



Infor Distribution FACTS General Ledger User Guide

Release level 9.3.0

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About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS General Ledger module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Organization

This table shows the chapters of the guide:

Section	Description
About this guide	Lists the intended audience as all users. Describe the purpose and the related documentation.
Overview	The overview section described the purpose of the application in terms of the business solutions that it provides, program listings, and menu trees, as applicable to the application.
Work Flows & Program Concepts	This section includes process flows for each module, program descriptions and concepts that are key to using this FACTS module.
Transaction Procedures	This section contains daily, weekly and end of year procedures as well as step-by-step processing information for GL entry, inquiry and transaction programs.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "Contacting Infor" on page 6.

Refer to the contents of the FACTS Version 9.3 & Incrementals folder located at www.inforxtreme.com. Click Search>Browse Documentation>FACTS> Version 9.3 & Incrementals to view a document tree like this.

- *FACTS Version 9.3 & Incrementals*
 - *Installation and Administration Guides*
 - *Installation Guide*
 - *Product Compatibility Matrix*
 - *Hardware Guide*
 - *Release Notes*
 - *9.3.0 Release Overview*
 - *Incremental Release Notes*
 - *Integrations*
 - *Infor Solutions*
 - *Infor Distribution Storefront*
 - *eCommerce*
 - *Credit Card*
 - *CenPOS*
 - *WMS*
 - *Accellos*
 - *Document Management*
 - *Uniform*
 - *User Guides*
 - *Implementation Guides*
 - *Standard modules User Guides*

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

The General Ledger module enables you to account for every cent of each transaction through a custom Chart of Accounts.

Accounts are represented by user-definable numbers in the GL Account F/M program.

You can determine the length of the G/L number (4-10), the format (or mask) of the G/L number, the location in the sequence to insert the branch number and department number, and the length of the department number. The GL number controls are located in the Company Control F/M in the System Management module.

You should select a G/L number length based on the length of the department number, whether your company uses branches, and the number of accounts to be recorded. For example, if you select a department length of two, and your company uses branches, the G/L number should be at the very least four plus enough digits to cover the number of accounts to be stored. Each account contains a record of transactions, an account type (asset, liability, capital, revenue or expense), a summary management type, the period ending balance for the last 27 periods and the current period balance. If you need to post to GL from other modules, the system automatically updates the records for the account numbers.

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

Infor Distribution FACTS system interaction with General Ledger is automatic. You can select the amount of information to be posted and stored through a number of posting and static control file maintenances throughout the system. Great flexibility in that information exchange is available through the use of General Ledger posting tables.

The General Ledger menu is composed of the following subsystems or menus:

Journal Entry, which is used to manually enter and correct any entries to the GL journal file. This includes both manual entries and system entries that have been posted automatically from other modules.

Recurring/Reversing/Allocating Entries, which is used to set up recurring/reversing or allocating journal entries that post into the journal file on a period basis.

Financial Reports Setup, which is used to set up and display your own financial reports, such as balance sheet, profit and loss, and so on.

GL Inquiries displays information stored for each General Ledger account number, journal entries for the current and next general ledger period, and all past journal entries stored in the yearly journal file.

GL Reports and Prints provides a wide variety of reports and prints with General Ledger information.

GL End of Period contains programs that you should run at the end of each General Ledger period to close it correctly.

GL File Maintenances enable you to enter, change and delete account and budget data and create accounts from existing account information. Some maintenance programs are used often, such as Account F/M, while others are only used during initial installation. Infrequently used file maintenances as Infrequent File Maintenance programs, and they are located on their own menu.

Chapter 2 Work flow and program concepts

Journal Entry

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

Program concepts

The Journal Entry program allows entries and corrections to be made in the current or next GL period. Any journal entries to the current or next fiscal period not entered through this program must post automatically from other modules or from the recurring/reversing entry subsystem. Once a journal entry is made, it appears on the next Journal Print or Trial Balance/Detail Ledger printed for that period. If the Allow Journal Correction flag is selected or set to Y in the GL Static Control F/M, then journal entries may be corrected by entering the journal entry number.

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

You cannot end journal entry processing or prior year journal entry processing until debits and credits balance. Therefore, out-of-balance entries are not permitted.

Using Journal Print, print the prior period journals you enter before updating the Prior Period Update. The Journal Print program entries are the audit trail for the Prior Period Update.

After printing, run the Prior Period Update program to update the General Ledger account ending balances. The program updates all accounts from the prior period through the current GL period from the entries that were made manually in the Prior Period Journal Entry program. The update program updates the ending balances only for the account numbers entered through this program. The ending balances are updated forward through the current period, from the prior period where the entry was made. Any entries affecting an expense or revenue type GL account also cause the retained earnings ending balance to be modified. The system runs the update process only for the prior period you enter. Updating involves adjusting the affected account ending balances according to the transaction amounts in the journal file. The periods affected are: the selected period, all closed periods between the selected and current periods, and the current period. The journal records for this period are then removed (updated to journal history file if journal history is stored). Since the only hard copy of the journal entries involved in the update is a journal print, the update does not run

until you respond affirmatively to the question: Has a journal print for this period been printed? You must print the journal entries for the prior period before updating.

Work flow

Journals, which are set up in Journal F/M, can be divided into sub-journals. For example, in addition to assigning journal number 1000 to Sales in SO to GL Posting F/M, you could also expense payables to post to journal number 2000 and disburse payables to post to 2500 through AP Static Control F/M and assign receivables to post to journal number 3000 in AR Static Control F/M.

As the system runs, it posts the proper entries to the appropriate journals. All the GL account entries are then divided into the categories specified. In this case, when you post the entries to the GL account number; for example, cash on hand is broken down by receivables and sales (instead of the one lump sum from all aspects of the business). This lends to increased accuracy in the audit trail for each GL account number.

All journal entries must be balanced, in other words debits = credits. If an entry is out of balance, you cannot exit the program until the entry does balance. You can correct entries in the Journal Entry program and the Prior Period Journal Entry program.

You can set the system so it will not allow journal entry corrections. To do so, deselect the Allow Journal Correction flag in GL Static Control F/M (in character, set the flag to N).

Capturing user codes in journal entries

When journal lines are created or modified, the user code and date modified are automatically captured in Journal Entry and Recurring/Reversing/Allocating entry programs.

In Journal Print (GLR720) and Recurring/Reversing/Allocating Print (GLR210), and Yearly Journal Print (GLR780), the user code and date modified can also be printed with the journal entries.

The user code and date are displayed in these programs:

- Line Detail window for Prior Period Journal Entry (GLE120), Journal Entry (GLE110), Recurring/Reversing Entry (GLE210), and Current PD Recur/Reverse Changes (GLE220)
- Journal Inquiry (GLI620)
- Account Inquiry (GLI610) - Journal Entries view

Recurring / Reversing / Allocating

The Recurring/Reversing/Allocating subsystem enables you to set up recurring/reversing or allocating journal entries that post into the journal file on a period basis.

Program concepts

Use the Recurring/Reversing Entry program to post depreciation on a recurring basis, or to accrue expenses for the period, and reverse them out the next period. You can set up standard monthly journal entries such as depreciation. This relieves the burden of making the same entry each period. You cannot end journal entry processing until debits and credits balance. Therefore, out-of-balance entries are not permitted.

Use the Recurring/Reversing Journal Entry program to enter and maintain recurring and reversing journal entries that post to the journal file on a monthly basis. After recurring and reversing entries are entered, you can change the amounts for the current period through the Current PD Recur/Reverse Changes program. You print a list of recurring and reversing journal entries at any time through the Recur/Reverse/Allocating Print program.

Use the Allocating Journal F/M program to create and maintain allocating journal entries. You can allocate percentages from a single (several) GL account number(s) to a single (several) GL account number(s) within the same journal. For example, several entries can be set up to take all the telephone expenses for that period and then allocate them to the proper departments by a percentage, or to take all the telephone expenses from the departments and divide them (by a percentage) between branches. As with regular journal entries, all recurring and reversing entries must be balanced entries. This program only allocates amounts posted to the 'from' accounts in the journal you entered in the Journal field (field #1). For example, you post all of your AP accounts to a corporate AP account, 310-00-0. You then post to two branch AP accounts, 310-01-0 and 310-02-0, using an allocating entry. If you post to the corporate AP account in both journal 2000 and 6000, and only enter an allocating journal entry for journal 6000, only those posting to the corporate account in journal 6000 will be posted to the branch accounts. The postings to the corporate account in journal 2000 will remain where they are.

Use the Cur Pd Recur/Reverse Changes program to change the current amounts or memos on any recurring or reversing entry. If the current amount has not been changed, it is equal to the standard amount that was entered in the Recurring/Reversing Entry. You can change only transaction amounts and memos for recurring or reversing entries. The system resets transaction amounts to the standard amounts after posting. Memos are not reset. You cannot end journal entry processing until debits and credits balance; therefore, out-of-balance entries are not permitted.

Use the Recur/Reverse/Allocating Print program provides a list of all recurring, reversing and allocating entries. This program prints entries made in the Recurring/Reversing Entry program and Allocating Journal F/M program. The system prints entries in journal order, with their corresponding entries in numerical order. Report information includes the following: all information originally entered through the entry program and any changes made to the entry. Both current (recurring/reversing) and standard transaction amounts are shown. Journal totals are printed and any out-of-balance conditions are noted beside the respective journal total and entry.

Use the Post Recur/Reverse/Allocating program to post recurring, reversing and allocating entries into the journal file as regular journal entries. These journal entries are then treated like any other journal entry in the journal file. Recurring entries post each period. Reversing entries are posted in the order they were entered into the recurring/reversing entry file with the offsetting reversing entry posted the following period. For both recurring and reversing entries, once the entry is made, it posts every period the Post Recurring/Reversing/Allocating Entries program is run until the entry is deleted. The allocating entry creates an entry that reverses out the from account number(s) and

posts it to the 'to' account number(s). For example, if telephone expense is the from account and telephone expense-various departments is the to account, the system makes a journal entry to credit the telephone expense account number and debit the various department telephone expense account numbers. If recurring/reversing/allocating entries are used, you should run this program prior to printing the final journal print and the General Ledger reports for the period. The system resets the current recurring/reversing transaction amounts to standard amounts after posting. Entries posted appear on the next journal print and Trial Balance/Detail Ledger printed for this period. CAUTION! The system displays messages if a fiscal period has been skipped since the last posting, or if posting has already been done for the current period. Re-posting overwrites any entries with identical journal and entry numbers.

Inquiries

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

Program concepts

The Account Inquiry displays information on account numbers and lists summary activity, journal entries in the current or next GL period, account balances, budget balances and yearly journal entries. When you first access Account Inquiry, the upper portion of the screen contains a Go to field, which is used locate specific account numbers. The Go to field is case sensitive. This means that if you enter alpha or alpha-numeric codes to look up a record number, the system differentiates between V100 and v100 when searching for records. The Account view displays by default. From the Windows menu, you can select other windows of information to open. From the Account Inquiry program you can access five views of information in the lower portion of the screen. You can display the following views: Account Balances Budget Balances Journal Entries Summary Activity Yearly Journal History

You can display each current, next period journal entry and any prior period entry provided that it not yet been updated by the Prior Period Update using Journal Inquiry. All journal entry information originally field is displayed, along with running credit and debit entry totals. To display journal entries by entry number, select the open document icon. To display the previous or next record in the journal file, select the scrolling record icons.

Financial Reports Setup

Use the programs Financial Reports Setup menu to set up and display your own financial reports, such as balance sheet, profit and loss, and so on.

Spend some time reviewing the various standard report formats that are available. You can view existing formats in Report Format F/M.

Report formats define the following parameters for the different types of reports:

- the number of periods to use.
- whether or not to use percentage of base columns.
- the columns or headings on each report (example: P&L 8 columns with % of base, P&L 6 columns without % of base, etc.).
- the mask size (to print up to 15 digits, including negative sign, parentheses, etc.).

Work flow

Set up a layout of each report in Report Setup F/M using your chart of accounts to create custom GL financial reports — such as profit and loss statements or balance sheets — according to you company's own specifications.

To create custom GL financial reports, you must create a record in the custom report file for every line to be printed on the GL report. Each report contains parameters that tell the report how to print. There are two steps to creating a custom report. The first step is creating the header record; the second step is creating each line.

For example, the layout of the P&L usually prints gross sales, subtracts cost of sales to get net sales and then all expenses are added up and subtracted from net sales to get the net profit or loss. You must set up each line of the report so that it indicates which GL account number needs to be in each section, where captions and totals should be, when to print memos, which operations to perform on what lines, etc.

To create a custom report, first enter general information about the report. For example, should the header be reprinted on every page? If the figure is a negative, should the minus sign appear before or after the figure or should the figure appear in parentheses?

Then enter each line, one by one, determining what each line type is and what should appear on each line. As each line type is determined, the corresponding set of fields appears on the screen.

To help you set up and modify reports, the Report Setup Layout program prints a layout of the report showing what accounts have been used, where totals are, and so on. This program prints according to data created through the Report Setup F/M and is a printout of all information included in the financial report records for a given financial report. It may be used to make corrections and changes to reports you set up in the Report Setup F/M program.

You can also duplicate report formats by using the Duplicate Report Setup program. This program is useful when you want to set up a new financial report that is very similar to a report that has already been set up. Instead of creating an entirely new report, you can duplicate the original report and then make modifications to the new report. This saves time when you need to set up two reports that only differ on a few minor differences. All records for a given financial report are duplicated under a new financial report name.

Once reports are set up, you can also set up the reports to print for various companies, branches and/or departments in Report Group F/M. For example, report groups can be set up to print reports

for one or multiple companies, selected branches for one or multiple companies, selected departments for one or multiple companies, or selected branches and departments for one or multiple companies. Report groups can also indicate whether to consolidate the selected companies, branches and/or departments. (Note: Companies on consolidated financial reports must use the same fiscal year.)

The Report Figures F/M displays the records in the report figures file. While printing reports, if totals are to be stored (in order to be recalled for a calculation/comparison on another report, i.e., storing the net profit or loss from the P&L to print later on the balance sheet) the figures are maintained in the report figures file. Financial report figure records are generally created as determined by the user during the printing of GL reports for use on subsequent financial reports. It is occasionally necessary to modify the figures for proper reporting on the subsequent report.

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

Financial reports are usually printed at the end of a period, and as a result the program to print the financial reports is on the End-of-Period menu. Financial report figure records are created through the printing of financial reports. Records are removed during the End-of-Period Update.

Program concepts

Use the Report Group F/M (GLF310) program to establish and maintain the report groups that determine what groups of GL account numbers appear on the GL financial reports.

A report group is a user-defined, four-character code that references multiple companies, branches and departments. You have the option to:

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

Report Group example

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

410-01-01

410-01-02

410-02-01

410-02-02

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

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

410-01-1

410-01-2

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

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

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

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

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

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

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

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

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

The department figures are consolidated into one figure.

Reports

The Reports & Prints menu provides a wide variety of reports and prints with General Ledger information.

Current period in templates

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

Program concepts

You can access these programs from the GL Reports and Prints menu.

The Journal Print allows you to print a list of journal entries for the current or next General Ledger period, as well as any prior period entries made through the Prior Period Journal Entry that have not been updated by the Prior Period Update. These journal entries are those entered through the Journal Entry program or posted automatically from other modules.

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

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

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

The Ending Balances Print allows you to print a report of the ending balances for account numbers for up to six successive periods. You can also select the ending period to print. The balances can be printed for up to six periods and for a single branch or department.

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

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

The Budgets Print program allows you to print the budgets from the Budget F/M of account numbers selected for up to six successive periods. You can also select the ending period to print. Information in the budget file is created through the Budget F/M program.

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

The Chart of Accounts prints a list of up to all General Ledger account numbers. GL account numbers are entered through the Account F/M program. Report information includes GL account number, type of account, description and summary management type. The total number of account numbers listed is also included.

The Trial Balance Breaks Layout prints a layout of how the trial balance is to print. The layout is determined by the user, from the Trial Balance Total Breaks F/M. The data created by the Trial Balance Total Breaks F/M program determines the layout of this program. Report information includes GL account number, description, amount and total group number. The total number of account numbers listed is also included.

The Trial Balance Detail Ledger allows you to print a trial balance (summary) displaying GL account number, description, beginning balance, activity and the resulting ending balance for the periods that contain journal history. Another formatting option allows you to print a detail ledger (detail format)

displaying GL account number, description, as well as the rest of the information in the trial balance, but breaks activity down by journal entry for the periods that contain journal history. You have the option to print either a trial balance or a detail ledger.

Report information includes this detail:

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

Using the Report Formatter (SMR997), the report exports into Excel® with every transaction occupying a single line of the worksheet. The Print to Excel (Standard) method of printing to Excel places the data for each column in each row. The Print to Excel (Outline) option does not repeat tier information already printed.

The Yearly Journal Print lists journal entries for the periods that contain journal history. This report provides a complete printout of all journal entries for as many closed periods that are stored in the yearly general ledger file (set in the general ledger Static Control F/M). This program prints yearly journal entries made by the Journal Entry program or posted automatically from other modules. Report information includes each period, journal number, entry number and the journal entry in its entirety. Also printed are entry totals, journal totals and period totals. The total number of entries listed is also included.

The GL Code List prints a list of the various GL codes: journals, departments, report group codes and report formats. Each code is entered into the system through its own file maintenance program and used throughout the General Ledger module. Journal numbers are used for posting journal entries, departments may be embedded within the General Ledger account numbers, and report group codes and report formats are used for printing financial reports. Report information includes each code and the information stored with the code. The total number of codes listed is also included.

End of Period

The End of Period menu contains programs that you should run at the end of each General Ledger period to close it correctly. General Ledger is always the last module to close.

Program concepts

The End-of-Period Update provides a false close-out and a true close-out. A false close-out can be run as many times as needed, and updates only ending balances for the current period, allowing you to run any financial reports for the period without having closed it. A false close gives you the information needed to complete the necessary journal entries for the current period; you can process

the financials as needed. When the true close-out is run, the current period is closed. The ending balances are updated again and then rolled to the previous period. Current period journal entries are updated to the journal history file (if stored) and the period is incremented by one. If there are any bank transactions for your company that have been updated but not run through the register, FACTS displays a message that the Bank Transaction Register must be run. The true close-out cannot be run until all End-of-Period Updates have been run for all modules.

Use the Financial Reports (GLR810) program to print GL reports (such as balance sheets or profit and loss statements). They can be printed for any given period based on the financial reports the user has created. Reports are printed by report groups. You can enter up to 26 report groups, and a report may be printed for each group entered. A default option displays all valid report groups automatically. Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Financial Reports and select "Current Period" for the Period field, when that template is selected to run again (either manually or via Job Stream) the period is determined using the current period in the Company Periods & Ending Dates F/M (GLF970).

File and Infrequent File Maintenances

File maintenance programs enable you to enter, change and delete account and budget data and create accounts from existing account information. Infrequent File maintenance programs allow you to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

Program concepts

These programs are located on the GL File Maintenances menu.

Account F/M (GLF910) is used to enter and maintain GL accounts in FACTS. Each account record contains the account number, description, alpha sort key, account type, the present balance for the current period and the ending balances for the last 27 fiscal periods. As a safeguard against inadvertent loss of data, you can set the Change/Delete Ending Balances flag in the GL static control record that eliminates the changing and deleting of account balances option.

Budget F/M (GLF920) is used to set up and maintain the budget information file. Budgets are stored for the previous 27 periods, the current period and the next 13 periods for each account. The program uses a change parameters routine that allows for rapid changing of budget amounts. You can: Enter budget amounts and parameterized changes - add to or replace existing amount for an individual period, multiple periods, using an amount or a percent and display ending balances for account numbers. Information created by this program can be printed using the Budget Print program and budgets can be used in printing various financial reports.

Duplicate Account Setup (GLU910) is used to create GL account numbers for a new branch and/or department. Account numbers may be created in G/L#, alpha, or account type order. You can also

determine the branch and/or department to create from and the new branch and/or department to create. The program creates new account numbers in the account file based on the parameters selected by the user. The description, alpha sort, type, and summary management type are created for the new accounts using the information in the from account number. No account balances are created; i.e., they are initially set to zero.

You may find that some of these programs are used often, such as Account F/M, while others are only used during initial installation. We refer to this latter group of file maintenances as Infrequent File Maintenance programs, and they are located on their own menu.

These programs are located on the GL Infrequent File Maintenance menu.

Journal F/M (GLF950) is used to create and maintain journal numbers and descriptions. Journal numbers are used to separate journal entries into groups for audit trail purposes. All journal entries will ultimately be posted into the same file. However, journal numbers allow differentiation in the way they get posted to that file; the entries will go into different areas of the file. For example, when expensing accounts payable documents, the journal entry may go under the accounts payable journal or sales entries may go under the sales journal number.

Journal numbers and their descriptions are entirely user-definable. All journal entries must reference a valid journal number from this file.

Department F/M (GLF955) is used to create and maintain department records to be imbedded in the General Ledger account number. Each of the department records contains a department number and description. Department numbers and their descriptions are determined entirely by the user. Departments are used throughout the system for posting to General Ledger. The department may be imbedded within the GL account number and the proper department may be inserted in the account number when appropriate. For example, if posting sales by department, when an invoice is entered, it is assigned a department (example: 02). When posting to the sales account number (example: 410-00 where -00 indicates department) to general ledger, the system can insert the department and post to the proper account number (example: 410-02). This file is referenced by the GL financial reports to print by department.

Trial Balance Total Breaks F/M (GLF960) is used to set up trial balance total breaks according to their own specifications. The records created by this program determine the layout of the trial balance.

Breaks may be set up for trial balance to print in GL account number order. Accumulated amounts between breaks may be stored in any of nine total groups. One of these nine total groups is printed at each break. It and all total groups of a lesser number are then cleared (set to zero) and may be used again to accumulate amounts. The report total at the end of the trial balance is not affected by any breaks set through this program.

Setting Up General Ledger Breaks for Report Formatter

When setting up GL breaks in Trial Balance Total Breaks F/M (GLF960), each set of Total Group GL breaks must include the entire range of GL numbers. For example, if you have GL numbers that range from 1000 to 4000 and want to enter a break at GL number 2500 for Total Group 1, you must also enter another break for Total Group 1 that would include the highest GL number, in this example, 4000. The same is true for any Total Group entered. So, if you enter a break for Total

Group 2 that ends at GL number 2000, you would need to enter another break for Total Group 2 that ends at or beyond GL number 4000. Failure to enter the breaks as described will result in formatting problems with the report. Note that prior to this report being converted to use the Report Formatter, the above requirement did not apply. This requirement is a result of limitations introduced by the Report Formatter.

Standard Period Ending Dates F/M (GLF965) is used to create and maintain the standard period ending dates record. This record should be entered when initially setting up the system. It contains period ending dates for the system. The Company Period and Ending Dates program references data created here.

The standard period ending dates record contains ending dates for 45 periods. Initially, there should be future period ending dates to run the system for a year. However, at the end of that year, the system tries to use the next period ending date (while running the GL End-of-Period Update) and there is not one. The system prompts the user to come to this file maintenance and add some new future standard period ending dates (the oldest dates are dropped). Then the user can close GL completely. The standard period ending dates must remain at least two periods ahead of any company current period ending date.

CAUTION! It is highly recommend that the administrators' password protect the GL Static Control (GLF975) and GL Nonstatic Control (GLF980) programs. Changes should be made only with extreme caution and under the supervision of your Affiliate.

GL Static Control F/M (GLF975) is used to enter controls and settings that the system frequently references and updates.

GL Nonstatic Control F/M (GLF980) is used to enter controls and settings that the system frequently references and updates.

Chapter 3 Transaction Procedures

Standard GL Procedures

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

1. Recommended Operating Procedures

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

2. End-of-Period Checklist

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

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

3. End-of-Period Checklist Explanation

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

Recommended GL Operating Procedures

Daily Procedures (or as needed)

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

Period Procedures (or as needed)

- 1 Enter any necessary journal entries.
- 2 Post Recurring/Reversing/Allocating entries.

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

Yearly Procedures

- 1 Run the End-of-Period Update.
- (already covered in period procedures – Do not run twice) *

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

Journal Entry Procedures

Creating journal entries

- 1 Click **General Ledger>Journal Entry>Journal Entry**.
- 2 Specify the **period** the entry was made. Press **Enter** to initially default to the current period.
- 3 Specify a **journal number**.
- 4 Specify a journal **entry number**. Specifying a valid entry number displays the journal entry on the screen. Press Enter to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed.
- 5 If the entry number from field #3 is a valid entry, then the system skips the entry date and header memo. Otherwise, specify the date within the current or next fiscal period in the **Entry Date** field. Press **Enter** to initially default to the system date.

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

The system assigns the entry number automatically.

- 6 Specify a **GL account number**. For valid GL account numbers, the system displays both the number and account description.
- 7 (Optional) Specify a descriptive **memo** about this account number's involvement in the transaction (up to 30 characters).

Note that when you specify a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can specify a different memo or press the space bar to clear the memo.
- 8 In the **Debit** field, specify a positive amount (automatically debit) or negative amount (automatically credit) or press **Enter** to access to the **Credit** field. Press **F2** to automatically balance the entry.
- 9 In the **Credit** field, specify an amount and it is automatically a credit amount (negative).
- 10 Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero. Once new information has been added, that journal line displays in the lower half of the screen. Click **Cancel** to end line entry.
- 11 Click **Save** as needed.
- 12 (Optional) To modify header information, click **Header** and modify the entry date or header memo for the journal.
- 13 Click **Done**. To exit, click **Done** again.

Creating prior period journal entries

- 1 Click **General Ledger>Journal Entry>Prior Period Journal Entry**.
- 2 Specify the **prior period** for the entry (PP). The entry must be a closed period within the last ten periods if using a 12 period year or two periods less than the number of periods per year. Press **Enter** to default to the last period closed.
- 3 Specify a **journal number**.
- 4 Specify a journal **entry number**. Entering a valid entry number displays the journal entry on the screen. Press **Enter** to default to NEXT. NEXT is displayed as the entry number until the header portion of the journal entry is complete and then the actual entry number (from the Journal F/M) is displayed.
- 5 If the entry number is a valid entry, then the system skips the entry date and header memo. Otherwise, specify the date within the current or next fiscal period in the **Entry Date** field. Press **Enter** to initially default to the system date.

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

The entry number is assigned automatically.

- 6 Specify a **GL account number**. For valid GL account numbers, the system displays both the number and account description.
- 7 (Optional) Specify a descriptive **memo** about this account number's involvement in the transaction (up to 30 characters).

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

- 8 In the **Debit** field, specify a positive amount (automatically debit) or negative amount (automatically credit) or press **Enter** to access to the **Credit** field. Press **F2** to automatically balance the entry.
- 9 In the **Credit** field, specify an amount and it is automatically a credit amount (negative).
- 10 Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.
- 11 Save the new information.
- 12 Once new information has been added, that journal line displays in the lower half of the screen.
- 13 To modify header information, click **Header**. The system displays Header Detail dialog box where you can modify the entry date or header memo for the journal.
- 14 To exit, click **Done** until the system returns you to the menu system.

Updating GL account number ending balances for prior period journal entries

- 1 Click **General Ledger>Journal Entry>Prior Period Update**.
- 2 In the **Prior Period** field, enter the prior period to be updated (PP). The entry must be a valid period within the last 10 periods, if using a 12 period year or two less than the number of periods per year, and displays the period and its ending date. Press Enter to default to the last period closed.
- 3 In the **Journal Print** field, indicate whether the journal print has been printed for the selected period. If you do not select the check box, the system displays a message requesting that a journal print for the selected prior period be printed and the program exits to the menu. Press **Enter** to default to unselected.
- 4 Enter **YES** to continue with the update.

OR

To abort, click **Cancel** until the system returns you to the menu system.

- 5 If you perform the update the system displays processing information in the lower portion of the screen and return you to the menu when the update is complete.

Recurring / Reversing / Allocating Procedures

Entering and maintaining recurring and reversing journal entries

- 1 Click **General Ledger > Recurring/Reversing/Allocating > Recurring/Reversing Journal Entry**.
- 2 Specify a **journal number**. Specify a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry.
- 3 (Optional) Specify a descriptive **memo** (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
- 4 Specify a **GL account number**.
- 5 (Optional) Specify a **memo** about this account number's involvement in the transaction (up to 30 characters). Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.
- 6 In the **Debit** field, specify a positive amount (automatically debit) or negative amount (automatically credit).
- 7 In the **Credit** field, specify an amount and it is automatically a credit amount (negative).
- 8 Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.
- 9 Click **Save** as needed; click **Cancel** to end line entry. Once new information has been added, that journal line displays in the lower half of the screen.
- 10 (Optional) To modify header information, click **Header** and modify the **entry date** or **header memo** for the journal.
- 11 Click **Done**.
- 12 Click **Done** again to exit the screen.

Changing transaction amounts and memos for current period recurring/reversing journal entries

- 1 Click **General Ledger> Recurring/Reversing/Allocating> Current Pd Recur/Reverse Changes**.
- 2 Specify a **journal number**. Press **Enter** to default to the journal number used in the previous correction. Specify a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If you enter 900 then the next month the offsetting reversing entry is 901. Entering a valid entry displays the type of entry (recurring or reversing).
- 3 (Optional) Specify a descriptive **header memo** (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
- 4 Specify a **GL account number**. For valid GL account numbers, the system displays both the number and account description.
- 5 Specify an optional **detail memo** about this account number's involvement in the transaction (up to 30 characters). Note that when you enter a line detail memo for the first line, the memo then automatically defaults to each additional line you enter. If you do not want the same memo for each line, you can enter a different memo or press the space bar to clear the memo.
- 6 In the **Debit** field, specify a positive amount (automatically debit) or negative amount (automatically credit) or press **Enter** to access to the **Credit** field. Press **F2** to automatically balance the entry.
- 7 In the **Credit** field, specify an amount and it is automatically a credit amount (negative).
- 8 Each time you complete (add or change) a line, the system updates and displays running totals for both debit and credit amounts. In the header portion of the screen, the system also displays the undistributed amount (the difference between the debit and credit running totals). Before you can end the entry, the entry must be balanced, i.e., the undistributed amount must equal zero.
- 9 Click **Save** as needed.
- 10 Once new information has been added, that journal line displays in the lower half of the screen.
- 11 (Optional) To end line entry, click **Cancel**.
- 12 (Optional) To modify header information, click **Header** and modify the **entry date** or **header memo** for the journal. Save your changes.
- 13 Click **Done**.
- 14 Click **Done** button again when you are ready to exit the program.

Entering and maintaining allocating journal entries

- 1 Click **General Ledger>Recurring/Reversing/Allocating > Recurring/Allocating Journal Entry**.

- 2 Specify a **journal number**. Specify a number from 800-899 for a recurring entry and an even entry number from 900-998 for a reversing entry. If you enter 900 then next month the offsetting reversing entry is 901. Specifying a valid entry displays the type of entry (recurring or reversing).
- 3 (Optional) Specify a **descriptive memo** (up to 40 characters). On automatic journal entries processed by the system, this memo is used to describe where the journal was generated from, i.e., which register and register number.
- 4 Specify the **From /To** filter for the browser GL account number record display: T-To, F-From, B-Both enter the GL account numbers to be allocated from.
- 5 In the browser in the lower portion of the screen, FACTS displays the From and/or To GL account numbers to be allocated. You can add or insert another GL account number or to edit a GL account number line.
- 6 For the **Both** filter type, select the **F-From** or **T-To** to indicate the type of GL account you are adding in the Type field.
- 7 Specify the **GL account number** to allocate from or the GL account number to allocate, depending on the account type.
- 8 In the **To/From Account %** field, specify the percentage of the total of the 'from' or 'to' accounts to allocate to or from this account number (0-100.0). The system displays the allocating to/from total percentage in the bottom right portion of the screen. The total percentage to allocate must be 100%.
- 9 Click **Save** as needed; click **Cancel** to end line entry.
- 10 Click **Done**.
- 11 Click **Done** again to exit the screen.

Posting all recurring/reversing/allocating journal entries

- 1 Click **General Ledger>Recurring/Reversing/Allocating>Post Recurring/Reversing/Allocating**.
- 2 The system displays messages if a fiscal period has been skipped since the last posting, or if posting has already been done for the current period. Re-posting overwrites any entries with identical journal and entry numbers.
- 3 In the **Entry Type** field indicate whether to post **C-recurring**, **V-reversing**, or **A-allocating** entries. Press **Enter** to default to ALL.
- 4 Specify **YES** to continue with the post.

Inquiries Procedures

Viewing account information

- 1 Click **General Ledger>Inquiries>Account Inquiry**.
- 2 (Optional) Press **F2** to search for an account number.

TIP To enter the period from which you want to start viewing information, click **Options>Filter Views**. In the window or popup box, press **F1** to enter the current period. Press **F2** to enter the previous period. The information that displays in the view area starts from the period you entered and runs through the current and next period.

- 3 (Optional) Select filters if you want to limit the number of records that appear in the inquiry browser.
- 4 (Optional) Use the up and down arrow keys or the **Page Down** and **Page Up** keys to scroll through the displayed list of GL numbers. You can also use the vertical scroll bar.
- 5 In the browser in the upper portion of the screen, the system displays the available accounts in the system. You can select a vendor by double clicking it in the browser. You can enter a specific account number in the **Go To** to locate a specific account number to use as the beginning display in the browser. The **Go to** field is case sensitive. This means that if you enter alpha or alpha-numeric codes to look up a record number, the system differentiates between V100 and v100 when searching for records. .
- 6 In the center section of a screen, click the view that contains the type of information you want to see for this specified vendor. You can select from these views.
 - **Account Balance** Displays the ending account balances for each period.
 - **Budget Balances** Displays the budget balances for each period. Budgets display up to 1 year in advance (FP = Future period, CP = Current period, LP = Last period, PP = Prior period).
 - **Journal Entries** Displays journal entries including the period, journal number, entry number, entry date, amount and memo (the line-item's memo is displayed, however, if there is no line-item memo, the header memo is displayed and indented two characters). To view journal entry line details, highlight the journal entry line in the browser and click **Line Detail**. The Journal Entries Line Detail Screen displays the GL account number and description, debit/credit amounts and memo, if any.

Using the Starts from field

 - 1 Specify the **Journal number** to start listing from in the browser.
 - 2 Click **Top** to list from the first journal number on record.
 - 3 Click **Next** to load additional items in the browser. (Administrators can define how many records load at one time to increase performance.)
 - **Summary Activity** Displays summary activity by period. The period is listed first, followed by its beginning balance, activity, ending balance, budget and budget %.
 - **Yearly Journals** Displays the yearly journals (history) including period, journal number, entry number, entry date, amount, and journal memo. To view yearly journal entry line details,

highlight the journal entry line in the browser and click **Line Detail**. The Yearly Journal Entries Line Detail Screen displays the GL account number and description, debit/credit amounts and memo, if any.

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

- 7 Click **Done**.

Displaying journal information

- 1 Click **General>Ledger>Journal Inquiry**.
- 2 Specify the period in which the journal entry was entered. Entry of a valid period displays the period's ending date. Press **Enter** to default to the current period.
- 3 Specify the **journal number** in which the journal entry was entered. The journal entered must be a valid journal number. Entry of a valid journal displays its description.
- 4 Specify the **entry number** (0-998). Press **Enter** to default to the first entry number for this journal and period.
- 5 Indicate how to present transactions in the browser: When the **Summarize by Acct #** check box is unchecked, the lines display as they posted to the GL. If the journal transaction is posted when all postings are in detail or were previously posted in detail, this may include many individual transactions to any single GL account. When this field is checked, the transactions are summarized and presented as a single line for each account.
- 6 Select which type of entries you want to display in the line browser in the **Show Entries For** field. You can select from **A-All Entries**, **D-This Document Only**, or **G-This GL Account Only**.
- 7 After the initial journal entry is displayed, click:

Source Doc to display the source document that created the highlighted GL transaction.

Details for the source of the drill back information that is displayed are described in this list. If the transaction came from the...

- AR Sales Register (ARSRG), to call Customer Inquiry Open Docs or Paid Docs History view to display the invoice.
- Cash Receipts & Adj Register (ARCRR), to call Customer Inquiry Check History view to display the check.
- Doc Entry & Adj Register (APDR), to call Vendor Inquiry Open Docs or Paid Docs view to display the document.
- AP Payment Register (APCRG), to call Vendor Inquiry Check History view to display the check.
- Daily Sales Register (SODSR), to will call SO Document Inquiry Past Invoice view display the past invoice.
- Receipt Register (PORR), to call PO Document Inquiry Receipts view to display the past PO.

- Shipment Register (ICSGR), to call Transfer Document Inquiry Shipments view to display the ticket.
- Receiving Register (ICRGR), to call Transfer Document Inquiry Shipments view to display the ticket.
- Bank Transaction Register (SMBTR) and the transaction is a deposit or non-bank transaction, to call the view detail procedure from Bank Transaction Inquiry to display the detail.
- Job Invoicing Register (ICJIR), to call Customer Inquiry Open Docs or Paid Docs History view to display the invoice.

9 Click **Done** to exit the program.

End of Period Procedures

End-Of-Period Checklist for General Ledger

Period ___ Year ___

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

End-Of-Period Checklist Explanation

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

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

* You can repeat steps 5-7 as often as needed until you run the End-of-Period Update (true close, #8).

Closing the current fiscal period and update GL account file ending balances

- 1 Click **General Ledger>End of Period>End-Of-Period Update**.
- 2 In the **True Closeout** field, specify **Y** to indicate you need to perform a true close-out during which the month will be closed.