

Client Software Name



CLIENT

User Manual

General Ledger Module

Copyright © 1998 by Client, including this documentation and all software. All rights reserved.

May only be used pursuant to a Client Software License Agreement or Addendum for Client Products to Customer or License Agreement. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without prior written permission of Client. Client grants you limited permission to make hardcopy or other reproductions of any machine-readable documentation for your own use, provided that each such reproduction shall carry the Client copyright notice. No other rights under copyright are granted without prior written permission of Client. The document is not intended for production and is furnished “as is” without warranty of any kind. All warranties on this document are hereby disclaimed including the warranties of merchantability and fitness for a particular purpose.

CHAPTER 1

MANUAL CONVENTIONS 1

Preface..... 1

Who Should Use This Manual..... 3

CHAPTER 2

STANDARD FEATURES OF THE CLIENT FINANCIAL

APPLICATIONS SYSTEM.....5

Overview of Standard FAS Features..... 5

Panel..... 6

Fields in FAS..... 7

 Address Fields 7

 Date Fields..... 7

 Monetary Fields 7

 Data Entry Fields 7

Keyboard..... 8

Lookups..... 9

Error Messages..... 11

Clear Invalid Field Entries 12

Implementation..... 13

Usage..... 14

Select Options..... 15

Sort Columns 16

Look Up Field Values 17

Filter Invoice Types 19

Use Client Access..... 20

Access and Exit Panels and Menus 21

Accountability 22

Revisions..... 22

Recommendations for Changes..... 22

Technical Support 22

CHAPTER 3

MOUSE USAGE IN FAS.....23

- Configure Your Mouse 24
- Select Options 27
- Select A Record 28
- Sort Columns 29

CHAPTER 4

GENERAL LEDGER.....31

- General Ledger Overview 31
- The Accounting Cycle 32

CHAPTER 5

MASTER FILE MAINTENANCE.....36

- Master File Maintenance Overview 36
- Work with General Ledger Numbers 37
- Work with Beginning Balances 40
- Work with Budget Amounts 41
- Work with Transaction Allocation Accounts..... 43
 - Change Allocation Amounts 44
 - Delete Allocation Amounts 44
 - Create a New Allocation Method (Account) 44
 - Delete an Allocation Method (Account) 46
- Work with Period Allocation Accounts 48
- Duplicate General Ledger Account Numbers 51
- Work with General Ledger Combined Titles 53
- Duplicate Alternative Budgets 55
- Work with Formatted Statement Numbers 55
 - Income Statement Format 56
 - Balance Sheet Format 57
- Duplicate Formatted Statement Numbers 59

CHAPTER 6

TRANSACTION ENTRY AND MAINTENANCE.....60

- Transaction Entry Maintenance Overview 60
- Transaction Entry and Maintenance 61

Daily Report Entry and Maintenance.....	68
CHAPTER 7	
TRANSACTION LISTING AND GENERAL LEDGER POSTING	69
Transaction Listing and General Ledger Posting Overview.....	69
List All Unposted General Ledger Transactions	70
Post General Ledger Transactions.....	72
Post General Ledger Transactions and Close Period	74
End of Year Closing	76
HS Allocations - Payroll and Accounts Payable Transactions.....	77
HS Allocation - Administrative Accounts	79
Reset Files	81
Edit Period Allocations	82
CHAPTER 8	
ON-LINE INQUIRY.....	83
On-Line Inquiry Overview.....	83
GL Inquiry.....	84
Balance Sheet - Income Statement Inquiry	87
Build - Rebuild Inquiry Files.....	91
GL Account Inquiry.....	92
CHAPTER 9	
FINANCIAL REPORTING.....	96
Financial Reporting Overview	96
Work with Configuration Reports.....	97
Income Statement.....	109
Income Statement - Combined.....	111
Income Statement - Formatted.....	113
Budget Statement	115
Budget Statement - Combined.....	117
Budget Statement - Formatted.....	119
Balance Sheet.....	121
Balance Sheet - Change in Condition	123
Balance Sheet - Formatted	125
More General Ledger Reporting Options	127

- Auditor's Worksheet 128
- Budget Worksheet 130
- Cash Balances Report 131
- Chart of Accounts 133
- Detail Trial Balance 135
- Financial Title Page 137
- Miscellaneous Accounts Receivable Registers 138
- Percentage Allocation Report..... 139
- Projected Budget Worksheet..... 140
- Recurring Journal Listing 142
- Trial Balance 144
 - Trial Balances by Major/Minor Code 146
 - Year-to-Date Reports 148
- Previous Years' Reporting Options 150
- Combined Control Group Reporting 152
- CHAPTER 10**
- CHECK RECONCILIATION.....153**
 - Check Reconciliation Overview 153
 - Print Bank Reconciliation Reports..... 154
 - Enter / Update Checks and Deposits Cleared..... 156
 - Purge Cleared Checks and Deposits 158
 - Initiate Bank Reconciliation 160
- CHAPTER 11**
- MISCELLANEOUS ACCOUNTS RECEIVABLE.....161**
 - Miscellaneous Accounts Receivable Overview 161
 - Enter - Update Customer Masters..... 162
 - Enter / Update Recurring Invoices 164
 - Print Recurring Invoices 167
 - Print Miscellaneous Statements 168
 - Print Open Receivables List 169
- APPENDIX170**
 - Appendix Overview 170
 - Appendix A Report Processing Control Overview 171
 - Change a Report Control Record172**

Change the Report Control Panel View	176
Copy a Report Control Record	177
Display a Report Control Record.....	179
Create a New Report Control Record	181
Report Processing Control Settings Table	182
Appendix B Work with Spooled Files.....	183
Work with Spooled Files Overview	183
View a Spooled File	184
Hold a Spooled File	185
Release a Spooled File	186
Delete a Spooled File	187
Appendix C The General Ledger Number	188
About the General Ledger Number	188
The Cost Center	189
Cost Center Examples	190
The Account Number	192
Chart of Accounts Example	193
Appendix D Glossary	200
Appendix E Document Comment Form.....	205
INDEX	206

Chapter 1

Introduction

Preface

This user guide is the companion to the online help included in my portfolio.

The Client wanted a single source for the online help and for the user guide. The client's printed documentation was four years old and so out of date that starting from scratch was most efficient. The client had never created any online help. My task was to create online help for the client by accessing their product via the Internet, learning their software (this was where my finance degree came in handy), and creating a user manual that closely matched the online help. I used RoboHelp HTML to create the online help. I then exported the data from RoboHelp into Word where I had created a template for the manual that the Client had approved during the planning stage of the process.

I have included the complete table of contents and index to give you an idea of the size of the user manual. Please do not rely it as a navigational aid. My confidentiality agreement with the client allows me to post only a representative sample of the work to my online portfolio.

I hope this example will give you an idea of the quality of user manual I can produce for you.

Manual Conventions

This guide provides task-oriented procedures for using the Client Financial Applications System (FAS) General Ledger module. Some tips on using this guide efficiently are provided within this section.

TERMS

Technical or unfamiliar terms appear in *italics* when they first appear. Consult the glossary for term definitions.

FIELD NAMES

Field names appear in UPPERCASE when they precede a field description.

DATA ENTRY FIELDS

Data entry fields within FAS vary in the type of information they can accept. The type of data a field can accept is identified in its description (except in fields that allow only predefined information, such as constants). Fields described as alphanumeric or holding alphanumeric characters will accept numbers, letters, or special symbols (for example, ? or \$). Fields described as numeric or holding digits will accept only numbers. Date fields accept the date in the MM/DD/YYYY format.

PROCEDURAL STEPS

The steps for completing the procedures in this guide are outlined using the keystrokes applicable to the step. Steps are outlined in the following format:

Task Description:

1. Numbered steps to complete task

The text to the right of an arrow, while not part of a step, gives you information about how the software interacts with you, or about what panel will appear next.

MOUSE USE

Some procedures can be completed using a mouse. The following mouse navigation box will appear outlining mouse steps for the procedure. For more information about mouse use, see "Chapter 3 - Mouse Usage in FAS."



Alternate ways to navigate the panels with a mouse are shown next to the mouse icon.

HELPFUL HINTS

Hints to help you use the FAS system more efficiently appear with a light bulb icon to the left as illustrated below.



Helpful hints appear next to the light bulb icon.

EXAMPLES

Examples illustrating FAS procedures appear in a box as illustrated below.

For example: Examples are shown in this type of box.

NOTES AND CAUTIONS

Notes and Cautions provide supplementary information or identify areas where the user must take particular care.

NOTE: A NOTE IS USED TO CONVEY HELPFUL INFORMATION OR TO DESCRIBE A CAPABILITY OR LIMITATION.

CAUTION: A caution alerts you to use care while at a particular location on a panel or while in an activity or procedure. Ignoring this information could result in the loss of data or corruption of data.

GUIDE LAYOUT

This guide is arranged as follows:

- Preface - contains introductory material.
- Guide Conventions - explains conventions used throughout to aid in the use of the guide.
- Who Should Use This Guide - describes the intended audience.
- Standard Features of the Client Financial Applications System - describes features standard across all FAS modules.
- General Ledger - describes the use of the General Ledger system.
- Appendix - contains an explanation and examples of the General Ledger Number, Report Processing Control information, Working with Spooled Files, a Glossary, and the Documentation Comment Form.

Chapter 2

Standard Features of the Client Financial Applications System

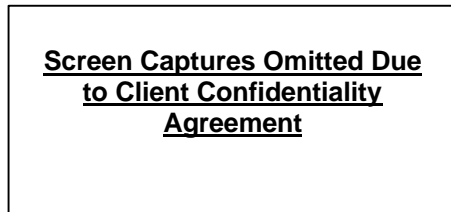
Overview of Standard FAS Features

Some features of FAS are the same throughout each module included in the system. For instance, functions, which cause the system to perform tasks, are displayed in the function key area at the base of each panel. Other conventions of the system are discussed in the following sections:

- Panel
- Fields in FAS
- Keyboard
- Lookups
- Error Messages
- Clear Invalid Field Entries
- Implementation
- Usage
- Select Options
- Sort Columns
- Use Client Access
- Access and Exit Panels and Menus
- Accountability
- Revisions
- Recommendations for Changes
- Technical Support

Panel

Each FAS window displayed on your terminal is called a *panel*. Panels display menu items and provide a way to navigate within the system, and provide the ability to enter information into the General Ledger module.



FAS Panel

NOTE: PAY CLOSE ATTENTION TO THE COMMAND KEY AREA AT THE BOTTOM OF EACH PANEL. FUNCTION KEY [F KEY] OPTIONS CAN CHANGE FROM PANEL TO PANEL.

The function key area is at the base of each panel and contains all the function key options for a panel. F keys, among other things, allow you to tell FAS whether you want to save data that you have entered, access other panels, or return to a previous panel.



On some panels the option to return to the previous panel is function three [F3], while on others it is function seven [F7].

Fields in FAS

Most panels contain data entry fields. Data entry fields accept the information that you enter into FAS. Not all fields within FAS are data entry fields. There are also display fields, which provide information, but do not accept data entry. The field description for most display fields will contain the statement "Display field: data entry not allowed" followed by a description of the information that the field displays.

ADDRESS FIELDS

In Address fields where two address lines are provided, use the first line when you enter an address consisting of a single line, and leave the second address line blank.

DATE FIELDS

In general, FAS accepts eight-digit dates, comprised of MM/DD/YYYY. For example: The date January 7, 1994 would appear in FAS as 01071994.

NOTE: WHEN PROMPTED FOR A PERIOD ENDING DATE, VALID DATES ARE THE LAST DAY OF EACH MONTH OF THE YEAR, I.E., 05/31/1998 IS VALID, 05/30/1998 WILL GENERATE AN ERROR MESSAGE.

MONETARY FIELDS

Unless otherwise specified, FAS accepts monetary amounts in dollars and cents. You do not need to enter a decimal point when entering monetary amounts because FAS assumes two decimal positions for these amounts.

For example: To indicate an invoice amount of \$ 9,000.75, type 900075 in the Amount field and press [+] (Field Exit).

NOTE: THE [+] (FIELD EXIT) KEY IS USED TO ENTER DEBIT AMOUNTS, WHILE THE [-] (FIELD EXIT) KEY IS USED TO ENTER CREDIT AMOUNTS.

DATA ENTRY FIELDS

Data entry fields within FAS vary in the type of information they can accept. The type of data a field can accept is identified in its description (except in fields that allow only predefined information, such as constants). Alphanumeric fields will accept numbers, letters, or special symbols (for example, ?, or \$). Fields described as numeric or holding digits will accept only numbers. Date fields will accept the date in the MM/DD/YYYY format.

Chapter 3

Mouse Usage in FAS

Since FAS supports the use of a mouse, this section is dedicated to providing you with the information necessary to aid you in effectively using your mouse within FAS. The following topics are covered in this section:

- Configure Your Mouse
- Select Options
- Select a Record
- Sort Columns
- Look Up Field Values
- Filter Invoice Types

Configure Your Mouse

While FAS supports mouse use, you may need to set up a mouse configuration to use a mouse with FAS. First, test to see if your mouse is configured properly by trying to sort a column. If you are unable to right click to sort the column, follow the steps below to setup your mouse configuration.

Setting up your mouse configuration:

1. Choose Assist from the Client Access Workstation-window menu-bar.
The Assist pull-down menu will appear.
2. Choose Mouse Setup from the Assist menu.
The Mouse Setup dialog-box appears showing the current mouse-file.
3. Push the Customize button.
The Customize Mouse dialog-box appears, showing the current mouse functions.
4. Choose the "No Action" function from the Select a Key-Action box by clicking the arrow on the drop down box under Function and Arrow Down to highlight the "No Action" option.



Shortcut - click the arrow on the drop down box under Function, then type "N" which will take you to the beginning of functions beginning with the letter "N", then arrow down until you highlight "No Action."

5. Click the right mouse-button.
The function is assigned to the mouse and the button bar will become blank as shown below.

**Screen Captures Omitted Due
to Client Confidentiality
Agreement**

Customize Mouse Dialog Box

6. Choose File from the menu-bar.
7. Choose Save or Save As.
8. Type the name of a file in which to save the mouse function assignments.
9. Click "OK."

Now that you have set up your mouse configuration, you will want to ensure that you use this mouse configuration each time you log on to FAS. You can setup a WorkStation Profile that saves the current settings, including the mouse configuration. A WorkStation Profile allows you to change settings, such as panel colors, fonts used, and prompt levels so you can customize your work environment.

Creating a WorkStation Profile

1. Choose Save or SaveAs from the File menu.
2. Type a name for your WorkStation Profile.
3. Click "OK."

This will save your current settings for panel colors, mouse configuration, etc. to a file.

NOTE: THE PATH IS GENERALLY C:\PROGRAM FILES\IBM\CLIENT ACCESS\EMULATOR\PRIVATE\FILENAME.WS

**Screen Captures Omitted Due
to Client Confidentiality
Agreement**

Workstation Profile Save As Dialog Box

The next time you logon to FAS, you will want to use your saved WorkStation Profile so your mouse will work properly.

Using a saved WorkStation Profile:

1. Start Client Access by Clicking Start | IBM AS/400 Client Access Express | Emulator | Start or Configure Session.
2. Click Cancel when the Configure PC5250 window appears.
3. Choose Open from the File pull-down menu.
4. Click "No" when you will see a message asking if you want to save the current definition.

The Open WorkStation Profile dialog-box appears.

5. Double-click on the profile you want to use.

If you have not created a WorkStation Profile, you can still use your saved mouse configuration as follows:

Using a mouse configuration without loading a saved WorkStation Profile:

1. Choose Assist from the WorkStation window menu-bar.

The Assist pull-down menu appears.

2. Choose Mouse Setup from the Assist menu.

The Mouse Setup dialog-box appears showing the current mouse file.

3. Click the User Defined radio button in the Current Mouse line.

4. Click Browse to find the mouse filename you created when you set up your mouse configuration.

NOTE: THE PATH IS GENERALLY C:\PROGRAM FILES\IBM\CLIENT ACCESS\EMULATOR\PRIVATE\FILENAME.MMP.

5. Click "OK."

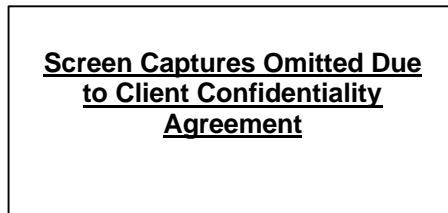
**Screen Captures Omitted Due
to Client Confidentiality
Agreement**

Mouse Setup - User Defined Dialog Box

Select Options

Selecting options with the mouse:

1. Click the mouse in the blank in the O (options) column.



Work With Vendors Panel - Mouse Pointing to Options Column

2. Right click the mouse in the options column to view the available options.

The following options dialog box will appear:



Work With Vendors Panel - Options Box Shown

3. Select the option you want by using the arrow key to highlight the number before the option.
4. Press [ENTER] to select the highlighted option.

NOTE: TO EXIT AN OPTIONS POPUP WINDOW WITHOUT SELECTING AN OPTION, CLICK THE MOUSE IN THE BLANK AREA AT THE BOTTOM OF THE OPTIONS BOX.

Select A Record

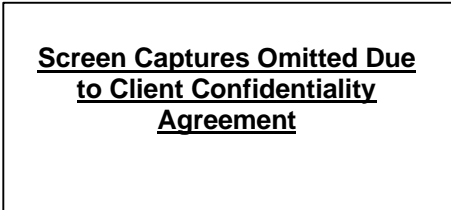
Selecting a record with the mouse:

- Position the mouse in any column in the record and double click the mouse to select the record.



Work With Vendors Panel with Mouse Positioned on Record

The panel with the record's data will appear as follows:



Work With Vendors Detail Panel for Record Selected.

Sort Columns

FAS allows you to sort on any column that is underlined. For example, in the Work With Vendors panel below, three fields are underlined -- Vendor, Search Code, and Vendor Name.

Screen Captures Omitted Due
to Client Confidentiality
Agreement

Work With Vendors Panel

Sorting any column:

1. Position your mouse in the first record of the column
2. Right click the mouse.

When you sort on a column, the Position To prompt at the top of the panel changes to the field on which you are sorting.

The following image shows the Work with Vendors panel sorted by search code:

Screen Captures Omitted Due
to Client Confidentiality
Agreement

Work with Vendors Panel Sorted by Search Code

If you right click your mouse and get a popup window instead of a column sort, you will need to configure your mouse for use with FAS.

Chapter 4

General Ledger

General Ledger Overview

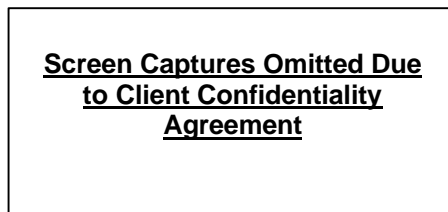
The General Ledger Main Menu provides a front-end window that allows you to access all of the features of the menu-driven General Ledger system. The six main menu options allow you to enter, change, display, or print various types of information.



Please see the Accounting Cycle in this section for an overview of the accounting cycle and the FAS General Ledger procedures applicable to each step in the cycle.

Accessing the General Ledger Main Menu:

- Type "3" from the Client Main Menu and press [ENTER].
The following General Ledger Main Menu will appear:



General Ledger Main Menu

The following options are available from the General Ledger Main Menu:

- **Master File Maintenance**
- **Transaction Entry and Maintenance**
- **Transaction Listing and General Ledger Posting**
- **On-Line Inquiry**
- **Financial Reporting**
- **Check Reconciliation**
- **Miscellaneous Accounts Receivable**

The Accounting Cycle

The following listing illustrates the steps in a typical *accounting cycle*. Procedures within the General Ledger System are noted under each accounting step for your reference.

Identification and Measurement of Transactions and Other Events

Setup of Account Numbers, Budgets, Allocations, and Formatted Numbers

- Work with General Ledger Account Numbers
- Work with Beginning Balances
- Work with Budget Amounts
- Work with Transaction Allocation Accounts
- Work with Period Allocation Accounts
- Duplicate General Ledger Account Numbers
- Work with General Ledger Combined Titles
- Duplicate Alternative Budgets
- Work with Formatted Statement Numbers
- Duplicate Formatted Statement Numbers

Inquiry

- G/L Inquiry
- Balance Sheet / Income Statement Inquiry
- Build / Rebuild Inquiry Files
- G/L Account Inquiry

Journalization

- Cash Receipts
- Checks
- Journal Entries
- Invoices
- Payroll Entries
- Fixed Asset Entries
- Recurring Entries

Posting

General Ledger Posting

- List All Unposted General Ledger Transactions
- Post General Ledger Transactions
- HS Allocations - P/R and A/P Transactions
- HS Allocations - Administrative Accounts
- Reset Files
- Edit Period Allocations

Check Reconciliation

- Print Bank Reconciliation Reports
- Initiate Bank Reconciliation

Accounts Receivable

- Enter / Update Customer Masters
- Enter / Update Recurring Invoices
- Print Recurring Invoices
- Print Miscellaneous Statements
- Print Open Receivables List

Trial Balance Preparation

- Trial Balance
- Detail Trial Balance
- Trial Balances by Major/Minor Code

Adjustments

- Cash Receipts
- Checks
- Journal Entries
- Invoices
- Payroll Entries
- Fixed Asset Entries
- Recurring Entries

Check Reconciliation

- Enter / Update Checks and Deposits Cleared
- Purge Cleared Checks and Deposits

Accounts Receivable

- Enter / Update Customer Masters
- Enter / Update Recurring Invoices

Adjusted Trial Balance

- Trial Balance
- Detail Trial Balance
- Trial Balances by Major/Minor Code

Statement Preparation

- Work with Configuration Reports
- Income Statement

- Income Statement - Combined
- Income Statement Formatted
- Budget Statement
- Budget Statement - Combined
- Budget Statement - Formatted
- Balance Sheet
- Balance Sheet - Change in Condition
- Balance Sheet - Formatted
- More General Ledger Reporting Options
 - Trial Balance
 - Year-to-Date Reports
 - Budget Worksheet
 - Auditor's Worksheet
 - Recurring Journal Listing
 - Financial Title Page
 - Cash Balances Report
 - Percentage Allocation Report
 - Projected Budget Worksheet
 - Miscellaneous Accounts Receivable Registers
 - Trial Balances by Major/Minor Code
 - Chart of Accounts
 - Detail Trial Balance
 - Previous Years Reporting Options
 - Financial Statement Inquiry
 - Master File Maintenance - Previous Year
 - Enter/Update Transactions - Previous Year
 - List Unposted Transactions - Previous Year
 - Post Transactions - Previous Year

Closing (nominal accounts)

- Post General Ledger Transactions and Close Period
- End of Year Closing

Post-closing Trial Balance (optional)

- Trial Balance
- Detail Trial Balance
- Trial Balances by Major/Minor Code

Reversing Entries (optional)

- Reversing Entries

Chapter 5

Master File Maintenance

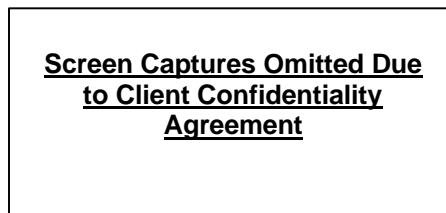
Master File Maintenance Overview

The Master File Maintenance Menu provides a front-end menu that allows you to access certain features of the General Ledger system, enabling you to enter, change, display, copy, or duplicate various types of General Ledger information.

Accessing the Master File Maintenance Menu:

- Type "1" from the General Ledger Main Menu and press [ENTER].

The following Master File Maintenance Menu will appear:



General Ledger Master File Maintenance Menu

The following options are available from the General Ledger Master File Maintenance Menu:

- **Work with General Ledger Account Numbers**
- **Work with Beginning Balances**
- **Work with Budget Amounts**
- **Work with Transaction Allocation Accounts**
- **Work with Period Allocation Accounts**
- **Duplicate General Ledger Account Numbers**
- **Work with General Ledger Combined Titles**
- **Duplicate Alternative Budgets**
- **Work with Formatted Statement Numbers**
- **Duplicate Formatted Statement Numbers**

Work with General Ledger Account Numbers

The Work with General Ledger Account Numbers procedure allows you to establish and maintain multiple charts of accounts. Using this option, you can assign account numbers, add and delete accounts, update account descriptions, and tailor accounts for financial reporting.

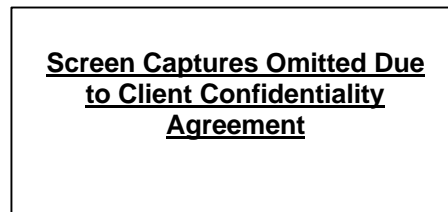
To establish or maintain a chart of accounts, you will need a list of all the accounts to which transactions are posted. A sample chart of accounts is provided in the Appendix.

NOTE: BEFORE ENTERING A CHART OF ACCOUNTS FOR A CONTROL GROUP, YOU MUST FIRST ESTABLISH THE CONTROL GROUP FOR THE ACCOUNTS USING THE CLIENT ADMINISTRATOR MENU.

Working with General Ledger Account Numbers:

1. Type "1" from the Master File Maintenance Menu.

The following System Process Verification panel will appear:



System Process Verification Panel

2. Type the 3-digit COMPANY NAME and press [F9] to continue.
3. Type the GENERAL LEDGER NUMBER (see the Appendix for more information) and press [ENTER] to continue.

NOTE: THE GENERAL LEDGER NUMBER IS A LOOKUP FIELD. SEE THE SECTION ON LOOKUPS IN STANDARD FEATURES OF CLIENT APPLICATIONS FOR MORE INFORMATION.

The following Chart of Accounts Master panel will appear:

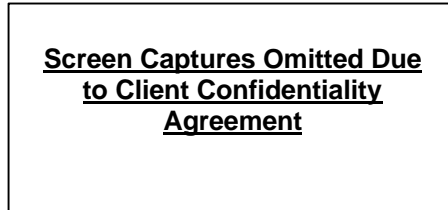


Chart of Accounts Master Maintenance Panel

4. Enter information into fields according to the following table:

Field	Description
STATUS	Valid codes are "I" - inactive; "A" - active, and "D" - deleted. Note: this is a lookup field.
ACCOUNT NUMBER	Editing is not allowed from this panel.
TYPE OF ACCOUNT	Type "1" for Balance Sheet or "2" for Income Statement. Note: this is a lookup field.
KIND OF ACCOUNT	Valid codes are "H" - header; "D" - detail; "T" - total, and "B" - base. Note: this is a lookup field.
DESCRIPTION	Type a description for the account, such as "cash."
COST CONTROL CODE	Valid codes are: overhead (the default); "D" - direct; and "E" - excluded. Note: this is a lookup field.

Next, the account must be assigned to a general ledger account group.

Assigning a General Ledger Account to a Group:

1. Press [F10] to assign the account to a particular group of accounts, such as current assets.

The following Chart of Accounts Master Maintenance Group panel will appear:

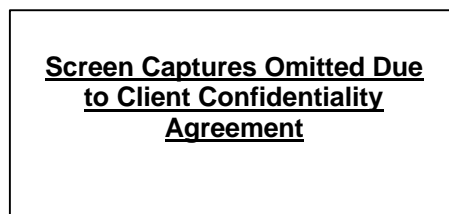


Chart of Accounts Master Maintenance Group Panel

2. Type "1" next to the group for which the account will belong and press [ENTER] to continue.
3. Press [ENTER] to view the report control fields for the account.

The following Chart of Accounts Master Maintenance Report Control panel will appear:



Chart of Accounts Master Maintenance Report Control Panel

4. Change the Report Control options (all field are lookup fields) as outlined in the following table:

Field	Description
DISPLAY CODE	Options are normal (the default), "R" - reverse the amount of the field sign; "N" - non-print
INDENT SPACES	Options are "0" for no indention, 3 spaces, and 5 spaces.
SPACE AFTER	Options are blank for no spaces, or "1", "2", or "3" lines, or "P" for a page break.
LEVEL ACCUMULATION	Levels can accumulate from 0 (lowest level) through level 9. NOTE: THIS CODE MUST BE GREATER THAN THE CODE FOR ANY ACCOUNTS THAT THIS ACCOUNT TOTALS AND LESS THAN THE CODE FOR ANY ACCOUNTS ACCUMULATING THIS ACCOUNT.
UNDERLINE AMOUNTS	Options are "0" - no underline, "1" - single; "2" - double
PRINT \$ SIGN	Options are blank for no \$ sign and "\$" to print the \$ sign.
COLUMN NUMBER	Type the code to indicate the column in which the system will print the amount. Options are blank for N/A, or "1", "2", or "3" for first, second, or third column respectively.
SUBSIDIARY CODE	To indent the subsidiary code type "0" for no indention, 3 spaces, and 5 spaces.
CASH ACCOUNT CODE	Type "C" if the account is a cash account, leave blank if not applicable (N/A).

5. Press [ENTER] to continue.

FAS will display a panel where you can enter another General Ledger number or you can press [F3] to exit.

If you exit, a message will prompt you to update the GL numbers. Press [F21] to update GL numbers.

For more information on report controls, see the Appendix section on Report Processing Control.

Chapter 6

Transaction Entry and Maintenance

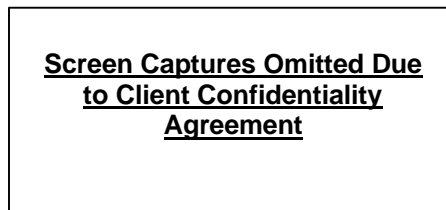
Transaction Entry and Maintenance Overview

The Transaction Entry and Maintenance Menu provides a front-end menu that allows you to access the transaction entry and maintenance procedures of the General Ledger system.

Accessing the Transaction Entry Maintenance Menu:

- Type "2" from the General Ledger Main Menu and press [ENTER].

The following Transaction Entry Maintenance Menu will appear:



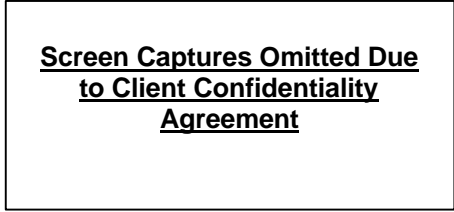
General Ledger Transaction Maintenance Menu

The following options are available from the Transaction Entry Maintenance Menu:

- **Transaction Entry and Maintenance**
- **Daily Report Entry and Maintenance**

Transaction Entry

After you press [ENTER] from either the Cash Receipts, Checks, Journal, Invoice, Payroll, Fixed Asset, Recurring Journal Entries, or Reversing Entries panels, the following Transaction Entry panel will appear:



General Ledger Transaction Entry Panel

The cursor will be positioned in the cost center field at the bottom of the panel.

1. Enter data in the fields according to the following table:

Field	Description
COST CENTER	Type the number to which a transaction is being allocated. (Lookup field) <u>Example:</u> For income (cash receipts) this is the cost center to which income is being disbursed. For expenses, this is the cost center to which an expense is being distributed.
ACCOUNT	Type the ACCOUNT NUMBER. This is a way to further track the transaction.
DESCRIPTION	Type a description of the transaction. <u>Example:</u> For manual checks, type the name of the Payee. For cash receipts, type the name of the source from which the agency received the income.
SUB 1	Type the subprogram code in this field, if applicable and if you want to add another level by which the transaction can be tracked.
SUB 2	Type the subprogram code in this field, if applicable and if you want to add another level by which the transaction can be tracked.
AMOUNT	Type the amount of the transaction in dollars and cents using leading zeros and the decimal. <u>Example:</u> To enter \$2,500.69, type 00002500.69 in the amount field. To enter \$30,000, type 00000030000 in the amount field.

2. Press [ENTER] to continue.

NOTE: IF YOU NEED TO ALLOCATE THE TRANSACTION ACROSS DIFFERENT COST CENTERS AND ACCOUNTS, REPEAT THE PROCEDURE OUTLINED IN THE ABOVE TABLE UNTIL ALL ALLOCATED AMOUNTS ARE ENTERED AND THE TOTAL OF THE ALLOCATED AMOUNTS EQUALS THE TOTAL AMOUNT OF THE TRANSACTION.

3. Press [F9] to save the entries after you have finished entering all the allocations for the transaction.
4. Press [F3] to Exit.

The following options are available to you during entry:

- Delete - press [F11] to delete a receipt.
- Reactivate - press [F17] to reactivate a previously deleted receipt.

Caution: For journal entries, all debit and credit amounts must be entered and total debits must equal total credits.

Chapter 10

Check Reconciliation

Check Reconciliation Overview

The Check Reconciliation Menu provides a front-end menu that allows you to access the Bank Reconciliation procedures of the General Ledger system.

Accessing the Check Reconciliation Menu:

- Type "6" from the General Ledger Main Menu and press [ENTER].

The following Check Reconciliation Menu will appear:



Check Reconciliation Menu

The following options are available from the Check Reconciliation Menu:

- **Print Bank Reconciliation Reports**
- **Enter / Update Checks and Deposits Cleared**
- **Purge Cleared Checks and Deposits**
- **Initiate Bank Reconciliation**

Print Bank Reconciliation Reports

The Print Bank Reconciliation Reports procedure allows you to create a report that can be used to reconcile FAS data with your agency's bank statement. You control the type and range of data included in the report.

Example: You may specify whether the report contains checks, deposits or both. See the Appendix for information on Report /Processing Control.

NOTE: BEFORE YOU CAN RUN THIS PROCEDURE, YOU MUST CREATE THE NECESSARY FILES USING THE INITIATE BANK RECONCILIATION PROCEDURE.

Printing Bank Reconciliation Reports:

1. Type "1" From the Bank Reconciliation Menu.

The System Process Verification Panel will appear.

2. Type the CONTROL GROUP NUMBER
3. Press [F9] to continue.

The following Print Bank Reconciliation Report panel will appear:

**Screen Captures Omitted Due
to Client Confidentiality
Agreement**

Print Bank Reconciliation Report Panel

4. Set the report criteria according to the table below:

Field	Description
TYPE OF REPORT	Valid entries are "A" - checks only; "B" - deposits only; "C" - both
TYPE OF CHECKS/DEPOSITS	Valid entries are "A" - all, "C" - cleared only, "O" - outstanding only
BANK ACCOUNT NUMBERS	Type the range of bank accounts to include in the report. Type the first bank account in the first field and the last bank account in the next field.
CHECK NUMBERS	Type the range of check numbers to include in the report. Type the first check number in the first field and the last check number in the next field.
CHECK/DEPOSIT DATES	Type the range of dates to include in the report. Type the first date in the first field and the last date in the next field.
DATES CLEARED	Type the range of dates to include in the report. Type the first date in the first field and the last date in the next field. Typically these are the bank statement dates.

5. Press [F9] to run in the background, [F21] to run interactively, or [F3] to cancel.

NOTE: RUNNING A REPORT INTERACTIVELY CAN SIGNIFICANTLY SLOW SYSTEM RESOURCES. IT IS RECOMMENDED THAT YOU RUN YOUR REPORTS IN THE BACKGROUND.

For more information on reports, see the Appendix sections on Report Processing Control and Work with Spooled Files.

SAMPLE REPORT

**Report Sample Omitted Due to
Client Confidentiality
Agreement**

Sample Bank Reconciliation Report

Appendix C - The General Ledger Number

About the General Ledger Number

The Client Financial Applications System (FAS) General Ledger number is an eleven-digit number consisting of two elements: a Cost Center (the first five digits) and an Account Number (the last six digits). The General Ledger number is explained in the following sections:

- **The Cost Center**
- **Cost Center Examples**
- **The Account Number**
- **Chart of Accounts Example**

The Cost Center

The first five digits of the General Ledger number form the Cost Center. The Cost Center is used to group revenues and expenses for individual areas of your company or agency. FAS had the ability to produce income statements for each individual Cost Center - an aid to management in analyzing operations and placing accountability on managers for their particular area of responsibility.

Although the Cost Center is a five-digit number, it is sub-divided into two fields on the data entry panels to facilitate entry.

NOTE: BALANCE SHEET ACCOUNTS DO NOT USE THE COST CENTER ELEMENT.

COST CENTER EXAMPLES

A **Law Firm** with offices in Chicago, New York, and Cicely with primary areas of practice in litigation, corporate, and insurance law might use the following cost centers:

- 001-01 Litigation / Chicago
- 001-02 Litigation / New York
- 001-03 Litigation / Cicely
- 002-01 Corporate / Chicago
- 002-02 Corporate / New York
- 002-03 Corporate / Cicely
- 003-01 Insurance / Chicago
- 003-02 Insurance / New York
- 003-03 Insurance / Cicely
- 004-01 Other Areas / Chicago
- 004-02 Other Areas / New York
- 004-03 Other Areas / Cicely
- 900-01 Administration / Chicago
- 900-02 Administration / New York
- 900-03 Administration / Cicely

With this cost center structure, the law firm would be able to produce individual income and budget statements for each cost center. The law firm would also be able to use combined income statement and budget reports to produce statements for each individual area of practice or location.

A **Community Mental Health Center** with clinics in Dallas, Fort Worth, Tyler, and Sherman might use the following cost centers:

- 100-01 Adult Outpatient Counseling / Dallas
- 100-02 Adult Outpatient Counseling / Fort Worth
- 100-03 Adult Outpatient Counseling / Tyler
- 100-04 Adult Outpatient Counseling / Sherman

200-01 Case Management / Dallas
200-02 Case Management / Fort Worth
200-03 Case Management / Tyler
200-04 Case Management / Sherman
300-01 Children's Services / Dallas
300-02 Children's Services / Fort Worth
300-03 Children's Services / Tyler
300-04 Children's Services / Sherman
400-01 Crisis Response / Dallas
500-01 Partial Hospitalization / Dallas
500-02 Partial Hospitalization / Fort Worth
500-03 Partial Hospitalization / Tyler
600-02 Supervised Housing / Fort Worth
600-04 Supervised Housing / Sherman
900-01 Administration / Dallas
900-02 Administration / Fort Worth
900-03 Administration / Tyler
900-04 Administration / Sherman

A **Hotel Management Company** might use the following cost centers:

001-10 Rooms
001-20 Restaurant
001-30 Gift Shop
001-40 Banquet
001-50 Administration

Index

A

- About the General Ledger Number 178
- Account 70
- Account Description 63
- Account number..... 70, 151
- Account Number Listing..... 193
- Account Numbers 43, 63, 93, 178, 182
- Account Option 195
- Account Status..... 63
- Account Type..... 63
- Accountability 33
- Accounting Cycle 38
- Accounts..... 43, 46, 49, 57, 63, 96, 137, 182, 183, 191, 193
 - Chart 46, 57, 63, 182, 183, 191, 193
 - View Detail 96, 137
- Accounts Payable 7, 8
 - Accounts Payable Distribution Report 79
 - Accounts Payable Invoice file..... 81, 83
 - Accounts Payable Reports 161
 - Accounts Payable Transactions 86
- Accounts Receivable Registers Panel 198
- Address Fields 12
- Address line 151
- Address Type 15, 29
- Administration 180
- Administrative Accounts..... 88
- Align page..... 162
- Allocation Amount..... 49
- Allocation Method 49
- AS/400 Main Menu 174, 175, 176, 177
- Assist menu 23
- Audit 183
- Auditor's Worksheet..... 187

B

- Balance Sheet 43, 63, 92, 96, 105, 106, 130, 132, 134
 - Balance Sheet Format..... 63
 - Balance Sheet Print Panel..... 130, 132
 - Balance Sheet/Income Statement Inquiry..... 96
 - Balance Sheet/Income Statement Inquiry Panel..... 96, 137
- Bank account..... 145
- Bank account number..... 70, 147
- Bank Reconciliation 142
- Bank Reconciliation Panel 145
- Bank statement date..... 145
- Basis..... 49

Batch 106
 Beginning Balances 46
 Budget Amounts 47
 Budget Amounts Panel 47
 Budget Statement 105, 124, 126, 128
 Budget Statement Printing Control Panel 124
 Budget Worksheet 189, 200
 Budget Worksheet Panel 189

C

Cash Account Code 43
 Cash Balances Report 191
 Cash Balances Report Panel 191
 Cash Receipts 70
 Cautions 8
 Center Description 63
 Change Allocation Amounts 49
 Change Check Amount 145
 Change Collection Function Key 106
 Change Combined Titles Information 59
 Change Period Ending Date 96
 Changed View 166
 Characters per inch 162
 Chart of Accounts 43, 46, 57, 63, 182, 183, 191, 193
 Chart of Accounts Example 183
 Chart of Accounts Master Maintenance Panel 43
 Chart of Accounts Master Maintenance Report Control Panel 43
 Chart of Accounts Panel 193
 Check numbers 143
 Check Reconciliation Menu 142
 Check Register Report 79
 Check/deposit dates 143
 CLEAR BANK DEPOSITS 145
 Clear Invalid Field Entries 17
 Cleared 145
 Close 85
 Period 83
 Year 85
 Closed 30
 CMD 14
 Column Number 43, 63
 Columns 106
 Combined Budget Statement 126
 Combined Budget Statement Printing Control Panel 126
 Combined Control Group 105
 Combined Control Group Reporting 141
 Combined Income Statement 120
 Combined Income Statement Print Control Panel 120
 Combined Title 59
 Combined Titles Information Panel 59

Company	191, 202
Company Number.....	57, 96, 106, 118, 120, 122, 124, 126, 128, 130, 132, 134
Company/Format	137
Company/format number	96
Configuration Reports.....	105, 106
Configure PC5250 window.....	23
Configure Session	23
Configure Your Mouse	23
Constant Budget Number	61
Constant Code.....	61
Constants	49, 61
Control.....	120, 126, 200
Control Account	158, 159
Control Group	100, 162, 167, 169, 171
Control Group Number.....	57, 93, 96, 101, 137, 143, 145, 147, 149, 151 154, 157, 158, 159, 187, 189, 191, 193, 195, 197, 198, 199, 200, 202, 204, 206, 208
Control Number	67
Copy Accounts.....	57
Copy Window	167
Cost Center	49, 70, 106, 118, 178, 179
Cost Center Details	101
Cost Center Examples	180
Cost Center Listing.....	193
Cost Control Code	43
Create	49, 54, 59, 106, 151, 154, 157, 171
Combined Title.....	59
Customer Master	151
G/L.....	157
New Allocation Method.....	49
New Report Control Record	171
Period Allocation	54
Recurring Invoice	154
Report Configuration	106
Customer Account	158, 159
Customer Master	151
Create	151
Delete.....	151
Update	151
Customer Master Maintenance	151
Customer Number	151, 154
Customer Support.....	36
Customer's Name	151
Customize Mouse	23

D

Daily Report Entry.....	77
Date.....	70, 157
Date fields.....	12
Dates cleared	143
Default values	161

Degree of rotation 162

Delete 17, 49, 54, 59, 63, 106, 151, 154, 177

 Allocation Amount 49

 Allocation Method 49

 Customer Master 151

 General Ledger Titles 59

 Line 154

 Period Allocation 54

 Recurring Invoice 154

 Report Configuration 106

 Spooled File 177

Department 120, 187, 200

Deposits 147

 Deposits Cleared 145

 Deposits Only 147

 Deposits Panel 147

Deselect Checks That Have Cleared 145

Detail 63

Detail Account 92, 182

Detail Trial Balance 195

Detail Trial Balance Panel 195

Different Company/Format 137

Different Period Ending Date 137

Display 12, 106, 132, 154, 169

 Control Group's 132

 Recurring Invoice 154

 Report Configuration 106

 Report Control Record 169

Display Code 43, 63

Display Combined Titles Information 59

Display GL Account Information 93

Documentation Comment Form 186

Documentation Update 34

Drawer source 162

Duplicate Alternative Budgets 61

Duplicate Formatted Statement Numbers 67

Duplicate General Ledger Account Numbers 57

E

Edit Period Allocations 91

Employee Costs Distribution 86

Emulator 23

End 78, 85

 Year 78

 Year Closing 85

Enter

 Update Checks and Deposits Cleared 145

 Cash Receipts 70

 Checks 70

 Fixed Asset Entries 70

Invoices	70
Journal Entries	70
Payroll Entries	70
Recurring Entries	70
Reversing Entries.....	70
Enter/Update Checks	145
Enter/Update Transactions.....	137
Entry	38, 49
Change	49
Reversing.....	38
Error Messages	16
Error Reset	14
Examples.....	8
Existing.....	171
Report Control Record.....	171
Exits.....	32, 63, 70, 100, 137, 154, 157, 158, 159
AS/400 System Main Menu	32
Inquiry Panel	137
Expiration Date	70

F

F key (see also: Function Key).....	12
Field Advance	14
Field Exit.....	12, 14
Field Names	8
File menu.....	23
File Separator Pages	162
Filter Invoice Types.....	30
Filter on Subs	96
Financial Applications System	8
Financial Reporting Menu	105
Financial Statement Inquiry.....	137
Financial Title Page	197
First Invoice Number To Print	157
Fixed Asset Entry.....	70
Fixed Assets	7, 70
Form Type	162
Formatted	122, 128, 134
Formatted Accounts	193
Formatted Balance Sheet.....	134
Formatted Budget Statement	128
Formatted Income Statement.....	122
Formatted Statement.....	63
Formatted Statement Numbers	63
Function Key.....	12

G

General Ledger.....	7, 8, 37, 42, 43, 47, 69, 78, 81, 83, 92, 93,
---------------------	---

105, 130, 132, 141, 142, 157, 178, 179, 182, 204

- General Ledger Account Numbers 43, 137
- General Ledger Accounts..... 193
- General Ledger Accounts Inquiry Panel 93
- General Ledger Cash Receipts Panel 70
- General Ledger Combined Titles..... 59
- General Ledger Detail 193
- General Ledger Detail Accounts..... 96
- General Ledger Fixed Asset Entry Panel..... 70
- General Ledger Inquiry Files 100
- General Ledger Invoice Entry Panel..... 70
- General Ledger Journal Entry Panel 70
- General Ledger Number..... 43
- General Ledger Main Menu..... 32, 37
- General Ledger Manual Checks Panel 70
- General Ledger Master 85
- General Ledger Master file 81, 83
- General Ledger Master File Maintenance Menu..... 42
- General Ledger Master Maintenance Menu 67
- General Ledger Number..... 43, 54, 178
- General Ledger Overview..... 37
- General Ledger Payroll Entry Panel 70
- General Ledger Posted Transactions Inquiry Panel..... 93
- General Ledger Posting 46, 137
- General Ledger Posting Menu..... 78
- General Ledger Previous Years 137
- General Ledger Prior Years..... 137
- General Ledger Processing Menu 78, 79, 81, 83, 85
- General Ledger Recurring Journal Entries 202
- General Ledger Recurring Journal Entry Panel 70
- General Ledger Reporting Menu 105
- General Ledger Reversing Entry Panel 70
- General Ledger Titles..... 59
- General Ledger Transaction Entry Panel..... 70
- General Ledger Transaction Inquiry Item Detail Panel 93
- General Ledger Transaction Listing Report 79
- General Ledger Transaction Maintenance Menu..... 69
- GL..... 43, 49, 54, 57, 157
 - GL Account Inquiry..... 101
 - GL Account Number..... 154
 - GL Control Account..... 154
 - GL Inquiry 93
 - GL Number 54
- Guide Conventions 8
- Guide Layout 8

H

- Header..... 63
- Header Maintenance..... 77

Header Record	57
Helpful Hints	8
History Files	137
Hold Spooled File	162
HS Allocation	86, 88
Administrative Accounts	88
Payroll	86
HSMIS	12
Human Services Cost Allocation Panel	86, 88

I

IBM AS/400 Client Access Express	23
IBM Client Access	31
IBM WorkStation 5250 Emulator	31
Implementation	18
Inactive	63
Income Statement	43, 63, 92, 96, 105, 118, 120, 122
Income Statement Format	63
Income Statement Inquiry	96
Income Statement Menu	118
Income Statement Printing Control Panel	118
Indent Spaces	43, 63
Initiate Bank Reconciliation	149
Inquiry Panel	137
Inquiry Window	169
Invalid Field Entry Message Displayed on Panel	17
Invoice	70
Invoice Amount	154
Invoice Type Shown	30

J

Journal	70
Journal Entry	70
Journal Listing	202
Recurring	202
Journal Number	70
Journalization	38

K

Keyboard	14
Keyword Search	8

L

Last Account	195, 208
Level Accumulation	43, 63
Line	154

- Delete..... 154
- Insert..... 154
- List All Unposted General Ledger Transactions 79
- List Unposted Transactions..... 137
- Listing 174, 175, 176, 177
- Long Lookup..... 15, 29
- Look Up Field Values..... 29
- Lookup Displayed 47, 49
- Lookup Field 43
- Lookup Options Box Display 15
- Lookups..... 14, 15, 29
 - Perform 15, 29
 - Types 15, 29
 - View 15, 29

M

- Maintenance Panel 77
- Major/Minor Code 206
- Master File Maintenance..... 137, 189
- Master File Maintenance Menu 42
- Master File Maintenance Overview 42
- Menus..... 32
- Miscellaneous Accounts Receivable Menu 150
- Miscellaneous Accounts Receivable Registers 158, 159, 198
- Miscellaneous Statements 150
- MM/DD/YYYY 8, 12
- Monetary Fields 12
- Monthly Details 101
- More General Ledger Options..... 105
- More General Ledger Reporting Options 136
- More Previous Years 137
- Mouse Pointing..... 26
- Mouse Positioned on Record 27
- Mouse Setup 23
- Mouse Usage 22

N

- New Allocation Method 49
- New Report Control Record..... 171
- Next Date To Bill..... 154
- Next Payment Date..... 157
- No Action..... 23
- Notes And Cautions..... 8
- Number Of Copies 162

O

- On-Line Inquiry Menu 92

Open.....	30
Open Receivables List.....	150, 159
Open WorkStation Profile	23
Opt.....	49, 54, 59, 93, 106, 154
Options	17, 57, 93, 96, 145, 154, 162, 167, 169, 171, 174, 175, 176, 177
Options Box Shown	26
Options Column	26
Output Bin.....	162
Output Queue Library	162
Output Queue Name.....	162
Overflow Line Number	162

P

Page Length	162
Page Width	162
PageDown	14, 15, 29, 93, 151, 154, 167
PageUp	14, 15, 29, 93, 151, 154, 174, 175, 176, 177
Panels	12, 32
Payee	70
Payroll	70, 86
Payroll Entry	70
Percentage	54
Percentage Allocation Report	199
Percentage Amounts	49
Period Allocation.....	54
Change	54
Create	54
Delete.....	54
Period Allocation Accounts	54
Period Ending Date.....	70, 77, 79, 81, 83, 85, 86, 88, 90, 91, 96, 118 120, 122, 124, 126, 128, 130, 132, 134, 137, 157, 158, 159, 187, 189, 191, 195, 197, 200 204, 208
Period Option.....	195, 208
Period Posted	93
Popup window	26, 28
Post	78, 81, 83, 193
Post Transactions	101, 137
Posted Transaction file	81, 83
Posting General Ledger Transactions.....	81, 83, 137
Previous Years	137
Previous Years Reports	105
Print.....	118, 157, 159, 175, 189, 208
Print \$ Sign	43, 63
Print Bank Reconciliation Report Panel.....	143
Print Bank Reconciliation Reports	143
Print Miscellaneous Aged	159
Print Miscellaneous Statements	158
Print Open Receivables List	159
Print Quality	162
Print Recurring Invoices	150, 157

Print Text..... 162
 Printer Device 162
 Printer File Name 162
 Prior Year Unposted Transactions Panel 137
 Procedural Steps 8
 Process Name 162, 167, 169, 171
 Program Name 162, 167, 169, 171
 Projected Budget Worksheet 200
 Purge Cleared Checks..... 147
 Purge Dates..... 147

R

Rebuild General Ledger Inquiry Files Panel..... 100
 Rebuild Inquiry Files 100
 Receipt Number..... 70
 Recommendations..... 35
 Record Selected 27
 Recurring..... 202
 Journal Listing..... 202
 Journal Listing Panel..... 202
 Recurring Invoice..... 150, 154
 Change 154
 Create 154
 Delete..... 154
 Display 154
 Recurring Invoice Number 154
 Recurring Item Number..... 154
 Recurring Journal Entries 70
 Recurring Journal Listing 202
 Reference Number 70
 Registers 79, 208
 Control Group..... 79
 Print 208
 Unposted..... 79
 Release 176
 Spooled File 176
 Rename..... 106
 Report Configurations..... 106
 Change 106
 Copy 106
 Create 106
 Delete..... 106
 Display 106
 Run 106
 Report Control Panel 162, 166, 167, 169, 171
 Report Control Panel View..... 166
 Change 166
 Report Control Record..... 162, 167, 169, 171
 Change 162
 Copy 167

Display	169
Existing	171
Report Control Update Panel	162
Report Controls	43
Report/Processing Control	100, 118, 161, 166
Report/Processing Control Settings Table	161, 162
Reporting Menu	137
Reporting Options	137
Reporting Panel	137
Reset Files	90
Reversing Entry	70
Review General Ledger Transactions Panel	93
Revisions	34
Run	46, 106
General Ledger Posting	46
Report Configuration	106
Report Configuration Interactively	106

S

Save As	23
Save Spooled File	162
Scroll	14
Select Allocation Method Code	49
Select Checks That Have Cleared	145
Select Options	20
Short Lookup	15, 29
Sort Columns	28
Spooled File	162, 174, 175, 176, 177
Delete	177
Holding	162, 175
Print	175
Release	176
View	174
Standard Features	43
Statement Preparation	38
Subsidiary Code	43
Subsidiary File	81, 83
Subsidiary Number	54
System Process Verification Panel	43, 46, 47, 49, 54, 59, 61, 63, 67, 70, 77, 79, 81, 83, 85, 86, 88, 90, 91, 93, 96, 101, 143, 145, 147, 149, 151, 154

T

Technical Support	36
Title Description	59
Total Deposited	70
Transaction Entry	70, 137
Transaction Entry Maintenance	70
Transaction Listing	78, 137

Transactions 38
 Trial Balance..... 38, 159, 187, 195, 204, 206
 Trial Balance Preparation 38
 Trial Balances by Major/Minor Code..... 206
 Type Of Checks/Deposits 143
 Type Of Report 143

U

Underline Amounts 43, 63
 Unposted Transaction Listing..... 91
 Unposted Transaction Listing Panel..... 79
 Unposted Transactions 137
 Unposted Transactions File 70
 Update Customer Masters 150, 151
 Update Recurring Invoices..... 154
 Uppercase 8
 Usage 19
 User Data 162
 User Defined Dialog Box..... 23
 User Switches 1-8..... 162
 User Tasks 174, 175, 176, 177
 Using Your Mouse Configuration 23

V

Vender Master Listing..... 162, 167, 169, 171
 Vendor..... 28
 Vendor Data Entry 14
 Vendor Name 28
 Vendor Number 70
 Vendor Type 15, 29
 Vendor Type Lookup Box 29
 Vendors Panel Sorted on Search Code 21
 Vendors Panel Sorted..... 28
 View..... 15, 29, 174
 Lookup 15, 29
 Spooled File 174
 View Data For..... 137
 Different Company/Format 137
 Different Period Ending Date..... 137
 View Details..... 96, 137
 View Item Detail..... 93
 View Posted Transactions 93
 View Reference Detail 93

W

Work With Invoices 30
 Work With Recurring Invoices..... 154

Work With Recurring Invoices Create Panel	154
Work With Recurring Invoices Display Panel	154
Work With Recurring Invoices Distribution Panel	154
Work With Recurring Invoices Panel	154
Work With Report Configurations Panel.....	106
Work with Transaction Allocation Accounts.....	49
Work with Transaction Allocation Accounts Panel.....	49
Work With Vendors	28
Work With Vendors Panel.....	26, 27, 28, 29
Workstation ID	162, 167, 169, 171
WorkStation Profile	23

Y

Year.....	78, 85
Close.....	85
End	78
Year-to-Date Reports.....	208