 1.0
Page 2

AREA	TYPE	SEQUENCE	TITLE
GD*	T	0000	
GDA	H	0001	Hardware and software
HAA	T	0001	
HAH	T	0001	
HAN	T	0001	
I**	H	0000	EXPENSES
I**	T	0000	
IAA	H	0001	General and administrative
IAA	H	0003	Equipment operating costs
IAA	H	0005	Personnel
IAA	H	0007	Facilities
IAA	H	0009	Marketing
IAA	H	0011	Program development aids
IAA	H	0013	Security
IAZ	H	0001	Interest
IAZ	H	0003	Depreciation and amortization
IAZ	T	0001	
IAZ	T	0003	
U**	H	0000	
UAA	H	0001	Income taxes

End of Report

REPORTS

ANALYTICAL REVIEW HEADERS

Type **2** and press **Enter** to select *Analytical review headers*. A sample analytical review header report follows:

31/07/87

EXAMPLE COMPANY LIMITED
Analytical Review Codes

EXFSR062 1.0
Page 1

AREA	TYPE	SEQUENCE	TITLE
AAA	R	0001	Other Quick Assets
AAC	R	0001	Accounts Receivable
AAD	R	0001	Inventory
AAE	R	0001	Other Non-Quick Assets
AAF	R	0001	Investments - non-current
AAI	R	0001	Notes and contracts receivable
ACA	R	0001	Land
ACB	R	0001	Cost - Depreciable Assets
ACX	R	0001	Non-depreciable property&equipment
ACZ	R	0001	Accumulated Depreciation
AEA	R	0001	Other Assets
DAA	R	0001	Notes Payable - Current
DAB	R	0001	Accounts Payable
DAC	R	0001	Accrued expenses
DAX	R	0001	Current maturities on L-T-D
DAZ	R	0001	Other Current Liabilities
DDA	R	0001	Long Term Debt - Non-current part
DDZ	R	0001	Other Liabilities - Non-Current
DJB	R	0001	Capital Stock
DJC	R	0001	Additional Paid in Capital
DJJ	R	0001	Retained Earnings
DJX	R	0001	Dividends
DJZ	R	0001	Other equity accounts
GAA	R	0001	Credit Sales
GAW	R	0001	Interest income
GAX	R	0001	Miscellaneous income
GAZ	R	0001	Sales-other(credit sales not used)
IAA	R	0001	Cost of Goods Sold
UAB	R	0001	Operations and G & A
UAD	R	0001	Interest expenses
UAF	R	0001	Other expenses
UAX	R	0001	Repairs and maintenance
UAZ	R	0001	Depreciation
VAA	R	0001	Income Taxes

End of Report

GENERAL JOURNAL

This procedure reports all journal entries entered after the last printing of this report. You must spool this report before you spool financial statements.

P.C.P.L	General Ledger	TLGLP20	5.17
RM	Reports		31/03/93
1	Analytical review codes	Run 11	Posting analysis
2	Analytical review ratios	Run 12	Standard journal entries
3	Chart of accounts	Run 13	Trial balance
4	Financial statements	Run 14	Word processing
5	Financial statement codes	Run 15	G/L summary by source
6	General journal	Run	
7	General journal reprint	Run	
8	General ledger	Run	
9	General ledger analysis	Run	
10	Lead sheets	Run S	System status
	E	Exit	Run
	E	Enter selection	

Type **6** and press **Enter** to select *General journal*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP03	4.12
RM	General Journal Print	Sign-on Date:	MAR 31/93
	Last Month Closed: FEB/93	Last Year End:	FEB 28/93
<p>Include CLIENT G/L codes : N NO</p>			
<p>[_] Select: [F1]-Start [F2]-Modify [ESC]-Exit</p>			

If you converted your general ledger system from another general ledger subsystem you can include the general ledger code from the old system on the General Journal report by modifying Include CLIENT G/L code to Yes. This field will only appear on the screen if the Client G/L master is present.

Type **S** and press **Enter**.

P.C.P.L	General Ledger	TLGLP03 4.12
RM	General Journal Print	Sign-on Date: MAR 31/93
Last Month Closed: FEB/93		Last Year End: FEB 28/93
Include CLIENT G/L codes : N NO		
[] Select YEAR: [0]-Current [1]-Previous [ESC]-Exit		

Type **C** to spool current year journal entries or **P** to spool journal entries made for the previous year.

A sample general journal report follows:

DATE 30/06/1987		EXAMPLE COMPANY LIMITED				EXGLR03 3.6	
Run date: 15/ 7/87		GENERAL JOURNAL				PAGE 1	
		- DETAILS -					
ENTRY DATE	VOUCHER #	ENTRY DESCRIPTION	GL CODE	GL DESCRIPTION	DR AMOUNT	CR AMOUNT	SUBLEDGER ACCT
28/ 2/87	C0287	CLOSING ENTRIES	4215-10	IBM DOS 2.1	.00		6
28/ 2/87	C0287	CLOSING ENTRIES	4216-10	RAM CHIPS - 256K	200.00		7
28/ 2/87	C0287	CLOSING ENTRIES	4218-10	CABLE - PRINTER	.00		8
28/ 2/87	C0287	CLOSING ENTRIES	4237-10	THE NORTON UTILITIES	105.00		9
28/ 2/87	C0287	CLOSING ENTRIES	4367-10	BROTHER M 1509	.00		10
28/ 2/87	C0287	CLOSING ENTRIES	4516-10	PORTABLE - MODEL III	11396.00		11
28/ 2/87	C0287	CLOSING ENTRIES	4587-10	PCD CLOCK & SERIAL C	158.00		12
28/ 2/87	C0287	CLOSING ENTRIES	4592-10	SIGNALMAN 2400 BAUD	1190.00		13
28/ 2/87	C0287	CLOSING ENTRIES	4607-10	SIGNALMAN 1200 BAUD	.00		14
28/ 2/87	C0287	CLOSING ENTRIES	4611-10	CARBON COPY	225.00		15
28/ 2/87	C0287	CLOSING ENTRIES	4620-10	COMPLAINT MANAGEMENT	5500.00		16
28/ 2/87	C0287	CLOSING ENTRIES	4622-10	SMART SOFTWARE SYSTE		127.00	17
28/ 2/87	C0287	CLOSING ENTRIES	4624-10	PCC CONSTRUCTION COS	1500.00		18
28/ 2/87	C0287	CLOSING ENTRIES	4685-10	DISCOUNTS-PST	51.15		19
28/ 2/87	C0287	CLOSING ENTRIES	4910-10	TERM DEPOSIT INTERES	257.34		20
28/ 2/87	C0287	CLOSING ENTRIES	4915-10	PROVINCIAL SALES TAX	16.22		21
28/ 2/87	C0287	CLOSING ENTRIES	5516-10	MODEL III - 1 360K,		8759.50	22
28/ 2/87	C0287	CLOSING ENTRIES	5587-10	PC CLOCK & SERIAL CA		75.00	23
28/ 2/87	C0287	CLOSING ENTRIES	5592-10	SIGNALMAN 2400 BAUD		533.00	24
28/ 2/87	C0287	CLOSING ENTRIES	8130-10	CONSULTING FEES		1175.00	25
28/ 2/87	C0287	CLOSING ENTRIES	8170-10	BANK INTEREST		33.46	26
28/ 2/87	C0287	CLOSING ENTRIES	8175-10	BANK SERVICE CHARGES		296.23	27
28/ 2/87	C0287	CLOSING ENTRIES	8180-10	OFFICE & GENERAL		744.97	28
28/ 2/87	C0287	CLOSING ENTRIES	8210-10	COMPUTER SOFTWARE		25.00	29
28/ 2/87	C0287	CLOSING ENTRIES	9050-10	MARKETING COSTS		161.40	30
28/ 2/87	C0287	CLOSING ENTRY TO RETAINED EARNINGS	3999-10	YEAR TO DATE PROFIT		8668.15	31
28/ 2/87	C0287	CLOSING ENTRIES	4515-20	PORTABLE - MODEL II	2299.00		32
28/ 2/87	C0287	CLOSING ENTRIES	4599-20	PORTABLE - MODEL IV	2949.00		33
28/ 2/87	C0287	CLOSING ENTRIES	4900-20	OTHER	199.00		34
28/ 2/87	C0287	CLOSING ENTRIES	5316-20	FLOPPY DRIVE		162.50	35
28/ 2/87	C0287	CLOSING ENTRIES	5515-20	MODBL II - 2 FLOPPIE		1670.25	36
28/ 2/87	C0287	CLOSING ENTRIES	5599-20	PC PORTABLE 1 360K,		2357.75	37
28/ 2/87	C0287	CLOSING ENTRIES	5900-20	OTHER		110.29	38
28/ 2/87	C0287	CLOSING ENTRIES	8140-20	TELEPHONE		15.94	39
28/ 2/87	C0287	CLOSING ENTRIES	8185-20	STATIONERY		1839.62	40
28/ 2/87	C0287	CLOSING ENTRIES	9050-20	MARKETING COSTS		1503.71	41
28/ 2/87	C0287	CLOSING ENTRY TO RETAINED EARNINGS	3999-20	YEAR TO DATE PROFIT	2213.06		42
28/ 2/87	C0287	CLOSING ENTRIES	4316-30	FLOPPY DRIVE	162.50		43
28/ 2/87	C0287	CLOSING ENTRIES	4500-30	PC I/O PLUS CLOCK &	250.00		44
28/ 2/87	C0287	CLOSING ENTRIES	4515-30	PORTABLE - MODEL II	1670.25		45
28/ 2/87	C0287	CLOSING ENTRIES	4516-30	PORTABLE - MODEL III	30629.75		46
28/ 2/87	C0287	CLOSING ENTRIES	4579-30	CASE, KEYBOARD, MONI	1306.25		47
28/ 2/87	C0287	CLOSING ENTRIES	4580-30	PC PORTABLE-UPGRADE	.00		48
28/ 2/87	C0287	CLOSING ENTRIES	4584-30	MODEL I - 1 FLOPPY 2	1390.00		49
28/ 2/87	C0287	CLOSING ENTRIES	4587-30	PC CLOCK SERIAL CAR	355.00		50
28/ 2/87	C0287	CLOSING ENTRIES	4599-30	PORTABLE - MODEL IV	2357.75		51
28/ 2/87	C0287	CLOSING ENTRIES	4604-30	CARRYING CASE - PC P	60.00		52
28/ 2/87	C0287	CLOSING ENTRIES	4607-30	SIGNALMAN 1200B EXPR	267.00		53
28/ 2/87	C0287	CLOSING ENTRIES	4900-30	OTHER	.00		54
28/ 2/87	C0287	CLOSING ENTRIES	5316-30	FLOPPY DRIVE		130.00	55
28/ 2/87	C0287	CLOSING ENTRIES	5500-30	PCC I/O-PLUS CLOCK &		230.00	56
28/ 2/87	C0287	CLOSING ENTRIES	5515-30	MODEL II - 2 FLOPPIE		1336.00	57
28/ 2/87	C0287	CLOSING ENTRIES	5516-30	MODEL III - 1 360K,		26940.00	58
28/ 2/87	C0287	CLOSING ENTRIES	5579-30	CASE, KEYBOARD, MONI		1575.00	59

GENERAL JOURNAL REPRINT

This procedure allows you to reprint any previously printed General Journal for any month or day for which the general journal files are on disk or diskette. The heading on the general journal report contains the word **reprinted** to indicate that it is not the original copy.

P. C. P. L	General Ledger	TLGLP20	5.17
RM	Reports		31/03/93
1	Analytical review codes	Run	11 Posting analysis
2	Analytical review ratios	Run	12 Standard journal entries
3	Chart of accounts	Run	13 Trial balance
4	Financial statements	Run	14 Word processing
5	Financial statement codes	Run	15 G/L summary by source
6	General journal	Run	
7	General journal reprint	Run	
8	General ledger	Run	
9	General ledger analysis	Run	
10	Lead sheets	Run	S System status
	E Exit		Run
	E Enter selection		

Type **7** and press **Enter** to select *General journal reprint*.

The screen will appear as follows:

P. C. P. L	General Ledger	TLGLP21	1.10
RM	General Journal Reprint		31/03/93
	Last Month Closed : FEB/93		
1	Year	:	93
2	Month	:	FEB
3	Day	:	A ALL
4	Include CLIENT G/L codes:	:	N NO
	[_] Select:		[S]-Start [M]-Modify [ESC]-Exit

Modify the year, month and day fields for the journal you want to reprint. To include Client G/L codes from a previous G/L system modify that field to Yes. Once the options are set for the desired reprint type **S** to start spooling the report.

GENERAL LEDGER

This procedure reports all GL postings in detail, in account sequence. The system sorts the postings into account, date, and source sequence, then prints the report in the same format.

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	<input checked="" type="checkbox"/> 6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
	E Exit	
	E Enter selection	

Type 8 and press to select *General ledger*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP05 2.10
RM	General Ledger Report	31/03/93
	CURRENT YEAR	Last Year End: FEB 28/93
		Previous Year: CLOSED
Start Date	010393 [MAR 01,1993]	
End Date	310393 [MAR 31,1993]	
BRANCH Selection ..	A ALL	
G/L Code Selection :	A ALL	
<input type="button" value="F1 Select"/> <input type="button" value="F2 Start"/> <input type="button" value="F3 Modify"/> <input type="button" value="ESC Exit"/>		

REPORTS

The following report options are available:

START/END DATES

The system will default to the start and end date of the current year. You can modify the start and end dates by typing **(M)** and selecting the field you want to modify. You can enter your own start and end dates or press **(F10)** to select all current year's data or **(F9)** for all previous year's data. The system will automatically calculate the start and end dates when you select previous year.

 **If the previous year is OPEN, then the G/L adjustments are included in the report.**

BRANCH SELECTION

You can process this report for all branches, selected branches or an individual branch. The **(F5)** lookup feature is available to list all valid branches.

G/L CODE SELECTION

You can process this report for all gl codes, selected codes or an individual code. The **(F5)** lookup feature is available to list all valid gl codes.

A sample general ledger report follows:

		EXAMPLE COMPANY LIMITED			Page 1	
DATE: 31/07/87		GENERAL LEDGER REPORT			EXGLR05 2.3	
		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
1020-10	GL ACCOUNT DESCRIPTION	31/03/87	CR	3930.11		
		31/03/87	CD		221.62	
		30/04/87	CR	9875.56		
		30/04/87	CD		7741.64	
		30/04/87	GJ		15736.53	
		31/05/87	GJ		29784.00	
		31/05/87	MIJ	.00		
		31/05/87	CD		267.12	
		30/06/87	GJ	27916.24		
		BRANCH TOTALS		41721.91	53750.91	-12029.00
		ACCOUNT TOTALS		41721.91	53750.91	-12029.00
1050-10	GL ACCOUNT DESCRIPTION	30/04/87	GJ	13081.75		
		31/05/87	GJ	9108.76		
		30/06/87	GJ		27954.97	
		BRANCH TOTALS		22190.51	27954.97	-5764.46
		ACCOUNT TOTALS		22190.51	27954.97	-5764.46
1200-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ		4815.29	
		31/03/87	MIJ	18291.33		
		31/03/87	CR		3930.11	
		30/04/87	MIJ	4253.25		
		30/04/87	CR		8631.69	
		30/04/87	GJ		6349.65	
		30/06/87	MIJ	8833.94		
		30/06/87	GJ		3210.00	
		BRANCH TOTALS		31378.52	26936.74	4441.78
		ACCOUNT TOTALS		31378.52	26936.74	4441.78
1250-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ	3350.17		
		30/04/87	CR		1243.87	
		30/04/87	GJ		4771.24	
		BRANCH TOTALS		3350.17	6015.11	-2664.94
		ACCOUNT TOTALS		3350.17	6015.11	-2664.94
2010-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ	2433.00		
		BRANCH TOTALS		2433.00	.00	2433.00
		ACCOUNT TOTALS		2433.00	.00	2433.00

REPORTS

		POLYMATHIC COMPUTER PRODUCTS LIMITED			Page 2	
DATE: 31/07/87		GENERAL LEDGER REPORT			EXGLR05 2.3	
		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
3110-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ		3066.62	
		31/03/87	CD	221.62		
		31/03/87	GJ	4469.00		
		30/04/87	CD	7741.64		
		30/04/87	GJ	3364.00		
		30/04/87	PJ		8260.64	
		31/05/87	CD	267.12		
		31/05/87	PJ		1067.12	
		BRANCH TOTALS		16063.38	12394.38	3669.00
		ACCOUNT TOTALS		16063.38	12394.38	3669.00
3115-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ	17.85		
		31/03/87	MIJ		792.33	
		31/03/87	PJ	221.62		
		30/04/87	PJ	792.33		
		30/04/87	MIJ		278.25	
		31/05/87	PJ	267.12		
		30/06/87	MIJ		275.94	
		BRANCH TOTALS		1298.92	1346.52	-47.60
		ACCOUNT TOTALS		1298.92	1346.52	-47.60
3650-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ	1465.12		
		30/04/87	PJ	7500.00		
		30/04/87	GJ	2948.92		
		30/06/87	GJ	3210.00		
		BRANCH TOTALS		15124.04	.00	15124.04
		ACCOUNT TOTALS		15124.04	.00	15124.04
4220-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		96.00	
		BRANCH TOTALS		.00	96.00	-96.00
		ACCOUNT TOTALS		.00	96.00	-96.00
4334-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		672.00	
		BRANCH TOTALS		.00	672.00	-672.00
		ACCOUNT TOTALS		.00	672.00	-672.00
4352-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		221.00	
		BRANCH TOTALS		.00	221.00	-221.00
		ACCOUNT TOTALS		.00	221.00	-221.00

		POLYMATHIC COMPUTER PRODUCTS LIMITED				Page 3
DATE: 31/07/87		GENERAL LEDGER REPORT				EXGLR05 2.3
		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
4390-10	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		425.00	
	BRANCH TOTALS			.00	425.00	-425.00
	ACCOUNT TOTALS			.00	425.00	-425.00
4473-10	GL ACCOUNT DESCRIPTION	30/04/87	MIJ		975.00	
	BRANCH TOTALS			.00	975.00	-975.00
	ACCOUNT TOTALS			.00	975.00	-975.00
4490-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		214.00	
	BRANCH TOTALS			.00	214.00	-214.00
	ACCOUNT TOTALS			.00	214.00	-214.00
4500-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		218.00	
	BRANCH TOTALS	30/06/87	MIJ		218.00	
	ACCOUNT TOTALS			.00	436.00	-436.00
4516-10	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		2299.00	
	BRANCH TOTALS			.00	2299.00	-2299.00
	ACCOUNT TOTALS			.00	2299.00	-2299.00
4572-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		4500.00	
	BRANCH TOTALS			.00	4500.00	-4500.00
	ACCOUNT TOTALS			.00	4500.00	-4500.00
4579-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		656.00	
	BRANCH TOTALS	30/04/87	GJ	656.00	656.00	.00
	ACCOUNT TOTALS			656.00	656.00	.00
4584-10	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		2780.00	
	BRANCH TOTALS			.00	2780.00	-2780.00
	ACCOUNT TOTALS			.00	2780.00	-2780.00
4599-10	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		5398.00	
	BRANCH TOTALS			.00	5398.00	-5398.00
	ACCOUNT TOTALS			.00	5398.00	-5398.00

REPORTS

		POLYMATHIC COMPUTER PRODUCTS LIMITED			Page 4	
		GENERAL LEDGER REPORT			RMGLR05 2.3	
DATE: 31/07/87		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
4620-10	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		1000.00	
	BRANCH TOTALS			.00	1000.00	-1000.00
	ACCOUNT TOTALS			.00	1000.00	-1000.00
4624-10	GL ACCOUNT DESCRIPTION	30/04/87	MIJ		3000.00	
	BRANCH TOTALS			.00	3000.00	-3000.00
	ACCOUNT TOTALS			.00	3000.00	-3000.00
4685-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ		17.85	
		30/04/87	PJ		31.69	
	BRANCH TOTALS			.00	49.54	-49.54
	ACCOUNT TOTALS			.00	49.54	-49.54
4910-10	GL ACCOUNT DESCRIPTION	30/04/87	GJ		81.75	
		31/05/87	GJ		108.76	
		30/06/87	GJ		47.53	
	BRANCH TOTALS			.00	238.04	-238.04
	ACCOUNT TOTALS			.00	238.04	-238.04
5218-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ	12.00		
	BRANCH TOTALS			12.00	.00	12.00
	ACCOUNT TOTALS			12.00	.00	12.00
5500-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ	250.00		
	BRANCH TOTALS			250.00	.00	250.00
	ACCOUNT TOTALS			250.00	.00	250.00
5579-10	GL ACCOUNT DESCRIPTION	30/04/87	GJ		1050.00	
	BRANCH TOTALS			.00	1050.00	-1050.00
	ACCOUNT TOTALS			.00	1050.00	-1050.00
5587-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ	75.00		
	BRANCH TOTALS			75.00	.00	75.00
	ACCOUNT TOTALS			75.00	.00	75.00
5593-10	GL ACCOUNT DESCRIPTION	31/03/87	PJ	75.00		

		POLYMATHIC COMPUTER PRODUCTS LIMITED			Page 5	
DATE: 31/07/87		GENERAL LEDGER REPORT			EXGLR05 2.3	
		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
		BRANCH TOTALS		75.00	.00	75.00
		ACCOUNT TOTALS		75.00	.00	75.00
8175-10	GL ACCOUNT DESCRIPTION	30/04/87	GJ	59.50		
		31/05/87	GJ	56.00		
		30/06/87	GJ	86.26		
		BRANCH TOTALS		201.76	.00	201.76
		ACCOUNT TOTALS		201.76	.00	201.76
8180-10	GL ACCOUNT DESCRIPTION	31/05/87	PJ	800.00		
		BRANCH TOTALS		800.00	.00	800.00
		ACCOUNT TOTALS		800.00	.00	800.00
9999-10	GL ACCOUNT DESCRIPTION	31/03/87	GJ		4469.00	
		30/04/87	GJ	10196.00		
		30/06/87	GJ	12887.00		
		BRANCH TOTALS		23083.00	4469.00	18614.00
		ACCOUNT TOTALS		23083.00	4469.00	18614.00
1020-30	GL ACCOUNT DESCRIPTION	30/04/87	CD		18383.00	
		31/05/87	GJ	18383.00		
		BRANCH TOTALS		18383.00	18383.00	.00
		ACCOUNT TOTALS		18383.00	18383.00	.00
1400-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ		2625.00	
		BRANCH TOTALS		.00	2625.00	-2625.00
		ACCOUNT TOTALS		.00	2625.00	-2625.00
3110-30	GL ACCOUNT DESCRIPTION	31/03/87	PJ		2408.00	
		30/04/87	CD	18383.00		
		30/04/87	PJ		16500.00	
		BRANCH TOTALS		18383.00	18908.00	-525.00
		ACCOUNT TOTALS		18383.00	18908.00	-525.00
3610-30	GL ACCOUNT DESCRIPTION	30/04/87	PJ	10000.00		
		BRANCH TOTALS		10000.00	.00	10000.00
		ACCOUNT TOTALS		10000.00	.00	10000.00

REPORTS

DATE: 31/07/87 POLYMATHIC COMPUTER PRODUCTS LIMITED Page 6
 GENERAL LEDGER REPORT EXGLR05 2.3
 For the Period MAR 1/87 to JUL 31/87

GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
3611-30	GL ACCOUNT DESCRIPTION	30/04/87	PJ	6500.00		
	BRANCH TOTALS			6500.00	.00	6500.00
	ACCOUNT TOTALS			6500.00	.00	6500.00
4325-30	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		1350.00	
	BRANCH TOTALS			.00	1350.00	-1350.00
	ACCOUNT TOTALS			.00	1350.00	-1350.00
4500-30	GL ACCOUNT DESCRIPTION	30/06/87	MIJ		250.00	
	BRANCH TOTALS			.00	250.00	-250.00
	ACCOUNT TOTALS			.00	250.00	-250.00
4516-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ		2197.00	
	BRANCH TOTALS			.00	2197.00	-2197.00
	ACCOUNT TOTALS			.00	2197.00	-2197.00
4579-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ		656.00	
	BRANCH TOTALS			.00	656.00	-656.00
	ACCOUNT TOTALS			.00	656.00	-656.00
4584-30	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		2780.00	
	BRANCH TOTALS			.00	2780.00	-2780.00
	ACCOUNT TOTALS			.00	2780.00	-2780.00
4587-30	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		150.00	
	BRANCH TOTALS			.00	150.00	-150.00
	ACCOUNT TOTALS			.00	150.00	-150.00
		31/03/87	PJ	125.00		
	BRANCH TOTALS			125.00	275.00	-150.00
	ACCOUNT TOTALS			125.00	275.00	-150.00
4591-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ		514.00	
	BRANCH TOTALS			.00	514.00	-514.00
	ACCOUNT TOTALS			.00	514.00	-514.00
4599-30	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		2358.00	
	BRANCH TOTALS			1971.00	4329.00	-2358.00
	ACCOUNT TOTALS			1971.00	4329.00	-2358.00
4610-30	GL ACCOUNT DESCRIPTION	31/03/87	MIJ		236.00	
	BRANCH TOTALS			.00	472.00	-472.00
	ACCOUNT TOTALS			.00	472.00	-472.00
		30/06/87	MIJ		236.00	
	BRANCH TOTALS			.00	472.00	-472.00
	ACCOUNT TOTALS			.00	472.00	-472.00
5516-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ	525.00		
	BRANCH TOTALS			525.00	.00	525.00
	ACCOUNT TOTALS			525.00	.00	525.00
5579-30	GL ACCOUNT DESCRIPTION	31/03/87	PJ		2100.00	
	BRANCH TOTALS			3150.00	2100.00	1050.00
	ACCOUNT TOTALS			3150.00	2100.00	1050.00
5584-30	GL ACCOUNT DESCRIPTION	31/03/87	PJ	2224.00		
	BRANCH TOTALS			2224.00	.00	2224.00
	ACCOUNT TOTALS			2224.00	.00	2224.00
5587-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ	125.00		
	BRANCH TOTALS			125.00	.00	125.00
	ACCOUNT TOTALS			125.00	.00	125.00
5599-30	GL ACCOUNT DESCRIPTION	30/04/87	GJ	1971.00		
	BRANCH TOTALS			1971.00	.00	1971.00
	ACCOUNT TOTALS			1971.00	.00	1971.00
5610-30	GL ACCOUNT DESCRIPTION	31/03/87	PJ	188.00		
	BRANCH TOTALS			188.00	.00	188.00
	ACCOUNT TOTALS			188.00	.00	188.00
9999-30	GL ACCOUNT DESCRIPTION	30/06/87	GJ		10542.00	
	BRANCH TOTALS			.00	10542.00	-10542.00
	ACCOUNT TOTALS			.00	10542.00	-10542.00

		POLYMATHIC COMPUTER PRODUCTS LIMITED			Page 7	
DATE: 31/07/87		GENERAL LEDGER REPORT			EXGLR05 2.3	
		For the Period MAR 1/87 to JUL 31/87				
GL Code	GL Description	Entry Date	Source	Debit Amount	Credit Amount	Ending Balance
1020-50	GL ACCOUNT DESCRIPTION	30/04/87	CD		2345.00	
		31/05/87	GJ	2345.00		
		BRANCH TOTALS		2345.00	2345.00	.00
		ACCOUNT TOTALS		2345.00	2345.00	.00
3110-50	GL ACCOUNT DESCRIPTION	30/04/87	CD	2345.00		
		BRANCH TOTALS		2345.00	.00	2345.00
		ACCOUNT TOTALS		2345.00	.00	2345.00
9999-50	GL ACCOUNT DESCRIPTION	30/06/87	GJ		2345.00	
		BRANCH TOTALS		.00	2345.00	-2345.00
		ACCOUNT TOTALS		.00	2345.00	-2345.00
		GRAND TOTALS		226948.21	226948.21	.00

GENERAL LEDGER ANALYSIS

This procedure allows you to analyze GL accounts in detail. The system allows you to select as many accounts as desired for any period.

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
1 Analytical review codes	Run 11 Posting analysis	Run
2 Analytical review ratios	Run 12 Standard journal entries	6
3 Chart of accounts	Run 13 Trial balance	Run
4 Financial statements	Run 14 Word processing	Run
5 Financial statement codes	Run 15 G/L summary by source	
6 General journal	Run	
7 General journal reprint	Run	
8 General ledger	Run	
9 General ledger analysis	Run	
10 Lead sheets	Run S System status	Run
	E Exit	
	E Enter selection	

Type **9** and press **Enter** to select *General ledger analysis*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP12 4.16
RM	G/L Analysis	27/06/94
Last year end: FEB 28/94		RMGLR12.PRT
Prior year is OPEN		Last month closed: MAY/94
1 Starting month ... :	3	Year : 94
2 Ending month :	6	Year : 94
3 Journal selection :	ALL	
4 Include accruals . :	Y	Mos 3 [JUL 31/94 to SEP 30/94]
[] Select: [S]-Start [M]-Modify [O]-Options [ESC]-Exit		

To modify the report options type **M** and press **Enter**. Type the number corresponding to the selection you want to modify and press **Enter**.

- ☞ The G/L Analysis report is set up to overwrite an existing G/L Analysis report. To add to the existing report instead of overwriting it, type **O** and press **Enter**. Type **A** and press **Enter** to append to the report.

Modify the starting and ending months and years.

To select specific journals modify line 3.

The following screen will appear:

```

P.C.P.L          General Ledger          TLGLP12  4.16
RM              G/L Analysis            27/06/94
Last year end: FEB 28/94                RMGLR12.PRT
Prior year is OPEN                      Last month closed: MAY/94

      1 Starting month ...: 3      Year : 94
      2 Ending month  ....: 6      Year : 94
      3 Journal selection : I
      4 Include accruals  : Y      Mos 3 [JUL 31/94 to SEP 30/94]
  
```

Journal	System	Status
1 Purchase journal	A/P	<input type="checkbox"/> Selected
2 Cash disbursements journal	A/P	<input checked="" type="checkbox"/> Selected
3 Cash receipts journal	A/R	<input checked="" type="checkbox"/> Selected
4 Sales journal	A/R	<input checked="" type="checkbox"/> Selected
5 General journal	G/L	<input checked="" type="checkbox"/> Selected
6 Payroll journal	PAYROLL	*****

Enter -SELECT -DE-SELECT

Type again and enter the journal number that you want to modify. Once you have made all your modifications type to accept the changes then to proceed.

The system will then list the missing analysis files for the chosen period.

```

P.C.P.L          General Ledger          TLGLP12  4.14
RM              G/L Analysis            31/03/93
Last year end: 28/ 2/93                  RMGLR12.PRT
Prior year is CLOSED

      1 Starting month ...: 3      Year : 93
      2 Ending month  ....: 3      Year : 93
      3 Journal selection : PJ CD CR MIJ GJ
      4 Include accruals  : Y      Mos 3 [APR 30/93 to JUN 30/93]
  
```

List of Missing Files

```

1 MARMJ93.ARM 13 MAYGJ93.ARM
2 MARPJ93.ARM 14 MAYCD93.ARM
3 MARGJ93.ARM 15 MAYCR93.ARM
4 MARCD93.ARM 16 JUNMIJ93.ARM
5 MARCR93.ARM 17 JUNPJ93.ARM
6 APRMIJ93.ARM 18 JUNGJ93.ARM
7 APRPJ93.ARM 19 JUNC93.ARM
8 APRGJ93.ARM 20 JUNC93.ARM
9 APRCD93.ARM
10 APRCR93.ARM
11 MAYMIJ93.ARM
12 MAYPJ93.ARM
  
```

Select: -Continue -Exit

REPORTS

The list of missing files will:

1. Consist of journals that were not generated for the selected period.
2. Consist of files that may have been moved or deleted from the system.

If the journal files listed are journals from programs that you did not use, it is all right to continue, however, if an analysis file is missing for a program you have used, please call Polymathic for assistance.

Type **C** and press **←Enter** to continue.

The following screen will appear:

P.C.P.L	General Ledger	TLGLP12 4.16
RM	G/L Analysis	27/06/94
Last year end: FEB 28/94		RMGLR12.PRT
Prior year is OPEN		Last month closed: MAY/94
Starting Period: 3/94	Ending Period: 6/94	Journals: ALL
1 Include balance forward: Y Previous Year		
2 Include Previous year's adjustments : N		
3 Processing sequence: DATE		
4 Branch: ALL		
5 Amounts: ALL		
6 G/L code selection: ALL		
7 F/S code selection: None		
[S]-Select: [S]-Start [Y]-Modify [O]-Options [ESC]-Exit		

To modify the report options type **M** and press **←Enter**. Type the number corresponding to the selection you want to modify and press **←Enter**.

☞ You can export the report details to DBF format by typing **C** and pressing **←Enter**. Type **Y** and press **←Enter** to export the report to DBF format. Type **O** and press **←Enter** to export the report details and opening balances to DBF format.

☞ The system will NOT export the details by default.

INCLUDE BALANCE FORWARD

If this flag is set to yes, and the previous year is still open, the system will retrieve the closing balance and add them to the current year's balances.

If this flag is set to no, only the current year's balances will be used. This setting is the default.

INCLUDE PREVIOUS YEAR'S ADJUSTMENTS

The default setting is to include the previous year's adjustments. If no adjustments have been entered a blank adjustment file will be created. If you set this flag to no, no year end adjustments will be used.

PROCESSING SEQUENCE

This report can be sorted by date or by type of journal. To sort by the type of journal you selected, type **S** for source. Date is the default sorting sequence.

BRANCH

The analysis report can be created for all branches for a specific branch. **F5** can be used to lookup the branches you can choose from.

AMOUNTS

You can create the report so that only specific amounts are included. The following amount indicators are available:

- Equal
- Greater than
- Less than
- All amounts.

Once you select an indicator, the system will prompt you to enter in the amount.

G/L CODE SELECTION

You can create the report for a specific G/L code, a range of codes, all codes or no G/L code. **F5** can be used to list the G/L codes available.

F/S CODE SELECTION

A specific F/S group code may be selected, a range of group codes, all group codes or no group codes at all may be selected for this option. Only the G/L codes within the F/S group code will be printed within the report.

REPORTS

A sample general ledger analysis in date sequence for a specific general ledger code follows:

EXAMPLE COMPANY LIMITED							Page	1	EXGLR12	2.9	
ANALYSIS OF ACCT # 4584 MODEL I - 1 FLOPPY 256 K											
STARTING AT MONTH 3/87 AND ENDING AT MONTH 7/87											
DATE	SRCE	DESCRIPTION					AMOUNT	BALANCE			
31/ 3/87	MIJ	1689100 30	POLYMATHIC COMPUTER PRODUCTS LTD.	231PPL	31 387	38 1	-1390.00				
31/ 3/87	MIJ	1689100 30	POLYMATHIC COMPUTER PRODUCTS LTD.	235PPL	31 387	42 1	-1390.00				
							TOTAL FOR MAR MIJ	-2780.00			
							TOTAL FOR MAR CR	.00			
							TOTAL FOR MAR GJ	.00			
							MAR TOTAL	-2780.00			
							TOTAL FOR APR PJ	.00			
							TOTAL FOR APR CD	.00			
							TOTAL FOR APR MIJ	.00			
							TOTAL FOR APR CR	.00			
							TOTAL FOR APR GJ	.00			
							APR TOTAL	.00			
							TOTAL FOR MAY PJ	.00			
							TOTAL FOR MAY CD	.00			
							TOTAL FOR MAY MIJ	.00			
							TOTAL FOR MAY CR	.00			
							TOTAL FOR MAY GJ	.00			
							MAY TOTAL	.00			
							TOTAL FOR JUN PJ	.00			
							TOTAL FOR JUN CD	.00			
2/ 6/87	MIJ	1689100 10	POLYMATHIC COMPUTER PRODUCTS LTD.	278PPL	2 687	12 1	-2780.00				
							TOTAL FOR JUN MIJ	-2780.00			
							TOTAL FOR JUN CR	.00			
							TOTAL FOR JUN GJ	.00			
							JUN TOTAL	-2780.00			
							JUL TOTAL	.00			
							GRAND TOTAL	-5560.00			

LEAD SHEETS

P.C.P.L	General Ledger	TLGLP20	5.17
RM	Reports	31/03/93	
1 Analytical review codes	Run 11 Posting analysis	Run	
2 Analytical review ratios	Run 12 Standard journal entries	6	
3 Chart of accounts	Run 13 Trial balance	Run	
4 Financial statements	Run 14 Word processing	Run	
5 Financial statement codes	Run 15 G/L summary by source		
6 General journal	Run		
7 General journal reprint	Run		
8 General ledger	Run		
9 General ledger analysis	Run		
10 Lead sheets	Run S System status	Run	
	E Exit		
	E Enter selection		

Type **10** and press **←Enter** to select *Lead sheets*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP07	2.03
RM	Lead Sheets	31/03/93	
		Prior Year: CLOSED	
	Report Type	Print File	Pages
REPORT HEADINGS		NET CHANGE FORMULA	
1994	1993	NET CHANGE	NET CHANGE %
		1994	- 1993
REPORT FORMAT			
Column Name	Report Order	Net Change Components	
1 Current Year Actual column	1		
2 Previous Year Actual column	2		
3 Two Years Prior column	0		
4 Current Year Budget column	0		
5 Previous Year Budget column	0		
6 Net Change column	3	1 - 2	
Select:	Individual	All	Configure
			Exit

REPORTS

The options available are as follows:

- I** Individual
- A** All
- C** Configure
- E** Exits the lead sheets program.

INDIVIDUAL

The Individual option produces lead sheets for a particular financial statement grouping code.

The system will prompt you to enter a particular division number, all divisions or exit. **F5** can be used to list the divisions.

ALL

The All option produces lead sheets for all financial statement grouping codes.

The system will prompt you to enter a division number, all divisions or exit.

CONFIGURE

Allows you to modify the report format options. When you select this option, a further set of options are available.

- A** Accept the displayed report settings.
- M** Modify the displayed report settings.
- K** Keep the displayed report settings and save them permanently.
- R** Recall the permanently saved report settings.
- D** Display the default report settings.
- E** Exit this function.

MODIFY

If the **(M)**, modify configuration option is selected, the following screen will appear:

P.C.P.L	General Ledger	TLFSP07 2.03
RM	Lead Sheets	31/03/93
		Prior Year: CLOSED
Report Type	Print File	Pages
REPORT HEADINGS		NET CHANGE FORMULA
1994	1993	1994 - 1993
NET CHANGE	NET CHANGE %	
REPORT FORMAT		
Column Name	Report Order	Net Change Components
1 Current Year Actual column	1	
2 Previous Year Actual column	2	
3 Two Years Prior column	0	
4 Current Year Budget column	0	
5 Previous Year Budget column	0	
6 Net Change column	3	1 - 2
Enter [sequence # 1-6] [0]-exclude from printing		
[F10]-cancel [ESC]-end		

You may select the columns for the report printing. The following options are available:

- seq# This refers to the positional value of the column heading. If a value of 1 is entered the column heading will be printed first. If a value of 2 is entered, the column heading will print second.
- (0)** A value of zero (0) will suppress the printing of the selected column
- (F10)** Will cancel any data entry and restore the original settings.
- (Esc)** Terminates data entry.

REPORTS

Once the column selections have been made, the following screen will appear:

P.C.P.L	General Ledger		TLFSP07 2.03
RM	Lead Sheets		31/03/93
			Prior Year: CLOSED
	Report Type	Print File	Pages
REPORT HEADINGS			NET CHANGE FORMULA
1994	1993	NET CHANGE	NET CHANGE %
			1994 - 1993
REPORT FORMAT			
Column Name	Report Order	Net Change Components	
1 Current Year Actual column	1	M	
2 Previous Year Actual column	2		
3 Two Years Prior column	0		
4 Current Year Budget column	0		
5 Previous Year Budget column	0		
6 Net Change column	3	1 - 2	
<input type="checkbox"/> M]-minuend <input type="checkbox"/> S]-subtrahend <input type="checkbox"/> X]-exclude field <input type="checkbox"/> I <input type="checkbox"/> I <input type="checkbox"/> F10]-cancel <input type="checkbox"/> ESC]-end			

If the net change column was selected you must specify the net change calculation.

For example: If column 1, 2 and 6 were selected then the net change values would be:

Column 1 M (Minuend or Source)

Column 2 S (Subtrahend or Object)

The new report headings will be displayed after the calculation is entered.

☛ A value of 1 (one) must always be specified as one of the report order numbers.

LEAD SHEETS - SAMPLE INDIVIDUAL

4/ 8/87

POLYMATHIC COMPUTER PRODUCTS LIMITED
Lead Sheets

RMFSR071 1.0

Page 1

Grouping code :AAA0001 Cash

GL	1988	1987	1986	Net Change	Net Chge %	Budget 1988	Budget 1987
Code Description							
1010-10 PETTY CASH	.00	.00	.00	.00	.00	.00	.00
1020-10 GENERAL BANK ACCOUNT	-12029.00	12747.55	.00	-24776.55	-194.36	.00	.00
1020-20 GENERAL BANK ACCOUNT	.00	.00	.00	.00	.00	.00	.00
1020-30 BANK ACCOUNT DIV 30	.00	.00	.00	.00	.00	.00	.00
1020-50 GENERAL BANK ACCOUNT	.00	.00	.00	.00	.00	.00	.00
1030-10 TERM DEPOSITS	.00	.00	.00	.00	.00	.00	.00
1050-10 DAILY INTEREST - 8404113	-5764.46	15242.34	.00	-21006.80	-137.82	.00	.00
	-----	-----	-----	-----	-----	-----	-----
	-17793.46	27989.89	.00	-45783.35	-163.57	.00	.00
	=====	=====	=====	=====	=====	=====	=====

REPORTS

4/ 8/87

POLYMATHIC COMPUTER PRODUCTS LIMITED
Lead Sheets

RMFSR071 1.0

Page 2

Status Indicators

<u>Last year end</u>	<u>Last month closed</u>	<u>Year end roll</u>	<u>Closing Entries</u>	<u>Close G/J for year end</u>	<u>Balance forward</u>
28/ 2/87	6/87	NOT RUN	NOT RUN	NOT RUN	NOT RUN

POSTING ANALYSIS

This procedure allows you to analyze general ledger accounts in detail. The system uses as much history as there is available on the disk drives. This program can be used as an audit tool for tracking of various expenses.

The summary report shows the accumulation of GL accounts balance by month and year, thus showing trends. The detail report shows the accumulation of GL account balances by source journal by month and year.

P.C.P.L	General Ledger	TLGLP20	5.17
RM	Reports		31/03/93
1 Analytical review codes	Run 11 Posting analysis		Run
2 Analytical review ratios	Run 12 Standard journal entries		6
3 Chart of accounts	Run 13 Trial balance		Run
4 Financial statements	Run 14 Word processing		Run
5 Financial statement codes	Run 15 G/L summary by source		
6 General journal	Run		
7 General journal reprint	Run		
8 General ledger	Run		
9 General ledger analysis	Run		
10 Lead sheets	Run 5 System status		Run
	E Exit		
	E Enter selection		

Type **11** and press **Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP17	1.09
RM	G/L Posting Analysis		31/03/93
	1 Account analysis : ALL		
	2 Report type: DETAIL		
	3 Round numbers ...: Y		
	4 Processing year ..: H HISTORY		
	Select: Start Modify Exit		

REPORTS

The options available are as follows:

ACCOUNT ANALYSIS

- ALL* Analyze all general ledger codes.
- Analyze an individual general ledger code.

REPORT TYPE

- Detailed.
- Summary.

Round numbers

- Produces rounded numbers.
- Produces numbers with two decimal places.

PROCESSING YEAR

- Includes information from the history file. This file contains data for two years prior.
- Includes information from the previous year.

POSTING ANALYSIS - DETAILED

EXAMPLE COMPANY LIMITED
31/07/87

EXGLR17 1.6
PAGE 1

		G/L Posting Analysis											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
102010	GL ACCOUNT DESCRIPTION												
GJ											5,142	5,087	22,172-
82											5,142	5,087	22,172-
CR									23,171	24,473	43,943	59,361	87,126
GJ		73,102	101,020	66,098	43,414	19,221	16,479						
83		11,577	64,992-	110,514-	70,078-	34,038-	28,972-	16,473-	23,053-	21,633-	40,626-	53,053-	94,754-
83		11,577	8,110	9,494-	3,980-	9,376	9,751-	5	118	2,840	3,317	6,308	7,629-
CR									88,160		112,429	123,163	183,857
GJ		52,229	37,330	48,156	28,891	22,714	36,510	42,408					
84		43,432-	41,629-	52,929-	28,433-	26,107-	42,192-	33,339-	82,848-	21,371-	127,969-	108,912-	169,294-
84		8,798	4,299-	4,773-	458	3,392-	5,683-	9,069	5,313	21,371-	15,540-	14,251	14,563
CR									23,806	28,843			
GJ		102,743	92,615	96,314	66,928	47,574	18,236	27,771					
85		99,517-	108,273-	91,779-	73,376-	56,564-	20,064-	26,621-	19,244-	49,847-	3,147	5,978	9,475
85		3,226	15,658-	4,535	6,448-	8,990-	1,829-	1,149	4,561	21,004-	3,147	5,978	9,475
GJ													
86		3,937-	8,902-	17,841	7,950-	7,675							
86		3,937-	8,902-	17,841	7,950-	7,675							
GJ													
87													
							9,444-						
							9,444-						

REPORTS

EXAMPLE COMPANY LIMITED												EXGLR17 1.6
G/L Posting Analysis												PAGE 1
31/07/87	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
102010	GL ACCOUNT DESCRIPTION											
82										5,142	5,087	22,172-
83	11,577	8,110	9,494-	3,980-	9,376	9,751-	5	118	2,840	3,317	6,308	7,629-
84	8,798	4,299-	4,773-	458	3,392-	5,683-	9,069	5,313	21,371-	15,540-	14,251	14,563
85	3,226	15,658-	4,535	6,448-	8,990-	1,829-	1,149	4,561	21,004-	3,147	5,978	9,475
86	3,937-	8,902-	17,841	7,950-	7,675							
87						9,444-						

STANDARD JOURNAL ENTRIES

This option allows you to produce a report showing all the standard journal entries on file.

P.C.P.L		General Ledger		TLGLP20	5.17
RM		Reports		31/03/93	
1	Analytical review codes	Run 11	Posting analysis	Run	
2	Analytical review ratios	Run 12	Standard journal entries	6	
3	Chart of accounts	Run 13	Trial balance	Run	
4	Financial statements	Run 14	Word processing	Run	
5	Financial statement codes	Run 15	G/L summary by source		
6	General journal	Run			
7	General journal reprint	Run			
8	General ledger	Run			
9	General ledger analysis	Run			
10	Lead sheets	Run	S System status	Run	
		E	Exit		
		E	Enter selection		

Type **1**/**2** and press **(←Enter)** to select *Standard journal entries*.

The screen will appear as follows:

P.C.P.L		General Ledger		TLGLP22	1.2
RM		Standard Journal Entry List		31/03/93	
Select: Start Exit					

Type **S** and press **(←Enter)** to spool the Standard Journal Entries report.

REPORTS

A sample report is as follows:

31/07/87

EXAMPLE COMPANY LIMITED
STANDARD JOURNAL ENTRY LIST

EXGLR22 1.2
PAGE 1

GL CODE	GL DESCRIPTION	VOUCHER DESCRIPTION	AMOUNT	SUBLEDGER
S001				
2010-10	COMPUTER HARDWARE-DEVELOPMENT	RECORD MONTHLY DEPRECIATION	1000.00	
2020-10	FURNITURE & FIXTURES	RECORD MONTHLY DEPRECIATION	2000.00	
2030-10	MODEMS	RECORD MONTHLY DEPRECIATION	3000.00	
2210-10	COMPUTER HARDWARE-DEVELOPMENT	RECORD MONTHLY DEPRECIATION	-1000.00	
2220-10	FURNITURE & FIXTURES	RECORD MONTHLY DEPRECIATION	-2000.00	
2230-10	MODEMS	RECORD MONTHLY DEPRECIATION	-3000.00	

*** END OF REPORT ***

TRIAL BALANCE

This procedure allows you to get an up-to-date financial statement at any time during the month without closing the journals. The report only includes transactions for which journals have been spooled. This allows you to enter data into any of the various application systems, then get a preliminary statement based on that data. The previous year trial balance has a feature that allows you to show the year end balance, then all the adjusting entries with a final account balance. The system updates the financial statement with the numbers reported on by this report.

P.C.P.L	General Ledger	TLGLP20	5.17
RM	Reports		31/03/93
1	Analytical review codes	Run 11 Posting analysis	Run
2	Analytical review ratios	Run 12 Standard journal entries	6
3	Chart of accounts	Run 13 Trial balance	Run
4	Financial statements	Run 14 Word processing	Run
5	Financial statement codes	Run 15 G/L summary by source	
6	General journal	Run	
7	General journal reprint	Run	
8	General ledger	Run	
9	General ledger analysis	Run	
10	Lead sheets	Run S System status	Run
	E Exit		
	E Enter selection		

Type **13** and press **←Enter** to select *Trial balance*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20	5.17
RM	Reports		31/03/93
	Trial Balance		
	1 by G/L CODE		
	2 by JOURNAL SOURCE CODE		
	3 by JOURNAL DESCRIPTION		
	1 Enter selection		
	[ESC]-Exit		

REPORTS

TRIAL BALANCE BY G/L CODE

The Trial Balance by G/L Code is the only selection that will update the G/L figures after you have spooled the general journal.

Type **1** and press **Enter** to spool the trial balance by G/L Code.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP09 7.26
RM	Typist: 06	Preliminary Trial Balance
Last Month End: FEB/93		Last Year End: FEB 28/93
1	Previous year's Trial Balance : N	7 Process G/L summary : N
2	Print details from open months : N	8 Write G/J to holding co (TG): N
3	Print accruals list : Y	9 Write out all divisions : Y
4	Include accruals (3 months) ... : Y	10 Percentage split : 100.000
5	Cut off date : 31/03/93	
6	Accruals list recorded : N	Status of prior year : CLOSED
[_] Select: [F3]-Start [F7]-Modify [F10]-Options [ESC]-Exit		

OPTIONS

When you select the *Options* function the following screen will appear:

P.C.P.L		General Ledger		TLGLP09	7.26
RM	Typist: 06	Preliminary Trial Balance		31/03/93	
Last Month End: FEB/93				Last Year End: FEB 28/93	
1	Previous year's Trial Balance	: N	7	Process G/L summary	: N
2	Print details from open months	: N	8	Write G/J to holding co (TG)	: N
3	Print accruals list	: Y	9	Write out all divisions	: Y
4	Include accruals (3 months)	: Y	10	Percentage split	: 100.000
5	Cut off date	: 31/03/93			
6	Accruals list recorded	: N	Status of prior year : CLOSED		

Display G/L INFORMATION	
Display G/L CODES	
Display F/S CODES	
CSU File Settings	
DBF File Settings	
↑ ↓ [ESC]-exit	

The **↑/↓** must be used to select the desired function.

G/L INFORMATION

If you highlight *Display G/L INFORMATION* the system will display the general ledger system and company information.

A sample G/L Information screen follows:

P.C.P.L		General Ledger		TLGLP09	7.26
RM	Typist: 06	Preliminary Trial Balance		31/03/93	
Last Month End: FEB/93				Last Year End: FEB 28/93	
1	Previous year's Trial Balance	: N	7	Process G/L summary	: N

COMPANY INFORMATION - POLYMATHIC COMPUTER PRODUCTS LIMITED			
Last year end	: FEB 28/93	Status of prior year	: CLOSED
First year end	:	Creation date	: JUL 31/86 (system)
Last month closed	: FEB/93	Creation date	: JUL 31/86 (signon)
Incorporation date:		GST registration #	: R104261500

GENERAL JOURNAL			
Last month closed	: FEB/93		
Journal entry generation	: Automatic w/monthly reset		
Last J/E # - current year	: 2000		
Last J/E # - prior year	: 7527		

TRIAL BALANCE	Most Recent	Current Year	Prior Year
Cut off date	MAR 01/93	MAR 01/93	FEB 28/93
Accruals recorded	***	***	NO
Nd. of accrual months	3	3	3

PgDn-next screen		ESC-exit
------------------	--	----------

By pressing **(Pg Dn)**, this screen will appear:

P.C.P.L	General Ledger	TLGLP09	7.26
RM Typist: 06	Preliminary Trial Balance	31/03/93	
Last Month End: FEB/93		Last Year End: FEB 28/93	
1 Previous year's Trial Balance : N 7 Process G/L summary: N			
G/L SYSTEM INFORMATION - POLYMATHIC COMPUTER PRODUCTS LIMITED			
FINANCIAL STATEMENT CONTROL CODES			
First liability code	: DAA	Bank indebtedness	
First revenue code	: GAA	Hardware and software	
First expense code	: GB	COST OF SALES	
First income tax code	: UAA	Profit allocations	
Retained earnings code	: DJJ	Retained earnings	
GENERAL LEDGER CONTROL CODES			
Net income code	: 3999	Net income	
Rounding code	: 3111	ROUNDING ACCOUNT	
STOCK SHARE INFORMATION			
		Current Year	Prior Year
Market price/share		.00	.00
Outstanding shares		0	0
Total shares		0	0
PgUp-previous screen ESC-exit			

DISPLAY G/L OR F/S CODES

Selecting *Display G/L CODES* or *Display F/S CODES* will allow you to do a standard lookup for the desired code.

CSV OR DBF FILE SETTINGS

The *CSV* and *DBF File Settings* allow you to write the G/L and F/S codes out to comma separated value or dBase format files.

When you select *CSV File Settings*, the following screen will appear:

P.C.P.L	General Ledger	TLGLP09 7.26
RM Typist: 06	Preliminary Trial Balance	31/03/93
Last Month End: FEB/93		Last Year End: FEB 28/93
1 Previous year's Trial Balance : N	7 Process G/L summary: N	
2 Print details from open months : N	8 Write G/J to holding co (TG): N	
3 Print accruals list: Y	9 Write out all divisions: Y	
4 Include accruals (3 months) ...: Y	10 Percentage split: 100.000	
5 Cut off date: 31/03/93		
6 Accruals list recorded: N	Status of prior year: CLOSED	
CSV FILE SETTINGS		
[1] Standard format (e.g. 102010)		
[2] Prefix G/L account with '_' (e.g. _102010)		
[3] Add '_' between G/L code and division (e.g. 1020_10)		
[3] Enter selection		

Select the format that you want to write the file out in and press .

When you select *DBF File Settings*, the following screen will appear:

P.C.P.L	General Ledger	TLGLP09 7.26
RM Typist: 06	Preliminary Trial Balance	31/03/93
Last Month End: FEB/93		Last Year End: FEB 28/93
1 Previous year's Trial Balance : N	7 Process G/L summary: N	
2 Print details from open months : N	8 Write G/J to holding co (TG): N	
3 Print accruals list: Y	9 Write out all divisions: Y	
4 Include accruals (3 months) ...: Y	10 Percentage split: 100.000	
5 Cut off date: 31/03/93		
6 Accruals list recorded: N	Status of prior year: CLOSED	
DBF FILE SETTINGS		
[N] Write F/S Code to DBF file		
[N] Write G/L DESCRIPTION to DBF file		

Type to write out the codes to the DBF file.

REPORTS

P.C.P.L	General Ledger	TLGLP09 7.26
RM Typist: 06	Preliminary Trial Balance	31/03/93
Last Month End: FEB/93		Last Year End: FEB 28/93
1 Previous year's Trial Balance : N	7 Process G/L summary: N	
2 Print details from open months : N	8 Write G/J to holding co (TG): N	
3 Print accruals list: Y	9 Write out all divisions: Y	
4 Include accruals (3 months) ..: Y	10 Percentage split: 100.000	
5 Cut off date: 31/03/93		
6 Accruals list recorded: N	Status of prior year: CLOSED	

[_] Select: [S]-Start [Y]-Modify [O]-Options [ESC]-Exit

The report options available with the regular trial balance are:

PROCESS PREVIOUS YEAR'S TRIAL BALANCE

- Y If you wish to process the prior year's trial balance.
- N If you wish to process the current year's trial balance.

If you process the prior year's trial balance you will be prompted to update the current period balances for the cutoff month. If you say Yes, the current period on your financial statement will now be the cutoff month rather than the "current" month.

For Example: If you are processing a previous year's trial balance in June 1993 and your cutoff date is January 31, 1993. January 31's figures will now go into the current year's column instead of June 1993.

PRINT DETAILS FROM OPEN MONTHS

This option allows you to print a report by GL code showing each individual transaction from the current unclosed month plus the cumulative carry forward balance from the prior month. The report can be used as a convenient summary of the transactions making up the current period balance.

- Y Create a report showing transactions from open months.
- N Don't create a report.

PRINT ACCRUALS LIST

This selection gives you the option of printing or not printing a list of accruals generated with Option 5 below.

- Y To print a list of accruals
- N Will not print accruals

INCLUDE ACCRUALS

This option allows you to instruct the system to scan unclosed months for transactions with a date equal or prior to the cutoff date. These transactions are then included as a memo entry in the financial statements for the selected cut off date. To include accruals you must set this option to . The system will then prompt you to enter the number of months you want to include accruals for. The default value is 12 months. Once you have specified the number of months, the system will ask you if you want to make the accruals month value permanent. Answer es to have the same value displayed for every trial balance you run or o to keep the value you had previously.

If you wish to record the accruals as a permanent adjustment, print the accruals report and enter the amounts on it via the general journal entry program. This would normally be done at year end only.

- ☞ **If you record the accruals as a journal entry using the general journal entry program, answer to this question when spooling the trial balance. Failure to answer means that the accruals will be included twice in the financial statements.**

CUT OFF DATE

This option allows you to select a cut off date for the trial balance and financial statements. Type the date in the *dd/mm/yy* format and press .

ACCRUALS LIST RECORDED

This option cannot be modified from this screen. In order to have the accruals recorded you must answer Yes to recording accruals when you are entering the journal entries for the previous year.

PROCESS G/L SUMMARY

This flag must be set to if you want to prepare a financial statement on a month by month basis. If this flag is set to , the G/L summary formatter will process the trial balance output and generate the data required by the monthly financial statement report program.

- ☞ **If the cutoff date is greater than the year end date and this option is set to Yes you will be prompted to select the Standard method or Posting Date method to accumulate accruals. The default is to accumulate the prior year's transactions under the accruals column.**

REPORTS

The following screen will appear:

P.C.P.L	General Ledger	TLGLP02A 1.15
RM	G/L Summary Formatter	MAR 9/94
Typist: 6	CURRENT YEAR	09:11:00
Port : 06		

FINANCIAL DATA - I/B CUTOFF: CURR Year [MAR 31/1993] PREU Year [FEB 28/1993]
 Year End Date : 28/ 2/93 [FEB 28/93]
 Status of PRIOR Year : CLOSED
 First Revenue F/S code : GAA Hardware and software
 First Expense F/S code : GB COST OF SALES
 First Liability F/S code : DAA Bank indebtedness
 First Income Tax F/S code : UAA Profit allocations
 Retained Earnings F/S code : DJJ Retained earnings
 Net Income G/L code : 3999 Net income
 Rounding G/L code : 3111 ROUNDING ACCOUNT

OPTIONS	STATUS
FILE FORMAT : C [Comma Delimited]	Input File : RMGLF09.TXT
HEADER RECORD: Y [YES]	Record Count : _____ of 33
ZERO BALANCES: N [NO]	Start Time : hh:mm:ss
OUTPUT FILE : RMGLF02.CSU	Stop Time : hh:mm:ss

[S] Select: [I]-Start [M]-Modify [ESC]-Exit

☞ Monthly data can be generated for the previous year if the Process previous year's trial balance flag is set to , yes.

You can modify the file format, header record and zero balances options from this screen. Type and press to make modifications. Once you have made your modifications, type to start generating the data. Once the data has been generated, proceed to Financial Statements, Option 4 from the Report menu and select Option 15, Monthly Financial Statements to create the statement.

WRITE G/J TO HOLDING COMPANY'S G/L (CG)

Change this flag to if you want to write out the GL balances of a subsidiary company to a holding company. The initials in parenthesis are the holding company's initials. Change this flag to if you want to print the report but suppress the journal update in the holding company.

WRITE OUT ALL DIVISIONS

To consolidate specific divisions, type and list the companies that you want to consolidate.

PERCENTAGE SPLIT

This is the percentage of the GL balances that will get written to the holding company.

A sample page trial balance for the current year follows:

31/07/87

EXAMPLE COMPANY LIMITED
GENERAL LEDGER TRIAL BALANCE - PRELIMINARY

Page 1
EXGLR09 5.1
Run date: 7/ 8/87

AS AT JUL 31,1987

GL CODE	DESCRIPTION	DEBIT	CREDIT	ADJUSTMENT	DESCRIPTION	VOUCHER	AMOUNT
---------	-------------	-------	--------	------------	-------------	---------	--------

List of files included in this report generation:
JULCD87.ARM
JULGJ87.ARM

REPORTS

31/07/87

EXAMPLE COMPANY LIMITED
GENERAL LEDGER TRIAL BALANCE - PRELIMINARY

Page 2
EXGLR09 5.1
Run date: 7/ 8/87

AS AT JUL 31, 1987

GL CODE	DESCRIPTION	DEBIT	CREDIT	ADJUSTMENT	DESCRIPTION	VOUCHER	AMOUNT
1020-10	GL ACCOUNT DESCRIPTION		15,832.18				.00
	BRANCH TOTALS	.00	15,832.18				
1020-30	GL ACCOUNT DESCRIPTION		4,144.00				.00
	BRANCH TOTALS	.00	4,144.00				
1020-50	GL ACCOUNT DESCRIPTION	.00					.00
	BRANCH TOTALS	.00					
1050-10	GL ACCOUNT DESCRIPTION		3,728.33				.00
1200-10	GL ACCOUNT DESCRIPTION	4,441.78					.00
	BRANCH TOTALS	4,441.78	3,728.33				
1200-30	GL ACCOUNT DESCRIPTION		4,616.00				.00
	BRANCH TOTALS	.00	4,616.00				
1250-10	GL ACCOUNT DESCRIPTION		1,924.26				.00
	BRANCH TOTALS	.00	1,924.26				
1400-30	GL ACCOUNT DESCRIPTION		2,625.00				.00
	BRANCH TOTALS	.00	2,625.00				
	PAGE TOTAL	4,441.78	32,869.77				

A sample accruals report follows:

31/07/87		EXAMPLE COMPANY LIMITED ACCRUALS LIST			Page 1
					EXGLR091 5.1
					Run date: 7/ 8/87
GL CODE DESCRIPTION	REFERENCES	INVOICE #	CUSTOMER #	AMOUNT	
1020-10 GL ACCOUNT DESCRIPTION	06/87 LOAN INTEREST S/B POLY C	JULGJ		-740.68	
	06/87 BANK REC ADJUSTMENTS	JULGJ		-2803.18	
	CANCEL 06/87 GJ ENTRY	JULGJ		740.68	
	06/87 MANUAL CHEQUES	JULGJ		-200.00	
				-3003.18	
1050-10 GL ACCOUNT DESCRIPTION	06/87 BANK REC ADJUSTMENTS	JULGJ		2000.00	
	06/87 DAILY INTEREST	JULGJ		36.13	
				2036.13	
1250-10 GL ACCOUNT DESCRIPTION	06/87 LOAN INTEREST S/B POLY C	JULGJ		740.68	
				740.68	
4910-10 GL ACCOUNT DESCRIPTION	06/87 DAILY INTEREST	JULGJ		-36.13	
				-36.13	
8175-10 GL ACCOUNT DESCRIPTION	06/87 BANK REC ADJUSTMENTS	JULGJ		56.00	
	06/87 BANK REC ADJUSTMENTS	JULGJ		740.68	
	06/87 BANK REC ADJUSTMENTS	JULGJ		6.50	
	CANCEL 06/87 GJ ENTRY	JULGJ		-740.68	
				62.50	
9050-10 GL ACCOUNT DESCRIPTION	06/87 BANK REC ADJUSTMENTS	JULGJ		200.00	
				200.00	
				.00	

*** End of Report ***

REPORTS

TRIAL BALANCE BY JOURNAL SOURCE CODE/DESCRIPTION

You can produce a detailed trial balance displayed by journal source code or journal description.

P.C.P.L	General Ledger	TLGLP20 5.17
RM	Reports	31/03/93
Trial Balance		
1 by G/L CODE 2 by JOURNAL SOURCE CODE 3 by JOURNAL DESCRIPTION		
1 Enter selection		
[ESC]-Exit		

Type **2** and press **[Enter]** to select by *JOURNAL SOURCE CODE*.

Type **3** and press **[Enter]** to select by *JOURNAL DESCRIPTION*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP19 1.01
RM	Typist: 06	Detailed Trial Balance
Port: 10	by JOURNAL SOURCE	31/03/93
		Last Year End: FEB 28/93
		Last Month End: FEB/93
1 PREVIOUS Year's Trial Balance	: N	
2 Include ACCRUALS (3 months) ...	: Y	3 Cut off date : 31/03/93 [MAR 31/93]
4 Branch selection	: A ALL	
5 G/L Code Selection ...	: A ALL	
Accruals List Recorded	: N	Status of PRIOR Year
		: CLOSED
[_] Select: [S]-Start [M]-Modify [O]-Options [ESC]-Exit		

The report options are as follows:

PREVIOUS YEAR'S TRIAL BALANCE

- Y** If you wish to process the **prior year's** trial balance.
- N** If you wish to process the **current year's** trial balance.

If you process the **prior year's** trial balance you will be prompted to update the current period balances for the cutoff month. If you say **Y**es, the current period on your financial statement will now be the cutoff month rather than the "current" month.

For Example: If you are processing a previous year's trial balance in June 1993 and your cutoff date is January 31, 1993. January 31's figures will now go into the current year's column instead of June 1993.

INCLUDE ACCRUALS

This option allows you to instruct the system to scan unclosed months for transactions with a date equal or prior to the cutoff date. These transactions are then included as a memo entry in the financial statements for the selected cut off date.

If you wish to record the accruals as a permanent adjustment, print the accruals report and enter the amounts on it via the general journal entry program. This would normally be done at year end only.

- ☛ **If you record the accruals as a journal entry using the general journal entry program, answer **N** to this question when spooling the trial balance. Failure to answer **N** means that the accruals will be included twice in the financial statements.**

BRANCH SELECTION

You can include all branches or individual branches. To include individual branches, modify this field and select the branches you want to include. **F5** is available to lookup all valid branches.

G/L CODE SELECTION

You can spool the Trial balance for all or individual gl codes. To select individual gl codes modify this field and select the codes you want to include. **F5** can be used to list all valid gl codes

CUT OFF DATE

This option allows you to select a cut off date for the trial balance and financial statements. Type the date in the *dd/mm/yy* format and press **Enter**.

WORD PROCESSING

This procedure allows you to produce an ASCII file which can be imported into a word processor and/or print the statement directly to the selected printer.

P.C.P.L	General Ledger	TLGLP20	5.13								
RM	Reports	31/03/93									
Word Processing											
<table border="1"><tr><td colspan="2" style="text-align: center;">SELECTION MENU</td></tr><tr><td colspan="2" style="text-align: center;">Generate laser financial statements</td></tr><tr><td colspan="2" style="text-align: center;">Print laser financial statements</td></tr><tr><td colspan="2" style="text-align: center;">↑ ↓ [ESC]-exit</td></tr></table>				SELECTION MENU		Generate laser financial statements		Print laser financial statements		↑ ↓ [ESC]-exit	
SELECTION MENU											
Generate laser financial statements											
Print laser financial statements											
↑ ↓ [ESC]-exit											

To select a function, use **↑**/**↓** to highlight the desired function and press **←Enter**.

The following functions are available:

- G** This function will generate an ASCII file that can be imported into a word processor.
- P** This function allows you to select a printer and/or print the financial statement to the selected printer or fax the financial statement.
- ☞ **You must have the correct software to be able to fax the statement. For further details, call Polymathic.**

GENERATE LASER FINANCIAL STATEMENT

Highlight *Generate laser financial statement* and press **↵** (Enter).

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP10	1.25
RM	Financial Statements - Laser		31/03/93
Last year end : FEB 28/93		Prior year T/B cutoff : FEB 28/93	
Most recent T/B cutoff : MAR 31/93		Current year T/B cutoff : MAR 31/93	
<p>1. Current year: Y</p> <p>2. Previous year: Y</p> <p>3. Two years prior: Y</p> <p>4. Current year heading: 1993 [March 31]</p> <p>5. Prior year heading: 1993 [February 28]</p> <p>6. Two years prior heading ..: 1992 [February 29]</p> <p>7. Balance Sheet Heading ...: Balance Sheet</p> <p>8. Income Statement Heading : Income Statement</p> <p>9. Cut off date: March 31</p> <p>10. Cover year: 1993</p> <p>11. Report type: NONE</p> <p>12. Report date: March 9, 1994</p> <p>13. R/E statement: Y</p> <p>14. Company name:</p> <p style="text-align: center;">POLYMATHIC COMPUTER PRODUCTS LIMITED</p>			
<p>[S] Select: [S]-Start [M]-Modify [ESC]-Exit</p>			

The following report options are available:

CURRENT YEAR

To include the current year's figures, set this flag to .

PREVIOUS YEAR

To include the previous year's figures, set this flag to .

TWO YEARS PRIOR

Set this flag to to include the figures for two years prior.

CURRENT YEAR HEADING

Type the heading that you want to appear for the current year. This is usually the year. For example, 1992.

PRIOR YEAR HEADING

Type the heading you want for the prior year.

TWO YEARS PRIOR HEADING

Type the heading for two years prior.

REPORTS

BALANCE SHEET HEADING

Type the heading you want to appear at the top of your balance sheet.

INCOME STATEMENT HEADING

Type the heading that you want to appear at the top of your income statement.

CUT OFF DATE

Enter the cut off date.

COVER YEAR

Enter the year that is to appear on the title page.

REPORT TYPE

There are six report types available:

- 1 NTR - Unaudited - see Notice to Reader
- 2 ACC - Accountant's comments
- 3 AUD - Audited
- 4 CAP - Unaudited - capital account
- 5 JV - Joint Venture
- 6 NONE - No report type
- 7 SPECIAL - This option will use a different filename that you can specify at the prompt. The default is SPECIAL.FS.

REPORT DATE

Enter the date the financial statement is created for.

R/E STATEMENT

Type **Y** to include the retained earnings statement.

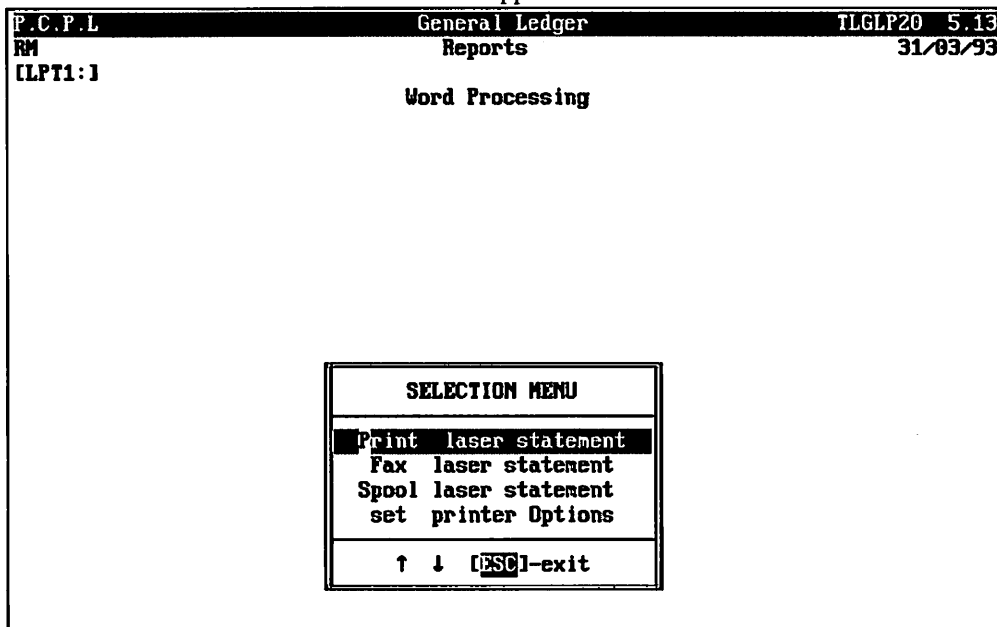
COMPANY NAME

Enter the name of the company you are creating the financial statement for. To modify the report options, type **M** and press **Enter**. Type the number corresponding to the option you want to modify and press **Enter**. Once you have made all your modifications, type **S** and press **Enter** to start generating the statement. Once the system has generated the laser financial statement, the print selection menu will appear. A further description of the print functions is below.

PRINT LASER FINANCIAL STATEMENT

Highlight *Print laser financial statement* and press **↵Enter**.

The screen will appear as follows:



The following options are available:

- P** This function will print the statement to the selected printer.
- F** This function will fax the statement. The system assumes that you have your fax software loaded and have changed the printer port accordingly. **For further details, contact Polymathic.**
- S** This function will output the financial statement to a formatted file that can be printed at a later date..
- O** This function allows you to set up your printer options. For example, select a different printer port, reset your printer etc...

REPORTS

PRINTER OPTIONS

P.C.P.L	General Ledger	TLGLP20	5.13
RM	Reports		31/03/93
[LPT1:]			
	Word Processing		
PRINTER SELECTION			
Print Device	[LPT1]		
Printer	[DOT MATRIX]		
Status	[NOT AVAILABLE 1]		
DOT MATRIX			
LASER			
↑ ↓ F1:functions F2:change device			
ESC:exit			

Printer Type

To switch between dot matrix, and laser printer use **↑/↓** to highlight the correct printer and press **←Enter**.

F1 Functions

To access the printer functions (i.e.: Reset printer, print in condensed font...), press **F1**. Use **↑/↓** to select the function you want and then press **←Enter** to send that function to the printer.

F2 Change Device

To select a different printer port, press **F2**, highlight the correct port and press **←Enter**.

A sample report prepared using the general ledger system and a word processing package follows:

CONSOLIDATED BALANCE SHEET

EXAMPLE COMPANY

December 31, 1986

ASSETS		
CURRENT ASSETS		
Cash	\$ 55,608	\$ 60,274
Marketable securities	165,000	315,000
Accounts receivable - note e	243,303	64,691
Inventories - note c	146,149	84,698
Prepaid expenses	59,065	52,039
	669,125	547,702
PROPERTY, PLANT AND EQUIPMENT		
Land	69,075	69,075
Buildings	408,161	349,232
Machinery and equipment	820,081	746,599
Office furniture and equipment	36,162	14,431
	1,333,479	1,179,339
Less accumulated depreciation	442,895	309,998
	890,584	869,341
PROPERTY UNDER CAPITAL LEASE - note d	712,480,	712,480
Less accumulated amortization	41,552	23,744
	670,928	688,736
OTHER ASSETS, at cost	23,725	14,824
	\$2,254,362	\$2,149,603

8/ 8/87
11:03:34

EXAMPLE COMPANY LIMITED
General Ledger
System Status Report

TLGLP96 1.0
EXGLR96.PRT

G/L System Parameters

```

=====
Year end date .....: 28/ 2/87
Last month closed (System) .....: 06/87      (IDENT)
Last month closed (G/L) .....: 6/87          (SRM)
G/L trial balance cutoff date .....: 31/07/87
G/L voucher number generation type: 1 (Automatic)
First revenue FS code .....: GA
First expense FS code .....: HAA
First liability FS code .....: DAA
First income tax FS code .....: UAA
G/L code for Retained Earnings ...: 3999
Last J/E number for current year ..: 7010
Last J/E number for previous year ..: 64443
Market price/share - current yr ...:
Outstanding shares - current yr ...:
Total shares - current yr .....:
Market price/share - previous yr ..:
Outstanding shares - previous yr ..:
Total shares - previous yr .....:
    
```

Menu Selection Status Indicators

```

=====
Daily processing                               Status
-----
General journal entry                         COMPLETED

Yearly processing                               Status
-----
Year end roll processing                      NOT RUN
Year end closing entries                     NOT RUN
Year end close general journal               NOT RUN
Year end balanced forward                   NOT RUN

Report processing                               Status
-----
Spool analytical review codes                NOT RUN
Spool analytical review                     COMPLETED
Spool chart of accounts                     COMPLETED
Spool financial statements                  NOT RUN
Spool financial statement headers           COMPLETED
Spool general journal                       COMPLETED
Reprint general journal                     COMPLETED
Spool general ledger                        NOT RUN
Spool general ledger analysis               NOT RUN
Spool lead sheets                           NOT RUN
Spool general ledger posting analysis       NOT RUN
Spool standard journal entries              NOT RUN
Spool general ledger trial balance          NOT RUN
Spool preliminary trial balance             COMPLETED
Financial statement format utility          TYPYST( 1)
    
```

Continued on next page

REPORTS

8/ 8/87
11:03:34

EXAMPLE COMPANY LIMITED
General Ledger
System Status Report

TLGLP96 1.0
EXGLR96.PRT

Menu Selection Status Indicators

=====

Maintenance processing	Status
-----	-----
General ledger updates	COMPLETED
Financial statement updates	COMPLETED
General ledger analysis inquiry	COMPLETED
Budget	NOT RUN

Requested by typist 1 :

CHAPTER 8: MAINTENANCE AND INQUIRY

```

P.C.P.L          General Ledger          TLGLP20  5.18
RM              Maintenance and Inquiry  31/07/94

          1 General ledger
          2 Financial statement
          3 Journals
          4 Budgets
          5 Branch codes
          6 PC Link
          7 Zero prior & 2 year's prior
          8 Purge G/L
          9 G/L code memos

          E Exit

          E Enter selection
    
```

To select *General ledger*, type **1** and press **←Enter**.

The screen will now appear as follows:

```

P.C.P.L          General Ledger          TLGLP01  5.17
RM              General Ledger Maintenance 31/03/93

1) General ledger code ....:
2) Account description ....:
3) Financial statement code:
4) Budget current year ....:
5) Budget previous year ...:
6) Budget 2 years prior ...:
7) Authorization .....:
8) Holding co. GL code(TG) :
9) Analytical review code ..
   Opening balance .....:
   Current period .....:
   Current yr's balance ...:      Cutoff date : MAR 31,1993
   Previous yr's balance ..:      Cutoff date : FEB 28,1993
   2 yr's previous balance :
   Last activity .....:
   Typist .....:
   Date of modification ...:

[ ] Select:  [A]-Add   [M]-Modify   [D]-Delete   [S]-Show   [ESC]-Exit
              [F5]-Lookup [N]-Next   [P]-Previous
    
```

GENERAL LEDGER MAINTENANCE

The functions available are as follows:

- (A)** Add a new general ledger code.
- (M)** Modify an existing general ledger code.
- (D)** Delete an existing general ledger code. The deleted code will be stored in a history file until you reuse that number.
- (S)** Display an existing general ledger code selected by the numeric code value.
- Esc** End program and return to general ledger main menu of options.
- F5** Look up an existing general ledger code.
- Display the next general ledger code.
- ←** Display the previous general ledger code.

To add a new GL code type **(A)** and press **(←Enter)**. Enter the information as follows:

GENERAL LEDGER CODE

This field is made up of two sub fields the general ledger code (the first four characters) and the division/branch (the last two characters).

EXAMPLE: Type *102010* and press **(←Enter)**.

☞ A valid division number must be entered as part of the general ledger code. The **(F5)** lookup and **(F4)** setup functions are available.

Please note that the following GL codes must be used if you are also using the Accounts Payable and Accounts Receivable Systems

1020-10 - Bank
1200-10 - Accounts Receivable
3110-10 - Accounts Payable

You must also set each of these three account codes up for every separate branch number that you use. For instance if you set up code 8100-01 you must also set up codes 1020-01, 1200-01 and 3110-01.

ACCOUNT DESCRIPTION

The account description appears beside the code wherever it is shown.

EXAMPLE: Type *Bank* and press **(←Enter)**.

FINANCIAL STATEMENT CODE

This field must exist on the financial statement master. It determines where the GL code will appear on the financial statements. **(F4)** can be used to add a new GL code, **(F5)** can be used to lookup an existing code and **(F6)** can be used to list the file containing all GL codes.

EXAMPLE: Type *AAA0001* and press **(←Enter)**.

BUDGET CURRENT YEAR

Displays the budgeted amount for the current year. The budget amounts are set up in the Budget program. Details on the budget program can be found later in this chapter.

BUDGET PREVIOUS YEAR

Displays the budgeted amount for previous year.

BUDGET 2 YEARS PRIOR

Displays the budgeted amount for 2 prior years.

AUTHORIZATION

Enter the initials of the individual authorized to make changes to the General Ledger.

HOLDING COMPANY GL CODE

Enter the six digit holding company general ledger code that you wish to consolidate the subsidiary's general ledger code into. (F4) can be used to add a new GL code, (F5) can be used to lookup an existing code and (F6) can be used to list the file containing all GL codes.

OPENING BALANCE

Computer generated field - bypass

CURRENT PERIOD

Computer generated field - bypass

CURRENT YR'S BALANCE

Computer generated field - bypass

PREVIOUS YR'S BALANCE

Computer generated field - bypass

2 YR'S PREVIOUS BALANCE

Computer generated field - bypass

CORRECTING ERRORS DURING GENERAL LEDGER MAINTENANCE

If a mistake is made during the add function, you may select the EDITOR by pressing (F1). Refer to The Editor Utility, Chapter 3 for more information.

GL SUMMARY LOOKUP FEATURE

This feature can be invoked by pressing **F3** once a general ledger code has been displayed. Once you press **F3** the account data for the various financial years as well as monthly data for the current and prior years will be displayed.

☞ In order to display the most current information ensure that you have spooled all journal entries and run a trial balance with Option 7, Process GL Summary set to Yes.

A sample GL Summary screen is as follows:

G/L Summary			
General Ledger Code : 4011-10 SALES - TEST CODE		Financial Statement Code : GAA Hardware and software	
CURRENT PERIOD	1994	1993	1992
100.00	100.00	.00	.00
MAR 93	100.00	MAR 91	.00
APR 93	.00	APR 91	.00
MAY 93	.00	MAY 91	.00
JUN 93	.00	JUN 91	.00
JUL 93	.00	JUL 91	.00
AUG 93	.00	AUG 91	.00
SEP 93	.00	SEP 91	.00
OCT 93	.00	OCT 91	.00
NOV 93	.00	NOV 91	.00
DEC 93	.00	DEC 91	.00
JAN 94	.00	JAN 92	.00
FEB 94	.00	FEB 92	.00
ACCRUALS	.00	ACCRUALS	.00
TOTAL	100.00	TOTAL	.00
		System Date [MAR 9/94]	
		Signon Date [MAR 31/93]	
		Last Month Closed [FEB 93]	
		Year end [FEB 28/93]	
		Prior Year Status [CLOSED]	
[↓]-next [↑]-previous [Home]-first [End]-last [ESC]-end [F1]-options			

The following keys can be used to display the information:

- ↓ Display next GL account
- ↑ Display previous GL account
- Home Display the first GL account
- End Display the last GL account
- Esc Exit from GL summary lookup
- F1 Options
- F2 Display a specific GL account
- F5 Look up the GL account

☞ Please note that both these options can be invoked without pressing **F1** first.

GL MEMO ENTRY

When you are modifying an existing GL code you have the option to add a memo entry, **[F8]**. A memo entry can contain specific information about the GL code that does not fit in to any of the fields within the general ledger master record. Details such as what type of items are to be booked to this GL code can be listed in the memo record and shared by anyone who has access to the General Ledger program. The Memo function can also be accessed from the Maintenance & Inquiry menu via option 9, *GL Code memos*.

Press **[F8]** to add a memo entry or display the existing memo entries.

P.C.P.L	General Ledger	TLGLP01 5.10
RM	General Ledger Maintenance	31/07/94
	Display	
1)	General ledger code:109910	
2)	Account description:BANK ERRORS	
3)	Financial statement code:AAA0001	Cash
4)	Budget current year:	.00
5)	Budget previous year:	.00
6)	Budget 2 years prior:	.00
7)	Authorization	
8)	Holding co. GL code(TG) :102010	BANK
9)	Analytical review code :AAA	Other Quick Assets
	Opening balance00
	Current period00
	Current yr's balance ...:	-.41
	Previous yr's balance ..:	-.41
	2 yr's previous balance :	.60
	Last activity	JUL 1994
	Typist	
	Date of modification ...:	
Cutoff date : JUL 31,1994		
Cutoff date : FEB 28,1994		
[_] Select:	[F1]-Accept	[F7]-Modify
	[F2]-Next	[F4]-Previous
	[F3]-G/L summary	[F8]-MEMO entry
	[ESC]-Exit	

For editing details refer to GL Code Memos, later in this chapter.

BUILDING A FINANCIAL STATEMENT LAYOUT

P.C.P.L	General Ledger	TLGLP20 5.1B
RM	Maintenance and Inquiry	31/07/94

- 1 General ledger
- 2 Financial statement
- 3 Journals
- 4 Budgets
- 5 Branch codes
- 6 PC Link
- 7 Zero prior & 2 year's prior
- 8 Purge G/L
- 9 G/L code memos

E Exit

E Enter selection

To select *Financial statement* type **(2)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP01 1.8
RM	Financial Statement Maintenance	31/03/93

- 1) FS component area
- 2) FS line type (H,O,R,S,I)
- 3) FS code seq. no.
- 4) Relative line no.
- 5) FS title
- 6) FS title print pos.
- 7) Previous FS bal print pos.
- 8) Current FS bal print pos.
- 9) Closing balance - Previous yr. . .
- 10) Closing balance - Current yr. . .
- 11) Budget amount - Previous yr. . . .
- 12) Budget amount - Current yr.

E Function:	Add	Modify	Show	Next	Previous	Delete	Exit
-------------	-----	--------	------	------	----------	--------	------

The design for the financial statement layout must use the various financial statement codes to produce the desired financial statement. These update code titles appear on the financial statement first in alphabetical order by financial statement component area, and secondly in numeric order by financial statement code sequence number. For example the financial statement component A** will appear before AA* and AAA will appear before AAB. Similarly AAA000 will appear before AAA001.

You might find it helpful to review the **consolidated balance sheet sample financial statement codes** on the next page before attempting to devise your own codes. You may also wish to copy the financial statement codes provided with Example Company, rather than create your own. To do so follow the instructions on Company Set up in Chapter 11 (page 11-1).

MAINTENANCE AND INQUIRY

Example Company
Consolidated Balance Sheet
Sample Financial Statement Codes

FINANCIAL STATEMENT CODE	DECEMBER <u>31, 19X1</u>
A**H0000 ASSETS	
AA*H0000 CURRENT ASSETS	
AAAH0001 Cash	60,274
AABH0001 Marketable securities	315,000
AACH0001 Accounts receivable	64,691
AADH0001 Inventories	84,698
AAEH0001 Prepaid expenses	<u>23,039</u>
AA*T0000	<u>547,702</u>
ABAH0001 INVESTMENTS	<u>29,000</u>
AC*H0000 PROPERTY, PLANT AND EQUIPMENT	
ACAH0001 Land	69,075
ACAH0002 Buildings	349,232
ACAH0003 Machinery and equipment	746,599
ACAH0004 Office furniture and equipment	<u>14,431</u>
ACAT0001	1,179,339
ACBH0001 Less accumulated depreciation	<u>309,998</u>
AC*T0000	<u>869,341</u>
ADAH0001 PROPERTY UNDER CAPITAL LEASE	712,480
ADBH0001 Less accumulated amortization	<u>23,744</u>
AD*T0000	<u>688,736</u>
AEAH0001 OTHER ASSETS, at cost	<u>14,824</u>
A**T0000	<u>\$2,149,603</u>

FINANCIAL STATEMENT COMPONENT AREA CODES AND SEQUENCE NUMBERS

The most important area on a layout is the financial statement component area code, followed by the financial statement line type and the financial statement code sequence number. When coding a financial statement layout, first figure out all the headings and sub headings to be printed, the order in which they are to appear and whether or not numeric values are to be shown beside them. For instance in the preceding example Assets, Current Assets, Investments, Property, Plant and Equipment, Property under Capital Lease, and Other Assets at cost would be headings. Cash, Marketable securities, Accounts receivable, inventories, Prepaid expenses, Land etc. would be subheadings.

ASSIGNING FINANCIAL STATEMENT COMPONENT AREA CODES TO HEADINGS AND SUB HEADINGS

The first letter of the financial statement component area determines grand totals and page breaks. The second and third letter and the financial statement sequence code determines where sub totals appear without page breaks. The following example will demonstrate the use of these codes. Refer to **Example Company** on the preceding page.

1. Headings with page breaking and grand totals

To set up the major heading "Assets" as illustrated assign the financial statement component area code A**, the financial statement line type **H** and the Financial Statement Title "Assets" using the Add new financial statement code function under **Financial Statement Maintenance**. All other headings and sub headings commencing with the letter A in the financial statement area will now be grouped under **Assets**.

2. Sub-headings with sub-totals

To set up the sub heading "Current Assets" as illustrated assign the financial statement component area code AA*, the financial statement line type **H** and the Financial Statement Title "Current Assets" using the Add new financial statement code function. All other sub headings commencing with the letters AA will be grouped under **Current Assets**.

ASSIGNING FINANCIAL STATEMENT SEQUENCE CODES TO HEADINGS AND SUB HEADINGS

1. Headings and sub headings with numeric values

If you wish a numeric value to appear beside a heading or sub heading assign a number from 0001- 9999 to the financial statement code sequence number field. If you do not wish to have a numeric value enter the number 0000 in the financial statement code sequence number field.

The next thing to determine is the level of detail at which general ledger accounts will be printed under the sub headings. If for instance, you have bank accounts, each with its own general ledger code, you may want them to appear on the financial statement summarized as Cash or you may want each one to be printed individually. To summarize more than one account into a single figure which will print under either a heading or sub heading, you code the individual general ledger code with the financial statement component area code and code sequence number under which you wish to summarize it. If, for instance, you wish to summarize three bank accounts to appear under the sub heading Cash on the financial statement and include the totals from general ledger accounts 1020-10, 1025-10 and 1030-10 they would be coded as follows:

MAINTENANCE AND INQUIRY

GENERAL LEDGER CODE	DESCRIPTION	FINANCIAL STATEMENT CODE
---------------------------	-------------	--------------------------------

1020-10	Bank Account #1	AAA0001
1025-10	Bank Account #2.	AAA0001
1030-10	Bank Account #3.	AAA0001

If you wish each of the bank accounts to appear as separate sub headings under the heading **Current Assets** they would be coded as follows:

GENERAL LEDGER CODE	DESCRIPTION	FINANCIAL STATEMENT CODE
---------------------------	-------------	--------------------------------

1020-10	Bank Account #1	AA A0001
1025-10	Bank Account #2	AA B0001
1030-10	Bank Account #3	AA C0001

- + **Remember every time you change one of the letters or numbers appearing in either the Financial Statement Component Area Field or the Financial Statement Code Sequence Field this instructs the system to page break, total/sub total or show the individual General Ledger Code Description as a separate heading or sub heading on the draft or summary financial statements.**

BUILDING A FINANCIAL STATEMENT LAYOUT - RECOMMENDED STEPS

It is recommended that you use the following step by step procedure to construct a financial statement layout.

1. Lay out the financial statement headings, sub headings, totals and sub totals as you want them to appear on your financial statement. This can be done on the latest copy of your financial statement or on multi-column accounting paper. Leave plenty of space to add financial statement codes and financial statement sequence numbers next to the headings and sub headings.
2. Determine whether or not the headings and sub headings are to be followed by amounts. Assign 0000 next to the headings and sub headings which will not be followed by amounts.
3. Assign financial statement component area codes, financial statement line types and financial statement code sequence numbers to the headings and sub headings.
4. List the general ledger account numbers and descriptions that you want to appear in your chart of accounts or assign general ledger codes to your existing chart of accounts. A suggested ordering of account numbers is as follows:

1000-2999	ASSETS
3000-4999	LIABILITIES AND SHAREHOLDERS' EQUITY
5000-6999	REVENUES
7000-8999	EXPENSES

5. List financial statement grouping codes next to the general ledger account number and description as follows:

GENERAL LEDGER CODE	DESCRIPTION	FINANCIAL STATEMENT CODE
1010-10	Petty Cash	AAA0001
1020-10	Bank Account #1	AAA0001

6. Review the financial statement headings, sub headings, component area codes, line types, code sequence numbers, general ledger codes and financial statement grouping codes to verify that these are the ones that will give you the desired Financial Statement Layout.
7. Enter the financial statement codes and general ledger codes into the system following the instructions outlined earlier in this chapter.
8. Print a list of header codes and a detailed chart of accounts with financial statement grouping codes as outlined in Chapter 7.

FINANCIAL STATEMENT MAINTENANCE

P.C.P.L	General Ledger	TLFSP01 1.8
RM	Financial Statement Maintenance	31/83/93
1) FS component area:		
2) FS line type (H,D,R,S,T):		
3) FS code seq. no.:		
4) Relative line no.:		
5) FS title:		
6) FS title print pos.:		
7) Previous FS bal print pos.:		
8) Current FS bal print pos.:		
9) Closing balance - Previous yr. .:		
10) Closing balance - Current yr. .:		
11) Budget amount - Previous yr. .:		
12) Budget amount - Current yr.:		
E Function: Add Modify Show Next Previous Delete Exit		

The functions available are:

- (A) Add new financial statement code.
- (M) Modify existing financial statement code.
- (S) Show an existing financial statement code.
- (N) Display next financial statement code.
- (P) Display previous financial statement code
- (D) Delete an existing financial statement code.
- (E) End program and return to general ledger master menu of options.

To select function A type (A) and press (←Enter). Enter the information as follows:

FS COMPONENT AREA

This area is coded using three characters of your choice. You should bear in mind that the sequence in which the areas appear in the draft financial statements is governed by the codes assigned. The system will arrange components in alphabetical order. Thus component AAA will appear before AAB.

EXAMPLE: Type AAA and press (←Enter).

FS LINE TYPE

The options are as follows:

- (H) Heading or sub heading record
- (O) Allows you to extend the heading or sub heading description to 70 characters.
- (S) Allows to give the sub total line a title (the system defaults to a computer generated line titled **SUB TOTAL**)
- (R) Allows you to set up analytical review code descriptions.
- (T) Allows you to give the total line a title

EXAMPLE: Type (H) and press (←Enter).

FS CODE SEQ. NO.

This feature allows you to have more than one entry in any FS component area.

EXAMPLE: Type 0001 and press (←Enter).

For instance you could have:

AAA0001	Cash
AAA0002	Marketable Securities
AAA0003	Accounts Receivable

RELATIVE LINE NO.

This is not currently being used - enter (0).

FS TITLE

The contents of this will show above all GL codes with this FS area & code seq. no.

EXAMPLE: Type *Cash* and press (←Enter).

FS TITLE PRINT POSITION

This is not currently being used - enter (1).

PREVIOUS FS BALANCE PRINT POSITION

This is not currently being used - enter (1).

CURRENT FS BALANCE PRINT POSITION

This is not currently being used - enter (1).

CLOSING BALANCE - PREVIOUS YEAR

Computer generated field - bypass.

CLOSING BALANCE - CURRENT YEAR

Computer generated field - bypass.

BUDGET AMOUNT - PREVIOUS YEAR

Computer generated field - bypass.

BUDGET AMOUNT - CURRENT YEAR

Computer generated field - bypass.

The completed screen will appear as follows:

P.C.P.L	General Ledger	TLFSP01 1.8
RM	Financial Statement Maintenance	31/03/93
Display		
1) FS component area	DDE	
2) FS line type (H,O,R,S,T)	H	
3) FS code seq. no.	0001	
4) Relative line no.	0	
5) FS title	Polymathic Computer Corporation	
6) FS title print pos.	1	
7) Previous FS bal print pos.	1	
8) Current FS bal print pos.	1	
9) Closing balance - Previous yr.00
10) Closing balance - Current yr.00
11) Budget amount - Previous yr.00
12) Budget amount - Current yr.00
_ Select: Modify Update Next Previous Exit		

If a mistake is made during the Add function then you may correct the error by entering **F1** in any field following the mistake. The editor will allow you to Rekey from a field, cancel the current function, or return to where you last left off. For more details on using the Editor utility, see Chapter 3.

JOURNALS

This program allows you to inquire into the details of any journal for the company you are in.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94

1 General ledger
 2 Financial statement
 3 Journals
 4 Budgets
 5 Branch codes
 6 PC Link
 7 Zero prior & 2 year's prior
 8 Purge G/L
 9 G/L code memos

 E Exit

 E Enter selection

To select *Journals*, type **3** and press **Enter**.

The screen will now appear as follows:

P.C.P.L	General Ledger	TLGLP29 2.07
RM	General Ledger Analysis Inquiry	31/03/93

Last Year End: FEB/93 Last Month Closed: FEB/93
 1 Month: ALL 2 Journal: ALL 3 Year: 93 4 Print: N 5 Fiscal yr: Current
 6 Accruals: Y 280293 7 Match to G/L code: ALL

[S] Select: **[S]** Start **[M]** Modify **[ESC]** Exit

MAINTENANCE AND INQUIRY

MONTH

The valid entries are:

Any valid month JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEPT, OCT, NOV, DEC
ADJ This is the month in which journal entries are recorded after the year end roll has been run, but before the year end closing has been performed.

JOURNAL

CD Cash disbursements
CR Cash receipts
GJ General journal
MIJ Monthly invoice journal
PJ Purchase journal
PY Payroll journal
ALL All of the above journals

YEAR

Enter the last two digits of the year that the journal entries are in.

PRINT

Type **(Y)** and press **(Enter)** if you wish to spool the results of your inquiry to a reports or leave the default as **(N)** if you wish to display the results of your inquiry on the screen.

FISCAL YEAR

You can set this option to current or previous year.

ACCRUALS

You can include the accruals up to a specified date by setting this option to Yes and entering a cutoff date for the accruals. If you do not want to include the accruals, set this option to No.

MATCH TO GL CODE

If you want to list all GL codes leave this option set to all. To list an individual code type any valid four or six digit general ledger code. If you type a four digit code the journal transactions will be displayed for all divisions having that general ledger code. If you type a six digit code the journal transactions will only be displayed for the one division equal to the last two numbers in the general ledger code. **(F5)** can be used to list all valid GL codes.

The following screen displays March 1993 transactions for all GL codes:

P.C.P.L	General Ledger	TGLP29	2.07
RM	General Ledger Analysis Inquiry	31/03/93	
		Last Year End: FEB/93 Last Month Closed: FEB/93	
1 Month: MAR 2 Journal: ALL 3 Year: 93 4 Print: N 5 Fiscal yr:			
6 Accruals: Y 310393 3 7 Match to G/L code: ALL			
GENERAL JOURNAL			
Voucher Description	Date	GL code	Amount Page Line
00393 OPENING ENTRIES	01/03/93	3110-50	2345.00 1 38
03001 TEST GL ENTRY	31/03/93	4011-10	100.00 1 6
03001 TEST GL ENTRY	31/03/93	1020-10	-100.00 1 7
[C] : [0]-Continue [ESC]-End (35 items selected & net to \$.00)			

BUDGETS

This program allows you to prepare monthly or annual budgets for any general ledger code.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94

1 General ledger
 2 Financial statement
 3 Journals
 4 Budgets
 5 Branch codes
 6 PC Link
 7 Zero prior & 2 year's prior
 8 Purge G/L
 9 G/L code memos

 E Exit

 E Enter selection

To select *Budgets*, type **4** and press **Enter**.

The screen will now appear as follows:

P.C.P.L	General Ledger	TLGLP23 1.14
RM	Budget Master Maintenance	21/04/95

Year			
G/L code ..			
	Budget	Actual	Budget-Last Yr Actual-Last Yr
1 MAR			
2 APR			
3 MAY			
4 JUN			
5 JUL			
6 AUG			
7 SEP			
8 OCT			
9 NOV			
10 DEC			
11 JAN			
12 FEB			
1 qtr			
2 qtr			
3 qtr			
4 qtr			
Total			

Select: **A**dd **M**odify **S**how **D**elete **B**atch **U**ppdate **P**rint **E**xit

The options available are as follows:

- (A)** Add a new budget record for the year and GL code(s) specified
- (M)** Modify an existing budget record
- (S)** Show an existing budget record
- (D)** Delete an existing budget record
- (B)** Import budget records generated using the Print function
- (U)** Update the general ledger master with the new budget information. (When this option is performed the budget amounts you have set up will display in the general ledger record when it is displayed via the general ledger maintenance program.
- (P)** Print various budget reports
- (E)** Exit this program

ADD A BUDGET RECORD

To Add a new budget record type **(A)** and press **(Enter)**.

The screen will appear as follows:

P.C.P.L		General Ledger		TLGLP23	1.14
RM		Budget Master Maintenance		21/04/95	
Add an entry					
Year					
G/L code ..					
	Budget	Actual		Budget-Last Yr	Actual-Last Yr
1 MAR					
2 APR					
3 MAY					
4 JUN					
5 JUL					
6 AUG					
7 SEP					
8 OCT					
9 NOV					
10 DEC					
11 JAN					
12 FEB					
1 qtr					
2 qtr					
3 qtr					
4 qtr					
Total					
Select:	Annual	Automatic	Range	Cancel	

The following options are available:

- (M) Manual:** This option will prompt you to enter each GL code that you want to set up a budget record for.
- (A) Automatic:** Once you have entered the budget information for the first GL code this function will automatically enter the next GL code in the GL master. This allows you to enter budget information for every GL code in sequence.
- (R) Range:** This option will allow you to set up budget records for a range of GL codes. Each month's budget amount will be set to zero. **☞ This option will save you time if you have a lot of budget codes to set up.**
- (C) Cancel:** This option will exit the Add budget function.

If you select Range the screen will appear as follows:

```

P.C.P.L          General Ledger          TLGLP23  1.14
RM              Budget Master Maintenance  21/04/95
              add an entry RANGE of G/L CODES - From: [ ] To: [ ]

Year .....:
G/L code ..:
          Budget          Actual          Budget-Last Yr Actual-Last Yr
1 MAR .....:
2 APR .....:
3 MAY .....:
4 JUN .....:
5 JUL .....:
6 AUG .....:
7 SEP .....:
8 OCT .....:
9 NOV .....:
10 DEC .....:
11 JAN .....:
12 FEB .....:
  1 qtr .....:
  2 qtr .....:
  3 qtr .....:
  4 qtr .....:
  Total .....:
Enter STARTING G/L CODE:  [F5]-Lookup  [ESC]-End
    
```

Enter the information as follows:

GL CODE(S)

Type the starting GL code for your range and press **[Enter]**. Type the ending GL code for your range or leave this field blank. By leaving the field blank the program will generate a budget record for all GL codes until it reaches the end of the GL master file. **[F5]** can be used to list all valid GL codes.

☞ If you selected the manual or automatic option you will only be prompted to enter the year first and then a single GL code. Once you have entered the GL code the system will prompt you to select **[M]**onthly entry or **[A]**nnual entry. Selecting monthly will allow you to enter a budget amount for every month. If you select annual you will only be able to enter an annual budget amount. We suggest that you select monthly entries.

YEAR

Enter the year that you are preparing the budget record for. The year entered must be the fiscal year. For example: If your next year end is February 28, 1996 and you want to create a budget for this year you would type 96 for the year. To create a record for the previous year you would enter 95 as the year.

Once you have entered this information type **[S]** and press **[Enter]**. A budget record for each GL code will be generated and the system will advise you when processing is complete.

MODIFY A BUDGET RECORD

Once a budget record has been created you can add budget amounts for any month in the fiscal year specified.

Type **(M)** and press **(←Enter)** to modify a record.

P.C.P.L	General Ledger	TLGLP23	1.14
RM	Budget Master Maintenance	21/04/95	
Modify an entry			
Year			
G/L code ..			
	Budget	Actual	Budget-Last Yr Actual-Last Yr
1 MAR			
2 APR			
3 MAY			
4 JUN			
5 JUL			
6 AUG			
7 SEP			
8 OCT			
9 NOV			
10 DEC			
11 JAN			
12 FEB			
1 qtr			
2 qtr			
3 qtr			
4 qtr			
Total			
Select:	Annual	Range	Cancel

The system will prompt you to select **(M)**annual or **(R)**ange. If you select **(M)**annual entry the system will prompt you to enter each GL code that you want to modify. If you select **(R)**ange the system will prompt you to enter a range of GL codes and will automatically display each GL code in sequence.

Once the GL code is displayed on the screen, select **(M)** to modify the budget information. The system will prompt you to enter the field number you want to modify. Type the number corresponding to the month that you want to enter a budget amount for then press **(←Enter)**. Type the new budget amount and press **(←Enter)** to accept the amount. The system will automatically move down to the next month. To end modify mode press **(Esc)**. The system will then prompt you to **(A)**ccept and save the information.

☞ Once you have saved the information you may want to consider running the Update function so that the correct budget figures appear in the GL master record.

SHOW A BUDGET RECORD

This function is used to display an existing budget record. The system will prompt you to enter the budget year and GL code that you want to display. Once this information is entered the requested record will be displayed.

DELETE A BUDGET RECORD

This function is used to delete an existing budget record. The system will prompt you to enter the budget year and GL code that you want to delete. Once this information has been provided, the record will be displayed on the screen. The system will then ask you to delete the record. Type **(Y)** to delete the record or **(N)** to keep the record.

BATCH BUDGET RECORDS

This function allows you to import a file of budget records that was created using the Budget Print program. The system will prompt you to enter the filename and fiscal year of the budget records. Once this information is entered, the file will be imported.

UPDATE BUDGET RECORDS

This function will update the general ledger master file with the new budget information. Type **(U)** and press **(←Enter)** to select this function. You can enter the fiscal year only and all GL codes will be updated. To update a single GL code you must enter the code in the GL code field. To update records up to and including a specific month you can enter the month in the cut-off month field. Once all information has been entered, type **(S)** and press **(←Enter)** to start the update process.

BUDGET REPORTS

Type **(P)** and press **(←Enter)** to list the available budget reports.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP23	1.14
RM	Budget Master Maintenance		21/04/95
BUDGET REPORTS			
1 Budget figures only			
2 Budget & Work sheet			
3 Budget, Current year actual & Work sheet			
4 Budget, Previous year actual & Work sheet			
E End			
_ Selection			

The following options are available for each report:

BUDGET YEAR

Enter the fiscal year for the budget records you want included in the reports.

REPORT WIDTH

Type **(W)** to print the report in 141 columns or **(N)** to print the report in 132 columns.

REPORT SEQUENCE

Type **(G)** to sort the report by general ledger code or **(F)** to sort the GL codes according to their financial statement header code.

RECORD SELECTION

Type **(A)** to generate this report for all general ledger codes or **(B)** to generate the report for GL codes with budget records only.

ASCII FILE OUTPUT

Type **(Y)** to create the export files or **(N)** to suppress the creation of the export files. (The names of the export files are listed on the screen.

Once you have all the options set type **(S)** and press **(Enter)** to generate the report. A sample of each report follows.

MAINTENANCE AND INQUIRY

Budget Figures Only

DATE 21/04/95		POLYMATHIC COMPUTER PRODUCTS LIMITED BUDGET FOR YEAR ENDING FEBRUARY 28, 1991												RMGLR23 1.14 PAGE 1
G/L CODE	DESCRIPTION	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
814010	TELEPHONE													
	Budget	100	125	250	100	175	150	300	350	450	500	100	200	2800
	Variance	100	125	250	100	175	150	300	350	450	500	100	200	2800

Budget Figures & Worksheet

DATE 21/04/95		POLYMATHIC COMPUTER PRODUCTS LIMITED BUDGET FOR YEAR ENDING FEBRUARY 28, 1991												RMGLR23 1.14 PAGE 1
G/L CODE	DESCRIPTION	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
814010	TELEPHONE													
	Budget	100	125	250	100	175	150	300	350	450	500	100	200	2800
	Current actual													
	Variance	100	125	250	100	175	150	300	350	450	500	100	200	2800

Budget Figures, Current Year Actual & Worksheet

DATE 21/04/95		POLYMATHIC COMPUTER PRODUCTS LIMITED BUDGET FOR YEAR ENDING FEBRUARY 28, 1991												RMGLR23 1.14 PAGE 1
G/L CODE	DESCRIPTION	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
814010	TELEPHONE													
	Budget	100	100	500	400	200	300	200	300	100	500	100	200	3000
	Current actual	162			43	40	22		22	21	21	63	68	462
	Variance	-62	100	500	357	160	278	200	278	79	479	37	132	2538

Budget Figures, Previous Year & Worksheet

DATE 21/04/95		POLYMATHIC COMPUTER PRODUCTS LIMITED BUDGET FOR YEAR ENDING FEBRUARY 28, 1991												RMGLR23 1.14 PAGE 1
G/L CODE	DESCRIPTION	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
814010	TELEPHONE													
	Budget	100	100	500	400	200	300	200	300	100	500	100	200	3000
	Current actual	162			43	40	22		22	21	21	63	68	462
	Variance	-62	100	500	357	160	278	200	278	79	479	37	132	2538

BRANCH CODES

This section is used to define different branches for your company.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94

1 General ledger
 2 Financial statement
 3 Journals
 4 Budgets
 5 Branch codes
 6 PC Link
 7 Zero prior & 2 year's prior
 8 Purge G/L
 9 G/L code memos

 E Exit

 E Enter selection

To select *Branch codes*, type **5** and press **Enter**.

The screen will now appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.14
RM	Maintenance and Inquiry	31/03/93

Branch Codes

1 Branch code:
 2 Branch name:
 Last updated:
 Updated by:

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

MAINTENANCE AND INQUIRY

The options available are as follows:

- (A)** Add a branch code.
- (M)** Modify and existing branch code.
- (S)** Show an existing branch code.
- (D)** Delete an existing branch code.
- (P)** Print branch codes report.
- (L)** List all branch codes.

To add a new branch code, type **(A)** and press **(← Enter)**. Enter the information as follows:

BRANCH CODE

Type a two digit code of your choice. **(F5)** can be used to list the existing codes.

BRANCH NAME

Type the branches name. The maximum number of characters that can be entered is 30. The system will then prompt you with:

Select: Accept Modify Exit

Type **(A)** to accept the information.

PC LINK

This program is used to import other accounting systems GL information into the Polymath general ledger system.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94

1 General ledger
 2 Financial statement
 3 Journals
 4 Budgets
 5 Branch codes
 6 PC Link
 7 Zero prior & 2 year's prior
 8 Purge G/L
 9 G/L code memos

 E Exit

 E Enter selection

Type **6** and press **Enter** to select *PC Link*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Maintenance and Inquiry	31/03/93

1 General ledger
 2 Financial statement
 3 Journals
 4 Budgets
 5 Branch codes
 6 PC Link
 7 Zero prior & 2 year's prior
 8 Purge G/L

 E Exit

SELECTION MENU

Import utilities

Export utilities

↑ ↓ **[ESC]**-exit

☞ Please note that only the Import utilities selection is available at the present time.

IMPORT UTILITIES

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Maintenance and Inquiry	31/03/93

1 General ledger
2 Financial statement
3 Journals
4 Budgets
5 Branch codes
6 PC Link
7 Zero prior & 2 year's prior
8 Purge G/L

E Exit

SELECTION MENU	
Import utilities	
Export utilities	
↑ ↓	[ESC]-exit

Highlight *Import utilities* or type **I** and press **[Enter]** to select Import utilities.

Then press **[Enter]** to select *Client GL import*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP01M 1.01
RM	CLIENT G/L MENU	31/03/93

SELECTION MENU	
Import client G/L	
client G/L maintenance	
3/J Generation	
client G/L Report	
↑ ↓	[ESC]-exit

IMPORT CLIENT GL

This option will import a comma delimited ASCII file that can be exported from various general ledger systems.

P.C.P.L	General Ledger	TLGLP01T 1.01
RM	G/L MASTER FILE IMPORT UTILITY	MAR 9,1994
Typist 6		10:52:28
Port 06		

Import a comma delimited ascii file with data records containing a user defined [G/L CODE], [AMOUNT] and optional [DESCRIPTION].

YEAR	: C [Current Year]
FILE FORMAT	: C [Comma Delimited]
INPUT FILE	: RMGLP01T.CSV
G/L code	:
INPUT Count	:
OUTPUT Count	:
ERROR Count	:

Start Time	: hh:mm:ss
Current Time	: hh:mm:ss
Stop Time	: hh:mm:ss

[_] Select: [S]-Start [M]-Modify [ESC]-Exit

CLIENT GL MAINTENANCE

This program allows you to add, display or modify GL codes. The program has the same features and functions as described earlier in this chapter under General Ledger Maintenance except it allows you access the client's GL code along with the related Polymath GL code.

P.C.P.L	General Ledger	TLGLP01U 1.05
RM	CLIENT G/L MASTER FILE MAINTENANCE	31/03/93
		Year End: 28/02/93

- 1) Client G/L code
- 2) Standard G/L code
- Account description
- Financial statement code:
- Budget current year
- Budget previous year
- Budget 2 years prior
- Authorization
- Holding co. GL code(TG) :
- Analytical review code ..
- Opening balance
- Current period
- 3) Current yr's balance
- 4) Previous yr's balance ..
- 2 yr's previous balance :
- Last activity

[_] Select: [A]-Add [M]-Modify [D]-Delete [U]-Update [X]-Export
 [F5]-Lookup [Home]-First [N]-Next [P]-Previous [End]-Last [ESC]-Exit

The update feature will allow you to update the standard's GL description with the Client's GL description.

The export feature will export the GL master file to a comma or blank delimited file.

G/J GENERATION

This program will generate the general journal from the current year's balances.

P.C.P.L	General Ledger	TLGLP01P 1.01	
RM	GENERAL JOURNAL ENTRY GENERATION	31/03/93	
SPECIAL PROGRAM TO GENERATE G/Js FROM CURRENT YEAR BALANCES (REVERSED)			
G/L Division Number	: 10	[HEAD OFFICE]
1st Revenue F/S code	: GAA	[Hardware and software]
Net Income G/L code	: 399910	[Net income]
[_] Select: [S]-Start [M]-Modify [ESC]-Exit			

CLIENT GL REPORT

This program will produce a GL Chart of Accounts that contains the client's GL code and description and the associated Polymath GL code and description.

P.C.P.L	General Ledger	TLGLP01R 1.00
RM	Client G/L Chart of Accounts	MAR 09/94

[] Select: [S] Start [ESC] Exit

ZERO PRIOR & 2 YEARS PRIOR

This program resets the prior year and/or 2 year's prior balances to zero.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94

1 General ledger
2 Financial statement
3 Journals
4 Budgets
5 Branch codes
6 PC Link
7 Zero prior & 2 year's prior
8 Purge G/L
9 G/L code memos

E Exit

E Enter selection

To select *Zero prior & 2 year's prior*, type **7** and press **Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP012 1.1
RM	G/L Master File Reset	31/03/93

This program resets the prior year and/or 2 year's prior balances to zero.

1 Prior year only
2 2 year's prior only
3 BOTH

E Exit

7 Enter selection

PRIOR YEAR ONLY

This option will set the previous year's balances to zero. Once you select this option, the system will prompt you with:

Do you want to reset the prior year's balances to zero ? (Y/N)

If you want to reset the balances, type otherwise, type .

2 YEAR'S PRIOR ONLY

This option will zero out the balances for 2 years prior. The system will prompt you to ensure you want to do this before the balances are set to zero.

ZERO BOTH YEAR'S BALANCES

The third option will set both year's balances to zero. You will be prompted with a yes/no question to ensure that the chosen option was correct before the balances are set to zero.

PURGE GL

This program will purge GL codes if the current, previous and 2 years prior amounts for the GL code have zero balances. and the GL code has had no activity for the past 3 years.

P.C.P.L	General Ledger	TLGLP20 5.18
RM	Maintenance and Inquiry	31/07/94
<p>1 General ledger 2 Financial statement 3 Journals 4 Budgets 5 Branch codes 6 PC Link 7 Zero prior & 2 year's prior 8 Purge G/L 9 G/L code memos</p> <p>E Exit</p> <p>E Enter selection</p>		

To select *Purge GL* type **(8)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLFSP12 1.05
RM	Purge G/L Master	MAR 31/1993 16:42:08
<p>Year End Date : FEB 28/93 Current Year T/B : MAR 31/93 Last Month Closed : FEB/93 Prior Year T/B : FEB 28/93 The following codes will NOT be deleted : Purge CUTOFF date: MAR/1990</p> <p>NET INCOME ACCOUNT : 3999 Net income ROUNDING ACCOUNT : 3111 ROUNDING ACCOUNT BANK ACCOUNT : 1020 GENERAL BANK ACCOUNT A/P CONTROL ACCOUNT : 3110 ACCOUNTS PAYABLE - DIV. 10 A/R CONTROL ACCOUNT : 1200 ACCOUNTS RECEIVABLE TIME ACCOUNTING CONTROL : <<< NOT INSTALLED >>> JOB COSTING CONTROL : <<< NOT INSTALLED >>></p>		
<p>G/L codes with ZERO balances in the CURRENT, PREVIOUS and 2 YEARS PRIOR will be purged. NOTE: No other users can be using the system for this company while the PURGE is being run.</p>		
<p>[_] Select: [S]-Start [ESC]-Exit</p>		

Type **(S)** and press **(←Enter)** to start the purge.

The screen will appear as follows when the purge is complete:

P.C.P.L	General Ledger	TLFSP12 1.05
RM	Purge G/L Master	MAR 31/1993
		16:42:08

Year End Date	: FEB 28/93	Current Year T/B	: MAR 31/93
Last Month Closed	: FEB/93	Prior Year T/B	: FEB 28/93
The following codes will NOT be deleted :		Purge CUTOFF date: MAR/1990	
NET INCOME ACCOUNT	: 3999	Net income	
ROUNDING ACCOUNT	: 3111	ROUNDING ACCOUNT	
BANK ACCOUNT	: 1020	GENERAL BANK ACCOUNT	
A/P CONTROL ACCOUNT	: 3110	ACCOUNTS PAYABLE - DIV. 10	
A/R CONTROL ACCOUNT	: 1200	ACCOUNTS RECEIVABLE	
TIME ACCOUNTING CONTROL	:	<<< NOT INSTALLED >>>	
JOB COSTING CONTROL	:	<<< NOT INSTALLED >>>	

Report file	: RMFSR12.PRT	Start time	: 16:42:30
Page Count	: 2	Current Time	: 16:42:32
Records Read	: 196	Stop time	: 16:42:34
Purge Count	: 1	G/L Code	: 9999-50

STATUS	: PURGE COMPLETED	Press [ESC] to exit.
--------	-------------------	----------------------

All purged codes will be written to a history file.

The following control accounts will never be purged:

- 3955 Net income
- 3111 Rounding account
- 1020 Bank
- 3110 Accounts payable
- 1200 Accounts receivable
- 1700 Time accounting control
- 1800 Job costing control

GL CODE MEMOS

A memo record can contain specific information about a general ledger code that does not fit into any of the fields within the general ledger master record. Details such as what should be booked to the GL code can be listed in the memo record and shared by anyone who has access to the general ledger program. The Memo function can also be accessed from the General Ledger Maintenance program by pressing **F8**.

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Maintenance and Inquiry	31/03/93
<p>1 General ledger 2 Financial statement 3 Journals 4 Budgets 5 Branch codes 6 PC Link 7 Zero prior & 2 year's prior 8 Purge G/L</p> <p>E Exit</p> <p>E Enter selection</p>		

Type **9** and press **Enter** to select *GL code memos*.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP400 1.00
RM Typist: 06	G/L CODE MEMO MAINTENANCE	APR 19/95
Port: 91		
G/L CODE : <input type="text"/>	F5 -G/L CODE Lookup	F6 -MEMO Lookup ESC -End
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		

Type in the GL code you want to create the memo entry for and press **Enter**.

F5 can be used to list all valid GL codes.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP400 1.00
RM Typist: 86	G/L CODE MEMO MAINTENANCE	APR 19/95
Port: 91		
G/L CODE : 1099-10 BANK ERRORS		
↑ ↓ PgUp PgDn F9-Delete Line F10-CANCEL ESC-END		

Type your memo details and when you are done press **Esc**.

MEMO RECORDS

A memo record consists of 16 lines. You can enter up to 75 characters per line. Once you have finished entering text in the memo record press **Esc** and type **Y** to record the entry.

MEMO EDIT FUNCTIONS

The following keys can be used to aid you in editing your memo entries.

- ↑/↓** Moves the cursor up or down through the memo lines
- Pg Up/Pg Dn** Positions the cursor on the first line or the last line of the memo record
- F9** Deletes the text on the line the cursor is on
- F10** Cancels memo modifications
- Esc** Ends editing session

A sample memo screen would be as follows:

P.C.P.L	General Ledger	TLGLP400 1.00
RM Typist: 06	G/L CODE MEMO MAINTENANCE	APR 19/95
Port: 91		
G/L CODE : 1099-10 BANK ERRORS		
CODE ALL UNIDENTIFIED TRANSACTIONS TO THIS ACCOUNT. IT MUST BE CLEARED ON A MONTHLY BASIS.		
↑ ↓ PgUp PgDn DEL -Delete Line F10 -CANCEL ESC -END		

CHAPTER 9: DATA FILE STATUS

GENERAL LEDGER SYSTEM

This procedure allows you to determine which general journal analysis files are on the disk drives, which journal entries have not been printed, which journal entries have been printed but not closed, and the date of the last month closed.

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Main Menu	28/02/93
Last month end: 01/93		Last year end: 29/ 2/92

- 1 Daily processing
- 2 Yearly processing
- 3 Reports
- 4 Maintenance and inquiry
- 5 Data file status
- 6 Company information

- E Exit
- E Enter selection

Type **5** and press **Enter**.

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Data File Status	31/03/93

- 1 General ledger system status

- E Exit
- E Enter selection

Type **1** and press **Enter**.

Enter the year that you want to data file status for.

DATA FILE STATUS

The screen will appear as follows:

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Data File Status	31/03/93
Processing year ..: 93		
Checking file=>	MARGJ92.ARM	7 Closed
Checking file=>	APRGJ92.ARM	26 Closed
Checking file=>	MAYGJ92.ARM	46 Closed
Checking file=>	JUNGJ92.ARM	19 Closed
Checking file=>	JULGJ92.ARM	29 Closed
Checking file=>	AUGGJ92.ARM	22 Closed
Checking file=>	SEPGJ92.ARM	32 Closed
Checking file=>	OCTGJ92.ARM	87 Closed
Checking file=>	NOVGJ92.ARM	21 Closed
Checking file=>	DECGJ92.ARM	15 Closed
Checking file=>	JANGJ93.ARM	28 Closed
Checking file=>	FEBGJ93.ARM	32 Closed
Checking file=>	ADJGJ93.ARM	85 Closed
Current GJ details to print		0 Unlocked
Current GJ details printed		35 Unlocked
Current Year's GL summaries		0 Unlocked
Previous Year's GL summaries		Closed
Last month closed : 2/93		
Select: <input type="checkbox"/> Modify <input type="checkbox"/> End		

CHAPTER 10: COMPANY INFORMATION

GENERAL LEDGER SYSTEM

This procedure allows you to display and/or modify any of the system information set up when the General Ledger System was first installed.

P.C.P.L	General Ledger	TLGLP20 5.13
RM	Company Information	31/03/93
1 General company information		
E Exit		
E Enter selection		

Type **1** and press **←Enter** to select *General company information*.

The screen will appear as follows:

TGL	GENERAL LEDGER	INITGL 1.29
	System Information	09/03/94
GENERAL COMPANY INFORMATION		
Company Initials: LB		
Short Company Name ...: TGL		
Long Company Name: TEST COMPANY - GL		
1) Date of Most Recent Year End : 09 03 94 [MAR 9/94]		
2) Date of First Year End:		
3) Date of Incorporation:		
4) First Revenue F/S Code: GAB		
5) First Expense F/S Code: GDA		
6) First Liability F/S Code: DAA		
7) First Income Tax F/S Code ...: UAA		
8) Retained Earnings F/S Code ..: DJJ		
9) Net Income G/L Code: 3950		
10) Rounding G/L Code: 3111		
11) Last J/E # for Current Year ..: 0		
12) Last J/E # for Previous Year ..: 0		
[A] Select: []-Accept []-Modify [PgDn]-Next screen [ESC]-Exit		

COMPANY INFORMATION

The second screen of information is as follows:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name	TEST COMPANY - GL	
<hr/>		
1) Market Price/Share - Current yr ..	.00	
2) Outstanding Shares - Current yr ..	0	
3) Total Shares - Current yr	0	
4) Market Price/Share - Previous yr ..	.00	
5) Outstanding Shares - Previous yr ..	0	
6) Total Shares - Previous yr	0	
<hr/>		
[A] Select:	[F2]-Accept	[F3]-Modify [PgUp]-Previous screen [ESC]-Exit

If you wish to modify any of general company information type **[M]** and press **[Enter]**. Type the number corresponding to the field you want to modify and press **[Enter]**. Make your modifications, then type **[A]** to accept and save the information.

For a further description of each field, refer to Chapter 11, Company Setup.

CHAPTER 11: COMPANY SETUP

COMPANY INFORMATION

To set up a new company log on to the directory containing the **POLYMATHIC GENERAL LEDGER** program files.

Type *POLYSYS* and press **[Enter]** to log on to the system.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **2** to *Initialize a new company*.

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION          INIT100 1.26
Company Setup and Information             Wed MAR 09,1994

.....

1 Company number      :
2 Long Company name   :
3 Short Company name  :
4 Company initials    :
5 Holding Company initials :
6 Affiliated companies :          Division:
                               :          Division:
                               :          Division:
                               :          Division:
                               :          Division:
7 Last month closed date :
8 GST registration number :
9 Home directory       :
10 Export directory    :

[ ] Select:  [A]-Add  [D]-Display  [L]-List  [ESC]-Exit
```

To Add a company, type **A** and press **[Enter]**.

COMPANY SETUP

Enter the information as follows:

COMPANY NUMBER

The system will automatically assign a sequential number to all new companies.

LONG COMPANY NAME

Enter your company name as you wish it to appear on all report headings and press .

For example, type **ANY COMPANY LIMITED** and press .

SHORT COMPANY NAME

Enter a short name for your company as you wish it to appear on all screen headings and press .

For example, type *ANY* and press .

COMPANY INITIALS

Enter two initials for your company. The system uses these initials to identify the data files for your company.

For example type **A****C** and press .

HOLDING COMPANY INITIALS

If you wish to consolidate this company with another enter the two initials of the holding company to be used for consolidation purposes. The system uses these initials to identify holding company.

For example type **H****C** and press .

AFFILIATED COMPANIES

List any affiliated companies here. Type a two initials for the company and the division number.

LAST MONTH CLOSED

Enter the last month closed in the form of (*mmyy*).

GST REGISTRATION NUMBER

Enter your GST registration number.

HOME DIRECTORY

The home directory is the drive and path to where the Polymathic accounting programs will reside. Press to accept the default drive and directory or enter your own drive and path.

EXPORT DIRECTORY

The export directory is the drive and path to where the accounting software will place export files. This is usually an Export directory on the same drive as the accounting software. Press to accept the default drive and directory or enter your own drive and path.

The system will then prompt you to Accept and save the information you have entered so far. Review the data and if everything is correct, type **A** to save.

The following screen will then appear:

POLYMATHIC COMPUTER CORPORATION		INIT100 1.27
Company Setup and Information		Wed APR 06,1994
Add.....		
Company number	: 219	
Long Company name	:	XX
Short Company name	: XX	
Company initials	: XX	
Mailing Address		
1 Name	:	
2 Address	:	
3	:	
4	:	
5 Telephone number	:	
6 Fax number	:	
[_] Select: [F2]-Accept [F3]-Modify [PgUp]-Previous Screen [ESC]-Exit		

Continue entering the information as follows:

NAME

Enter the company name, as you wish it to appear on collection letters, accounts receivable statements etc.

ADDRESS

Enter up to four lines for the company address, as you wish it to appear on collection letters, accounts receivable statements etc.

TELEPHONE & FAX NUMBERS

Enter your telephone and fax numbers as you wish them to appear on collection letters, invoices etc.

Review the information which you have just entered and if you are satisfied with it press .

The system will then display the message "Initializing Company Files. Please Wait...".

Type and press to exit from the Company Setup and Information Menu.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F6]-Help [ESC]-exit
```

Type **1** to sign on to the company which you just set up.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION 3.04
JANUARY 24, 1994 SIGNON PROCESSING Crt # 7
14:00:58
Typist # :
Last signon date: Last month closed:
Company : Last year end :
Booted drive : P:\DEMO\RM Prior year status:

1 User Number : —
2 Password :
3 Company :

Enter [typist number] [F6]-Help
[F10]-Exit to operating system [ESC]-Exit to menu
```

Log on to the system as follows:

Enter your typist number. The default value is 1.

Enter your password. The default is **Enter**.

Enter the Company number or initials. The number should be 1.

The screen will appear as follows:

```

POLYATHIC COMPUTER CORPORATION 3.04
MARCH 9, 1994 SIGNON PROCESSING Crt # 6
11:09:25
Typist # : 6 LESLIE PRIOR
Last signon date: MAR 31/93 Last month closed: FEB/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 28/93
Booted drive : P:\DEMO\RM Prior year status: CLOSED

```

PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P **	C **	P **	L
P ****	C C ****	P ****	L
P **	CCCC **	P **	LLLL

PROCESSING DATE : 31/03/93 [MAR 31/93]

S Select: Start Modify Cancel Exit D/S

Type S and press Enter to start.

The main menu will now appear.

```

P.C.P.L MAIN MENU MASTER 3.16
RM Sun FEB 28/93
CRT # 7 14:01:27

```

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

Q Query
S Status
E Exit
E Enter selection

Select the General Ledger System by typing 5 and pressing Enter.

COMPANY SETUP

The following screen will appear:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name	TEST COMPANY - GL	

There is no GENERAL LEDGER SYSTEM
set up for this company!!

Do you want to set up a
GENERAL LEDGER SYSTEM ? (y/n)

Type and press .

The screen will appear as follows:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name	TEST COMPANY - GL	

Do you wish to copy the
Financial Statements Layout
from another company ?

Type and press if you wish to copy the financial statement codes from an existing company.

The following screen will then appear:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name	TEST COMPANY - GL	

Do you wish to copy the
Chart of Accounts
from another company ?

Type and press if you wish to copy the chart of accounts from an existing company.

The following screen will then appear:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name	TEST COMPANY - GL	

Enter the initials of the company whose
Chart of Accounts and/or
Financial Statements Layout
you wish to copy
EX

Type the initials of the company that you wish to copy the chart of accounts and financial statement codes from. For instance if you wish to copy Example Company's chart of accounts and financial statement codes type and press .

COMPANY SETUP

The screen will then appear as follows:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name		TEST COMPANY - GL
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>The company you have selected is</p> <p>EXAMPLE COMPANY LIMITED</p> <p>Okay ? <input checked="" type="checkbox"/></p> </div>		

Type and press to confirm the selection.

Press for each field to enter the defaults.

The screen will appear as follows:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name		TEST COMPANY - GL
<p>1) Date of Most Recent Year End : 09 03 94 [MAR 9/94]</p> <p>2) Date of First Year End</p> <p>3) Date of Incorporation</p> <p>4) First Revenue F/S Code</p> <p>5) First Expense F/S Code</p> <p>6) First Liability F/S Code</p> <p>7) First Income Tax F/S Code ...</p> <p>8) Retained Earnings F/S Code ..</p> <p>9) Net Income G/L Code</p> <p>10) Rounding G/L Code</p> <p>11) Last J/E # for Current Year ..</p> <p>12) Last J/E # for Previous Year :</p>		
<p>[A] Select: <input type="button" value="Y"/>-Accept <input type="button" value="M"/>-Modify <input type="button" value="PgDn"/>-Next screen <input type="button" value="ESC"/>-Exit</p>		

Enter the information as follows:

DATE OF MOST RECENT YEAR END

Enter the date for the last completed financial year and press **↵**. If you plan to enter comparative numbers for the previous year then this date should be the year end date prior to that for which you are entering the comparative numbers.

DATE OF FIRST YEAR END

Enter the date of the companies first year end in the format *ddmmyy*. This field is only required once it has been entered otherwise it may remain blank.

DATE OF INCORPORATION

Enter the date the company was incorporated in the format *ddmmyy*. This field is optional.

FIRST REVENUE FS CODE

Press **↵** to accept the default code **G/A** or type the characters, **IN CAPITAL LETTERS** of the first revenue code which is to be set up using the financial statement updates program and press **↵**. The system will use this code to calculate net income when the draft or summary financial statements are run.

FIRST EXPENSE FS CODE

Press **↵** to accept the default code **H/A** or type the characters, **IN CAPITAL LETTERS**, of the first expense code which is to be set up using the financial statement updates program. For example type **H/A** and press **↵**. The system will use this code to calculate net income when the draft or summary financial statements are run.

FIRST LIABILITY FS CODE

Press **↵** to accept the default code *DAA* or type the characters, **IN CAPITAL LETTERS**, of the first liability code which is to be set up using the financial statement updates program.

For example type *DAA* and press **↵**. The system will use this code to calculate net income when the draft or summary financial statements are run.

FIRST INCOME TAX FS CODE

Press **↵** to accept the default code *VAA* or type the characters, **IN CAPITAL LETTERS**, of the first income tax code which is to be set up using the financial statement maintenance program.

For example type *VAA* and press **↵**. The system will use this code to calculate net income when the draft or summary financial statements are run.

COMPANY SETUP

RETAINED EARNINGS FS CODE

Enter the **FOUR DIGIT** code that you intend to use for retained earnings.

For example type *3950* and press **↵Enter**. The system will automatically post the net income figure to this account number.

NET INCOME G/L CODE

Enter the account number where the system will write the net income for the current period. This account should follow the retained earnings account number.

ROUNDING G/L CODE

The system requires an account to post rounding differences when preparing financial statements. This account is normally located in the accounts payable section. **F4** can be used to add the G/L code or **F5** can be used to list all G/L codes.

LAST J/E NUMBER FOR CURRENT YEAR

Enter the last journal entry number used for the current year. The system will automatically increment this number by 1 if you select the automatic numbering feature for journal entries.

LAST J/E NUMBER FOR PREVIOUS YEAR

Enter the last journal entry number used for the previous year. The system will automatically increment this number by 1 if you select the automatic numbering feature for journal entries.

Review the information entered on the screen and if everything is correct, type **A** and press **↵Enter** to accept and save the data.

The second input screen will appear as follows:

TGL	GENERAL LEDGER	INITGL 1.29
System Information		09/03/94
GENERAL COMPANY INFORMATION		
Company Initials	LB	
Short Company Name ...	TGL	
Long Company Name		TEST COMPANY - GL
<hr/>		
1) Market Price/Share - Current yr ..	.00	
2) Outstanding Shares - Current yr ..	0	
3) Total Shares - Current yr	0	
4) Market Price/Share - Previous yr ..	.00	
5) Outstanding Shares - Previous yr ..	0	
6) Total Shares - Previous yr	0	
[A] Select:	[Y]-Accept	[M]-Modify
	[PgUp]-Previous screen	[ESC]-Exit

Continue entering the information as follows:

MARKET PRICE/SHARE - CURRENT YR

Enter the current year's trading price.

OUTSTANDING SHARES - CURRENT YR

Enter the number of outstanding common shares for the current year. This number is used in calculating the price earnings ratio, dividend yield and book value per share in the Analytical Review Ratio report.

TOTAL SHARES - CURRENT YR

Enter the total number of outstanding shares.

MARKET PRICE/SHARE - PREVIOUS YR

Enter the previous year's trading price.

OUTSTANDING SHARES - PREVIOUS YR

Enter the number of outstanding common shares for the previous year.

TOTAL SHARES - PREVIOUS YR

Enter the total number of outstanding shares.

Review the information which you have just entered and if you are satisfied with it press .

The system will then ask "On what drive do you want to set up the G/L files for this company ?"

Type the drive letter on which the company was set up and press .

The *gls* is now ready for use.

COMPANY SETUP

Proceed according to the **GENERAL LEDGER CYCLE** outlined in the user's manual.

If you wish to log on to Example Company proceed as follows:

1. Enter your typist number. The default value is **1**.
2. Enter your password. The default is **←Enter**.
3. Enter the Company number or initials. The number is 1 and the initials are EX.

The screen will appear as follows:

POLYATHIC COMPUTER CORPORATION 3.04			
MARCH 9, 1994		SIGNON PROCESSING	
11:18:20			
Typist # : 6 LESLIE PRIOR			
Last signon date: MAR 31/93		Last month closed: FEB/93	
Company : P.C.P.L (RM: # 26)		Last year end : FEB 28/93	
Booted drive : P:\DEMO\RM		Prior year status: CLOSED	
PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P	** C	** P	** L
P	**** C C	**** P	**** L
P	** CCCC	** P	** LLLL
PROCESSING DATE : 31/03/93 [MAR 31/93]			
S Select: Start Modify Cancel Exit I/S			

Type **S** and press **←Enter**.

The main menu will now appear. Select the **General Ledger System** by typing **5** and pressing **←Enter**. You may print Example Company reports by following the instructions outlined in Chapter 12, Print Reports.

CHAPTER 12: PRINT REPORTS

PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in Chapter 7 you can print them by selecting *Print Reports* from the Main Menu.

```
P.C.P.L                MAIN MENU                MASTER 3.16
RM                    Sun FEB 28/93
CRT # 7                14:01:27

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
```

To select *Print Reports* type **10**, and press **Enter**.

PRINT REPORTS

The screen will appear as follows:

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 8		11:42:01

1 Payroll	
2 Accounts Receivable	
3 Accounts Payable	
4 Sales Analysis	
5 General Ledger	
6 Security	
7 System Utilities	
8 Daily Closing	
9 Monthly Closing	
10 Print Reports	
11 Time Accounting	
12 Fixed Assets	
13 Inventory / Order Entry	
14 Vertical Markets	

Q Query	
S Status	
E Exit	
10 Enter selection	

PRINT Reports
FAX Reports
↑ ↓ [ESC]-exit

To print a report press **[Enter]**.

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:

P.C.P.L	POLYMATIHC COMPUTER CORPORATION	PCPRINT 2.33
Typist: 06	Port: 06	Print Reports
LPT1:		Wed MAR 09, 1994
		11:19:44

Report name	copy	D/K	page	Start	Status
HP-LJ2 SMALL PRINT					
CHEQUE PRINT SETUP (HP LASER)					
CHEQUE PRINT SETUP CODES EPSON					
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST	-1	let			
CASH DISBURSEMENTS					
A/P CHEQUE LINEUP					
CHEQUES					
ACCOUNTS PAYABLE PURGE					
A/P OPEN ITEMS - NARROW					
A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

[P]-print [D]-delete [S]-start printing [Z]-zoom [F4]-functions [↑↓]-scroll [ESC]-exit

PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

- Report name:** This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
- cpy:** This column is used to indicate the number of copies of the individual report which are to be printed.
- D/K:** This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
- Start page:** This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
- Status:** The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the **F1** key. If you wish to print the first report do not move the cursor at all.
2. Type **P** on the highlighted report which you wish to print. If you wish to accept the system to defaults of **1** for number of copies, **D** for delete report after printing, and **1** for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press **Enter**.
 - a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press **Enter** or simply press **Enter** to accept the system default of **1**.
 - b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press **Enter** to accept system default. To keep the report after printing type **K** and press **Enter**.
 - c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press **Enter** or press **Enter** to accept the system default of **1**.
3. Press **S** to start printing the desired reports.

PRINT REPORTS

A sample print screen follows:

P.C.P.L.		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 05 Port: 05		Print Reports		Wed MAR 09, 1994	
LPT1:				11:20:22	
Report name	copy	D/K	Start page	Status	Copy Page Messages
p HP-LJ2 SMALL PRINT	1	D	1		
p CHEQUE PRINT SETUP (HP LASER)	1	D	1		
p CHEQUE PRINT SETUP CODES EPSON	1	D	1		
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST -Llet					
CASH DISBURSEMENTS					
A/P CHEQUE LINEUP					
CHEQUES					
ACCOUNTS PAYABLE PURGE					
A/P OPEN ITEMS - NARROW					
A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

Print delete start printing zoom F4-functions scroll esc-exit

FUNCTION KEYS AND PRINT COMMANDS

- P** marks a report for printing
- D** marks a report for deleting
- S** start printing or deleting the selected reports
- Z** view the details of the report on the screen. Press **F5** to view the actual report.
- F4** change the printer defaults
- ↑** moves highlight up one line allowing you to scroll through the reports
- ↓** moves highlight down one line allowing you to scroll through the reports
- Esc** exit the print reports screen without printing anything

ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type **Z**. You can use the arrow keys to move through the report. **Home** will take you to the beginning of the report and **End** will take you to the end of the report. When you have finished viewing the report, type **Esc** to exit.

FUNCTIONS

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press **F4** and the screen will appear as follows:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name		copy D/K	Start Status	
HP-LJ2 SMALL PRINT			page	Copy Page Messages	
PRINTER SELECTION					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
P-print D-delete S-start printing Z-zoom F4-functions CLR-scroll ESC-exit					

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

F1 FUNCTIONS

To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press **Enter**. Once you have selected a printer you can send commands to the printer by pressing **F1**.

If you have a Dot Matrix printer selected, the following screen will appear:

P.C.P.L		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06 Port: 08		Print Reports		Mon MAR 14, 1994	
LPT1:				11:42:18	
..... Report name		copy D/K	Start Status	
HP-LJ2 SMALL PRINT			page	Copy Page Messages	
PRINTER SELECTION					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
DOT MATRIX PRINTER FUNCTIONS					
Reset Printer					
Condensed Print					
Cancel Condensed Print					
Setup 8-1/2" Cheques - EPSON					
Form Feed					
↑ ↓ ←:send to printer					
ESC:exit					
P-print D-delete S-start printing Z-zoom F4-functions CLR-scroll ESC-exit					

PRINT REPORTS

If you a Laser printer selected, the following screen will appear:

P.C.P.L.		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33																																							
Typist: 06 Port: 08		Print Reports		Mon MAR 14,1994																																							
LPT1:				11:42:18																																							
..... Report name		copy D/K	Start	Status																																						
HP-LJ2 SMALL PRINT		page	Copy Page Messages																																								
<table border="1"> <tr><th colspan="2">PRINTER SELECTION</th></tr> <tr><td>Print Device</td><td>[LPT1]</td></tr> <tr><td>Printer</td><td>[LASER]</td></tr> <tr><td>Status</td><td>[NOT AVAILABLE]</td></tr> <tr><td colspan="2">DOT MATRIX</td></tr> <tr><td colspan="2">LASER</td></tr> <tr><td colspan="2">↑ ↓ F1:functions F2:change device</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			PRINTER SELECTION		Print Device	[LPT1]	Printer	[LASER]	Status	[NOT AVAILABLE]	DOT MATRIX		LASER		↑ ↓ F1:functions F2:change device		ESC:exit		<table border="1"> <tr><th colspan="2">LASER PRINTER FUNCTIONS</th></tr> <tr><td colspan="2">Reset Printer</td></tr> <tr><td colspan="2">Landscape 16.66 - LETTER</td></tr> <tr><td colspan="2">Landscape 16.66 - LEGAL</td></tr> <tr><td colspan="2">Landscape TMS RMN 6 point</td></tr> <tr><td colspan="2">Portrait - small print</td></tr> <tr><td colspan="2">Landscape - small print</td></tr> <tr><td colspan="2">Portrait - large print</td></tr> <tr><td colspan="2">Form Feed</td></tr> <tr><td colspan="2">↑ ↓ ↵:send to printer</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			LASER PRINTER FUNCTIONS		Reset Printer		Landscape 16.66 - LETTER		Landscape 16.66 - LEGAL		Landscape TMS RMN 6 point		Portrait - small print		Landscape - small print		Portrait - large print		Form Feed		↑ ↓ ↵:send to printer		ESC:exit	
PRINTER SELECTION																																											
Print Device	[LPT1]																																										
Printer	[LASER]																																										
Status	[NOT AVAILABLE]																																										
DOT MATRIX																																											
LASER																																											
↑ ↓ F1:functions F2:change device																																											
ESC:exit																																											
LASER PRINTER FUNCTIONS																																											
Reset Printer																																											
Landscape 16.66 - LETTER																																											
Landscape 16.66 - LEGAL																																											
Landscape TMS RMN 6 point																																											
Portrait - small print																																											
Landscape - small print																																											
Portrait - large print																																											
Form Feed																																											
↑ ↓ ↵:send to printer																																											
ESC:exit																																											
FUTURE DATED CHEQUES FUTURE DATED PAID INVOICES CUSTOMER FAX NUMBER EXCEPTIONS SALES JOURNAL																																											
F-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit																																											

To send the command to the printer use one of the cursor keys to highlight the command and press **Enter**.

F2 CHANGE DEVICE

To change the printer port press **F2** and the following screen will appear:

P.C.P.L.		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33																											
Typist: 06 Port: 08		Print Reports		Mon MAR 14,1994																											
LPT1:				13:14:42																											
..... Report name		copy D/K	Start	Status																										
HP-LJ2 SMALL PRINT		page	Copy Page Messages																												
<table border="1"> <tr><th colspan="2">PRINTER SELECTION</th></tr> <tr><td>Print Device</td><td>[LPT1]</td></tr> <tr><td>Printer</td><td>[LASER]</td></tr> <tr><td>Status</td><td>[NOT AVAILABLE]</td></tr> <tr><td colspan="2">DOT MATRIX</td></tr> <tr><td colspan="2">LASER</td></tr> <tr><td colspan="2">↑ ↓ F1:functions F2:change device</td></tr> <tr><td colspan="2">ESC:exit</td></tr> </table>			PRINTER SELECTION		Print Device	[LPT1]	Printer	[LASER]	Status	[NOT AVAILABLE]	DOT MATRIX		LASER		↑ ↓ F1:functions F2:change device		ESC:exit		<table border="1"> <tr><th colspan="2">PRINTER DEVICES</th></tr> <tr><td colspan="2">LPT1</td></tr> <tr><td colspan="2">LPT2</td></tr> <tr><td colspan="2">LPT3</td></tr> <tr><td colspan="2">↑ ↓ ESC:end</td></tr> </table>			PRINTER DEVICES		LPT1		LPT2		LPT3		↑ ↓ ESC:end	
PRINTER SELECTION																															
Print Device	[LPT1]																														
Printer	[LASER]																														
Status	[NOT AVAILABLE]																														
DOT MATRIX																															
LASER																															
↑ ↓ F1:functions F2:change device																															
ESC:exit																															
PRINTER DEVICES																															
LPT1																															
LPT2																															
LPT3																															
↑ ↓ ESC:end																															
FUTURE DATED CHEQUES FUTURE DATED PAID INVOICES CUSTOMER FAX NUMBER EXCEPTIONS SALES JOURNAL																															
F-print D-delete S-start printing Z-zoom F4-functions F5-scroll ESC-exit																															

Highlight the correct printer device and press **Enter**.

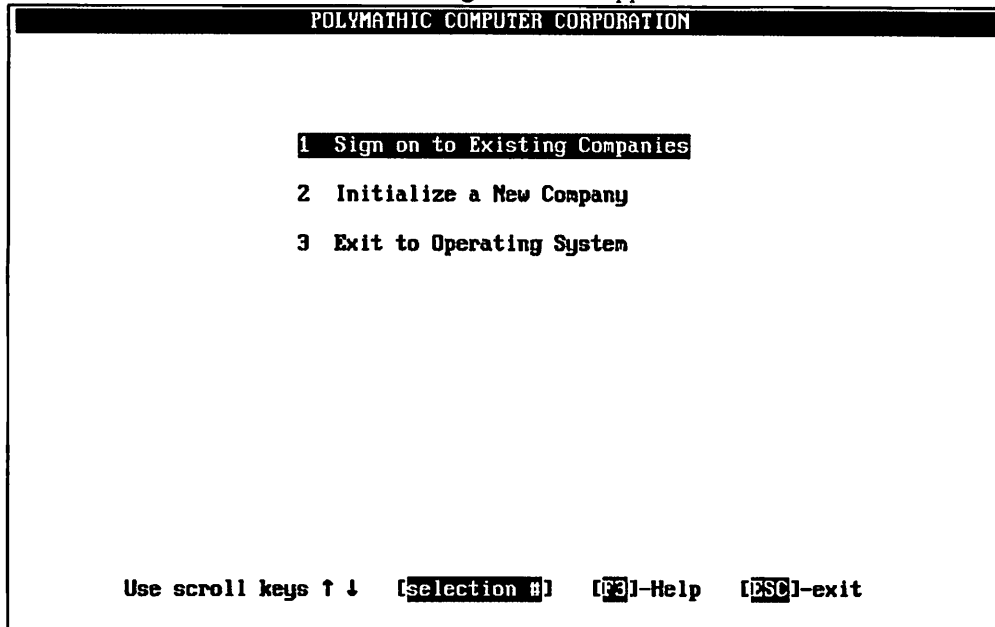
CHAPTER 13: DAILY STARTUP

To start using your accounting system for daily use follow the steps outlined below:

ONE LOGICAL DRIVE

At the operating system prompt type "POLYSYS" and press **↵**.

The following screen will appear:



Type **1** or press **↵** to *Sign on to an existing company.*

The following screen will appear:

POLYATHIC COMPUTER CORPORATION 3.04	
JANUARY 24, 1994	SIGNON PROCESSING Crt # 7
14:00:58	
Typist # :	
Last signon date:	Last month closed:
Company :	Last year end :
Booted drive : P:\DEMO\RM	Prior year status:
1 User Number : _	
2 Password : _	
3 Company :	
Enter [typist number] [F3]-Help	
[F10]-Exit to operating system [ESC]-Exit to menu	

LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is **(1)**.
2. Enter your password. The default is **(←Enter)**.
3. Enter the Company initials or number. **(F5)** can be used to list all available companies.

The screen will appear as follows:

```

POLYATHIC COMPUTER CORPORATION 3.04
JANUARY 24, 1994 SIGNON PROCESSING Crt # 7
14:01:12
Typist # : 6 LESLIE PRIOR
Last signon date: FEB 28/93 Last month closed: JAN/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 29/92
Booted drive : P:\DEMO\RM Prior year status: CLOSED

```

PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P **	C **	P **	L
P ****	C C ****	P ****	L
P **	CCCC **	P **	LLLL

PROCESSING DATE : 28/02/93 (FEB 28/93)

S Select: Start Modify Cancel Exit D/S

Change the processing date so it is not more than one month later than the date of last month.

Type **S** and press **Enter**.

The screen will now appear as follows:

```

P.C.P.L MAIN MENU MASTER 3.16
RM Sun FEB 28/93
CRT # 7 14:01:27

```

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

Q Query
S Status
E Exit
E Enter selection

The main menu will now appear.

Type **5** and press **Enter** to select *General ledger*.

TWO OR MORE LOGICAL DRIVES

1. At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under "INITIALIZING THE POLYMATHIC GENERAL LEDGER SYSTEM" For instance type **D:** and press **↵Enter**. Next type **cd \EXAMPLE** and press **↵Enter**. These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive D. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED**.
2. Instruct the operating system to use the master programs which you installed following the installation procedures under "COPYING THE PROGRAMS TO HARD DISK". To do this type **c:polysys c:answer** and press **↵Enter**. Make sure that you are still in the data file directory logged to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive C. If the master programs were installed on another drive replace the letter C with the letter of the drive on which the master programs were installed.
⚠ If you have two or more logical drives set up on your hard disk you must always log on to the drive containing the data files for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them before spooling any reports.
3. Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

CHAPTER 14: MONTHLY CLOSING

```

P.C.P.L                MAIN MENU                MASTER 3.16
RM                    Sun FEB 28/93
CRT # 7                14:01:27

1 Payroll
2 Accounts Receivable
3 Accounts Payable
4 Sales Analysis
5 General Ledger
6 Security
7 System Utilities
8 Daily Closing
9 Monthly Closing
10 Print Reports
11 Time Accounting
12 Fixed Assets
13 Inventory / Order Entry
14 Vertical Markets

Q Query
S Status
E Exit
E Enter selection
    
```

Type **9** and press **←Enter** to select *Monthly closing*.

The screen will appear as follows:

```

P.C.P.L                Monthly Closing            TLAUTO 3.07
RM                    Signon date: MAR 31/93
Last month closed: 02/93 [FEB/93]              Today's date: MAR 9/94
CRT # 6                Year end date: FEB 28/93


ACCOUNTS PAYABLE                PAYROLL
Purchases journal.....        Payroll MTD register.... NOT INSTALLD
Cash disbursements jrnL.      Payroll MTD update..... NOT INSTALLD
A/P open items list.....      Payroll journal.....    NOT INSTALLD
A/P aged trial balance..

ACCOUNTS RECEIVABLE            TIME ACCOUNTING
Cash receipts journal...      Apply time sheets.....  NOT INSTALLD
Sales journal.....            Apply cash receipts.... NOT INSTALLD
A/R open items list.....      Apply client billings... NOT INSTALLD
A/R aged trial balance..      Apply client expenses... NOT INSTALLD
                                Apply WIP adjustments... NOT INSTALLD
                                Detailed client history. NOT INSTALLD

GENERAL LEDGER
General journal.....
Trial balance.....
Financial statements....
G/L report.....

                                Indicate month closed...

[ ] Select:  [F] -Automatic  [M] -Manual  [ESC] -Exit
    
```

 No one can be on the system while you are performing the monthly closing.

MONTHLY CLOSING - AUTOMATIC

The automatic closing function will automatically identify the modules that your company uses and all the relevant journals and reports will be generated without stopping between the selected options.

Type **[A]** and press **[Enter]** to select *Auto*.

The screen will appear as follows:

P.C.P.L	Monthly Closing	TLAUTO 3.07
RM		Signon date: MAR 31/93
Last month closed: 02/93 [FEB/93]		Today's date: MAR 9/94
CRT # 6		Year end date: FEB 28/93
ACCOUNTS PAYABLE	PAYROLL	
Purchases journal.....	Payroll MTD register.... NOT INSTALLED	
Cash disbursements jrnل.	Payroll MTD update..... NOT INSTALLED	
A/P open items list.....	Payroll journal..... NOT INSTALLED	
A/P aged trial balance..		
ACCOUNTS RECEIVABLE	TIME ACCOUNTING	
Cash receipts journal...	Apply time sheets..... NOT INSTALLED	
Sales journal.....	Apply cash receipts.... NOT INSTALLED	
A/R open items list.....	Apply client billings... NOT INSTALLED	
A/R aged trial balance..	Apply client expenses... NOT INSTALLED	
	Apply WIP adjustments... NOT INSTALLED	
	Detailed client history. NOT INSTALLED	
GENERAL LEDGER		
General journal.....		
Trial balance.....		
Financial statements...		
G/L report.....		
	Indicate month closed...	
[_] Select:	[S]-Start	[M]-Modify
	[F9]-All	[C]-Cancel

The functions available are as follows:

- [S]** Start closing
- [M]** Modify option selections
 - [F9]** Select option
 - [F10]** Unselect option
 - [↑][↓]** Used to move through options
 - [Esc]** Exit Modify function
- [A]** Select all options
- [C]** Cancel closing

Once you have selected the options that you want closed, type **[S]** and press **[Enter]** to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

MONTHLY CLOSING - MANUAL

The manual closing function allows you to close one option at a time.

Type **[M]** and press **[Enter]** to select *Manual*.

The screen will appear as follows:

P.C.P.L		Monthly Closing	TLAUTO	3.07
RM		Last month closed: 02/93 [FEB/93]		Signon date: MAR 31/93
CRT # 6				Today's date: MAR 9/94
				Year end date: FEB 28/93
ACCOUNTS PAYABLE		PAYROLL		
Purchases journal.....		Payroll MTD register.... NOT INSTALLD		
Cash disbursements jrnl.		Payroll MTD update..... NOT INSTALLD		
A/P open items list.....		Payroll journal..... NOT INSTALLD		
A/P aged trial balance..				
ACCOUNTS RECEIVABLE		TIME ACCOUNTING		
Cash receipts journal...		Apply time sheets..... NOT INSTALLD		
Sales journal.....		Apply cash receipts.... NOT INSTALLD		
A/R open items list.....		Apply client billings... NOT INSTALLD		
A/R aged trial balance..		Apply client expenses... NOT INSTALLD		
		Apply WIP adjustments... NOT INSTALLD		
		Detailed client history. NOT INSTALLD		
GENERAL LEDGER		Indicate month closed...		
General journal.....				
Trial balance.....				
Financial statements...				
G/L report.....				
[F9]-Selects [F10]-Unselects [↑] [↓] [ESC]-End				

The functions available are as follows:

- [F9]** Select option
- [F10]** Unselect option
- [↑] [↓]** Used to move through options
- [Esc]** Exit Closing function

Once you have selected an option the following options are available:

- [S]** Start closing
- [C]** Cancel closing

Type **[S]** to start closing the option you selected. Once the option is closed, the appropriate report will be available for printing and the Closing screen will display "Completed" beside that selection.

CHAPTER 15: CONSOLIDATIONS

This procedure allows you to consolidate an unlimited number of subsidiaries into a holding company.

☛ The data for all companies that are to be included in the consolidation process, including the holding company must reside in the same directory.

PROCESSING CHECKLIST

1. Set up a holding company following the procedures outlined under company setup.
2. Set up the holding company general ledger code for each subsidiary's general ledger code. This is field 8 under General ledger maintenance.
3. Spool the subsidiary's general journal report, option 6 in the Reports Menu.
4. Spool the subsidiary's preliminary trial balance as follows:

P.C.P.L	General Ledger	TLGLP09 7.26
RM Typist: 66	Preliminary Trial Balance	31/03/93
Last Month End: FEB/93		Last Year End: FEB 20/93
1 Previous year's Trial Balance : N	7 Process G/L summary: N	
2 Print details from open months : N	8 Write G/J to holding co (TG): N	
3 Print accruals list: Y	9 Write out all divisions: Y	
4 Include accruals (3 months) ..: Y	10 Percentage split: 100.000	
5 Cut off date: 31/03/93		
6 Accruals list recorded: N	Status of prior year: CLOSED	

[_] Select: [S]-Start [Y]-Modify [O]-Options [ESC]-Exit

Type **M** and press **Enter** to modify the report options.

Type **B** and press **Enter**.

Type **Y** and press **Enter**. The system will prompt you to select Previous or Current year. If the subsidiary company is in its current year, type **C** for Current otherwise, type **P** for previous.

Type **S** and press **Enter** to start generating the report.

The system will then automatically generate a journal entry in the holding company's open general journal file.

CONSOLIDATIONS

5. Repeat the above process for each subsidiary to be consolidated.
6. Log on to the holding company.
7. Spool the holding company's general journal.
8. Spool the holding company's preliminary trial balance.
9. Spool the holding company's draft financial statements.
10. Print the financial statements.

☞ **You must reverse the journal entries in the holding company which were generated by spooling the subsidiary's preliminary trial balance prior to running the consolidation process again.**

A

Accounts	
See general ledger maintenance	8-1
Accruals 7-78, 7-85	
Accruals list	7-79
Annual Procedures	
Produce closing entries	2-4
Transfer current year's totals to prior year	2-4
ASCII	
Write out structured	7-24

B

Budget	
2 years prior	8-3
Current year	8-3
Prior year	8-3

C

Closing Entries	6-3
Company Information	
Affiliated companies	11-3
Company initials	11-3
Company number	11-3
Holding company initials	11-3
Long company name	11-3
Short company name	11-3
Consolidation	
Holding companies	8-3
Processing checklist	15-3

D

Daily Startup	
One logical drive	13-1
Two or more logical drives	13-4
Data Entry	
Date fields	3-2
Data File Status	
Checking	9-1
Date - Log On	
Entering year end adjustments	2-4
Produce closing entries	2-4
Transfer current year's balance to prior year	2-4

E

Editor 3-3	
Cancel processing	3-3
Rekey from a field	3-3
Rekey/display a line	3-3
Example Company	11-12

F

F5 Lookup Feature	3-4
Features 1-1	
Financial Statement	
Fax laser format	7-89
Generate laser format	7-87
Laser printed	7-87
Financial Statement Maintenance	
Add a new code	8-11
Building a layout	8-10
Completed entry screen	8-13
Component area codes	8-8
Correcting mistakes during entry	8-13
Display an existing code	8-11
FS code sequence number	8-12
FS component area	8-11
FS line type	8-12
FS title 8-12	
Modify an existing code	8-11
Relative line number	8-12
Sample financial statement codes	8-7
Screen 8-5	
Sequence codes	8-8
Financial Statements	
Consolidated	7-24
Generate monthly data	7-79
Multiple divisions	7-24
Ratios 7-24	
Rounded	7-24
Rounded with commas	7-24
Summerized	7-24

G

G/L Summary	7-79
G/L Summary Lookup Feature	8-4
General Data Entry	
Decimal points	3-2
Instructions	3-1
Menus and submenus	3-1
Optional fields	3-2
The ENTER key	3-1
General Journal Entries	
Add a line	5-12
Automatic numbering	5-2
Cancel transaction	5-12
Correcting mistakes during entry	5-11
Customer numbers	5-4
Daily processing	5-1
Delete a line	5-12
Display keyed lines	5-12
Displaying A/R open items	5-4

Entering a description.....	5-3
Entering amounts.....	5-4
Entry screen.....	5-2
GL code.....	5-3
Rebalance voucher.....	5-12
Recalling entries.....	5-7
Receivable source document numbers.....	5-4
Recording.....	5-5
Rekey a line.....	5-12
Sample screen.....	5-6
Scanning current period file.....	5-2
Standard journals.....	5-10
Supplier numbers.....	5-4
Voucher entry date.....	5-2
Voucher number.....	5-2
General Ledger Analysis	
Amounts.....	7-59
Balance forward.....	7-58
Branch.....	7-59
F/S code selection.....	7-59
G/L code selection.....	7-59
Previous year's balance.....	7-58
Processing sequence.....	7-58
General Ledger Cycle	
Annual procedures.....	2-1
Initial set up procedures.....	2-1
Monthly procedures.....	2-1
General Ledger Maintenance	
Add a general ledger code.....	8-2
Assign a financial statement code.....	8-2
Authorization.....	8-3
Branch codes.....	8-19
Correcting mistakes during entry.....	8-3
Deleting a general ledger code.....	8-2
Display a general ledger code.....	8-2
Enter a general ledger code.....	8-2
Enter a general ledger description.....	8-2
Entry screen.....	8-1
Journal Inquiries.....	8-14
Modifying an existing general ledger code.....	8-2
Monthly budgets.....	8-17
Zero balances.....	8-26

L

Log On Instructions.....	13-2
Lookup Feature.....	3-4

M

Menus	
General ledger system.....	4-1
Main system.....	4-1
Monthly Closing	

Automatic.....	14-2
Manual.....	14-3
Monthly Procedures	
Closing out month.....	2-3
Prining journals and reports.....	2-3
Printing journals and reports.....	2-3
Transactions.....	2-3
Monthly Processing checklist.....	2-3

O

Opening Entries.....	6-3
Overview.....	1-1

P

Printing.....	12-3
Function keys and print commands.....	12-4
Sample print screen.....	12-1
Spooled reports.....	12-1
Prior Year's Adjustments	
Closing.....	6-3
Procedures	
Annual.....	2-1
Monthly.....	2-1

R

Reports - Creating	
Analytical review codes.....	7-2
Analytical review ratios.....	7-11
Chart of accounts.....	7-14
Draft financial statements.....	7-21
Financial statement codes.....	7-39
General journal.....	7-43
General journal reprint.....	7-46
General ledger.....	7-47
General ledger analysis.....	7-56
General ledger posting analysis.....	7-67
Laser printed financial statements.....	7-86
Lead sheets.....	7-61
Monthly financial statements.....	7-79
Standard journal entries.....	7-71
System status.....	7-92
Reports - Spooling	
trial balance.....	7-73

S

Standard Journal Entries	
Deleting.....	5-10
Recalling.....	5-10
Recording.....	5-10
Symphony	

Importing files 7-24

System Information

First income tax financial statement code 11-9

First liability financial statement code... 11-9

General company information 7-92, 10-1

General ledger defaults..... 10-1

Last journal entry number for current year 11-10

Last journal entry number for previous year 11-10

Net income G/L code..... 11-10

Retained earnings FS code 11-10

Rounding G/L code 11-10

Systems Information

Date of first year end 11-9

Date of incorporation..... 11-9

Date of most recent year end 11-9

Expense financial statement code..... 11-9

First revenue financial statement code .. 11-9

T

Transactions

Entering 2-3

Trial balance

Branch Selection..... 7-85

Cut-off date..... 7-79, 7-85

GI code selection 7-85

W

Word Processing

ASCII files..... 7-86

Y

Year End Adjustments

Entering 2-4

Z

Zero Balances

2 year's prior only 8-27

Both 8-27

Prior year only 8-27