

General Ledger Training Guide

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-GL.MENU]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:64 BASE.12 Port:064 Menu:GL.MENU Capture:On

**General Ledger Menu**

- 1. Journal Entries
- 2. Monthly Reports
- 3. Financial Reports
- 4. Year End Reports
- 5. Company File Dates
- 6. Bank Balance Update Report
- 7. Account Reconciliation Menu
- 8. Update GL Entries Without EOD

Enter Selection or END :

HELP CONTACTS MAINT DRILL EXECINQ REPORTS CAPT OFF VIEW CRM.MENU VRM.MENU  
OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Notes:

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General Ledger Parameters

- GL.PROD
- GL.COST.GOODS
- GL.POST.BACK
- 13MO
- DIV
- FIN.SUPP
- UPDATE.CHECK

**General Ledger Parameters**

Parameter file setting must be setup before going live.

**13 GL.PROD** – Update Sales in General Ledger based on:

- Product Type (Y) requires use of Sales.1 file
- Customer Type (C) requires use of Invoice file
- No Deferred Updating (N)

**18 GL.COST.GOODS** – Update Cost of Goods Sold in General Ledger based on:

- Product Type (Y) requires use of Sales.1 file
- Customer Type (C) requires use of Invoice file
- No Deferred Updating (N)

**23 GL.POST.BACK** – General Ledger – Ability to post to a fiscal month already closed (Y/N). Posting allowed as long as the general ledger fiscal year has not been finally closed.

**36 13MO** – Is a 13 Month Year Used (Y/N)

- 'N' – 12 Months
- 'Y' 13 Months used

**37 DIV** – Number of digits in division code/suffix. If 'NULL' or 0 division coding is not used.

**38 FIN.SUPP** – Suppress zero detail lines on financials (Y/N)

**79 UPDATE CHECK** – Update Flag for GL

- 'M' = Update GL monthly
- 'D' – Update GL daily

**Notes:**

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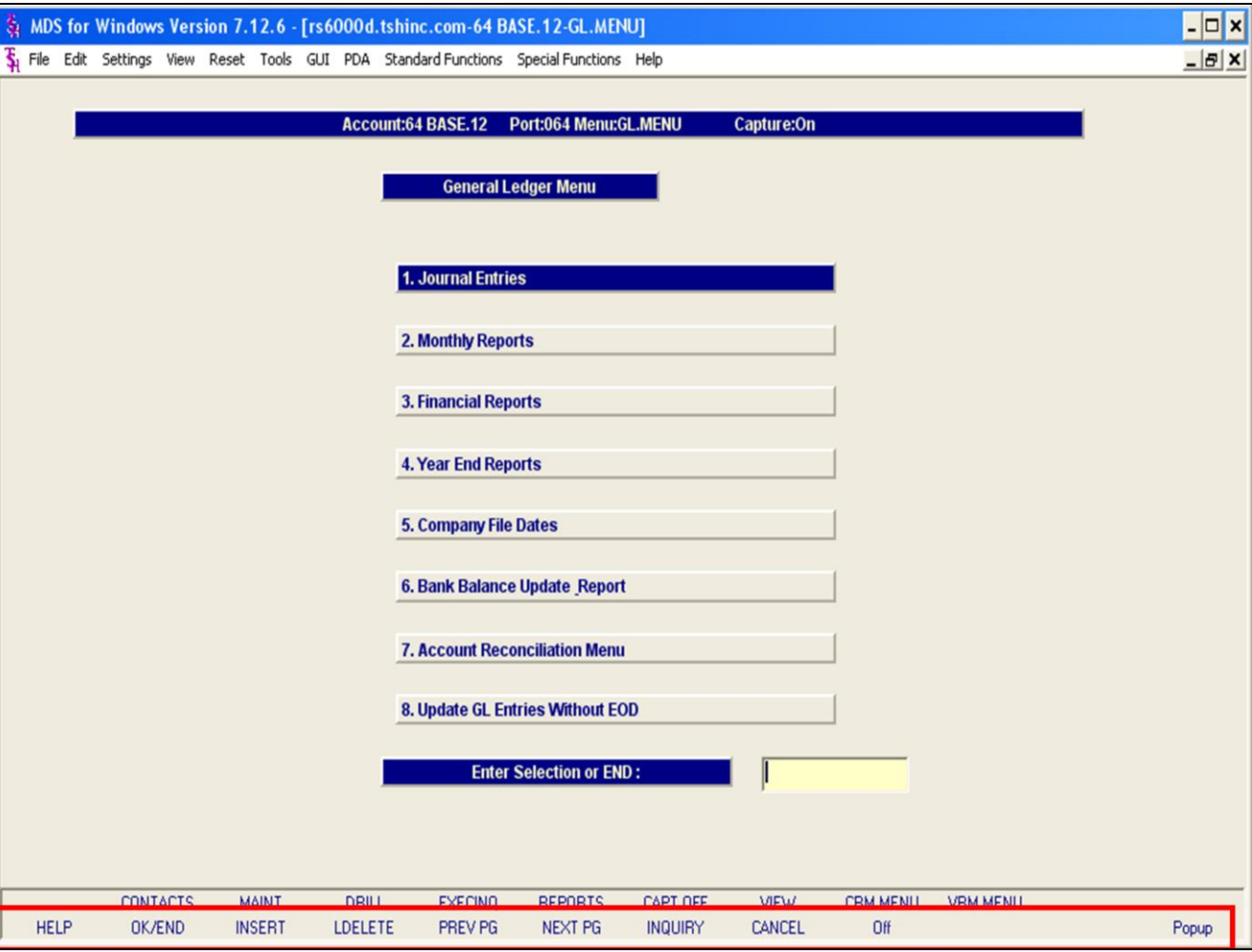
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**Notes:**

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**Master File Maintenance Function Keys**

The first 12 function keys on your keyboard (F1-F12) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

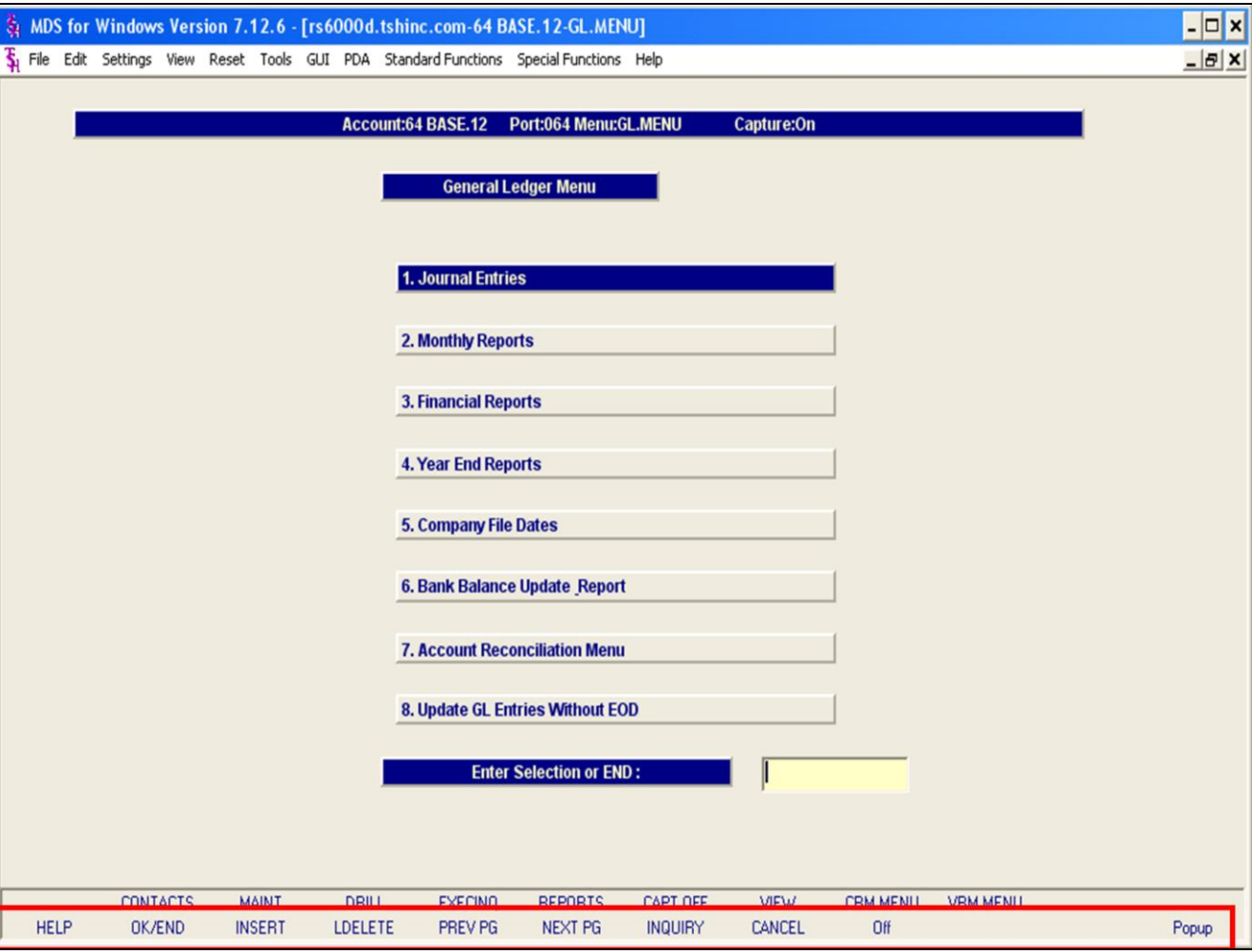
**HELP** - The HELP function is available by clicking on the 'HELP' icon or by pressing the 'F1' function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed.

**OK/END** – The OK/END function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

**INSERT** – The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

**LDELETE** – The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

**PREV PAGE** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.



**Notes:**

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**Master File Maintenance Function Keys**

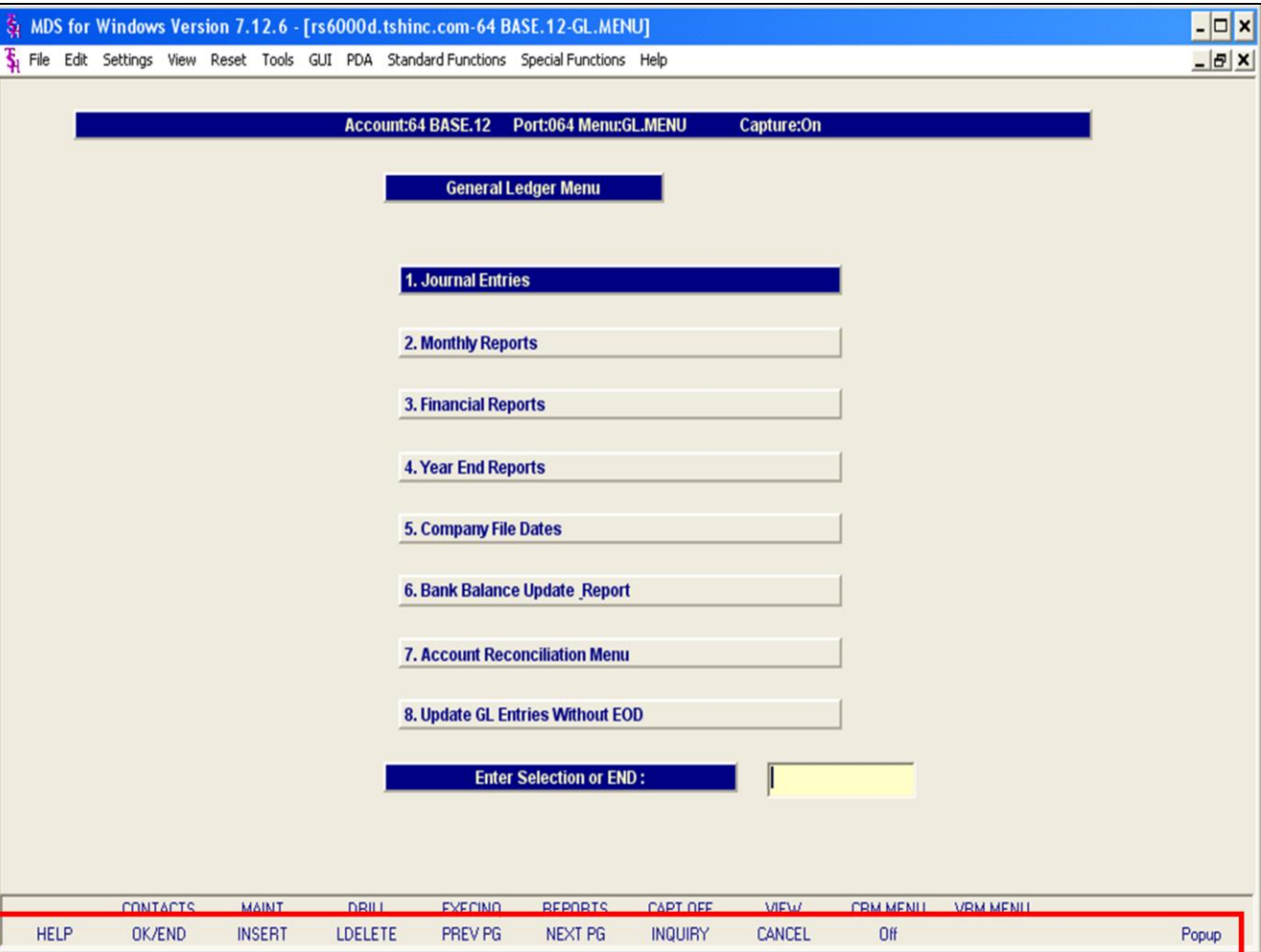
**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

**INQUIRY** – The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INQUIRY' icon or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

**CANCEL** – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

**Off** – The Off function is available by clicking on the 'Off' icon or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

**Popup** – The Popup function is available by clicking on the 'Popup' icon or by pressing the 'F12' function key. This function will bring up a custom menu with personally specified menu options.



**Notes:**

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**Master File Maintenance Function Keys**

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

**CONTACTS** - The CONTACTS function is available by clicking on the 'CONTACTS' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

**MAINT** - The MAINTENANCE function is available by clicking on the 'MAINT' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

**DRILL** - The DRILL function is available by clicking on the 'DRILL' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

**EXECINQ** - The EXECUTIVE INQUIRY is available by clicking on the 'EXECINQ' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

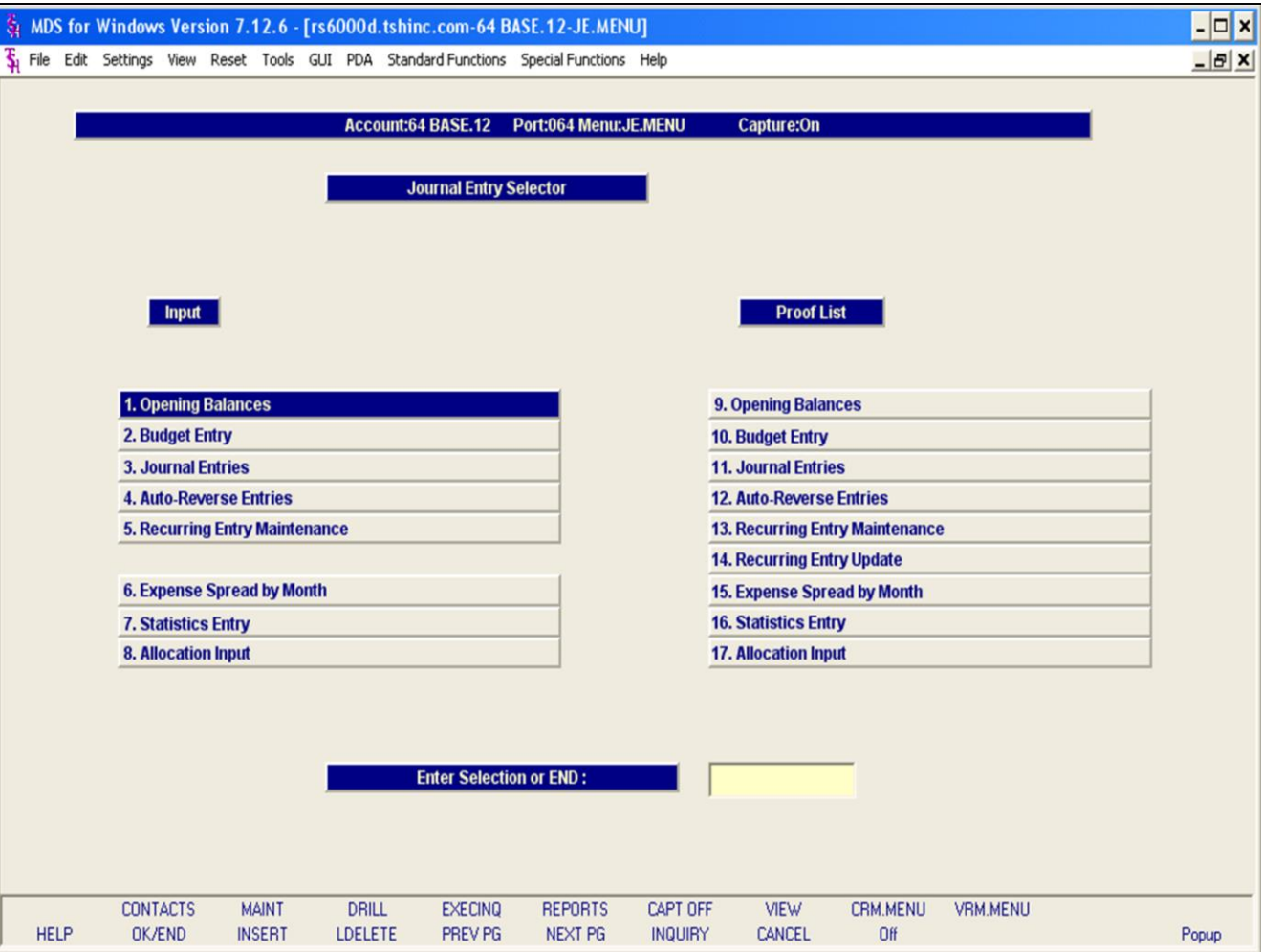
**REPORTS** – The REPORTS module is available by clicking on the 'REPORTS' icon or by pressing the Shift+'F6' function key.

**CAPT OFF** - The CAPTURE OFF function is available by clicking on the 'CAPT OFF' icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

**VIEW** - The VIEW function is available by clicking on the 'VIEW' icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

**CRM.MENU** – The CRM.MENU function is available by clicking on the 'CRM.MENU' icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

**VRM.MENU** – The VRM.MENU function is available by clicking on the 'VRM.MENU' icon or by pressing the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.



**Journal Entry Selector**

From the main system selector go into General Ledger Menu and then Journal Entries Menu.

**Notes:**

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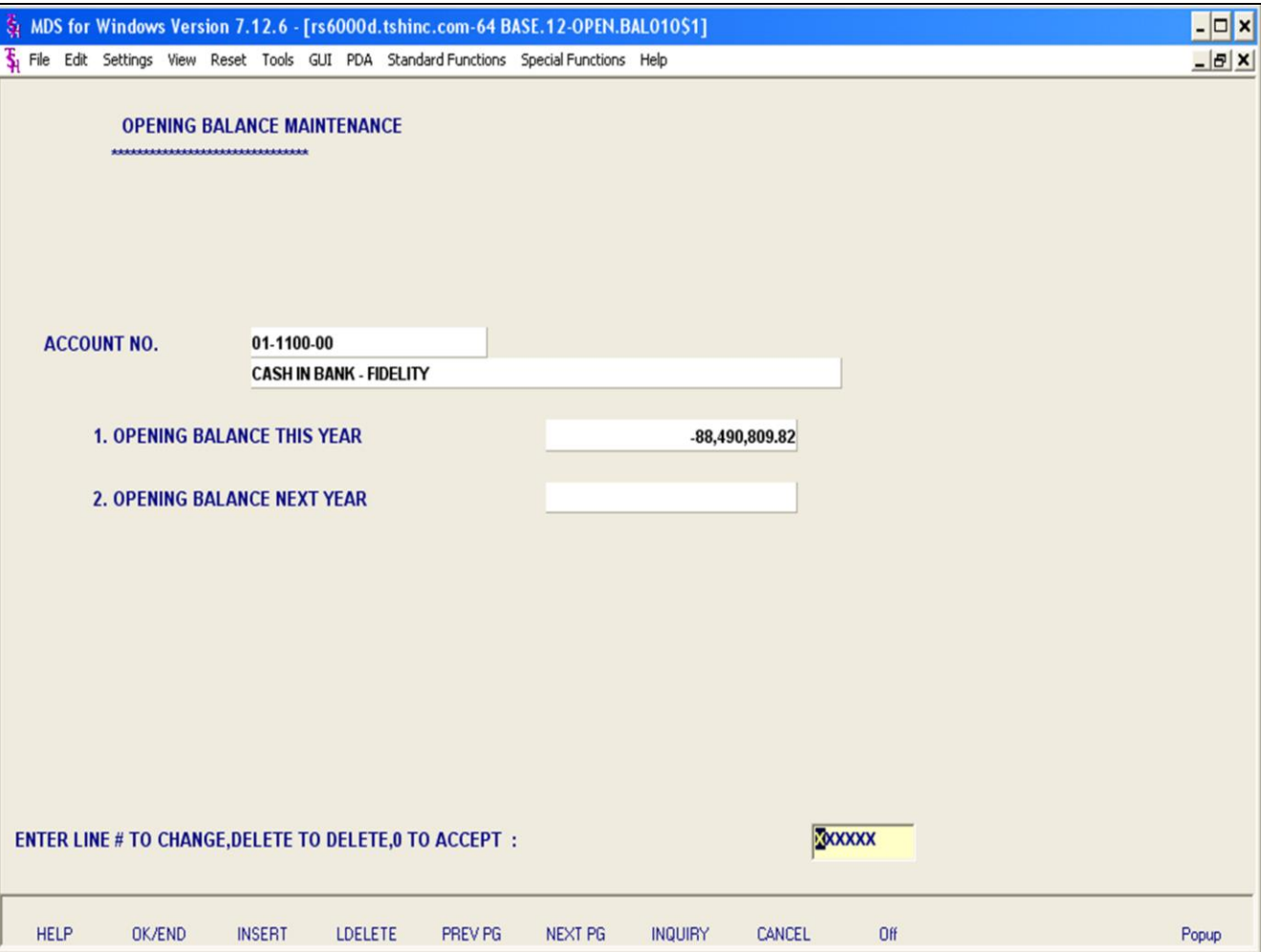
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**Notes:**

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**Opening Balances**

The opening balances program is used to establish the general ledger account in the Chart of Accounts file. The opening balances for this year and for next year can be entered. This is also the procedure for setting up a new account so that you may enter the GL Account number where needed.

**NOTE:** *Opening balances should ONLY be entered for balance sheet accounts! P&L account number can be entered here to add them to the CADF, however, any opening balances for P&L items should be entered through Journal Entries.*

**ACCOUNT NO.** - At the account number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**OPENING BALANCE THIS YEAR** - Opening balance for this year. This is based on the general ledger year in the Company record. If the opening balance is a credit amount, enter a negative (-) sign before the amount.

**OPENING BALANCE NEXT YEAR** - Opening balance next year. This is based on the general ledger year in the Company record. If the opening balance is a credit amount, enter a negative (-) sign before the amount.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make

desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by \*\*\* to delete an existing record.

**Notes:**

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**BUDGET ENTRY**  
\*\*\*\*\*

G/L NUMBER 01-1100-00  
CASH IN BANK - FIDELITY

PERIOD 1 BUDGET THIS YEAR

1.ANNUAL 115,925.00

2.MONTHS

1	JAN	7000.00
2	FEB	8500.00
3	MAR	8700.00
4	APR	8750.00
5	MAY	8800.00
6	JUN	8850.00
7	JUL	8900.00
8	AUG	8925.00
9	SEP	9500.00
10	OCT	10500.00
11	NOV	12500.00
12	DEC	15000.00

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT : XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Budget Entry**

This program is used to enter the budget amounts for the current year, revised budget for the current year, and budget for next year. Budget for next year should be used if you are entering the budget figures for next year and have not yet done a final general ledger year end. Last year closed for general ledger determines if budget amounts should be entered as this year or next year. If the budget figure is a credit amount, a negative (-) sign should be entered before the amount. The budget and next year budget figures will be used for expense vs. budget analysis and for financial reports. The revised budget figures can be used for expense vs. budget reports. The revised budget is not used on the financial reports.

**G/L NUMBER** - At the G/L number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**PERIOD** - Enter the budget period, a box will pop up with options for 'This Year', 'This Year Revised' or 'Next Year'.

**ANNUAL** - Enter annual budget. This should be used if the budget amount is equal for all fiscal periods (12 or 13). Enter the annual amount and the budget will be equally allocated to all periods. If the budget figure is a negative amount, enter a negative (-) sign before entering the amount.

**MONTHS** - Enter the budget amount for each month in the appropriate field. If the budget is a credit amount, a negative (-) sign should be input before the budget amount. The system will automatically tabulate the total annual budget in the 'ANNUAL' field.

**ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.INPUT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Journal Entry Input

**Fiscal Period** 0611  
**Company** 01 Test Company -1  
**Journal Entry #** NEW  
**Control Total** 0.00  
**Reference#** TRN  
**Transaction Date** 11/16/06  
**Source** JE  
**Description** Money transfer

Ln#	Account #	Debits	Credits	Job#	Description
1	##.####.##				
2					
3					
4					
5					
6					
7					
8					
9					
10					

RefNumbr TrnsDate Source Desc  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Journal Entries**

The journal entry program is designed for entry of periodic journal entries into the general ledger.

**Fiscal Period** - Enter Fiscal period YYYYMM.

**Company** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Journal Entry#** - Enter journal entry number or N for NEW. (JE # will be assigned when the entry is in balance and is accepted.) You may enter an existing journal entry number here to make modifications to the entry as long as it has not yet been updated.

**Control Total** - This field will keep track of the debits and credits. When the entries are in balance (showing 0.00) the journal entry may be accepted and journal entry number will be assigned.

**Reference #** - Enter a reference number. This field is required.

**Transaction Date** - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

**Source** - Enter a source code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available sources.

**Description:** Enter detailed description for this transaction here.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.INPUT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Journal Entry Input

Fiscal Period **0611**  
 Company **01 Test Company -1** Journal Entry # **NEW**  
 Reference# **TRN** Control Total **0.00**  
 Transaction Date **11/16/06**  
 Source **JE**  
 Description **Money transfer**

Ln#	Account #	Debits	Credits	Job#	Description
1	01-1100-00	5000.00			CASH IN BANK - FIDELI
2	01-1101-00		-5000.00		CASH IN BANK - MAPLEW
3					
4					
5					
6					
7					
8					
9					
10					

Enter line number to change/delete, (A)dd a line or 0 to accept :

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The journal number assigned to this entry is 001828

OK

RefNumbr TrnsDate Source Desc PREV PG NEXT PG INQUIRY CANCEL Off Popup

HELP OK/END INSERT LDELETE

### Journal Entries

**Account #** - At the account number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

Note: For each line item you must enter either a debit or credit amount. You cannot enter amounts for both in the same line.

**Debits** - Enter a debit amount.

**Credits** - Enter a Credit amount.

**Job#** - Enter valid job if applicapable. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available job numbers.

**Description** - System will show name of GL account for that line.

**ENTER LINE # TO CHANGE/DELETE, (A)dd a line or 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes. You also have the ability to enter 'A' to add a new line.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.REV.INPUT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Auto-Reverse Journal Entry Input

**Fiscal Period** 0611  
**Company** 01 Test Company -1  
**Journal Entry #** NEW  
**Control Total** 0.00  
**Reference#** Auto  
**Transaction Date** 11/16/06  
**Source** JE  
**Description** Temp. balance transfer

Ln#	Account #	Debits	Credits	Job#	Description
1	#.####.##				
2					
3					
4					
5					
6					
7					
8					
9					
10					

RefNumb    TrnsDate    Source    Desc  
 HELP      OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off      Popup

**Notes:**

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**Auto Reverse Entries**

The auto reverse entries are entered just like journal entries, however, when they are accepted, auto-reverse entries will be written out to the general ledger activity file twice: once for the assigned accounting period, and a second time with the reverse signs for the subsequent accounting period.

**Fiscal Period** - Enter Fiscal period YYYY.

**Company** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Journal Entry #** - Enter JE number or N for NEW. (JE # will be assigned when the entry is in balance and is accepted.) You may enter an existing journal entry number here to make modifications to the entry as long as it has not yet been updated.

**Control Total** - This field will keep track of the debits and credits. When the entries are in balance (showing 0.00) the journal entry may be accepted and journal entry number will be assigned.

**Reference#** - Enter a reference number. This field is required.

**Transaction Date** - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

**Source** - Enter a source code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available sources.

**Description** - Enter detailed description for this transaction here.

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.REV.INPUT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Auto-Reverse Journal Entry Input

**Fiscal Period** 0611  
**Company** 01 Test Company -1  
**Journal Entry #** NEW  
**Control Total** 0.00  
**Reference#** Auto  
**Transaction Date** 11/16/06  
**Source** JE  
**Description** Temp. balance transfer

Ln#	Account #	Debits	Credits	Job#	Description
1	01-1100-00	1000.00			CASH IN BANK - FIDELI
2	01-1101-00		-1000.00		CASH IN BANK - MAPLEW
3					
4					
5					
6					
7					
8					
9					
10					

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The journal number assigned to this auto-reverse entry is 001829

OK

Enter line number to change/delete, (A)dd a line or 0 to accept :

RefNumbr TrnsDate Source Desc  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off

Popup

**Auto Reverse Entries**

**Account #** - At the account number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

Note: For each line item you must enter either a debit or credit amount. You cannot enter amounts for both in the same line.

**Debits** - Enter a debit amount.

**Credits** - Enter a Credit amount.

**Job#** - Enter valid job if applicapable. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available job numbers.

**Description** - System will show name of GL account for that line.

**ENTER LINE # TO CHANGE/DELETE, (A)dd a line or 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes. You also have the ability to enter 'A' to add a new line.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

**Notes:**

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Recurring Entry Maintenance

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.RECCR.INPUT010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Recurring Journal Entry Input**

Company: 01 Test Company -1      Journal Entry #: 000717  
 Reference#: NTD 11/16/06      Control Total: 0.00  
 Source: JE  
 Description: Notes Rec

Ln#	Account #	Debits	Credits	Job#	Description
1.	###-####-##				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

RefNumbr      Source      Desc      PREV PG      NEXT PG      INQUIRY      CANCEL      Off      Popup  
 HELP      OK/END      INSERT      LDELETE

**Notes:**

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**Recurring Entry Maintenance**

The recurring journal entry program is designed for entering, changing, or deleting journal entries which recur throughout the year (periodically, every month or fiscal period). Each recurring journal entry is assigned a reference number for maintenance purposes. This procedure allows for the addition as well as maintenance of any recurring journal entry already on file. If you are doing maintenance to an existing recurring journal entry all the information will be displayed.

**Company** – Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Journal Entry #** - Enter an existing recurring journal entry number or a new number.

**Control Total** – This field will keep track of the debits and credits. When the entries are in balance (showing 0.00) the journal entry may be accepted and journal entry number will be assigned.

**Reference#** - Enter a reference number. This field is required.

**Transaction Date** - Hit return for today's date or enter a date. You can also click on the drop down box and select a date from the calendar.

**Source** - Enter a source code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available sources.

**Description** - Enter detailed description for this transaction here.

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-JE.RECCR.INPUT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Recurring Journal Entry Input

**Company** 01 Test Company -1      **Journal Entry #** 000717  
**Reference#** NTD 11/16/06      **Control Total** 0.00  
**Source** JE  
**Description** Notes Rec

Ln#	Account #	Debits	Credits	Job#	Description
1.	01-1220-00	500.00			NOTES RECEIVABLE
2.	01-1240-00		-500.00		SUBSCRIPTION RECEIVA
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Enter line number to change/delete, (A)dd a line or 0 to accept : XXXXXX

RefNumbr      Source      Desc  
 HELP      OK/END      INSERT      LDELETE      PREV PG      NEXT PG      INQUIRY      CANCEL      Off      Popup

**Notes:**

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**Recurring Entry Maintenance**

**Account #** - At the account number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

Note: For each line item you must enter either a debit or credit amount. You cannot enter amounts for both in the same line.

**Debits** - Enter a debit amount.

**Credits** - Enter a Credit amount.

**Job#** - Enter valid job if applicapable. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available job numbers.

**Description** - System will show name of GL account for that line.

**ENTER LINE # TO CHANGE/DELETE, (A)dd a line or 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes. You also have the ability to enter 'A' to add a new line.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-ACT.INPUT012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Actual Entry

G/L NUMBER 01-3012-00  
TSS EQUIPMENT MAINTENANCE

Period 1 ACTUAL THIS YEAR

TOTAL 5,200.00

1.OPEN AMOUNT 5000.00

2.MONTHS

1	JAN	50.00
2	FEB	50.00
3	MAR	50.00
4	APR	50.00
5	MAY	0.00
6	JUN	0.00
7	JUL	0.00
8	AUG	0.00
9	SEP	0.00
10	OCT	0.00
11	NOV	0.00
12	DEC	0.00

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Expense Spread by Month**

This program is used to enter the net of all transactions by period. It is designed to input historical information on profit and loss or balance sheet items. You can enter actuals for this year, next year and last year. The options you pick will determine which year this program will post the actuals.

**G/L NUMBER** - At the general ledger number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**Period** - Enter the budget period, a box will pop up with options for 'This Year', 'This Year Revised' or 'Next Year'.

**OPEN AMOUNT** - Enter the opening balance for the period. If the amount is a credit, enter a negative (-) sign before entering the amount.

**MONTHS** - This is the net of all the debits and credits that affected this account during the period. If the amount should be a credit amount, enter a negative (-) sign before entering the figure.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

**Notes:**

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Enter `DELETE` followed by Y\*\*\* to delete an existing record.

**Notes:**

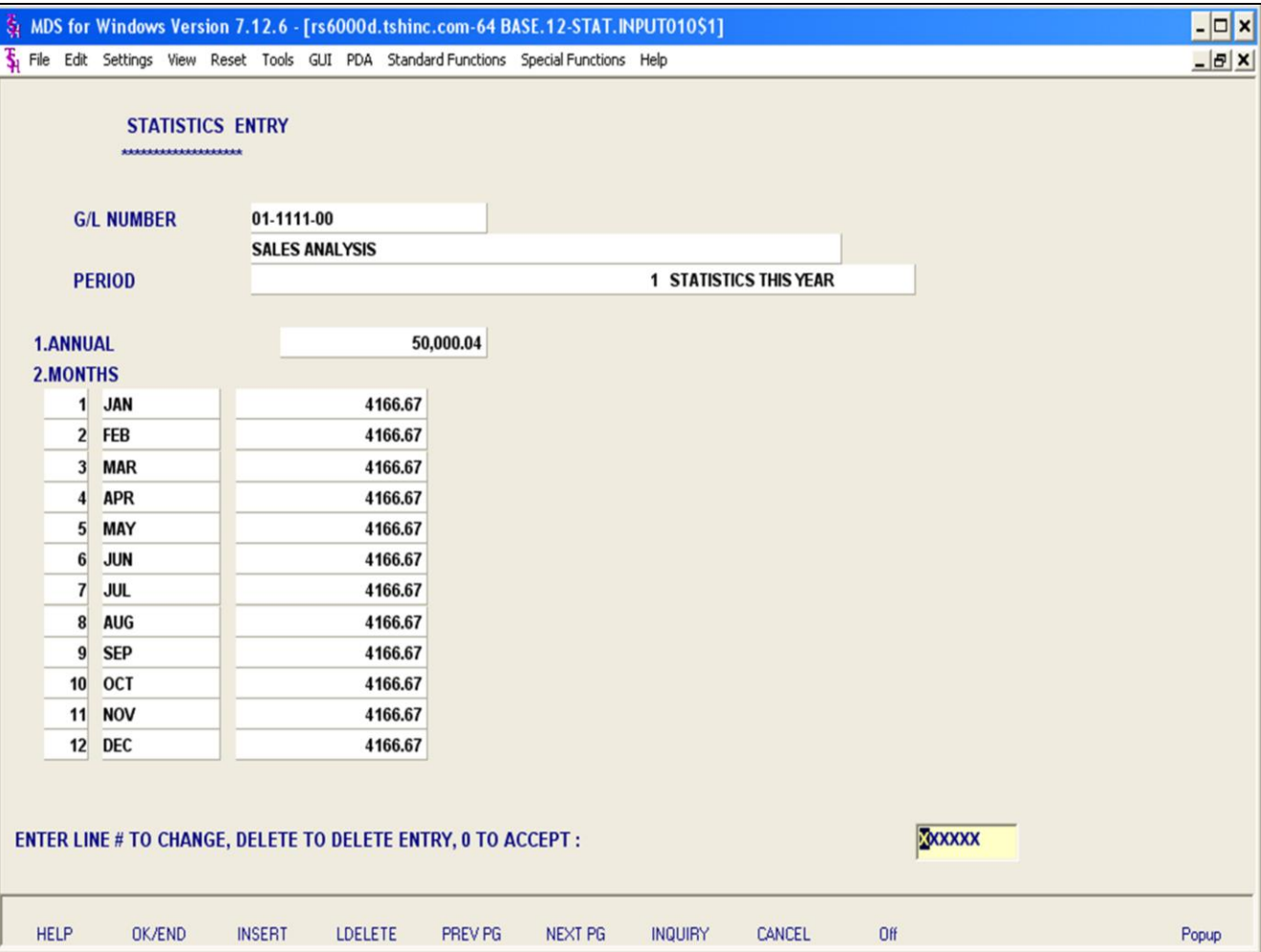
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**Statistics Entry**

This program is used to enter monthly information into an account designated as statistical. Statistical accounts may be used in Financial Report Print to print an average for a specific line on the financials. For example, if you wish to divide sales by the number of salesmen, set up a statistical account for the number of salesmen. You could then assign this account to line number on the financials and divide the sales line by the salesmen line.

Statistical Accounts do not print on the preliminary (if you have one) or the final trial balance reports. Statistical information can be entered for this year, next year, or last year. The year is determined by the option you select and the last YEAR General Ledger that was closed.

**NOTE: An account cannot be both a statistical and standard GL account. (e.g. An account cannot have both statistical and regular dollar amounts).**

**G/L NUMBER** - At the general ledger number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**Period** - Enter the budget period, a box will pop up with options for 'This Year', 'This Year Revised' or 'Next Year'.

**ANNUAL** – Enter the statistics annual amount, if the statistics should be equally divided among all the periods, enter the annual amount and the figure will be equally divided.

**MONTHS** - Enter the statistics amount for each month in the appropriate field. If the budget is a credit amount, a negative (-) sign should be input before the budget amount. The system will automatically tabulate the total annual budget in the 'ANNUAL' field.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-64 BASE.12-STAT.INPUT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**STATISTICS ENTRY**  
\*\*\*\*\*

G/L NUMBER 01-1111-00

SALES ANALYSIS

PERIOD 1 STATISTICS THIS YEAR

1.ANNUAL 50,000.04

2.MONTHS

1	JAN	4166.67
2	FEB	4166.67
3	MAR	4166.67
4	APR	4166.67
5	MAY	4166.67
6	JUN	4166.67
7	JUL	4166.67
8	AUG	4166.67
9	SEP	4166.67
10	OCT	4166.67
11	NOV	4166.67
12	DEC	4166.67

ENTER LINE # TO CHANGE, DELETE TO DELETE ENTRY, 0 TO ACCEPT :

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Statistics Entry**

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record

**Notes:**

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MDS for Windows Version 8.3.20 - [rs6000d.tshinc.com-14 BASE.12-REDIST.JE.INPUT010S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**GENERAL LEDGER ALLOCATION INPUT**

ACCT TO RE-DISTRIBUTE    01-3200-00    EMPLOYEE BENEFITS GROUP INSURANCE

1.METHOD    R

2.RATIO ACCT    4105    TOTAL PCT   

3.LN#	ACCOUNT	PCT	DESCRIPTION / SUFFIX DESCRIPTION
1	01 - 3200 - 01	0.0	EMPLOYEE BENEFITS GROUP INSURANCE
2	01 - 3200 - 02	0.0	ADMINISTRATION
3	01 - 3200 - 03	0.0	EMPLOYEE BENEFITS GROUP INSURANCE
4	- - -	0.0	SALES
5	- - -	0.0	EMPLOYEE BENEFITS GROUP INSURANCE
			OPERATION

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :    XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Notes:**

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**Allocation Input**

The allocation module provides the ability to redistribute charges posted to a general ledger account to other general ledger accounts. The allocation can either be based on fixed percentages or in ratio to another income expense field.

The program operates against account balances, so redistribution will effect auto-reverse accounts as well as regular accounts.

Redistribution is based on the percentages or ratio in effect at the time of processing, therefore if allocation percentages are changed between periods, the "reversal" portion of an auto-reverse entry may not agree with the "accrual" portion. Similarly, ratio should not be used on auto-reverse entries.

**ACCT TO RE-DISTRIBUTE** - At the acct to re-distribute prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

After the general ledger number is entered the system will prompt to create it, if it's a new entry. Then the system will prompt:

**DO YOU WANT TO COPY AN EXISTING REDISTRIBUTION RECORD ? (Y/N):**

Enter Y or N. **Note:** You may only copy RATIO records. You will then be prompted to enter the general ledger number.

**METHOD** - Enter (P) - PERCENT OR (R) - RATIO

**RATIO ACCT** - Enter ratio amount. Only accessible if "R" is selected.

MDS for Windows Version 8.3.20 - [rs6000d.tshinc.com-14 BASE.12-REDIST.JE.INPUT010\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**GENERAL LEDGER ALLOCATION INPUT**

ACCT TO RE-DISTRIBUTE      01-4105-00      PAYROLL EXPENSE - CONSOLIDATED

1.METHOD      P

2.RATIO ACCT            TOTAL PCT      100.0

3.LN#	ACCOUNT	PCT	DESCRIPTION / SUFFIX DESCRIPTION
1	01 - 4105 - 01	15.0	PAYROLL EXPENSE - CONSOLIDATED ADMINISTRATION
2	01 - 4105 - 02	35.0	PAYROLL EXPENSE - CONSOLIDATED SALES
3	01 - 4105 - 03	50.0	PAYROLL EXPENSE - CONSOLIDATED OPERATION
4	- - -	0.0	
5	- - -	0.0	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :     

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Allocation Input**

**TOTAL PCT** - This field will keep track of the total percent while you enter percentages.

**ACCOUNT** - At the account prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**PCT** - Enter percent to redistribute to this account.

**DESCRIPTION** – The general ledger account description will display.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

**Notes:**

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Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an

existing record

**Notes:**

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\_\_\_\_\_

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\_\_\_\_\_

01 Test Company -1

G/L NO	DESCRIPTION	OPENING BAL. THIS YEAR	OPENING BAL. LAST YEAR	OPENING BAL. NEXT YEAR
01-1350-00	LEASEHOLD IMPROVEMENTS	88,901.71	88,901.71	88,901.71
01-1355-00	ACC DEPRECIATION- LEASEHOLD IM	-27,568.25	-24,817.25	-27,568.25
01-1400-00	1400-DISC	4.35	0.00	-208,815.98
01-1410-00	DEPOSITS	500.00	1,400.00	700.00
01-1412-00	BID DEPOSIT	0.00	0.00	0.00
01-1415-00	TRANSFERS & OTHER DEPOSITS	0.00	0.00	0.00
01-1420-00	PREPAID INTEREST	0.00	0.00	0.00
01-1424-00	PREPAID INSURANCE	7,278.00	8,348.00	7,278.00
01-1425-00	PREPAID TAXES	0.00	0.00	-2,700.00
01-1428-00	REFUNDABLE INCOME TAXES	0.00	0.00	0.00
01-1430-00	SECURITY DEPOSIT - OFFICE	7,000.00	7,000.00	6,800.00
01-1440-00	OFFICE FURN & FIX DEPOSITS	0.00	0.00	70,200.00
01-1500-00	INVESTMENTS	-59,055,782.08	0.00	-59,015,135.04
01-1510-00	ADVANCES TO SUPPLIER	0.00	0.00	1,200.00
01-1600-00	LOAN TO HAROLD WOLLAND	0.00	0.00	0.00
01-1601-00	LOAN TO WOLLAND/KARFUNKEL	0.00	0.00	0.00
01-1602-00	LOAN TO LEVINGER	0.00	0.00	0.00
01-1603-00	LOAN TO FLUM POINT	2.00	0.00	2.00
01-1604-00	LOAN TO SKYDELL/MORDOWITZ	0.00	0.00	0.00
01-1605-00	LOAN TO CONG GALMI YAM	0.00	0.00	0.00
01-1606-00	ADVANCES TO NOTCH VIEW FACTORS	0.00	0.00	0.00
01-1700-00	1700-DISC-STATISTICS	-2,805,077,025.79	0.00	-2,802,837,382.68
01-1800-00	TEST FOR STAT ENTRY	0.00	0.00	0.00
01-2000-00	LIABILITIES	0.00	0.00	0.00
01-2200-00	LOAN--DUE FROM S. FERTIG	-106,029.35	-52,520.54	-189,220.76
01-2201-00	LOAN--DUE FROM A. FERTIG	0.00	0.00	0.00
01-2202-00	LOAN--DUE FROM D. FERTIG	4,910.70	5,175.00	4,910.70
01-2203-00	LOAN--DUE FROM L. FERTIG	1,405.00	2,785.00	1,405.00
01-2210-00	LOAN--DUE FROM R. NEWSOME	0.00	0.00	0.00
01-2212-00	DUE TO LEE NEWSOME	0.00	0.00	0.00
01-2213-00	LIFE INS PNT TO LEE NEWSOME	0.00	0.00	0.00
01-2220-00	LOAN--DUE FROM F. WALFISH	0.00	0.00	0.00
01-2230-00	EMPLOYEE ADVANCES	1.00	0.00	1.00
01-2231-00	LOAN SACCARO	0.00	0.00	0.00
01-2232-00	LOAN NEWS	0.00	0.00	0.00

Notes:

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**Open Balances Listing**

The opening balances listing will print a listing of each general ledger number, description, and opening balances for this year, last year and next year.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



Budget Entry Listing

17 Nov 2006      \*\*\* BUDGET REPORT --- THIS YEAR \*\*\*      PAGE: 1

01 TSH MEDICAL SUPPLY

ACCT. NO.	D E S C	12MTH. 1	12MTH. 2	12MTH. 3	12MTH. 4	12MTH. 5	12MTH. 6	12MTH. 7	12MTH. 8	12MTH. 9	12MTH. 10	12MTH. 11	12MTH. 12
1000	CASH, CHECKING, IS&T	100	100	100	100	100	100	100	100	100	100	100	100
1006	CASH, PAYROLL, IS&T	31217	31217	31217	31217	31217	31217	31217	31217	31217	31217	31217	31217
1010	CASH, CHECKING REST	0	0	0	0	0	0	0	0	0	0	0	0
1020	CASH, SAVINGS, IS&T	0	0	0	0	0	0	0	0	0	0	0	0
1200	ACCOUNTS RECEIVABLE, C	0	0	0	0	0	0	0	0	0	0	0	0
1250	ALLOWANCE FOR DOUBTFUL	0	0	0	0	0	0	0	0	0	0	0	0
1290	OTHER RECEIVABLES	150	150	150	150	150	150	150	150	150	150	150	150
1400	INVENTORY	0	0	0	0	0	0	0	0	0	0	0	0
1480	PREPAID INSURANCE	0	0	0	0	0	0	0	0	0	0	0	0
1500	LEASEHOLD IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0
1510	EQUIPMENT AND FURNISH	0	0	0	0	0	0	0	0	0	0	0	0
1520	VEHICLES	0	0	0	0	0	0	0	0	0	0	0	0
1590	ACCUMULATED DEPRECIATI	0	0	0	0	0	0	0	0	0	0	0	0
1800	INVESTMENT-ASCO	0	0	0	0	0	0	0	0	0	0	0	0
1910	DEPOSITS	0	0	0	0	0	0	0	0	0	0	0	0
1920	ORGANIZATION COSTS	0	0	0	0	0	0	0	0	0	0	0	0
2000	NOTES PAYABLE-STOCKHOL	0	0	0	0	0	0	0	0	0	0	0	0
2100	ACCOUNTS PAYABLE	0	0	0	0	0	0	0	0	0	0	0	0
2200	RENT DEPOSITS RECEIVED	0	0	0	0	0	0	0	0	0	0	0	0
2210	ACCURED PAYROLL	0	0	0	0	0	0	0	0	0	0	0	0
2220	ACCURED COMMISSIONS	0	0	0	0	0	0	0	0	0	0	0	0
2230	ACCURED VACATIONS	0	0	0	0	0	0	0	0	0	0	0	0
2240	ACCURED RETIREMENT PLA	0	0	0	0	0	0	0	0	0	0	0	0
2250	ACCURED FEDERAL 941 SA	0	0	0	0	0	0	0	0	0	0	0	0
2260	PAYROLL TAX WITHHELD-I	0	0	0	0	0	0	0	0	0	0	0	0
2270	PAYROLL TAX WITHHELD-T	0	0	0	0	0	0	0	0	0	0	0	0
2280	ACCURED UNEMPLOYMENT T	0	0	0	0	0	0	0	0	0	0	0	0
2290	SALES TAX PAYABLE	0	0	0	0	0	0	0	0	0	0	0	0
2300	ACCURED INTEREST PAYAB	0	0	0	0	0	0	0	0	0	0	0	0
2310	ACCURED WAGES-DOCG	0	0	0	0	0	0	0	0	0	0	0	0
2320	ACCURED WAGES-BRIAN	0	0	0	0	0	0	0	0	0	0	0	0
2600	NOTES PAYABLE	0	0	0	0	0	0	0	0	0	0	0	0

Notes:

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**Budget Entry Listing**

The budget entry listing will print a listing of chart of account numbers, description and each month.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**(1)This Year, (2)This Year Revised, (3)Next Year**

In this field the operator has the option of selecting 'This Year', 'This Year Revised' or 'Next Year'.

**(1)By Co# By G/L# or (2)By Co# By Dept**

In this field the operator has the option of sorting 'By Co# By G/L#' or 'By Co# By Dept'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



**Journal Entry Listing**

The journal entry listing will print a proof listing of journal entries.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**Enter Fiscal Period (YYMM) or 'A' for All**

In this field the operator has the option of entering a specific fiscal period or 'A' for all fiscal periods.

**'1' By G/L# or '2' By Journal Entry#**

In this field the operator has the option of sorting 'By G/L#' or 'By Journal Entry#'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

If Zero (0), clicking on 'OK/END', or pressing the 'F2' function key is selected the report will prompt:

**\*\* JOURNAL ENTRY UPDATE \*\***  
**CAUTION! THIS WILL UPDATE AND CLEAR**  
**THE JOURNAL ENTRY FILE**  
**OF ALL ENTRIES ON PROOF LIST!!!**  
**DO YOU WANT TO RUN THE JOURNAL ENTRY**  
**UPDATE NOW? (Y/N)**

If the user enters a 'N' to not update the journal

```

17 Nov 2006      * * *  JOURNAL ENTRY PROOF LISTING - - - BY GENERAL LEDGER NUMBER  * * *      PAGE:  1

01 Test Company -1

MON  REFER#  JE#  GEN.LED. NO.  ACCOUNT DESCRIPTION  SRC  DATE  JOURNAL ENTRY DESCRIPTION  DEBITS  CREDITS  JOB#
-----
0611 TRN    001828 01-1100-00  CASH IN BANK - FIDELIT JE 11/16/06 Money transfer          5,000.00    0.00
                                     *** GEN.LED. # TOTAL ***          5,000.00    0.00
0611 TRN    001828 01-1101-00  CASH IN BANK - MAPLEWO JE 11/16/06 Money transfer           0.00  5,000.00-
                                     *** GEN.LED. # TOTAL ***           0.00  5,000.00-
                                     *** FISCAL MONTH TOTAL ***        5,000.00  5,000.00-
                                     ***** COMPANY TOTAL *****        5,000.00  5,000.00-
                                     5,000.00  5,000.00-
    
```

2 records listed.

**Notes:**

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entries, the operator will have the ability to review the report and maintain the journal entry if needed. If the user enters a 'Y\*\*\*' then the journal entries will be updated to the general ledger and the journal entries can no longer be maintained.

**Notes:**

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\_\_\_\_\_

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17 Nov 2006      * * *  AUTO-REVERSE JOURNAL ENTRY PROOF LISTING - - - BY JOURNAL ENTRY NUMBER  * * *      PAGE: 1
01 Test Company -1
MON  REPER#  JE#  GEN.LED. NO.  ACCOUNT DESCRIPTION  SRC  DATE  JOURNAL ENTRY DESCRIPTION  DEBITS  CREDITS  JOB#
-----
0611 Auto  001829 01-1100-00  CASH IN BANK - FIDELIT JE 11/16/06 Temp. balance transfer  1,000.00  0.00
0611 Auto  001829 01-1101-00  CASH IN BANK - MAPLEWO JE 11/16/06 Temp. balance transfer  0.00  1,000.00-
                                     *** JE # TOTAL ***  1,000.00  1,000.00-
                                     *** FISCAL MONTH TOTAL ***  1,000.00  1,000.00-
                                     ***** COMPANY TOTAL *****  1,000.00  1,000.00-
                                     1,000.00  1,000.00-

2 records listed.
    
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**Notes:**

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**Auto-Reverse Entries Listing**

The auto-reverse entries listing will print a proof listing of auto-reverse journal entries.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**Enter Fiscal Period (YYMM) or 'A' for All**

In this field the operator has the option of entering a specific fiscal period or 'A' for all fiscal periods.

**'1' By G/L# or '2' By Journal Entry#**

In this field the operator has the option of sorting 'By G/L#' or 'By Journal Entry#'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

If Zero (0), clicking on 'OK/END', or pressing the 'F2' function key is selected the report will prompt:

**AUTO-REVERSE JOURNAL ENTRY UPDATE  
C A U T I O N ! THIS WILL UPDATE AND CLEAR  
OR REVERSE THE  
AUTO-REVERSE JOURNAL ENTRY FILE OF ALL  
ENTRIES ON PROOF LIST  
DO YOU WANT TO RUN THE AUTO-REVERSE  
JOURNAL ENTRY UPDATE NOW? (Y/N)**

```

17 Nov 2006      * * *  AUTO-REVERSE JOURNAL ENTRY PROOF LISTING - - - BY JOURNAL ENTRY NUMBER  * * *      PAGE:    1
01 Test Company -1
MON REFER#  JE#  GEN.LED. NO.  ACCOUNT DESCRIPTION  SRC  DATE  JOURNAL ENTRY DESCRIPTION  DEBITS  CREDITS  JOB#
-----
0611 Auto   001829 01-1100-00  CASH IN BANK - FIDELIT JE 11/16/06 Temp. balance transfer  1,000.00  0.00
0611 Auto   001829 01-1101-00  CASH IN BANK - MAPLEWO JE 11/16/06 Temp. balance transfer    0.00  1,000.00-
                                     *** JE # TOTAL ***          1,000.00  1,000.00-
                                     *** FISCAL MONTH TOTAL ***  1,000.00  1,000.00-
                                     ***** COMPANY TOTAL *****  1,000.00  1,000.00-
                                     1,000.00  1,000.00-

2 records listed.
    
```

**Auto-Reverse Entries Listing**

If the user enters a 'N' to not update the auto-reverse journal entries, the operator will have the ability to review the report and maintain the auto-reverse journal entries if needed. If the user enters a 'Y\*\*\*' then the auto-reverse journal entries will be updated to the general ledger.

**Notes:**

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RECC.#	CO#	REFER.#	GEN.LED. NO.	ACCOUNT DESCRIPTION	SRC	JOURNAL ENTRY DESCRIPTION	DEBITS	CREDITS	JOB#
000853	01	1	01-1000-00	ASSETS		JE TEST CASE 7528	100.00	0.00	
			01-1100-00	CASH IN BANK - FIDELITY			0.00	100.00-	
**** RECC. ENTRY TOTAL ****							100.00	100.00-	
*** REFER. NUMBER TOTAL ***							100.00	100.00-	
000005	01	11	01-1000-00	ASSETS		JE TEST	100.00	0.00	
			01-3000-00	INCOME ACCOUNTS			0.00	100.00-	
**** RECC. ENTRY TOTAL ****							100.00	100.00-	
*** REFER. NUMBER TOTAL ***							100.00	100.00-	
000854	01	121	01-1000-00	ASSETS		PJ TEST1	1.00	0.00	
			01-1300-00	FURNITURE & FIXTURES			0.00	1.00-	
**** RECC. ENTRY TOTAL ****							1.00	1.00-	
*** REFER. NUMBER TOTAL ***							1.00	1.00-	
000922	01	13	01-1000-00	ASSETS		JE 13	5.00	0.00	
			01-2000-00	LIABILITIES			0.00	5.00-	
**** RECC. ENTRY TOTAL ****							5.00	5.00-	
*** REFER. NUMBER TOTAL ***							5.00	5.00-	

**Recurring Entry Listing**

The recurring entry listing will print a listing of recurring journal entries.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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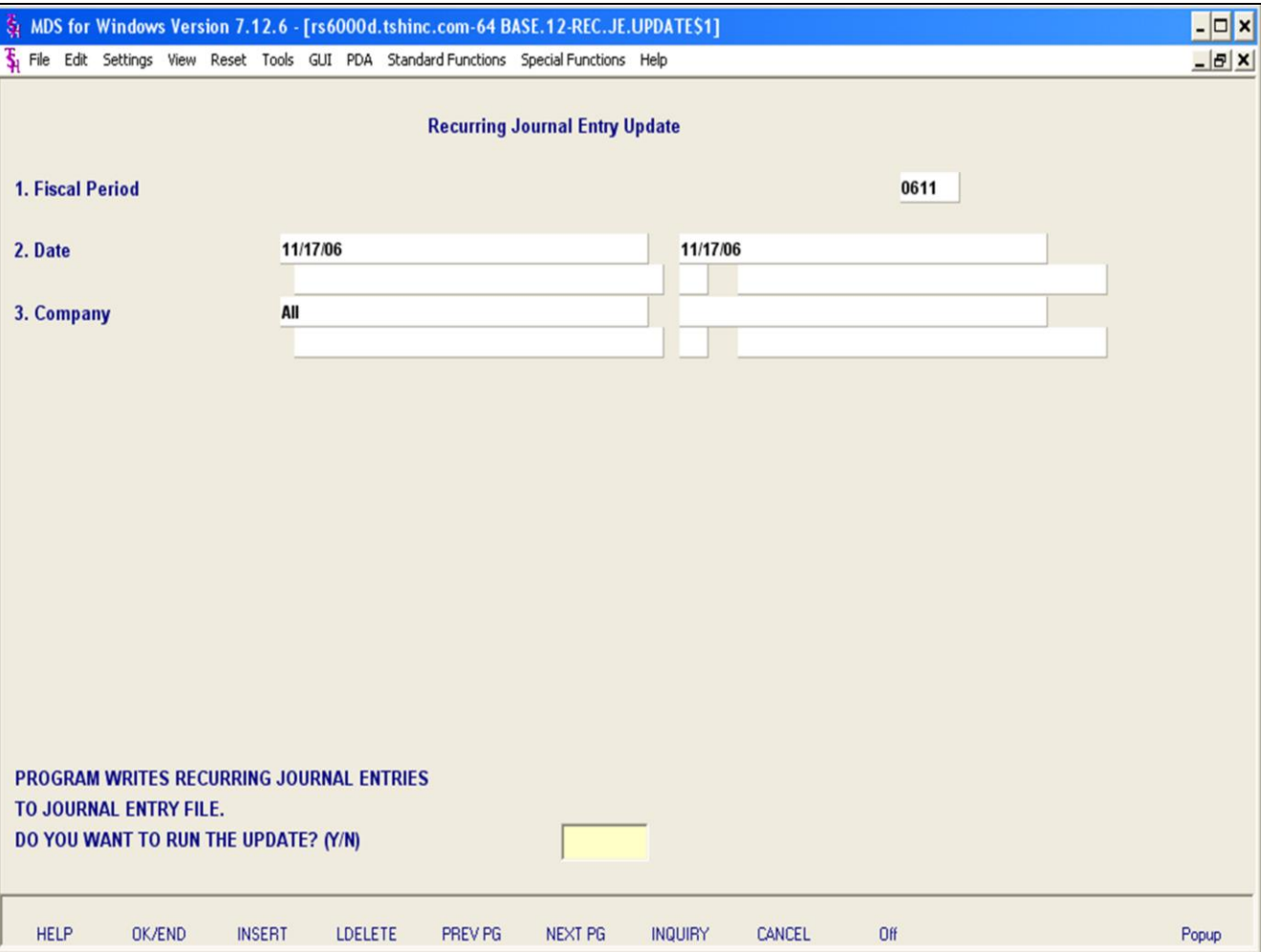
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**Notes:**

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**Recurring Entry Update**

The recurring entry update processes all recurring journals in the Recurring Journal file and creates actual journal entries to the standard Journal Entry file. You will be prompted for Fiscal Month to update to in order to control the update.

After the update, recurring journal entries will appear as part of the next regular journal entry proof listing.

**The recurring journal entry update should only be run ONCE for each fiscal period. If it is run more than once, duplicate entries will be posted to the general ledger.**

After you update the recurring journal entries, the user will have to run the current journal entries and updating of the journal entries. If you have forgotten to enter a recurring journal entry, and have already updated the recurring journal entry for this period, enter the new transaction as a regular journal entry. You can then enter it as a recurring journal entry for next month and beyond.

**Fiscal Period**

Enter a fiscal period.

**Date**

Enter a date.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**PROGRAM WRITES RECURRING JOURNAL ENTRIES TO JOURNAL ENTRY FILE DO YOU WANT TO RUN THE UPDATE? (Y/N)**

The user has the option of entering 'N' not to update or the operator can update the recurring journal entries into an actual journal entries for the period selected above.

12 SEP 2007                    \*\*\* ACTUALS REPORT --- THIS YEAR \*\*\*                    PAGE: 1

01 The Systems House, Inc.

ACCOUNT# & DESCRIPTION	ACT.TOT	1 MONTH.	2 MONTH.	3 MONTH.	4 MONTH.	5 MONTH.	6 MONTH.	7 MONTH.	8 MONTH.	9 MONTH.	10 MONTH.	11 MONTH.	12 MONTH.
01-1000 ASBTS	2754939	640	10805	62864	63	103	256160	10729	143654	381	1000		
01-1000-00 ASBTS	500												
01-1000-01 ASBTS	484	-23	-1				-7	-6					
01-1100-00 CASH IN BANK - FIDELITY	8805794	-163	-48317	1953	-1	4	-39	-137	-2483	-123702	-900	4908	-0
01-1100-13 CASH IN BANK - FIDELITY													
01-1101-00 CASH IN BANK - MAPLEWOOD	-5300						-300					-5000	
01-1102-00 CASH IN BANK - VALLBY	65984												
01-1103-00 Cash IN BANK - BERKSHIRE	-451227	-385	-563733	600	260	170	4730	1952		-143661	-2697		

**Expense Spread by Month Listing**

The expense spread by month listing will print a listing of all accounts, descriptions and each month.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**This Year, (2) Next Year, (3) Last Year**

In this field the operator has the option of selecting 'This Year', 'Next Year' or 'Last Year'.

**By Co# By G/L# or (2) By Co# By Dept •**

In this field the operator has the option of sorting 'By Co# By G/L#' or 'By Co# By Dept'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report

**Notes:**

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30 Nov 2006   *** STATISTICS REPORT --- THIS YEAR ***           PAGE:    1
01  Test Company -1
ACCT. NO.     D E S C           MONTH. 1 MONTH. 2 MONTH. 3 MONTH. 4 MONTH. 5 MONTH. 6 MONTH. 7 MONTH. 8 MONTH. 9 MONTH.10 MONTH.11 MONTH.12
-----
1111-00      SALES ANALYSIS           4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167
1700-00      1700-DESC-STATISTICS     300    300    300    300    300    300    300    300    300    300    300    300
5200-00      5200-DESC-STATISTICS    -300   -300   -300   -300   -300   -300   -300   -300   -300   -300   -300   -300
***
           4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167
           4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167   4167

3 records listed.
    
```

**Notes:**

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**Statistics Entry Listing**

The statistics listing will print a listing of all accounts, descriptions and each month.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**This Year, (2) Next Year, (3) Last Year(1)**

In this field the operator has the option of selecting 'This Year', 'Next Year' or 'Last Year'.

**By Co# By G/L# or (2) By Co# By Dept(1)**

In this field the operator has the option of sorting 'By Co# By G/L#' or 'By Co# By Dept'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



PAGE 1 \*\*\*\*\* GENERAL LEDGER ALLOCATION LIST\*\*\*\*\* DATE 01:29:28pm 30 Nov 2006

ACCT.TO.DIST....	METHOD	RATIO.ACCT...	DIST.ACCT.....	PCT.
01-1000-00	P		01-1500-00	2.0
			01-1100-00	3.0
			01-1700-00	95.0
01-1310-00	P		01-1315-00	50.0
			01-1320-00	50.0
01-2400-00	P		01-2410-00	25.0
			01-2200-00	75.0

3 records listed.

**Allocation Input Listing**

The allocation listing will print a listing of all accounts, methods, distribution accts and percents.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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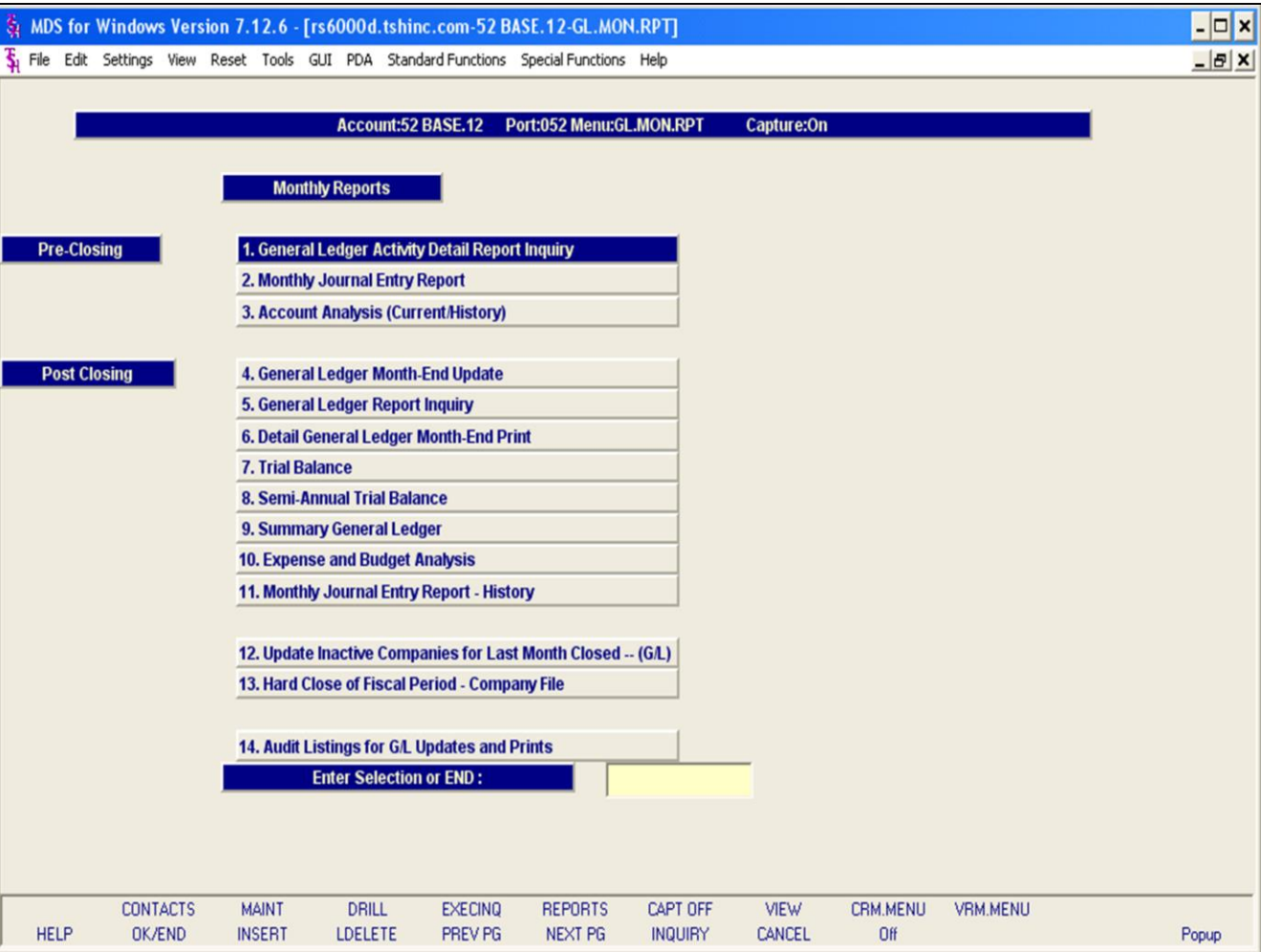
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**Monthly Reports**

From the main system selector go into General Ledger Menu and then Monthly Reports .

**Notes:**

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30 Nov 2006      *** GENERAL LEDGER DETAIL REPORT INQUIRY ***      PAGE: 1
01 Test Company -1      FISCAL MONTH - 11 / 06
-----
GEN.LED #  ACCOUNT DESCRIPTION  ENTRY DESCRIPTION  DATE  REFER.# J.E.#  SRC YR/MH  DEBITS  CREDITS
-----
01-1100-00  CASH IN BANK - FIDELI Money transfer      11/16/06 TRN      001828 JE 0611      5,000.00      0.00
*** GEN.LED # SUB-TOTAL ***
***          5,000.00      0.00
01-1101-00  CASH IN BANK - MAPLEW Money transfer      11/16/06 TRN      001828 JE 0611      0.00      5,000.00-
*** GEN.LED # SUB-TOTAL ***
***          0.00      5,000.00-
01-2750-00  NJ INCOME TAX PAYABLE      11/30/06 PAY      001852 JE 0611      0.00      500.00-
*** GEN.LED # SUB-TOTAL ***
***          0.00      500.00-
01-4100-00  PAYROLL EXPENSE      11/30/06 PAY      001852 JE 0611      5,000.00      0.00
*** GEN.LED # SUB-TOTAL ***
***          5,000.00      0.00
01-4105-00  PAYROLL EXPENSE- ADHI      11/30/06 PAY      001852 JE 0611      0.00      4,500.00-
*** GEN.LED # SUB-TOTAL ***
***          0.00      4,500.00-
***** COMPANY TOTAL *****
***          10,000.00      10,000.00-
***          10,000.00      10,000.00-
5 records listed.
    
```

**General Ledger Activity Detail Report Inquiry**

The General Ledger Activity Detail Report is a listing of the data on the GLA file with a specific fiscal period.

**Fiscal Period**

Enter a fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' and 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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30 Nov 2006                    \*\*\* MONTHLY JOURNAL ENTRY REPORT - - - BY JOURNAL ENTRY NUMBER \*\*\*                    PAGE: 1

01 Test Company -1                    F I S C A L   M O N T H   -                    0611

JR ENT GEN.LED. NO.	ACCOUNT DESCRIPTION	ENTRY DESCRIPTION	REFER#	SRC YR/MH DATE	DEBITS	CREDITS
001828 01-1100-00	CASH IN BANK - FIDELI	Money transfer	TRM	JE 0611 11/16/06	5,000.00	0.00
001828 01-1101-00	CASH IN BANK - MAPLEN	Money transfer	TRM	JE 0611 11/16/06	0.00	5,000.00-
*** JEN.ENT. # TOTAL ***					5,000.00	5,000.00-
001852 01-2750-00	NJ INCOME TAX PAYABLE		PAY	JE 0611 11/30/06	0.00	500.00-
001852 01-4100-00	PAYROLL EXPENSE		PAY	JE 0611 11/30/06	5,000.00	0.00
001852 01-4105-00	PAYROLL EXPENSE- ADMI		PAY	JE 0611 11/30/06	0.00	4,500.00-
*** JEN.ENT. # TOTAL ***					5,000.00	5,000.00-
***** COMPANY TOTAL *****					10,000.00	10,000.00-
					10,000.00	10,000.00-

5 records listed.

**Monthly Journal Entry Report**

The monthly journal entry report displays all source journal entries entered through general ledger for the specified fiscal period. This report works off the GLA file.

**Fiscal Period**

Enter a fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**'1' By JE#, '2' By GL#, 3 Print Reports '1' and '2'**

In this field the operator has the option of sorting 'By G/L#', 'By Journal Entry#' or both when selecting option 3.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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G/L HISTORY INQUIRY

1.GL Number  CASH IN BANK - FIDELITY

2.Source

3.Period

Ln#	TNX-Date	Period	Src	Ref#	Description	J/E Number	Job#	TNX-Amount
121.	04/17/06	0604	RE	RE0604	REDIS. FROM '01	040001		-0.60
122.	08/08/06	0509	RE	RE0509	REDIS. FROM '01	090001		294,949.95
123.	08/24/06	0605	RE	RE0605	REDIS. FROM '01	050001		1.42
124.	09/25/06	0606	RE	RE0606	REDIS. FROM '01	060001		26.42
125.	09/25/06	0608	CD		REGULAR DISBURS			-1.00
126.	09/25/06	0607	CD		HAND CK DISBURS			-1.00
127.	10/23/06	0609	CD		REGULAR DISBURS			-540.00
128.	11/20/06	0609	RE	RE0609	REDIS. FROM '01	090001		18.15
129.	11/21/06	0607	RE	RE0607	REDIS. FROM '01	070001		-48.16
130.								0.00
131.								0.00
132.								0.00

Enter END to exit, NEXT PG or PREV PG:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Notes:**

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**Account Analysis (Current/History)**

This inquiry will display the transaction date, period, general ledger source code, description, journal entry number, job number and transaction amount for selected general ledger account, source code and period.

**GL Number**

At the general ledger number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**Source**

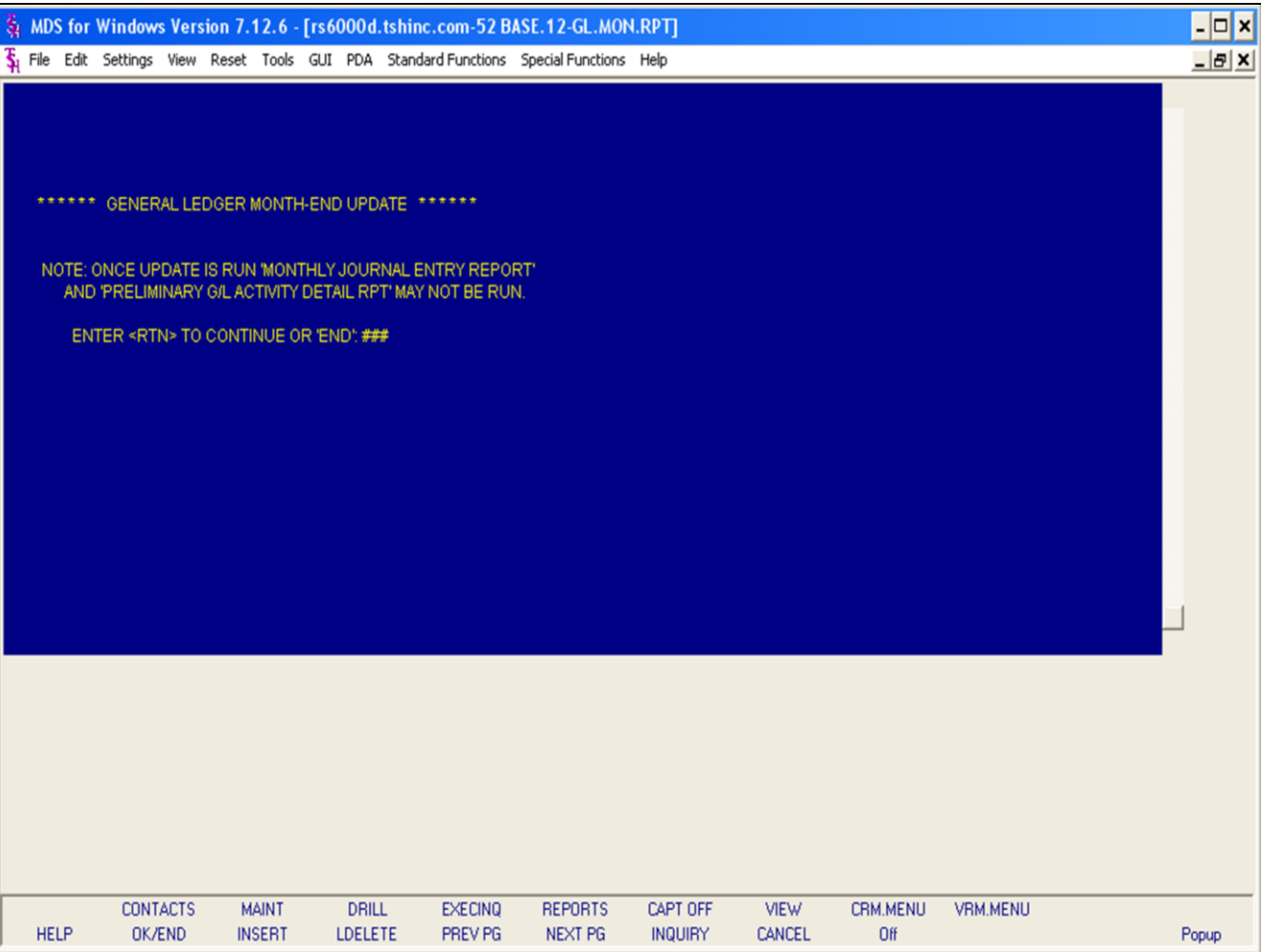
Enter the source or 'A' for all sources. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all sources and the operator can select the source desired.

**Period** – At the fiscal period prompt you can enter return for the current fiscal period, enter a specific fiscal period or enter 'A' for all fiscal periods.

**Enter END to exit, PREV PG or NEXT PG**

Press 'RETURN' enter a Zero (0), click on the OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8'function key to abort out of the inquiry.



**General Ledger Month-End Update**

Depending how Parameter(79) Update Check is setup determines if and when general ledger month end needs to be run.

If Parameter(79) is set to 'D' for daily, then end of day will run the general ledger month end update. If any activity is done during the day and a trial balance is needed prior to end of day at this point the general ledger month end update needs to be manually run.

If Parameter(79) is set to 'M' for monthly, then the general ledger month end update has to been run manually.

**\* GENERAL LEDGER MONTH-END UPDATE \***  
**NOTE: ONCE UPDATE IS RUN 'MONTHLY JOURNAL ENTRY REPORT' AND 'PRELIMINARY G/L ACTIVITY DETAIL RPT' MAY NOT BE RUN. ENTER <RTN> TO CONTINUE OR 'END'**

Once the general ledger month end update is run you are unable to run the monthly journal entry and preliminary general ledger activity detail reports.

Press 'RETURN' to initiate the update or 'END' to exit the update.

**ENTER OPERATOR INITIALS OR "END"**

Enter Operator initials or 'END' to exit the update.

**Notes:**

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\*\*\*\*\* CAUTION \*\*\*\*\*

IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED  
 SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS  
 UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED  
 SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS

DO YOU WANT TO PROCEED ? (Y/N) |

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CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off

Popup

**General Ledger Month-End Update**

\*\*\*\*\* CAUTION \*\*\*\*\*

**IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS**

**DO YOU WANT TO PROCEED? (Y/N)**

If you are re-closing a fiscal period that was previously closed you should re-print all general ledger report; trial balances, financials, etc; up to and including the last fiscal period that you have closed to assure you have the most current activity.

Enter 'Y\*\*\*' to proceed or 'N' to exit the update.

**Notes:**

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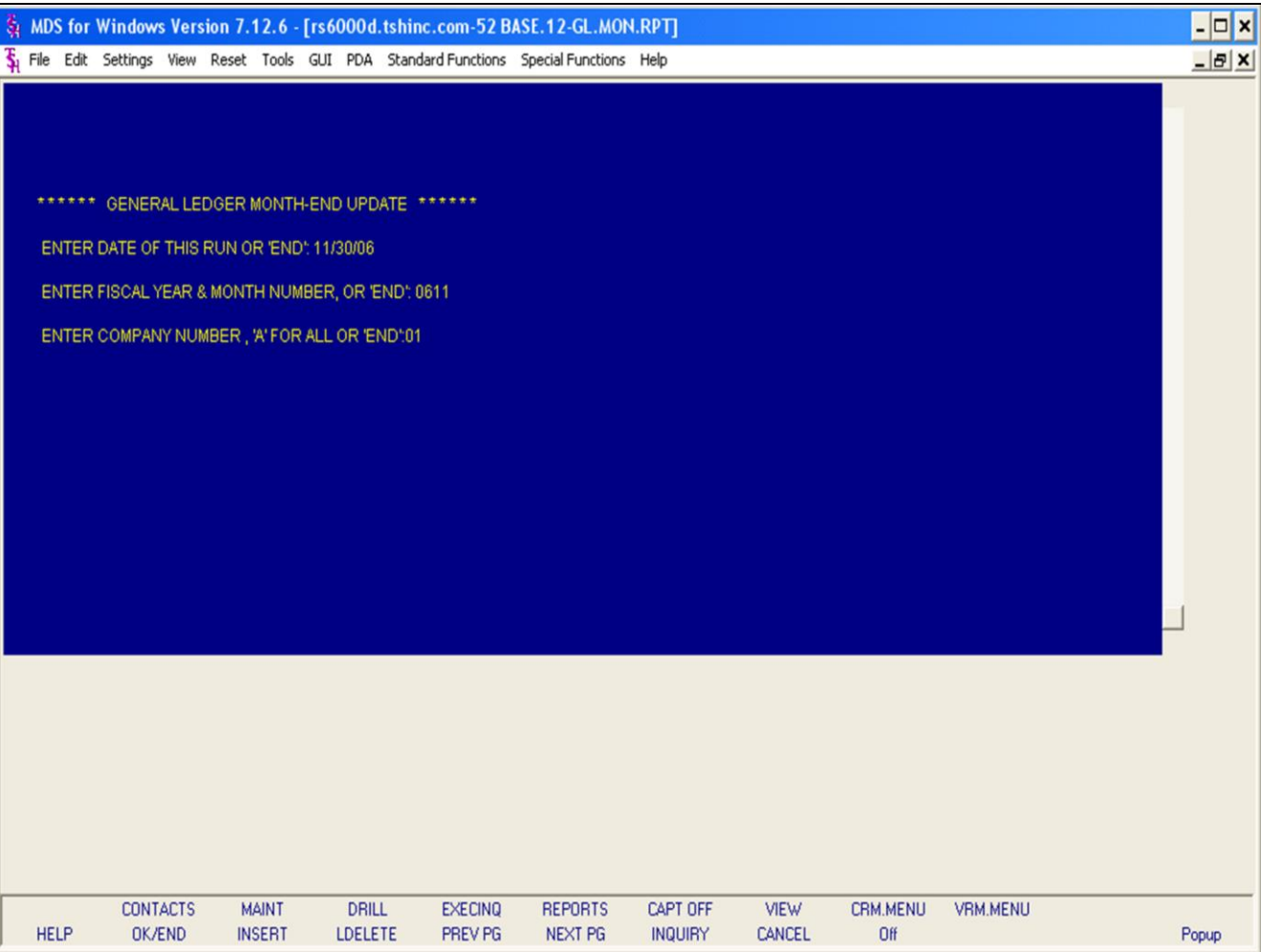
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**General Ledger Month-End Update**

**GENERAL LEDGER MONTH-END UPDATE**

**ENTER DATE OF THIS RUN OR 'END'**

Enter the date of this run or 'END' to exit the update.

**ENTER FISCAL YEAR & MONTH NUMBER, OR 'END'**

Enter the fiscal year and month or 'END' to exit the update.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END'**

Enter the company number to update, 'A' for all companies or 'END' to exit the update.

**Notes:**

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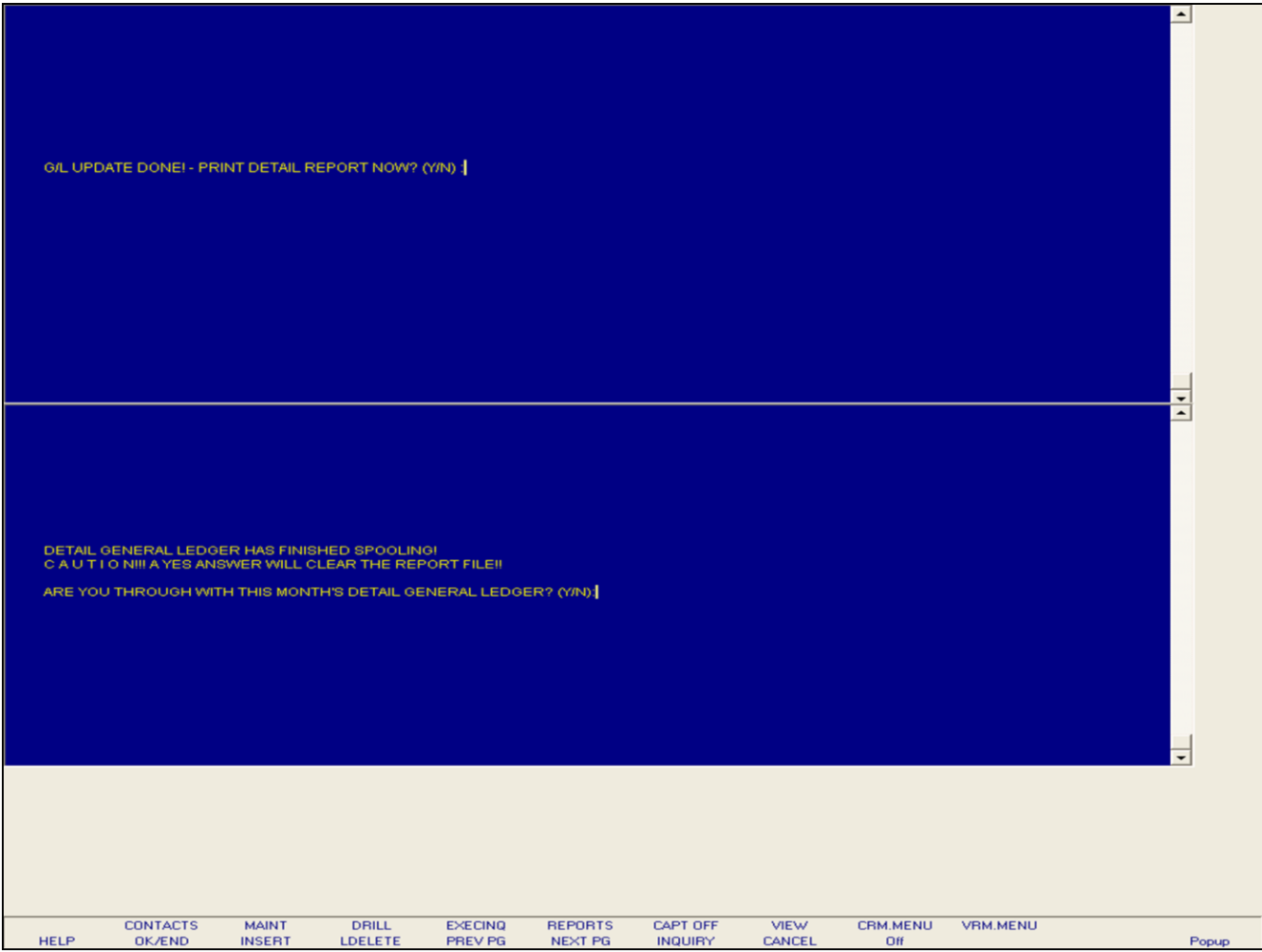


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**General Ledger Month-End Update**

**G/L UPDATE DONE! – PRINT DETAIL REPORT NOW? (N/Y)**

Enter 'Y' to print the detail general ledger report at this time or 'N' not to run the report. If 'N' is entered you can still run the detail general ledger report manually from the monthly reports menu.

**DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!**

**C A U T I O N!!! A YES ANSWER WILL CLEAR THE REPORT FILE!!**

**ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER? (Y/N)**

Enter 'Y\*\*\*' If you are through with this months detail general ledger or 'N' if this month is not complete.

**Notes:**

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02:11:22pm 08 Dec 2006 GENERAL LEDGER INQUIRY FOR PERIOD 0610 PAGE: 1

		OPENING BAL	CURRENT MO	CLOSING BAL
01-1000	ASSETS	2681278.05	0.00	2681278.05
01-1000-00	ASSETS	400.00	0.00	400.00
01-1000-01	ASSETS	513.00	0.00	513.00
	GROUP TOTALS	2682191.05	0.00	2682191.05
01-1100-00	CASH IN BANK - FIDEL	-88634536.36	0.00	-88634536.36
01-1101-00	CASH IN BANK - MAPLE	-300.00	0.00	-300.00
01-1102-00	CASH IN BANK - VALLE	65984.39	0.00	65984.39
01-1103-00	Cash IN BANK - BERKS	121227.06	0.00	121227.06
01-1104-00	CAPITAL ACCT - VALLE	100.00	0.00	100.00
01-1110-00	FETTY CASH	923.00	0.00	923.00
01-1111-00	SALES ANALYSIS	0.00	0.00	0.00
01-1120-00	DREYFUS- LIQUID ASSE	8589.73	0.00	8589.73
01-1130-00	DREYFUS- LIQUID ASSE	81162.08	0.00	81162.08
01-1140-00	SHEARSON LEHMAN - FU	-1200.00	0.00	-1200.00
01-1142-00	THE DREYFUS FUND	-2000.00	0.00	-2000.00
01-1143-00	FIDELITY INVESTMENTS	109248.24	0.00	109248.24
01-1144-00	FEDERATED SECURITIES	0.00	0.00	0.00
01-1145-00	MARKETABLE SECURITIE	-3980.00	0.00	-3980.00
01-1146-00	SCHWAB SECURITIES	0.00	0.00	0.00
01-1147-00	SCHWAB ONE ACCT	0.00	0.00	0.00
01-1148-00	ANDERSON STRUDWICK A	0.00	0.00	0.00
01-1150-00	BANK CD'S -- VALLEY	0.00	0.00	0.00
01-1151-00	T BILL'S	0.00	0.00	0.00
01-1152-00	ADJUSTMENT G/L	-49861108.66	0.00	-49861108.66
01-1153-00	PHYSICAL INVENTORY V	500.00	0.00	500.00
01-1180-00	REFUNDABLE TAXES	-500.00	0.00	-500.00
	GROUP TOTALS	-138115890.52	0.00	-138115890.52
01-1200-00	ACCOUNTS RECEIVABLE	-9488291618.41	0.00	-9488291618.41
01-1201-00	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
01-1205-00	CREDIT / BAD DEBT RE	-140821.25	0.00	-140821.25
01-1210-00	LEASE RECEIVABLE - G	0.00	0.00	0.00
01-1211-00	LEASE RECEIVABLE - M	0.00	0.00	0.00
01-1220-00	NOTES RECEIVABLE	100.00	0.00	100.00
01-1240-00	SUBSCRIPTION RECEIVA	0.00	0.00	0.00
01-1250-00	INTERCOMPANY RECEIVA	-4709.00	0.00	-4709.00
01-1251-00	INTER COMPANY - AP	-10000299.00	0.00	-10000299.00
01-1260-00	MISCELLANEOUS RECEIV	1158.91	0.00	1158.91
01-1270-00	ACCRUED INTEREST REC	0.00	0.00	0.00
	GROUP TOTALS	-9498436188.75	0.00	-9498436188.75
01-1300-00	FURNITURE & FIXTURES	111492.15	0.00	111492.15
01-1305-00	ACC DEPRECIATION- FU	-100637.11	0.00	-100637.11
01-1310-00	EQUIPMENT	339205.47	0.00	339205.47
01-1315-00	EQUIPMENT - ACCRUED	0.00	0.00	0.00
01-1320-00	ACC DEPRECIATION- EQ	-292265.32	0.00	-292265.32
01-1330-00	AUTOMOBILES	84200.00	0.00	84200.00

**Notes:**

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**General Ledger Report Inquiry**

This report operates off the Chart of Accounts file. The report will list every account, even if there is no activity this month, displaying opening balance, current month and closing balance.

**Date**

Click on the drop down box and select a date or enter date format 'DDMMYY'.

**Fiscal Period**

Enter Fiscal period YYYYMM.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Input Date for Opening Balance Line**

Click on the drop down box and select a date or enter date to begin the opening balances to display on this report.

02:44:04pm 08 Dec 2006 MONTH END 11 / 30 / 06 DETAIL GENERAL LEDGER PAGE: 1									
01 Test Company -1 REVISION#: 6									
GEN.LND. NO.	DESCRIPTION	TXN DT	REFER#	J/B#	SRC	DEBITS	CREDITS	BALANCE	PBR
01-1000	ASSETS	11/01/06			OPEN			2,681,278.05	
	ACCOUNT # 01-1000	TOTAL:	2,681,278.05			0.00	0.00	2,681,278.05	
01-1000-00	ASSETS	11/01/06			OPEN			400.00	
		12/07/06 FE		001873	JE		100.00	100.00	0611
		12/07/06 FE		001873	JE	100.00			0611
		12/07/06 DD		001874	JE	50.00			0611
		12/07/06 D		001875	JE	25.00			0611
	REDISTRIBUTED G/L NUMBER	11/30/06	RE0611		110001	RE		75.00	0611
	ACCOUNT # 01-1000-00	TOTAL:	400.00			175.00	175.00	400.00	
01-1000-01	ASSETS	11/01/06			OPEN			513.00	
	ACCOUNT # 01-1000-01	TOTAL:	513.00			0.00	0.00	513.00	
01-1100-00	CASH IN BANK - FIDELITY	11/01/06			OPEN			-88,634,536.36	
	Money transfer	11/16/06	TRN		001828	JE	5,000.00		0611
		12/07/06	DD		001874	JE		50.00	0611
		12/07/06	D		001875	JE		25.00	0611
	REDIS. FROM '01-1000-00'	11/30/06	RE0611		110001	RE	2.25		0611
	ACCOUNT # 01-1100-00	TOTAL:	-88,634,536.36			5,002.25	75.00	-88,629,609.11	
01-1101-00	CASH IN BANK - MAPLEWOOD	11/01/06			OPEN			-300.00	
	Money transfer	11/16/06	TRN		001828	JE		5,000.00	0611
	ACCOUNT # 01-1101-00	TOTAL:	-300.00			0.00	5,000.00	-5,300.00	
01-1102-00	CASH IN BANK - VALLEY	11/01/06			OPEN			65,984.39	
	ACCOUNT # 01-1102-00	TOTAL:	65,984.39			0.00	0.00	65,984.39	
01-1103-00	Cash IN BANK - BERKSHIRE	11/01/06			OPEN			121,227.06	
	ACCOUNT # 01-1103-00	TOTAL:	121,227.06			0.00	0.00	121,227.06	

**Notes:**

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**Detail General Ledger Month-End Print**

This report will print a line summarizing the detail for each account on the source register except the various journal entry proofs. For these journal entry proofs, the entry will be printed as shown on the journal. The bottom line total on the detail general ledger will print four totals, the first and last should be zero.

**NOTE:** This is a monthly report and after the report is printed and accepted the GLM file MUST BE CLEARED or the next month's report will reflect the previous month's information.

**Date**

Enter a specific date.

**Fiscal Period**

Enter a specific fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Input Date for Opening Balance Line**

Enter the date to begin the opening balances to display on this report.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-52 BASE.12-DET.GL.PRINTS1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail General Ledger (Print / Re-Print)**

1. Date

2. Fiscal Period

3. Company

4. Input Date for Opening Balance Line

**DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!**  
**C A U T I O N!!! A YES ANSWER WILL CLEAR THE REPORT FILE!!**  
**ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER? (Y/N)**

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Detail General Ledger Month-End Print**

Once the report is produced the system will prompt:

**DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!**  
**C A U T I O N!!! A YES ANSWER WILL CLEAR THE REPORT FILE!!**  
**ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER? (Y/N)**

Enter 'Y\*\*\*' will clear the GLM file.

**NOTE:** This report file should be cleared when you are through with the update. If the report is not cleared, the next month used will contain a combination of two months data. This can cause confusion when trying to balance the general ledger.

**Notes:**

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G/L#	ACCOUNT DESCRIPTION	BALANCE SHEET ACCTS		EXPENSE ACCTS	
		DEBITS	CREDITS	DEBITS	CREDITS
01-1000	ASSETS	2,681,278.05			
01-1000-00	ASSETS	400.00			
01-1000-01	ASSETS	513.00			
01-1100-00	CASH IN BANK - FIDELITY		88,629,609.11		
01-1101-00	CASH IN BANK - MAPLEWOOD		5,300.00		
01-1102-00	CASH IN BANK - VALLEY	65,984.39			
01-1103-00	Cash IN BANK - BERKSHIRE	121,227.06			
01-1104-00	CAPITAL ACCT - VALLEY	100.00			
01-1110-00	PETTY CASH	923.00			
01-1120-00	DRETFUS- LIQUID ASSETS	8,589.73			
01-1130-00	DRETFUS- LIQUID ASSETS-ASSET	81,162.08			
01-1140-00	SHEARSON LEHMAN - FUND		1,200.00		
01-1142-00	THE DRETFUS FUND		2,000.00		
01-1143-00	FIDELITY INVESTMENTS	109,248.24			
01-1145-00	MARKETABLE SECURITIES		3,980.00		
01-1152-00	ADJUSTMENT G/L		49,861,108.66		
01-1153-00	PHYSICAL INVENTORY VARIANCE	500.00			
01-1180-00	REFUNDABLE TAXES		500.00		
01-1200-00	ACCOUNTS RECEIVABLE		488,291,618.41		
01-1205-00	CREDIT / BAD DEBT RESERVE		140,821.25		
01-1220-00	NOTES RECEIVABLE	100.00			
01-1250-00	INTERCOMPANY RECEIVABLES		4,709.00		
01-1251-00	INTER COMPANY - AP		10,000,299.00		
01-1260-00	MISCELLANEOUS RECEIVABLE	1,158.91			
01-1300-00	FURNITURE & FIXTURES	111,492.15			
01-1305-00	ACC DEPRECIATION- FURN & FIX		100,637.11		
01-1310-00	EQUIPMENT	339,205.47			
01-1320-00	ACC DEPRECIATION- EQUIPMENT		292,265.32		
01-1330-00	AUTOMOBILES	84,200.00			
01-1340-00	ACC DEPRECIATION - AUTO	3.00			
01-1341-00	BENEFIT TRST		17,314.03		
01-1342-00	FREIGHT-IN	17,736.00			
01-1343-00	RESTOCK CHARGE	680.36			
01-1350-00	LEASEHOLD IMPROVEMENTS	88,901.71			
01-1355-00	ACC DEPRECIATION- LEASEHOLD IMP		27,568.25		
01-1400-00	1400-DEBC		209,106.33		
01-1410-00	DEPOSITS	700.00			
01-1424-00	PREPAID INSURANCE	7,278.00			
01-1425-00	PREPAID TAXES		7,700.00		
01-1430-00	SECURITY DEPOSIT - OFFICE	6,800.00			
01-1440-00	OFFICE FURN & FIX DEPOSITS	70,200.00			
01-1500-00	INVESTMENTS		59,017,193.99		

**Notes:**

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**Trial Balance**

The trial balance is designed to give the user a quick look at the earnings position. The report will print a line for each item on the chart of accounts. It will show the YTD position, (debit or credit) in the appropriate column. The report totals up the earnings position. It then prints the totals for the balance sheet accounts and for the expense accounts.

**Date**

Click on the drop down box and select a date or enter date format 'DDMMYY'.

**Fiscal Period**

Enter Fiscal period YYYYMM.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

CO#: 01 Test Company -1

G/L	DESCRIPTION	MONTH 0601	MONTH 0602	MONTH 0603	MONTH 0604	MONTH 0605	MONTH 0606
		DEBITS	CREDITS	DEBITS	CREDITS	DEBITS	CREDITS
01-1000	ASSETS	2268540	2272037	2273618	2273680	2273783	2529721
01-1000-00	ASSETS	400	400	400	400	400	400
01-1000-01	ASSETS	521	521	521	521	521	519
01-1100-00	CASH IN BANK - FIDE!	8636917	8636915	8633983	8633983	8633982	8633955
01-1101-00	CASH IN BANK - MAPL!						300
01-1102-00	CASH IN BANK - VALL!	65984	65984	65984	65984	65984	65984
01-1103-00	Cash IN BANK - BERK!	251537	259237	259837	260097	260266	264996
01-1104-00	CAPITAL ACCT - VALL!	100	100	100	100	100	100
01-1110-00	PETTY CASH	923	923	923	923	923	923
01-1111-00	SALES ANALYSIS						
01-1120-00	DREYFUS- LIQUID ASS!	8590	8590	8590	8590	8590	8590
01-1130-00	DREYFUS- LIQUID ASS!	81162	81162	81162	81162	81162	81162
01-1140-00	SHEARSON LEHMAN - F!		1200	1200	1200	1200	1200
01-1142-00	THE DREYFUS FUND						
01-1143-00	FIDELITY INVESTMENT!	109268	109268	109068	109068	108948	109248
01-1144-00	FEDERATED SECURITI!						
01-1145-00	MARKETABLE SECURITI!	3500	3980	3980	3980	3980	3980
01-1146-00	SCHWAB SECURITIES						
01-1147-00	SCHWAB ONE ACCT						
01-1148-00	ANDERSON STRUDWICK!						
01-1150-00	BANK CD'S -- VALLEY!						
01-1151-00	T BILL'S						
01-1152-00	ADJUSTMENT G/L	5692666	9542692	9743932	9746032	9746032	9860059
01-1153-00	PHYSICAL INVENTORY	500	500	500	500	500	500
01-1180-00	REFUNDABLE TAXES				500	500	500
01-1200-00	ACCOUNTS RECEIVABLE!	1073268	1065011	1037245	1036099	1036196	8477383
01-1201-00	ACCOUNTS RECEIVABLE!						
01-1205-00	CREDIT / BAD DEBT R!	140821	140821	140821	140821	140821	140821
01-1210-00	LEASE RECEIVABLE - !						
01-1211-00	LEASE RECEIVABLE - !						
01-1220-00	NOTES RECEIVABLE	100	100	100	100	100	100
01-1240-00	SUBSCRIPTION RECEIV!						
01-1250-00	INTERCOMPANY RECEIV!	450	4709	4709	4709	4709	4709
01-1251-00	INTER COMPANY - AP !	0000299	0000299	0000299	0000299	0000299	0000299
01-1260-00	MISCELLANEOUS RECEI!	1159	1159	1159	1159	1159	1159
01-1270-00	ACCRUED INTEREST RE!						
01-1300-00	FURNITURE & FIXTURE!	111786	111786	111750	111750	111750	111750
01-1305-00	ACC DEPRECIATION- F!	100637	100637	100637	100637	100637	100637
01-1310-00	EQUIPMENT	339205	339205	339205	339205	339205	339205
01-1315-00	EQUIPMENT - ACCRUED!						
01-1320-00	ACC DEPRECIATION- B!	292265	292265	292265	292265	292265	292265

Notes:

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**Semi-Annual Trial Balance**

The semi-annual trial balance is designed to give the user a six-month picture of activity based on the first or second half of the year.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Date**

Click on the drop down box and select a date or enter date format 'DDMMYY'.

**Enter Fiscal Year (2N)**

Enter the two digit fiscal year.

**Enter Half of Year (1 or 2)**

Enter '1' to display activity for the first half of the year or enter '2' to display activity for the second half of the year.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

01 Test Company -1

11/30/06

GEN. LEDG. #	DESCRIPTION	DEBIT	CREDIT	BALANCE	P&L
01-1000	ASSETS				
	OPENING BALANCE			2,681,278.05	
	BALANCE 11			2,681,278.05	*
01-1000-00	ASSETS				
	OPENING BALANCE			400.00	
	JOURNAL ENTRY. 11	75.00			
	RE 11		75.00		
	BALANCE 11			400.00	*
01-1000-01	ASSETS				
	OPENING BALANCE			513.00	
	BALANCE 11			513.00	*
01-1100-00	CASH IN BANK - FIDELITY				
	OPENING BALANCE			-88,634,536.36	
	JOURNAL ENTRY. 11	4,925.00			
	RE 11		2.25		
	BALANCE 11			-88,629,609.11	*
01-1101-00	CASH IN BANK - MAPLEWOOD				
	OPENING BALANCE			-300.00	
	JOURNAL ENTRY. 11		5,000.00		
	BALANCE 11			-5,300.00	*
01-1102-00	CASH IN BANK - VALLEY				
	OPENING BALANCE			65,984.39	
	BALANCE 11			65,984.39	*
01-1103-00	CASH IN BANK - BERKSHIRE				
	OPENING BALANCE			121,227.06	
	BALANCE 11			121,227.06	*
01-1104-00	CAPITAL ACCT - VALLEY				
	OPENING BALANCE			100.00	
	BALANCE 11			100.00	*
01-1110-00	PETTY CASH				
	OPENING BALANCE			923.00	

**Notes:**

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**Summary General Ledger**

The summary general ledger is designed to print a summary of the year-to-date activity for each account in the chart of accounts. The report prints the account number, description, opening balance, and any activity on each month up to and including the specific month. Balance figures for each month are printed and if the general ledger is out of balance a figure is printed at the bottom of the report.

**Date**

Click on the drop down box and select a date or enter date format 'DDMMYY'.

**Fiscal Period**

Enter a specific fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

01 Test Company -1

ACCOUNT	DESCRIPTION	***** MONTH - TO - DATE *****				***** YEAR - TO - DATE *****			
		ACTUAL	BUDGET	VARIANCE	PCT.	ACTUAL	BUDGET	VARIANCE	PCT.
01-1000	ASSETS	0	0	0	0.0	2,681,278	0	-2,681,278	0.0
01-1000-00	ASSETS	0	0	0	0.0	400	0	-400	0.0
01-1000-01	ASSETS	0	0	0	0.0	513	0	-513	0.0
	*** CATEGORY TOTALS ***	0	0	0	0.0	2,682,191	0	-2,682,191	0.0
01-1100-00	CASH IN BANK - FIDELITY	4,927	0	-4,927	0.0	-88,629,609	0	88,629,609	0.0
01-1101-00	CASH IN BANK - MAPLEWOOD	-5,000	0	5,000	0.0	-5,300	0	5,300	0.0
01-1102-00	CASH IN BANK - VALLEY	0	0	0	0.0	65,984	0	-65,984	0.0
01-1103-00	Cash IN BANK - BERKSHIRE	0	0	0	0.0	121,227	0	-121,227	0.0
01-1104-00	CAPITAL ACCT - VALLEY	0	0	0	0.0	100	0	-100	0.0
01-1110-00	PETTY CASH	0	0	0	0.0	923	0	-923	0.0
01-1120-00	DREYFUS- LIQUID ASSETS	0	0	0	0.0	8,590	0	-8,590	0.0
01-1130-00	DREYFUS- LIQUID ASSETS-ASSET	0	0	0	0.0	81,162	0	-81,162	0.0
01-1140-00	SHEARSON LEHMAN - FUND	0	0	0	0.0	-1,200	0	1,200	0.0
01-1142-00	THE DREYFUS FUND	0	0	0	0.0	-2,000	0	2,000	0.0
01-1143-00	FIDELITY INVESTMENTS	0	0	0	0.0	109,248	0	-109,248	0.0
01-1144-00	FEDERATED SECURITIES CORP	0	0	0	0.0	0	0	0	0.0
01-1145-00	MARKETABLE SECURITIES	0	0	0	0.0	-3,980	0	3,980	0.0
01-1146-00	SCHWAB SECURITIES	0	0	0	0.0	0	0	0	0.0
01-1147-00	SCHWAB ONE ACCT	0	0	0	0.0	0	0	0	0.0
01-1148-00	ANDERSON STRUDWICK ACCT	0	0	0	0.0	0	0	0	0.0
01-1150-00	BANK CD'S -- VALLEY	0	0	0	0.0	0	0	0	0.0
01-1151-00	T BILL'S	0	0	0	0.0	0	0	0	0.0
01-1152-00	ADJUSTMENT G/L	0	0	0	0.0	-49,861,109	0	49,861,109	0.0
01-1153-00	PHYSICAL INVENTORY VARIANCE	0	0	0	0.0	500	0	-500	0.0
01-1180-00	REFUNDABLE TAXES	0	0	0	0.0	-500	0	500	0.0
	*** CATEGORY TOTALS ***	-73	0	73	0.0	-138,115,963	0	138,115,963	0.0
01-1200-00	ACCOUNTS RECEIVABLE	0	0	0	0.0	488,291,618	0	-488,291,618	0.0
01-1201-00	ACCOUNTS RECEIVABLE (DEP)	0	0	0	0.0	0	0	0	0.0
01-1205-00	CREDIT / BAD DEBT RESERVE	0	0	0	0.0	-140,821	0	140,821	0.0
01-1210-00	LEASE RECEIVABLE - GST	0	0	0	0.0	0	0	0	0.0
01-1211-00	LEASE RECEIVABLE - MAHRCO	0	0	0	0.0	0	0	0	0.0
01-1220-00	NOTES RECEIVABLE	0	0	0	0.0	100	0	-100	0.0
01-1240-00	SUBSCRIPTION RECEIVABLE	0	0	0	0.0	0	0	0	0.0
01-1250-00	INTERCOMPANY RECEIVABLES	0	0	0	0.0	-4,709	0	4,709	0.0
01-1251-00	INTER COMPANY - AP	0	0	0	0.0	-10,000,299	0	10,000,299	0.0
01-1260-00	MISCELLANEOUS RECEIVABLE	0	0	0	0.0	1,159	0	-1,159	0.0
01-1270-00	ACCRUED INTEREST REC.	0	0	0	0.0	0	0	0	0.0
	*** CATEGORY TOTALS ***	0	0	0	0.0	498,436,189	0	-498,436,189	0.0
01-1300-00	FURNITURE & FIXTURES	0	0	0	0.0	111,492	0	-111,492	0.0
01-1305-00	ACC DEPRECIATION, FURN & FIX	0	0	0	0.0	-100,637	0	100,637	0.0

Notes:

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**Expense and Budget Analysis**

The expense and budget analysis report provides a summary analysis of performance versus plan.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Fiscal Period**

Enter a specific fiscal period.

**By Co# By G/L# or (2) By Co# By Dept(1)**

In this field the operator has the option of sorting by company by general ledger or by company by department.

**Budget Period – (1) This Year (2) This Year Rev**

In this field the operator has the option of selecting the budget period by this year or this year revised.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.



15 Dec 2006		* * * MONTHLY JOURNAL ENTRY REPORT (HISTORY) - - - BY JOURNAL ENTRY NUMBER * * *					PAGE: 1	
01 Test Company -1		F I S C A L M O N T H -			0611			
JR ENT GEN.LMD. NO.	ACCOUNT DESCRIPTION	ENTRY DESCRIPTION	REFER#	SRC YR/MN	DATE	DEBITS	CREDITS	
001828 01-1100-00	CASH IN BANK - FIDELITY	Money transfer	TRN	JE 0611	11/16/06	5,000.00	0.00	
001828 01-1101-00	CASH IN BANK - MAPLEWOOD	Money transfer	TRN	JE 0611	11/16/06	0.00	5,000.00-	
*** JRN.ENT. # TOTAL ***						5,000.00	5,000.00-	
001852 01-2750-00	NJ INCOME TAX PAYABLE		PAY	JE 0611	11/30/06	0.00	500.00-	
001852 01-4100-00	PAYROLL EXPENSE		PAY	JE 0611	11/30/06	5,000.00	0.00	
001852 01-4105-00	PAYROLL EXPENSE-ADMIN		PAY	JE 0611	11/30/06	0.00	4,500.00-	
*** JRN.ENT. # TOTAL ***						5,000.00	5,000.00-	
001873 01-1000-00	ASSETS		FE	JE 0611	12/07/06	0.00	100.00-	
001873 01-1000-00	ASSETS		FE	JE 0611	12/07/06	100.00	0.00	
*** JRN.ENT. # TOTAL ***						100.00	100.00-	
001874 01-1000-00	ASSETS		DD	JE 0611	12/07/06	50.00	0.00	
001874 01-1100-00	CASH IN BANK - FIDELITY		DD	JE 0611	12/07/06	0.00	50.00-	
*** JRN.ENT. # TOTAL ***						50.00	50.00-	
001875 01-1000-00	ASSETS		D	JE 0611	12/07/06	25.00	0.00	
001875 01-1100-00	CASH IN BANK - FIDELITY		D	JE 0611	12/07/06	0.00	25.00-	
*** JRN.ENT. # TOTAL ***						25.00	25.00-	
110001 01-1000-00	ASSETS	REDISTRIBUTED G/L NUMBER	RE0611	RE 0611	11/30/06	0.00	75.00-	
110001 01-1100-00	CASH IN BANK - FIDELITY	REDIS. FRCH '01-1000-00'	RE0611	RE 0611	11/30/06	2.25	0.00	
110001 01-1500-00	INVESTMENTS	REDIS. FRCH '01-1000-00'	RE0611	RE 0611	11/30/06	1.50	0.00	
110001 01-1700-00	1700-DESC-STATISTICS	REDIS. FRCH '01-1000-00'	RE0611	RE 0611	11/30/06	71.25	0.00	
*** JRN.ENT. # TOTAL ***						75.00	75.00-	
***** COMPANY TOTAL *****						10,250.00	10,250.00-	
						10,250.00	10,250.00-	

**Monthly Journal Entry Report - History**

The monthly journal entry report - history displays all source journal entries in history entered through general ledger for the specified fiscal period. This report works off the GLA.HIST file.

**Fiscal Period**

Enter a fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**'1' By JE#, '2' By GL#, 3 Print Reports '1' and '2'**

In this field the operator has the option of sorting 'By G/L#', 'By Journal Entry#' or both when selecting option 3.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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Update	Inactive	Companies	For	Last	Month	Closed	(G/L)
Company#	01	The Systems House, Inc.					
Last Month Closed	0612						
Are you sure you want to increment the Last Month Closed ? (Y/N):		XXXXXX					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL Off
Popup							

**Update Inactive Companies for Last Month Closed – G/L**

This program gives the operator the ability to bump up 1 month; last month closed for general ledger for a specific company if there is no activity for that company. The equivalent of running the general ledger month-end update for inactive companies. Keeping all companies in the same fiscal period will facilitate efficient running of reports.

**Company#**

At the company number prompt you can enter the company number, click on the 'INQUIRY' icon or press the 'F7' function key which you can select the needed company.

**Last Month Closed**

The last month closed filed will display the last fiscal period closed in general ledger for the selected company. The system will prompt:

**Are you sure you want to increment the Last Month Closed? (Y/N)**

Enter 'Y\*\*\*' if you want to increment your fiscal period. If there is any activity in the GLA file a message will appear.

**Notes:**

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**Hard Close of Fiscal Period – Company File**

This program gives the operator the ability to hard close a specific fiscal period. Once a period is hard closed you are unable to post any activity to that specific period or any previous periods.

**Co#**

At the company number prompt you can enter the company number, click on the 'INQUIRY' icon or press the 'F7' function key which you can select the needed company.

**Last Year Closed G/L**

The last year general ledger will display for the company selected.

**Last Month Closed Sales**

The last month period for sales closed will display for the company selected.

**Last Month Closed A/R**

The last month period for accounts receivable closed will display for the company selected.

**Last Month Closed A/P**

The last month period for accounts payable closed will display for the company selected.

**Hard Close Fiscal Period**

Enter the hard closed fiscal period. No journal entries can be entered for the entered or previous fiscal periods. The hard close fiscal period can not be greater than the last month closed for sales, accounts receivable or accounts payable.

**ENTER LINE # TO CHANGE, "ABORT" to Cancel Changes "0" TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

**Notes:**

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The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

**Notes:**

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01:10:11pm 22 Dec 2006 GENERAL LEDGER AUDIT PAGE: 1

TRIAL BALANCE PRINT

AUDIT.CO.NO	AUDIT.PERIOD	AUDIT.OPER	AUDIT.PORT	AUDIT.TIME	AUDIT.DATE
01	0308	SF	13	12:28:39pm	08/28/03
		SF	13	12:29:21pm	08/28/03
		SF	64	12:37:36pm	08/28/03
		SF	64	12:39:29pm	08/28/03
		SF	64	12:41:01pm	08/28/03
01	0309	SF	61	10:08:24am	09/17/03
01	0311	SF	56	12:29:07pm	12/09/03
		SF	56	12:46:43pm	12/09/03
		kpl	56	12:58:14pm	12/09/03
01	0606	SF	54	01:09:52pm	12/22/06
01	0611	SF	52	02:52:19pm	12/08/06

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5 records listed.

**Audit Listings for G/L Updates and Prints**

The audit listing will print audit details for a chosen function. It will display company, period, operator, time and date a specific function was performed.

**Enter G/L Audit Option (1-7)**

Enter the general ledger audit option. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available general ledger options. The available options are:

- 1 - G/L Update
- 2 - Detail G/L Print
- 3 - Trial Balance
- 4 - Summary G/L Print
- 5 - Exp/Bud by G/L #
- 6 - Exp/Bud by Department
- 7 - Fin Stm J/E Update

**Company**

Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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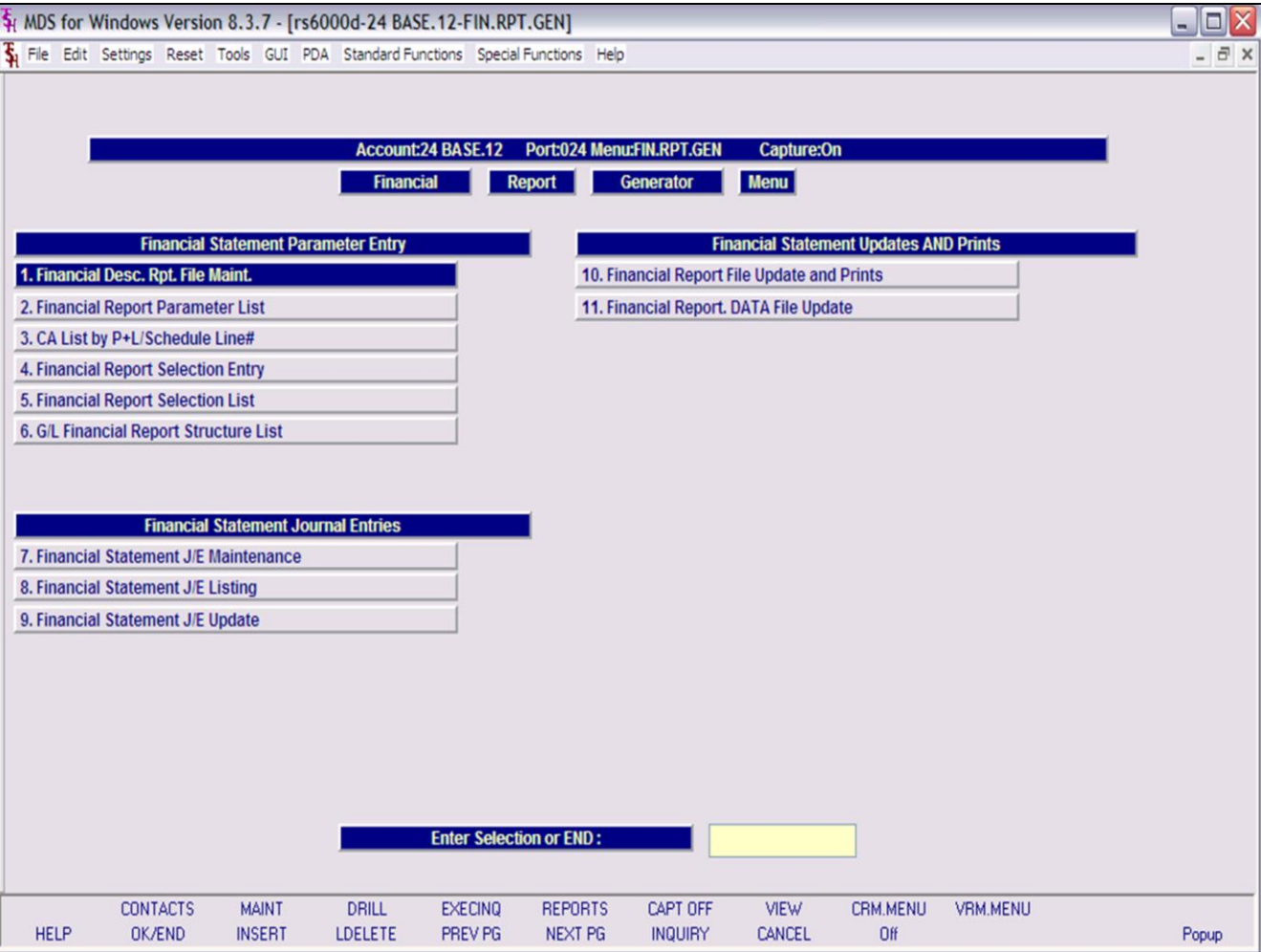
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**Financial Reports**

From the main system selector go into General Ledger Menu and then Financial Reports.

**Notes:**

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**Financial Statement Description Maintenance**

Schedule

Line Number

1.Description

2.Reverse Sign (Y/N)

3.Print Total

4.Add To Total 1

5.Add to Total 2

6.Add to Total 3

7.Add to Total 4

8.Add to Total 5

9.Line Spacing

10.Line# / Line#  /

11.Suppress Variance (Y/N)

12.Line#/Calc of %

**Note**

If LINE = 000 Field 1 and 12 can be input.

If LINE # 000 then Fields 1-11 can be input.

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Notes:**

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**Financial Desc Rpt File Maint**

P&L report description maintenance is used to allow the setting of reporting options for each line of the financial statements. The schedules are as follows:  
 1 – Balance sheet  
 2 – Income statement  
 9 – Statement of changes in financial condition  
 A-Z – Can be used for supporting schedules

**Schedule** - Enter the schedule, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available schedules.

**Line Number** - Enter a line number. This will be the line number that this item will show on your financials. Line '000' is used for the title of the financial report. In order to allow for expansion on the financials you may want to skip line numbers, this will not affect the printing of financials.

**Description** - Enter a description for the line on the financial report. A single '-' is used to print an underline on the report.

**Reverse Sign (Y/N)** - Accounts that normally have a credit balance are stored with a '-'(negative) in front of the amount. The reverse sign indicator is used to print the credit balance without the negative sign. If sign is reversed, the printed value is affected, but not the calculations. This is simply to exclude the '-' sign.

**Print Total** – This is used to Indicate which of the 5 levels of totals (below) is to be printed and cleared. If total is to be printed but not cleared, then enter 'N' after the total number.

**Add To Total** - Lines 4-8 are for the 5 possible groups of totals. For each item you decide which total it is to be added to. You may keep track of 5 different totals for any 1 report. A "+" adds the line amount to this total. A "-" subtracts the line amount to this total. A "" (or BLANK SPACE) doesn't calculate the line amount into this total. Even if you

have entered a "Y" to reverse the sign, the total calculations will be done based on the sign in the total field.

**Notes:**

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Financial Statement Description Maintenance**

Schedule

Line Number

1.Description

2.Reverse Sign (Y/N)

3.Print Total

4.Add To Total 1

5.Add to Total 2

6.Add to Total 3

7.Add to Total 4

8.Add to Total 5

9.Line Spacing

10.Line# / Line#  /

11.Suppress Variance (Y/N)

12.Line#/Calc of %

**Note**

If LINE = 000 Field 1 and 12 can be input.

If LINE # 000 then Fields 1-11 can be input.

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Off    Popup

**Notes:**

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**Financial Desc Rpt File Maint**

**Line Spacing** - Enter number of lines to skip before printing this line. Enter "9" to skip to a new page.

**Line# / Line#** - This field is used for division, if 2 lines on this report need to be divided by each other, enter the 2 line numbers here. Both lines must appear on the report before this line, and total lines may not be used in the calculation. Enter the line on this financial report that is to be divided by another line to get value for this line.

**Suppress Variance (Y/N)** - Enter "Y" if the variance should not print for this line of the financials. You can print the financial report parameter listing to assist you in assigning the line numbers to the chart of accounts. The accounts now need to be assigned to specific line numbers on the financials.

**Line#/Calc of %** - This field is used on P&L statements, line number used to calculate the percent of sales.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

PAGE 1 \*\*\*\*\* FINANCIAL REPORT FILE PARAMETER LISTING \*\*\*\*\* DATE 02:16:49pm 22 Dec 2006

RPT#	LINE#	DESCRIPTION.....	REVERSE	TOT.CLR	TOT1	TOT2	TOT3	TOT4	TOT5	SPC	LIN.DIV	DIV.LIN	SUPP.LIN
1	000	BALANCE SHEET											
1	001	ASSETS	N		+	+		+	+				1
1	002	CASH IN BANK	N		+	+		+	+				1
1	003	PETTY CASH	N		+	+		+	+				1
1	004	LIQUID ASSETS	N		+	+		+	+				1
1	005	BANK CD'S AND T-BILLS	N		+	+		+	+				1
1	006	-	N										1
1	007	TOTAL CASH:	N		1								1
1	008	ACCOUNTS RECEIVABLE	N		+	+		+	+				2
1	009	LESS: BAD/CREDIT DBST RESERVE	N		+	+		+	+				1
1	010	-											
1	011	NET ACCOUNTS RECEIVABLE:	N		1								1
1	013	LEASE RECEIVABLE	N			+		+	+				2
1	014	NOTES RECEIVABLE	N			+		+	+				2
1	015	INTERCOMPANY REC/PAY	N			+		+	+				2
1	016	-											
1	017	TOTAL CURRENT ASSETS:	N		2N								1
1	018	FIXED ASSETS:	N		+	+		+	+				2
1	019	FURNITURE AND FIXTURES			+	+		+	+				1
1	020	COMPUTER EQUIPMENT	N		+	+		+	+				1
1	021	AUTOMOBILES	N		+	+		+	+				1
1	022	LEASEHOLD IMPROVEMENTS	N		+	+		+	+				1
1	025	LESS: ACCUMULATED DEPRECIATION	N		+	+		+	+				1

11.00 x 8.50 in

**Financial Report Parameter Listing**

The financial report parameter listing displays the setup details of all the financial reports; balance sheet, income statements, statement of changes in financial condition and all supporting schedules.

**Report Number**

In this field the operator has the option of selecting 'All Report Numbers', 'Report Number Range' or 'Specific Report Number'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 2 \*\*\*\*\* CHART OF ACCOUNTS BY PL# LISTING \*\*\*\*\* DATE 02:25:04pm 22 Dec 2006

CADF.....	TYPE	P&L	LINE#	P&L DESCRIPTION.....	DESCRIPTION.....	YTD.FLG
1210	1	013		LEASE RECEIVABLE	LEASE RECEIVABLE - GST	
1211	1	013		LEASE RECEIVABLE	LEASE RECEIVABLE - MAHRCO	
***						
1220	1	014		NOTES RECEIVABLE	NOTES RECEIVABLE	
1260	1	014		NOTES RECEIVABLE	MISCELLANEOUS RECEIVABLE	
1270	1	014		NOTES RECEIVABLE	ACCRUED INTEREST REC.	
***						
1240	1	015		INTERCOMPANY REC/PAY	SUBSCRIPTION RECEIVABLE	
1250	1	015		INTERCOMPANY REC/PAY	INTERCOMPANY RECEIVABLES	
***						
1300	1	019		FURNITURE AND FIXTURES	FURNITURE & FIXTURES	
***						
1310	1	020		COMPUTER EQUIPMENT	EQUIPMENT	
1315	1	020		COMPUTER EQUIPMENT	EQUIPMENT - ACCRUED	
***						
1330	1	021		AUTOMOBILES	AUTOMOBILES	
***						
1350	1	022		LEASEHOLD IMPROVEMENTS	LEASEHOLD IMPROVEMENTS	
***						
1305	1	025		LESS: ACCUMULATED DEPRECIATION ACC DEPRECIATION- FURN & FIX		
1320	1	025		LESS: ACCUMULATED DEPRECIATION ACC DEPRECIATION- EQUIPMENT		

**CA List by P&L/Schedule Line# Listing**

This report displays the chart account description number, the type of report, the line number it displays on the financials with the description.

**CHART OF ACCOUNT LISTS BY PL# BY SCHED# AND BY SOCIFC#**

In this field the operator has the option of selecting the report 'By PL#', 'By Sched#', 'By Socifc#' and '(All) Lists'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-54 BASE.12-FIN.RPT.SEL.MAINT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

\*\*\*\*\* FINANCIAL REPORTING FORMAT ENTRY \*\*\*\*\*

	FRM	CO	REP	DPT	GROUP1	GROUP2	GROUP3	GROUP4	GROUP5	GROUP6	GROUP7
1.	2	01	1	00							
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Financial Report Selection Entry**

The financial report selection entry is designed to give the customer the ability to control which financial reports will print for specific members of the company (for example President, Controller etc.).

**FRM** - Enter the format for the report:

- 1 - Actual/Budget.
- 2 - Actual/Last Yr Actual

**CO** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**REP** - Enter the report type for the report:

- 1 - Balance sheet
- 2 - Income statement
- 9 - Statement of changes in financial condition
- A-Z - Supporting schedules

**DPT** - Enter the department number, or Suffix, for the report, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available departments/suffix's.

**Notes:**

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MDS for Windows Version 7.12.6 - [rs6000d.tshinc.com-54 BASE.12-FIN.RPT.SEL.MAINT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

\*\*\*\*\* FINANCIAL REPORTING FORMAT ENTRY \*\*\*\*\*

FRM	CO	REP	DPT	GROUP1	GROUP2	GROUP3	GROUP4	GROUP5	GROUP6	GROUP7
1.	2	01	1	00	Y	Y	N	N	N	N
2.	2	01	2	00	Y	N	Y	N	N	N
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Financial Report Selection Entry**

**Group** - The next 7 fields (GROUP1 - GROUP7) control who gets which reports. For each "GROUP" you must enter a Y for Yes or a N for No.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

**Notes:**

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PAGE 2 \*\*\*\*\* FINANCIAL REPORT FORMAT LISTING \*\*\*\*\* DATE 02:55:10pm 22 Dec 2006

FORMAT	CO#	RPT	DEPT	GROUP1	GROUP2	GROUP3	GROUP4	GROUP5	GROUP6	GROUP7
2		A		Y	N	N	N			
2	01	1	00	Y	Y	N	N	N	N	N
2	01	2	00	Y	N	Y	N	N	N	N
2	03	C		N	N	N	N			

\*\*\*

8 records listed.

**Financial Report Selection Listing**

The financial report selection listing will display report number, company and which groups will receive the specific financial reports.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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PAGE 1 \*\*\*\*\* GENERAL LEDGER FINANCIAL REPORTING\*\*\*\*\* DATE 04:12:41pm 22 Dec 2006

CA.....	TYPE	PL#	DESCRIPTION.....	DEPT.DESC.....	Ending..... Balance.....
01-1152-00	1		ADJUSTMENT G/L	SALES	-49861108.66
01-1153-00	1		PHYSICAL INVENTORY VARIANCE	SALES	500.00
01-1251-00	1		INTER COMPANY - AP	SALES	-10000299.00
01-1341-00	1		BENJI TEST	SALES	-12314.03
01-1342-00	1		FREIGHT-IN	SALES	17736.00
01-1343-00	1		RESTOCK CHARGE	SALES	680.36
01-1400-00	1		1400-DESC	SALES	-209206.33
01-1700-00	1		1700-DESC-STATISTICS	SALES	-2806674024.17
			***		-2866738035.83
01-1000	1	002	ASSETS		2681284.11
01-1000-00	1	002	ASSETS	SALES	400.00
01-1000-01	1	002	ASSETS	THE SUFFIX	513.00
01-1100-00	1	002	CASH IN BANK - FIDELITY	SALES	-88752922.14
01-1101-00	1	002	CASH IN BANK - MAPLEWOOD	SALES	-5300.00
01-1102-00	1	002	CASH IN BANK - VALLEY	SALES	65984.39
01-1103-00	1	002	Cash IN BANK - BERKSHIRE	SALES	120578.45
01-1104-00	1	002	CAPITAL ACCT - VALLEY	SALES	100.00
			***		-85889362.19
01-1110-00	1	003	PETTY CASH	SALES	923.00
01-1120-00	1	004	DREYPUS- LIQUID ASSETS	SALES	8589.73
01-1130-00	1	004	DREYPUS- LIQUID ASSETS-ASSET	SALES	81162.08
01-1140-00	1	004	SHEARSON LEHMAN - FUND	SALES	-1200.00
			***		88551.81

**G/L financial Report Structure Listing**

The financial report structure listing selects the chart of account with activity this year and displays chart of accounts, type, the line number on the financial reports, description, department/suffix description and ending balance.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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**Financial Statement Journal Entry Input**

<b>Company</b>	01	The Systems House,	<b>Journal Entry #</b>	000222
<b>Fiscal Period</b>	0701		<b>Control Total</b>	0.00
<b>Reference#</b>		TRN		
<b>Source</b>		JE		
<b>Description</b>	Money Transfer			

Line#	Account #	Debits	Credits	Description
1.	##-###-##			
1.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Period	RefNumber	Source	Desc						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Financial Statement Journal Entry Maintenance**

This maintenance is designed for entering, changing, or deleting financial journal entries. These entries affect the financial statements only and are **not** updated to the actual general ledger and financials. These entries will only print on financial reports.

**Company** – Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Fiscal Period** - Enter Fiscal period YYYYMM.

**Journal Entry#** - Enter JE number. The system does not assign a JE number automatically. (JE # will be assigned when the entry is in balance and is accepted.) You may enter an existing journal entry number here to make modifications to the entry as long as it has not yet been updated.

**Control Total** – This field will keep track of the debits and credits. When the entries are in balance (showing 0.00) the journal entry may be accepted and journal entry number will be assigned.

**Reference#** - Enter a reference number. This field is required.

**Transaction Date** - Hit return for today's date or enter date. You can also click on the drop down box and select a date from the calendar.

**Source** - Enter a source code. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up menu for you to select from the available sources.

**Description** - Enter detailed description for this

**Notes:**

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transaction here.

**Notes:**

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Statement Journal Entry Input**

<b>Company</b>	01	The Systems House,	<b>Journal Entry #</b>	000222
<b>Fiscal Period</b>	0701		<b>Control Total</b>	0.00
<b>Reference#</b>		TRN		
<b>Source</b>		JE		
<b>Description</b>	Money Transfer			

Line#	Account #	Debits	Credits	Description
1.	01-1100-00	725.00		CASH IN BANK - FIDEL
1.	01-1101-00		-725.00	CASH IN BANK - MAPLE
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Enter line number to change/delete, (A)dd a line or 0 to accept : XXXXXX

Period	RefNumber	Source	Desc						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Financial Statement Journal Entry Maintenance**

**Account#** - At the account number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

Note: For each line item you must enter either a debit or credit amount. You cannot enter amounts for both in the same line.

**Debits** - Enter a debit amount.

**Credits** - Enter a Credit amount.

**Job#** - Enter valid job if applicapable. You can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available job numbers.

**Description** - System will show name of general ledger account for that line.

**ENTER LINE # TO CHANGE/DELETE, (A)dd a line or 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes. You also have the ability to enter 'A' to add a new line.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Enter 'DELETE' followed by Y\*\*\* to delete an existing record.

**Notes:**

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05 Jan 2007          FINANCIAL STATEMENTS JOURNAL ENTRY PROOF BY REFERENCE NUMBER          PAGE: 1
                    FISCAL MONTH - 0701

COMP: 01 The Systems House, Inc.

FINJ# CO# REFER.#  MON GEN.LED. NO.  ACCOUNT DESCRIPTION  SRC  JOURNAL ENTRY DESCRIPTION  DEBITS  CREDITS
-----
000222 01 TRN    0701 01-1100-00  CASH IN BANK - FIDELITY  JE Money Transfer  725.00  0.00
                    01-1101-00  CASH IN BANK - MAPLEWOOD  0.00  725.00-
                    **** FINJ# ENTRY TOTAL ****  725.00  725.00-
                    *** REFER. NUMBER TOTAL ***  725.00  725.00-
                    ***** COMPANY TOTAL *****  725.00  725.00-

1 records listed.
    
```

**Financial Statement Journal Entry Listing**

The report is a listing of all financial statement journal entries. It prints in reference number sequence.

**Fiscal Period**

Enter a specific fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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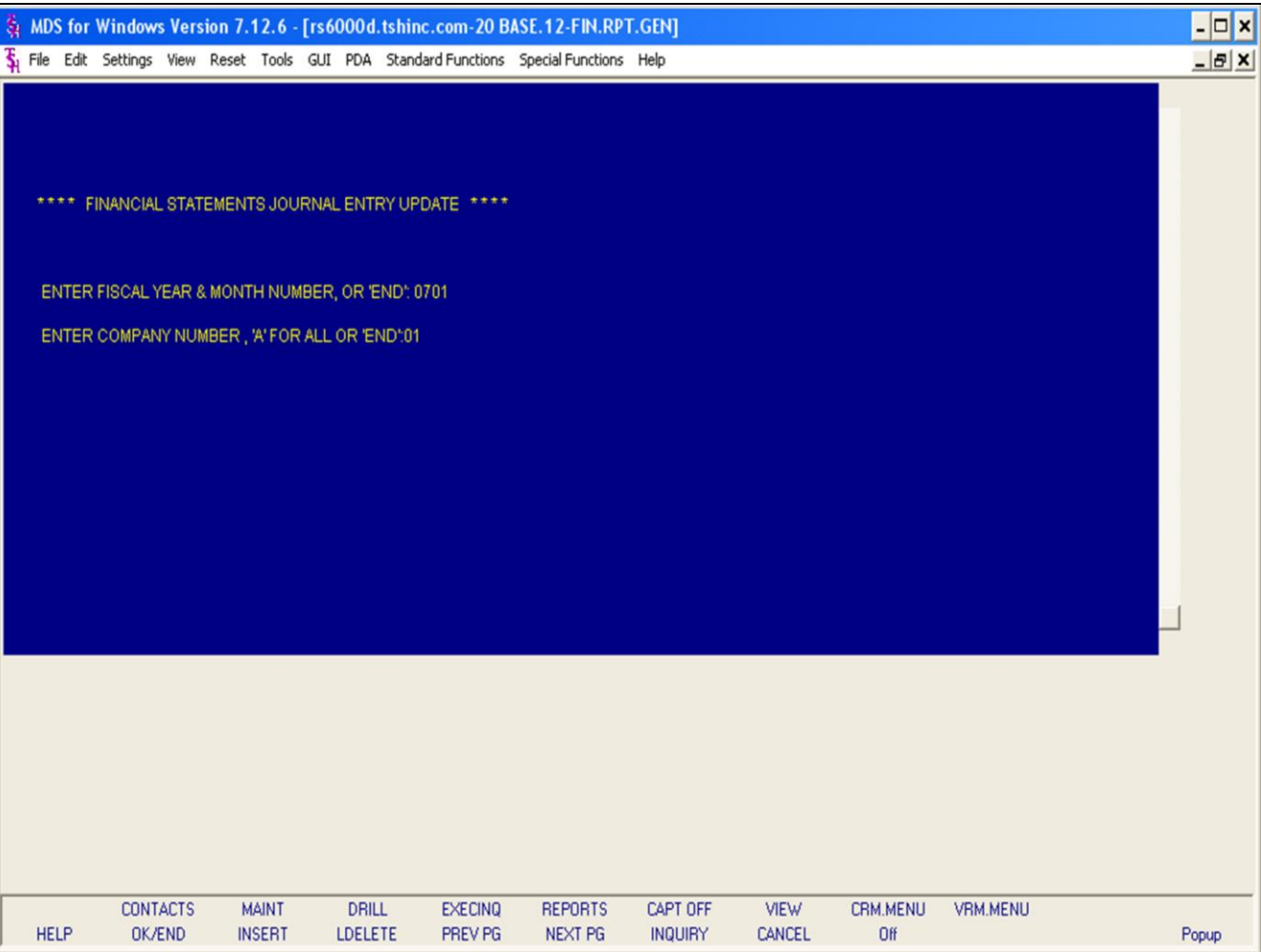
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**Financial Statement Journal Entry Update**

This update should be run if any entries have been changed, added, or deleted in order for them to take effect on the next financial update.

**Fiscal Period**

Enter a specific fiscal period.

**Company**

In this field the operator has the option of selecting 'All Companies', 'Company Range' or 'Specific Company'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the update.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the update.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-61 BASE.12-SSS.FIN.UPD.REP.ENTRY012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Financial Update and Report Entry**

**Update for Companies on DIFFERENT Fiscals**

1.Beginning Calendar Period for Consolidation

2.Last Calendar Period you want on Financials

**Update for Companies on the SAME Fiscal**

3.Beginning Fiscal Period for Consolidation

4.Last Fiscal Period you want on Financials

**Report Options**

5.Variance Report

6.Variance Rpt (YTD)

7.Pct to Sales Rpt

8.Comp Set OR Select

9.Company Selection

10.Budgets for Report

11.Data for Report

12.Mess for Rpt

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Notes:**

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**Financial Report File Update and Prints**

This update process selects the Chart of Accounts file (CA) and generates the financials. This process checks the Company file and if your companies are on different fiscal periods the program will prompt for entry of beginning and last period for DIFFERENT fiscals and if your companies are on the same fiscal periods the program will prompt for entry of beginning and last period for the SAME fiscal.

**Update for Companies on DIFFERENT Fiscals**

**Beginning Calendar Period for Consolidation –**

This prompt is utilized to update the financials for companies on DIFFERENT fiscals. Enter the beginning calendar period for consolidation. This will be used for calculation of consolidated totals.

**Last Calendar Period you want on Financials -**

This prompt is also utilized to update the financials for companies on DIFFERENT fiscals. Enter the last calendar Period you want on the financials. Used to calculate the last month closed for each company.

**Update for Companies on the SAME Fiscal**

**Beginning Fiscal Period for Consolidation –**

This prompt is utilized to update the financials for companies on the SAME fiscals. Enter the beginning fiscal period you want on the financials. Used for last month closed for each company.

**Last Fiscal Period you want on Financials -**

This prompt is also utilized to update the financials for companies on the SAME fiscals. Enter the last fiscal period you want on the financials. Used for last month closed for each company.

MDS for Windows Version 8.3.7 - [rs6000d-61 BASE.12-SSS.FIN.UPD.REP.ENTRY012S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Financial Update and Report Entry**

**Update for Companies on DIFFERENT Fiscals**

1.Beginning Calendar Period for Consolidation

2.Last Calendar Period you want on Financials

**Update for Companies on the SAME Fiscal**

3.Beginning Fiscal Period for Consolidation

4.Last Fiscal Period you want on Financials

**Report Options**

5.Variance Report  This Year Actual to Last Year Actual

6.Variance Rpt (YTD)

7.Pct to Sales Rpt

8.Comp Set OR Select  Complete Set of Financial Reports

9.Company Selection  The Systems House, Inc.

10.Budgets for Report  Budgets

11.Data for Report  Monthly

12.Mess for Rpt

THIS IS A TEST OF THE FINANCIALS PRINTING

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Financial Report File Update and Prints**

**Report Option Overviews**

**Variance Report**

This process uses the PL.DESC and FIN.RPT files generated to produce the specified financial reports and sub schedules.

**Variance Rpt (YTD)**

This process uses the PL.DESC and FIN.RPT files generated to produce the specified financial reports and sub schedules with year to date only.

**Pct to Sales Rpt**

This process uses the PL.DESC and FIN.RPT files generated to produce the specified financial reports and sub schedules.

This procedure produces the financials and calculates the percentage of each line on the income statement, etc., as it pertains to sales. Line 000 for the report must contain the line number to use as the basis for the calculation.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-61 BASE.12-SSS.FIN.UPD.REP.ENTRY012\$1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

**Financial Update and Report Entry**

**Update for Companies on DIFFERENT Fiscals**

1.Beginning Calendar Period for Consolidation

2.Last Calendar Period you want on Financials

**Update for Companies on the SAME Fiscal**

3.Beginning Fiscal Period for Consolidation

4.Last Fiscal Period you want on Financials

**Report Options**

5.Variance Report  This Year Actual to Last Year Actual

6.Variance Rpt (YTD)

7.Pct to Sales Rpt

8.Comp Set OR Select  Complete Set of Financial Reports

9.Company Selection  The Systems House, Inc.

10.Budgets for Report  Budgets

11.Data for Report  Monthly

12.Mess for Rpt

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Financial Report File Update and Prints**

**Report Options**

**Variance Report**

In this field the operator has the option of selecting 'This Year Actual to This Year Budget', 'This Year Actual to Last Year Actual', 'Both Reports' or 'Version showing Budget and Last Year'.

**Variance Rpt (YTD)**

In this field the operator has the option of selecting 'This Year Actual to This Year Budget', 'This Year Actual to Last Year Actual' or 'Both Reports'.

**Pct to Sales Rpt**

In this field the operator has the option of selecting 'This Year Actual to This Year Budget', 'This Year Actual to Last Year Actual', 'Both Reports' or 'Version showing Budget and Last Year'.

**Comp Set OR Select**

In this field the operator has the option of selecting a 'Complete Set of Financials' or 'Selected Set of Reports'.

**Company Selection**

In this field the operator has the option of entering a Specific Company Number, 'A' for All Companies or 'C' for consolidated.

**Notes:**

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**Financial Report File Update and Prints**

**Budgets for Report**

In this field the operator has the option of selecting 'Budgets' or 'Revised Budgets'.

**Data for Report**

In this field the operator has the option of selecting 'M' for Monthly or 'Q' for Quarterly.

**Mess for Rpt**

In this field the operator has the option to enter a message that will appear in the heading for the financial reports.

**ENTER LINE # TO CHANGE, DELETE TO DELETE, 0 TO ACCEPT:**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

RUN DATE: 04 Sep 2007

PROFIT AND LOSS STATEMENT  
 COMPANY: The Systems House, Inc.  
 DEPT: CONSOLIDATED  
 THIS IS A TBST OF THE FINANCIALS PRINTING

PAGE: 13

***** CURRENT MONTH *****				***** YEAR TO DATE *****			
PCT	VARIANCE	LET YR ACTUAL	ACTUAL	DESCRIPTION	ACTUAL	LET YR ACTUAL	VARIANCE PCT
**PAV/(UNPAV)**							**PAV/(UNPAV)**
				REVENUE			
(95.5)	(2335)	2,445	111	EQUIPMENT SALBS	17,684	4,265	13419 314.6
				NDS LICENSE FEES			
				SOFTWARE SERVICES			
				EQUIPMENT MAINTENANCE		-5,200	5200 -100.0
				OPERATING SYSTEM MAINT			
				APPLICATION SOFTWARE MAINT			
				REIMBURSABLES			
				OTHER INCOME			
-----							
(95.5)	(2335)	2,445	111	TOTAL REVENUE	17,684	-935	18619 -1992.3
-----							
				COST OF SALES:			
135.7	357144	263,149	-93,995	COST OF HARDWARE SOLD	-1,336,527	8,184,704	9521230 116.3
				EQUIPMENT MAINT COSTS			
(8080.7)	(94738)	1,172	95,910	O/S MAINT SUPPORT FEES	254,718	42,139	(212579) (504.5)
				PAYROLL EXPENSE			
54.6	1625	2,975	1,350	OUTSIDE CONSULTANTS	4,375	2,975	(1400) (47.1)
				P/R TAXES AND FRINGES (IV)			
				YEAR END BONUSES			
				COMPUTER EXPENSE (SCHED VI)			
-----							
98.8	264032	267,296	3,265	TOTAL COST OF SALES:	-1,077,434	8,229,818	9307252 113.1
-----							
-98.8	261697	-264,851	-3,154	GROSS PROFIT:	1,095,118	-8,230,752	9325870 -113.3

**Notes:**

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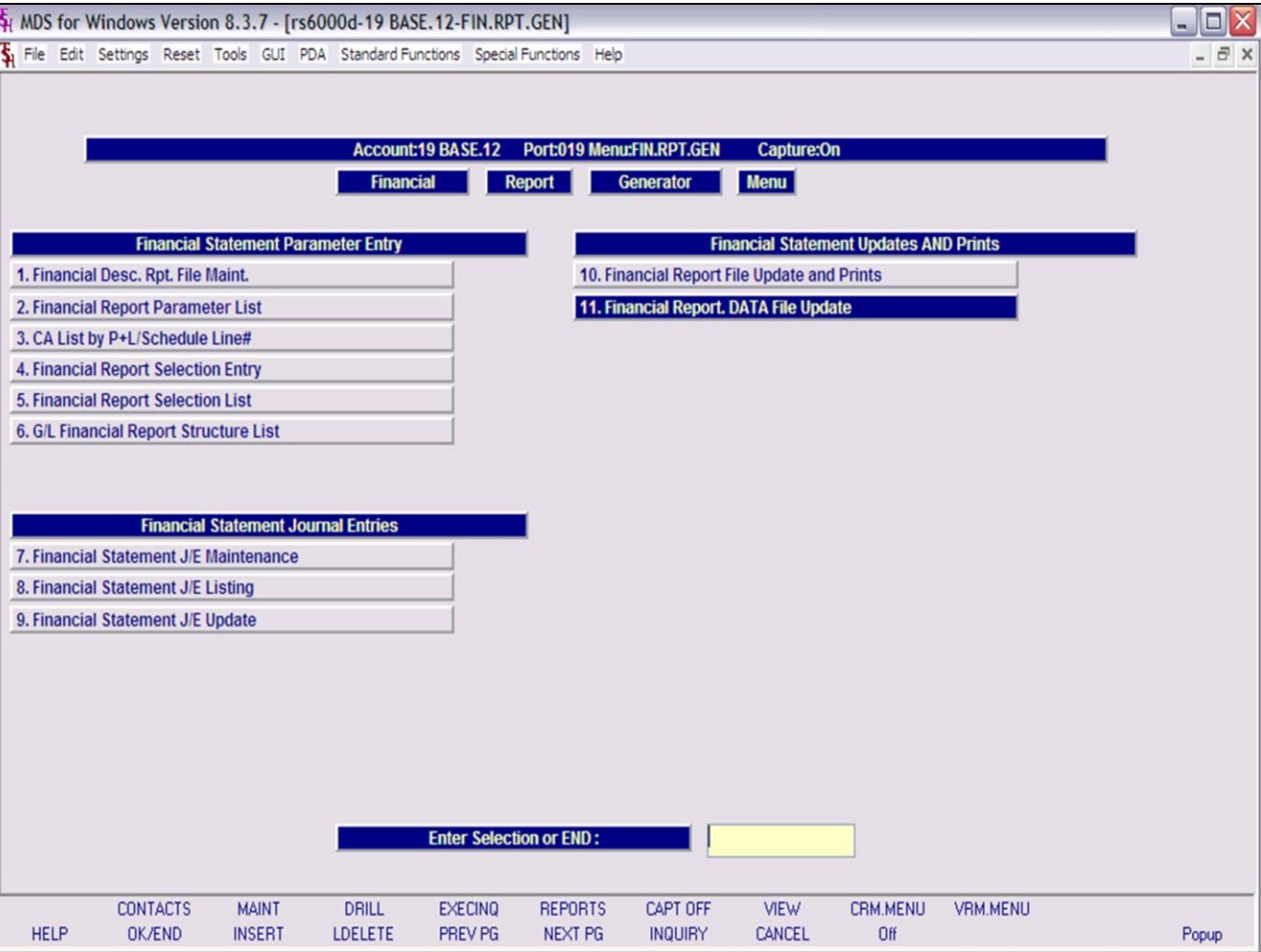


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**Financial Rpt Data File Update**

There are no reports produced by this update. This process is used to generate financial reports to the P&L.Report.Data file for use in a spreadsheet. The file will contain the same information as the financial reports along with total lines. No reports are based on this file, and the update does not need to be run unless you are moving financial information to a spreadsheet or other custom written reports.

**Notes:**

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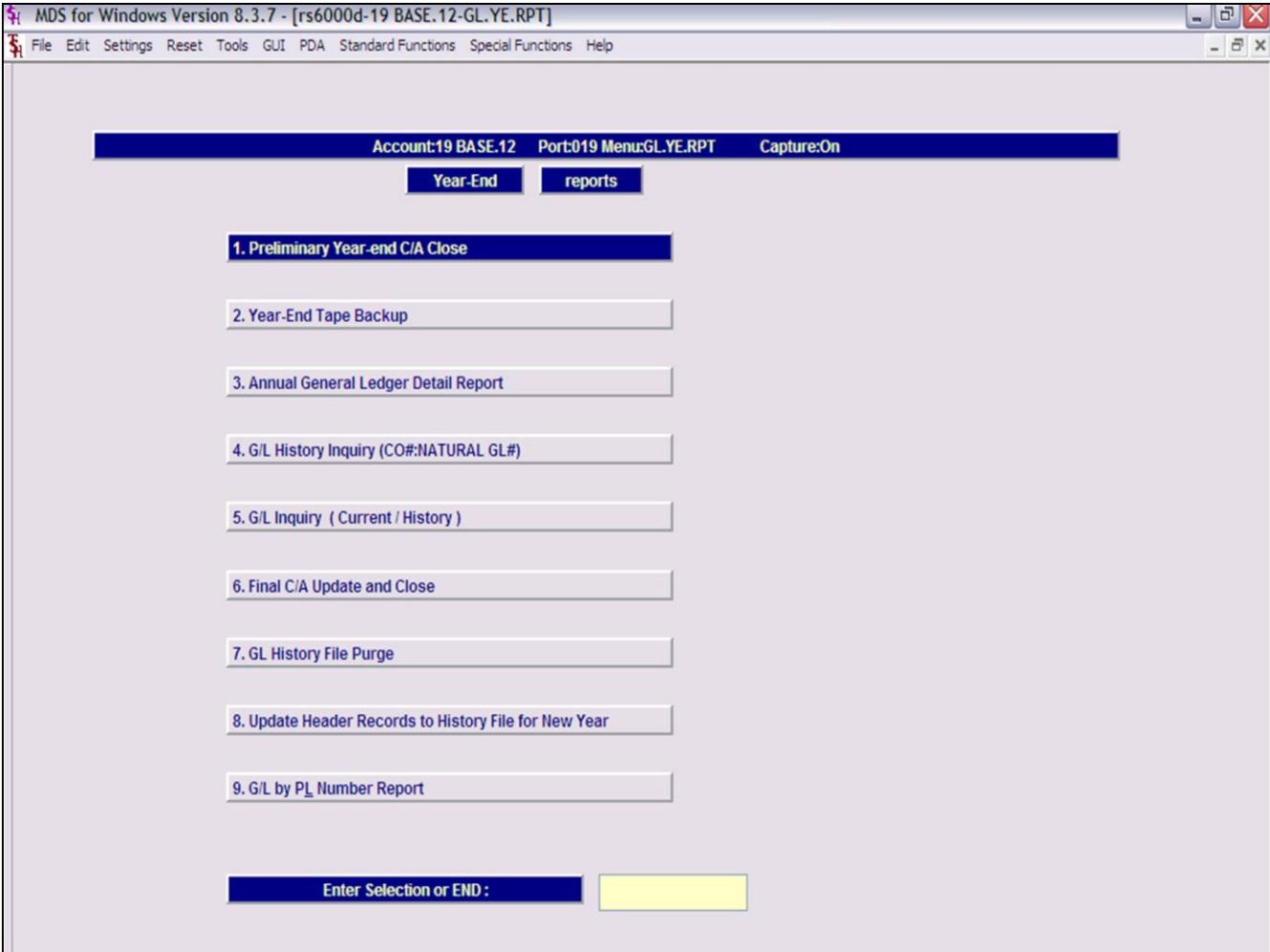
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**End of Year Reports**

From the main system selector go into General Ledger Menu and then End of Year Reports.

**End of Year General Ledger Close**

**WHEN YOU ARE READY TO DO A FINAL CLOSE DO THE FOLLOWING:**

1. Run the year end tape backup or full system backup - This will dump to tape all General Ledger files. This tape should be kept in a secure location and properly labeled.
2. Run the annual general ledger detail report - This report prints all general ledger transactions.
3. Run the FINAL CA update and close - This procedure closes your year for general ledger. This update will zero out all the income and expense accounts, update the retained earnings account, move this year's information to last year and move next year information to this year.
4. Run the general ledger history file purge - This procedure will delete the GLA.HIST records off the system. You will be prompted for the year so the current years information will not be deleted.
5. Run Update Header Records to History file for New Year - This sets up the Header records for the beginning of the year.

**Notes:**

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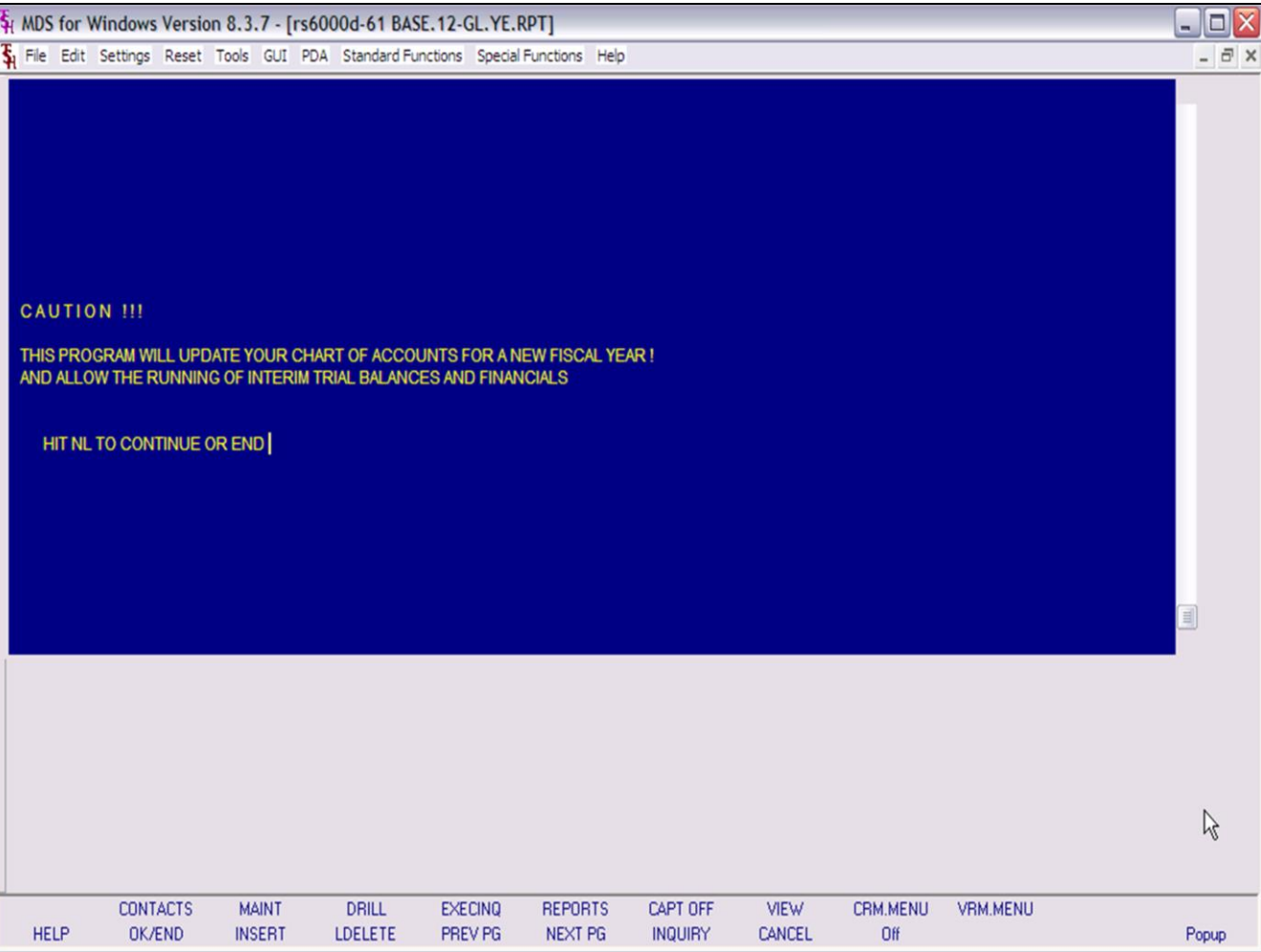
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**Preliminary Year-end C/A Close**

This process computes the opening balances for next year, but DOES NOT move the current year data to the last year buckets.

It is intended for use PRIOR to the entry of official closing entries, and allows the company to operate with 2 years open simultaneously. The preliminary year-end update and closing of the last month of the year can be run multiple times.

**\* \* PRELIMINARY YEAR END UPDATE \* \***

**ENTER <RTN> TO CONTINUE OR 'END':**

Hit return to continue or END to exit the program.

**CAUTION !!!**

**THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR !  
AND ALLOW THE RUNNING OF INTERIM TRIAL BALANCES AND FINANCIALS**

**HIT NL TO CONTINUE OR END**

Hit return to continue or END to exit the program.

**Notes:**

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**Preliminary Year-end C/A Close**

**\* \* PRELIMINARY YEAR END UPDATE \* \***

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':**

Enter "A" for all companies, a valid 2-digit company number, or END to exit.

Note: If all companies are NOT on the same fiscal, you must run the preliminary close one company at a time.

**INPUT DATE FOR NEXT YEARS OPENING BALANCE MM/DD/YY**

Enter a valid date for next years opening balance. You can begin processing for the next year while leaving the year open for general ledger adjustments.

**PRELIMINARY GENERAL LEDGER UPDATE FOR YEAR END NOW IN PROGRESS - LEAVE THIS TERMINAL ALONE!**

If you receive the following error; hit return to return to the menu. Then check the error report in report capture.

**ERRORS ENCOUNTERED DURING RUN , HIT <RTN> FOR ERROR REPORT.**

**Notes:**

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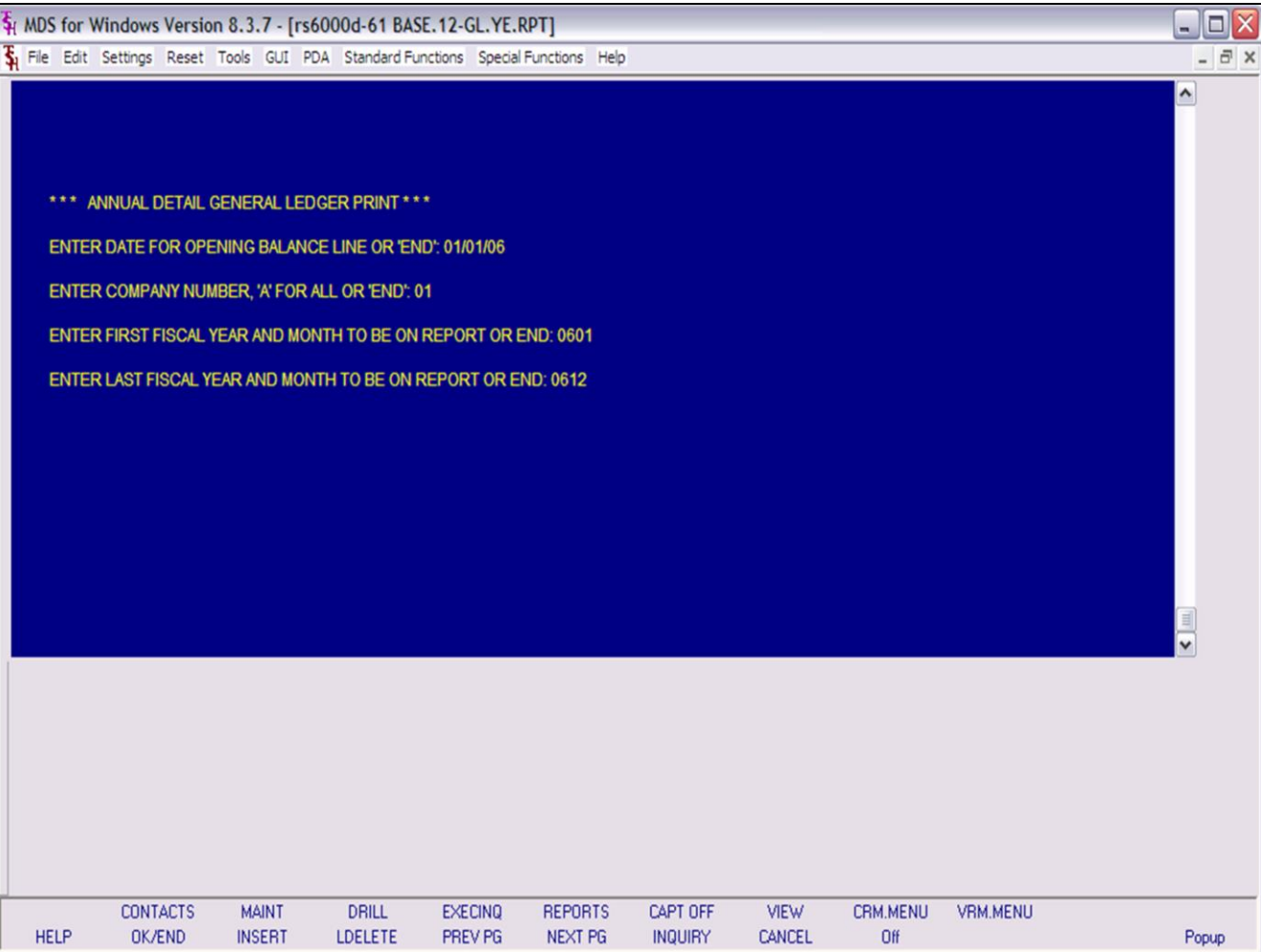
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**Notes:**

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**Annual General Ledger Detail Report**

This report must be printed before the final chart of account update and close. The annual general ledger detail report provides a cumulative detail general ledger print through a specified activity period. Therefore, if is possible to obtain at anytime a report showing the opening balance for the year, and all general ledger transactions to the date specified.

**\*\*\* ANNUAL DETAIL GENERAL LEDGER PRINT \*\*\***

**ENTER <RTN> TO CONTINUE OR 'END':**

Hit ENTER to run the report or enter 'END' to exit.

**ENTER DATE FOR OPENING BALANCE LINE OR 'END': MM/DD/YY**

Enter a date for the opening balance or enter 'END' to exit. This date will print on the report.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END': ##**

Enter a valid company number, 'A' for all companies or 'END' to exit.

**ENTER FIRST FISCAL YEAR AND MONTH TO BE ON REPORT OR END: YYMM**

Enter the starting fiscal period for the report.

**ENTER LAST FISCAL YEAR AND MONTH TO BE ON REPORT OR END: YYMM**

Enter the ending fiscal period for the report.



**Annual General Ledger Detail Report**

- SORT SEQUENCE ---
- 1.BY COMPANY BY G/L NO.
  - 2.BY COMPANY BY DEPT BY G/L NO.

**ENTER SELECTOR NUMBER OR 'END':**

The operator has the option of entering '1' to sort by company by general ledger number or '2' to sort by company, by department by general ledger number

**Notes:**

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GL.....	DESCRIPTION.....	SRC	TRX	DATE	PERIOD	TRNS	AMT...	REFER#..	JR	ENT
01-2600-00	EXPENSE DIST. REGISTER 01/31/99	PJ		01/31/00	0001		-144,282.45			
01-2600-00	REGULAR DISBURSEMENTS 01/31/99	CD		01/31/00	0001		211,885.12			
01-2600-00	TO ADJUST PFD INSURANCE	JB		12/31/99	0001		4,562.24	ROY 1		004165
							***			72,164.91
01-2600-00	EXPENSE DIST. REGISTER 02/28/99	PJ		02/28/00	0002		-232,718.42			
01-2600-00	REGULAR DISBURSEMENTS 02/28/99	CD		02/28/00	0002		305,838.95			
							***			73,120.53
01-2600-00	EXPENSE DIST. REGISTER 03/31/99	PJ		03/30/00	0003		-133,813.35			
01-2600-00	REGULAR DISBURSEMENTS 03/31/99	CD		03/30/00	0003		126,737.95			
							***			-7,075.40
01-2600-00	EXPENSE DIST. REGISTER 04/30/99	PJ		04/29/00	0004		-119,359.75			
01-2600-00	REGULAR DISBURSEMENTS 04/30/99	CD		04/29/00	0004		157,908.49			
							***			38,548.74
01-2600-00	EXPENSE DIST. REGISTER 05/31/99	PJ		05/30/00	0005		-171,320.11			
01-2600-00	REGULAR DISBURSEMENTS 05/31/99	CD		05/30/00	0005		140,367.57			
							***			-30,952.54
01-2600-00	EXPENSE DIST. REGISTER 06/30/99	PJ		06/29/00	0006		-302,402.94			
01-2600-00	REGULAR DISBURSEMENTS 06/30/99	CD		06/29/00	0006		196,626.12			
							***			-105,776.82
01-2600-00	EXPENSE DIST. REGISTER 07/31/99	PJ		07/30/00	0007		-149,836.69			
01-2600-00	REGULAR DISBURSEMENTS 07/31/99	CD		07/30/00	0007		220,328.34			
							***			71,291.65

**Notes:**

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**G/L History Inquiry (CO#:NATURAL GL#)**

This report uses the GLA.HIST file to print detail information up to and including last fiscal period. Only transactions that have been posted to the chart of accounts will be printed.

**G/L Account#**

In this field the operator has the option of selecting 'All G/L Accounts', 'G/L Account Range', 'Specific G/L Accounts' or Multiple G/L Accounts.

**Fiscal Period**

In this field the operator has the option of selecting 'All Fiscal Periods', 'Fiscal Period Range', 'Specific Fiscal Period' or 'Multiple Fiscal Periods'.

**Press <RETURN> to Process Report, line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to make desired changes.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

MDS for Windows Version 8.3.7 - [rs6000d-65 BASE.12-GL.ACCT.HIST.INQ011S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

G/L HISTORY INQUIRY

1.GL Number 01-1200-00 ACCOUNTS RECEIVABLE

2.Source ALL

3.Period ALL

Ln#	TNX-Date	Period	Src	Ref#	Description	J/E Number	Job#	TNX-Amount
13.	06/13/03	0306	SC		SERVICE-CALC: 06/13/03			571.50
14.	06/16/03	0306	AD		ADJUSTMENT- 06/16/03			-500.00
15.	06/16/03	0306	AD		ADJUSTMENT- 06/16/03			-7,300.00
16.	06/16/03	0306	AD		ADJUSTMENT- 06/16/03			7,300.00
17.	06/16/03	0306	CR		WRITE-OFF AMT-3 06/16/03			-20.00
18.	06/16/03	0306	CR		WRITE-OFF AMT-2 06/16/03			-1,728.75
19.	06/16/03	0306	CR		CASH RECEIPTS: 06/16/03			65.05
20.	06/20/03	0307	CR		WRITE-OFF AMT-1 06/20/03			-36.00
21.	06/20/03	0307	CR		WRITE-OFF AMT-2 06/20/03			-36.00
22.	06/20/03	0307	CR		CASH RECEIPTS: 06/20/03			-1,653.00
23.	06/30/03	0306	CR		WRITE-OFF AMT-1 06/30/03			-4.00
24.	06/30/03	0306	CR		WRITE-OFF AMT-2 06/30/03			-10.00

Enter END to exit, NEXT PG or PREV PG: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**G/L Inquiry (Current/History)**

This inquiry Uses the GLA and GLA.HIST files to print current or history general ledger information.

**GL Number** - At the general ledger number prompt you can enter the general ledger number, click on the 'INQUIRY' icon or press the 'F7' function key which opens the pop-up inquiry box to search for the general ledger number.

**Source** - Enter the source or 'A' for all sources. You can also click on the 'INQUIRY' icon or press the 'F7' function key which displays all sources and the operator can select the source desired.

**Fiscal Period** - At the fiscal period prompt you can enter return for the current fiscal period, enter a specific fiscal period or enter 'A' for all fiscal periods.

**Enter END to exit, PREV PG or NEXT PG**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to end.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the inquiry.

**Notes:**

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**Notes:**

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**Final C/A Update and Close**

The final end of year close performs the following:

1. The profit or loss is posted to the retained earnings account specified in the Company file. All type 2 accounts are zeroed out (P&L accounts). New opening balances for type 1 accounts (balance sheet accounts) will be calculated.
2. Moves this year actual and budget to last year buckets.
3. Moves next year actual and budgets to this year buckets.
4. Updates the Company file to reflect the new year close.
5. The purchase history is updated at this time.

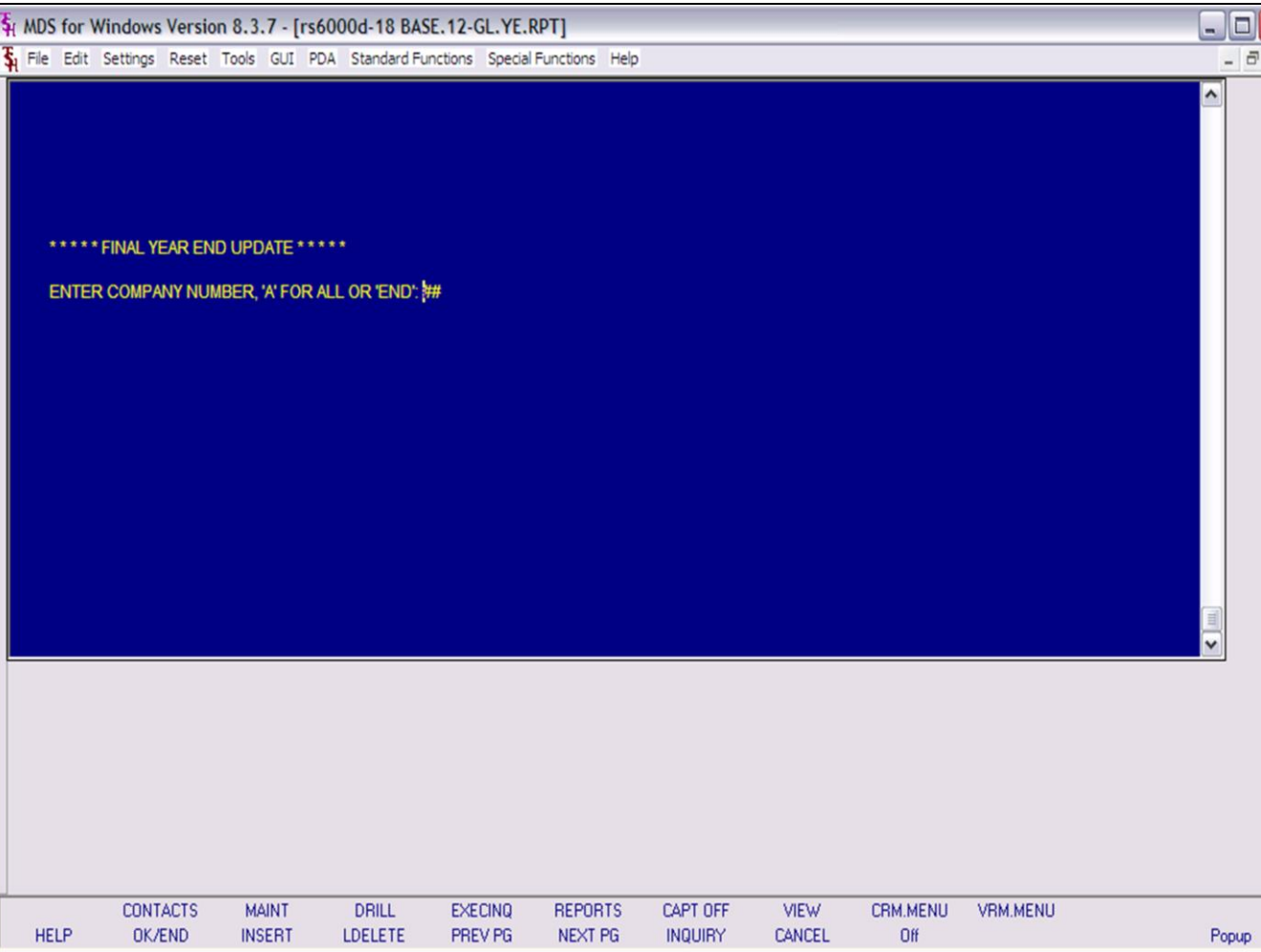
**\* \* GENERAL LEDGER YEAR END UPDATE \* \***

**ENTER <RTN> TO CONTINUE OR 'END':**  
Hit return to continue or END to exit the program.

**CAUTION !!!**  
**THIS PROGRAM SHOULD NOT BE RUN UNTIL THE YEAR-END TAPE BACKUP AND CUMULATIVE GENERAL LEDGER DETAIL REPORTS HAVE BEEN RUN !!!**

**THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR!**

**CHART OF ACCOUNTS FISCAL YEAR-END UPDATE.**  
**ARE YOU SURE YOU WANT TO RUN THIS PROGRAM? (Y/N)**  
Enter Y\*\*\* to continue or N to exit the program.



**Final C/A Update and Close**

**\*\*\*\*\* FINAL YEAR END UPDATE \*\*\*\*\***

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':**

Enter a valid company number, 'A' for all companies or 'END' to exit.

**Notes:**

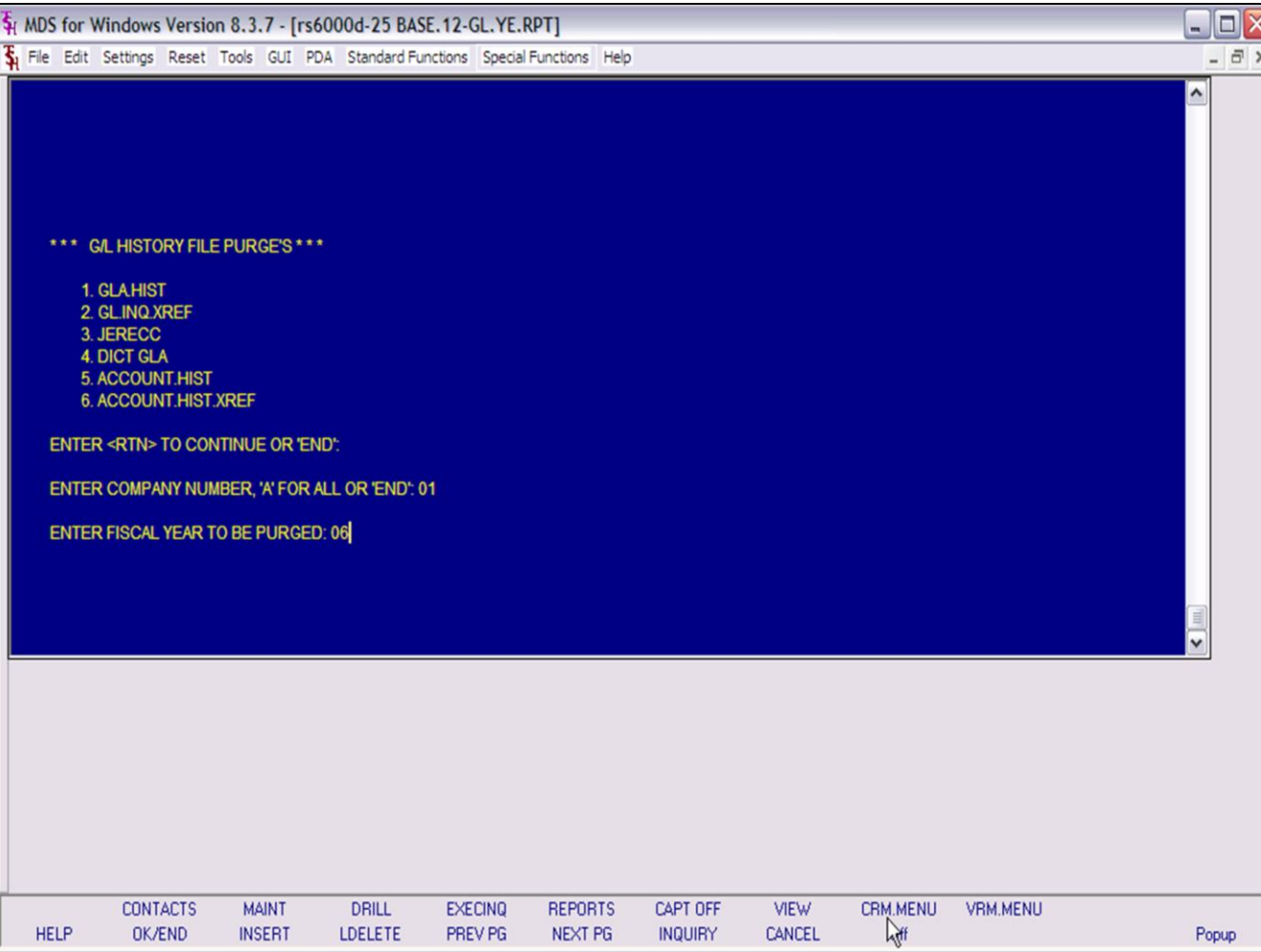
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**GL History File Purge**

The end of year history purge deletes data from the GLA.HIST file and from the GL.INQ.REF file for the year closed. After the running of this program, the annual detail general ledger report is no longer available for the year purged.

**\*\*\* G/L HISTORY FILE PURGE'S \*\*\***

- 1. GLA.HIST**
- 2. GL.INQ.XREF**
- 3. JERECC**
- 4. DICT GLA**
- 5. ACCOUNT.HIST**
- 6. ACCOUNT.HIST.XREF**

**ENTER <RTN> TO CONTINUE OR 'END':**  
Hit return to continue or 'END' to exit the program.

**ENTER COMPANY NUMBER, OR A FOR ALL OR 'END':**  
Enter a valid company number, 'A' for all companies or 'END' to exit.

**ENTER FISCAL YEAR TO BE PURGED:**  
Enter the fiscal year to be purged.

**NOTE: All History records for the fiscal year input will be purged and no longer available for inquiry.**  
**Enter closing fiscal year.**

**\*\*\*Make sure all reports have been run before running this Purge!**

**Notes:**

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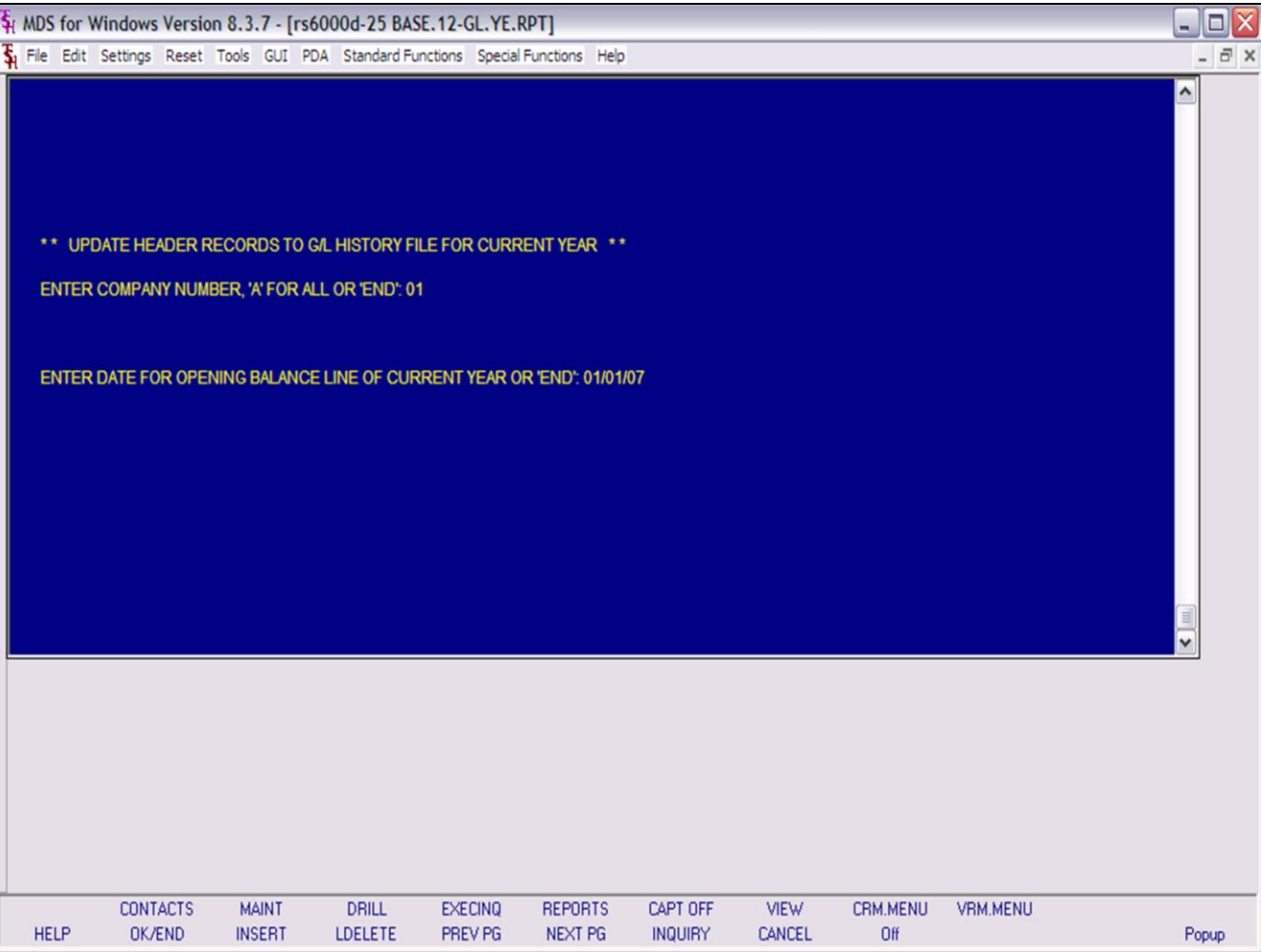
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**Update Header Records to History File for New Year**

This program updates the GLA.HIST file with the date for opening balances for the new current fiscal year and also places the full general ledger number into the GL.INQ.XREF file.

**\* \* UPDATE HEADER RECORDS TO G/L HISTORY FILE FOR CURRENT YEAR\* \***

**ENTER <RTN> TO CONTINUE OR 'END':**  
Hit return to continue or 'END' to exit the program.

**ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':**  
Enter a valid company number, 'A' for all companies or 'END' to exit.

**ENTER DATE FOR OPENING BALANCE LINE OF CURRENT YEAR OR 'END':**  
Enter the date to use for the opening balances or 'END' to exit.

**Notes:**

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CA.....	CO#	TYPE	PL#	DESCRIPTION.....	OPBAL-TY.....	Current.....	Ending.....
						Year.....	Balance.....
01-1111-00	01	1		SALES ANALYSIS		0.00	1,500.00
01-1152-00	01	1		ADJUSTMENT G/L		-45,692,666.14	-4,562,007.36
01-1153-00	01	1		PHYSICAL INVENTORY VARIAN		500.00	0.00
				CE			500.00
01-1251-00	01	1		INTER COMPANY - AP		-10,000,299.00	-1,205.00
01-1341-00	01	1		BENJI TEST		-17,330.00	5,015.97
01-1342-00	01	1		FREIGHT-IN		17,564.50	171.50
01-1343-00	01	1		RE STOCK CHARGE		680.36	0.00
01-1400-00	01	1		1400-DBSC		-208,815.98	-391.35
01-1700-00	01	1		1700-DBSC-STATISTICS		-2,802,837,382.68	-3,834,710.31
							-2806672092.99
01-1800-00	01	1		TEST FOR STAT ENTRY		0.00	0.00
				***		-2,858,737,748.94	-8,391,626.55
							-2867129375.49
01-1000	01	1	002	ASSETS		2,268,539.58	486,397.80
01-1000-00	01	1	002	ASSETS		500.00	0.00
01-1000-01	01	1	002	ASSETS		521.00	-36.00
01-1100-00	01	1	002	CASH IN BANK - FIDELITY		-88,636,916.89	-168,875.82
01-1100-13	01	1	002	CASH IN BANK - FIDELITY		0.00	0.00
01-1101-00	01	1	002	CASH IN BANK - MAPLEWOOD		0.00	-5,300.00
01-1102-00	01	1	002	CASH IN BANK - VALLEY		65,984.39	0.00
01-1103-00	01	1	002	Cash IN BANK - BERKSHIRE		251,536.52	-702,763.65
01-1104-00	01	1	002	CAPITAL ACCT - VALLEY		100.00	0.00
				***		-86,049,735.40	-390,577.57
							-86448312.97
01-1110-00	01	1	003	PETTY CASH		923.00	0.00
				***		923.00	0.00
							923.00
01-1120-00	01	1	004	DREYFUS- LIQUID ASSETS		8,589.73	85,000.00
01-1130-00	01	1	004	DREYFUS- LIQUID ASSETS-AS SET		81,162.08	20.00
01-1140-00	01	1	004	SHEARSON LEHMAN - FUND		0.00	-1,200.00
01-1147-00	01	1	004	SCHWAB ONE ACCT		0.00	0.00
				***		89,751.81	83,820.00
							173571.81

**G/L by PL Number Report**

This report displays the chart account description and number, opening balance this year, current year and ending balances.

**Press <RETURN> to Process Report, Line# to Change, or ABORT:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Click on the 'ABORT' icon or press the 'F8' function key to abort out of the report.

**Notes:**

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**Company File Dates**

This listing displays the current accounting periods of each company.

**STATUS OF COMPANY DATES REPORT  
HIT RETURN TO CONTINUE OR 'END'**

Press 'RETURN' to process the report or 'END' to exit.

PAGE 1 \*\*\*\*\* STATUS OF COMPANY DATES \*\*\*\*\* 12:57:49pm 07 Sep 2007

CO#	COMPANY NAME	FN	LST.YR	GL	LST.NO	GL	CURR.NO	SL	LST.NO	SL	CUR.YR	SL	CURR.NO	AP	LST.NO	AP	CURR.NO	AR	LST.NO	AR	HARD	CLOSE	NO
01	The Systems House, Inc.	01	06		0801		0706		0705		07		0703		0702		0706		0705				0612
06	TSH COMPANY	01	03		1101		1102		1101		07		1101		1012		1102		1101				
07	ABC WORLDWIDE CORP	01	06		0701		0701		0612		07		0612		0611		0701		0612				

**Notes:**

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**Bank Balance Update Report**

The bank balance program provides a current status of the bank balances in each of the corporation's bank accounts.

The operator is prompted for an 'AS OF DATE' which is used to provide a break down on current disbursements from future or not yet distributed checks.

**BANK FILE BALANCE UPDATE PROGRAM**

**HIT <RTN> TO CONTINUE OR 'END'**

Hit 'ENTER' to continue or 'END' to exit.

**ENTER AS OF DATE BY (MM/DD/YY)**

Enter the as of date for this report (to separate current from future).

		BANK REPORT AS OF		06/30/07		09/07/07		PAGE: 1	
CO	COMPANY NAME	BANK	BANK NAME	PERIOD	OPENING BAL	DEPOSITS	DISBURSEMENTS	BANK BALANCE	
01	The Systems House, Inc.	001	FIDELITY BANK	0801	CVR 451,227.13-	0.00	0.00	451,227.13-	
					FUT	0.00	0.00	451,227.13-	
01	The Systems House, Inc.	002	USB BANK	0801	CVR 500.00	0.00	0.00	500.00	
					FUT	0.00	0.00	500.00	
01	The Systems House, Inc.	100	FIDELITY UNION TRUST	0801	CVR 88,805,789.71-	0.00	0.00	88,805,789.71-	
					FUT	0.00	0.00	88,805,789.71-	
01	The Systems House, Inc.	111	HUDSON BANK	0801	CVR 88,805,789.71-	0.00	0.00	88,805,789.71-	
					FUT	0.00	0.00	88,805,789.71-	
01	The Systems House, Inc.	199	PAYROLL BANK	0801	CVR 500.00	0.00	0.00	500.00	
					FUT	0.00	0.00	500.00	
01	The Systems House, Inc.	200	DREYFUS LIQUID ASSETS	0801	CVR 93,589.73	0.00	0.00	93,589.73	
					FUT	0.00	0.00	93,589.73	
01	The Systems House, Inc.	300	TRUST BANK	0801	CVR 500.00	0.00	0.00	500.00	
					FUT	0.00	0.00	500.00	
01	The Systems House, Inc.	745	COMMERCE	0801	CVR 65,984.39	0.00	0.00	65,984.39	
					FUT	0.00	0.00	65,984.39	
01	The Systems House, Inc.	777	HUD BANK	0801	CVR 50.00-	0.00	0.00	50.00-	
					FUT	0.00	0.00	50.00-	
01	The Systems House, Inc.	888	USB CC BANK	0801	CVR 5,300.00-	0.00	0.00	5,300.00-	
					FUT	0.00	0.00	5,300.00-	
01	The Systems House, Inc.	AMX	AMBI	0801	CVR 100.00	0.00	0.00	100.00	
					FUT	0.00	0.00	100.00	
** TOTAL FOR COMPANY: 01					CVR 77,906,982.43-	0.00	0.00	77,906,982.43-	
					FUT	0.00	0.00	77,906,982.43-	

**Notes:**

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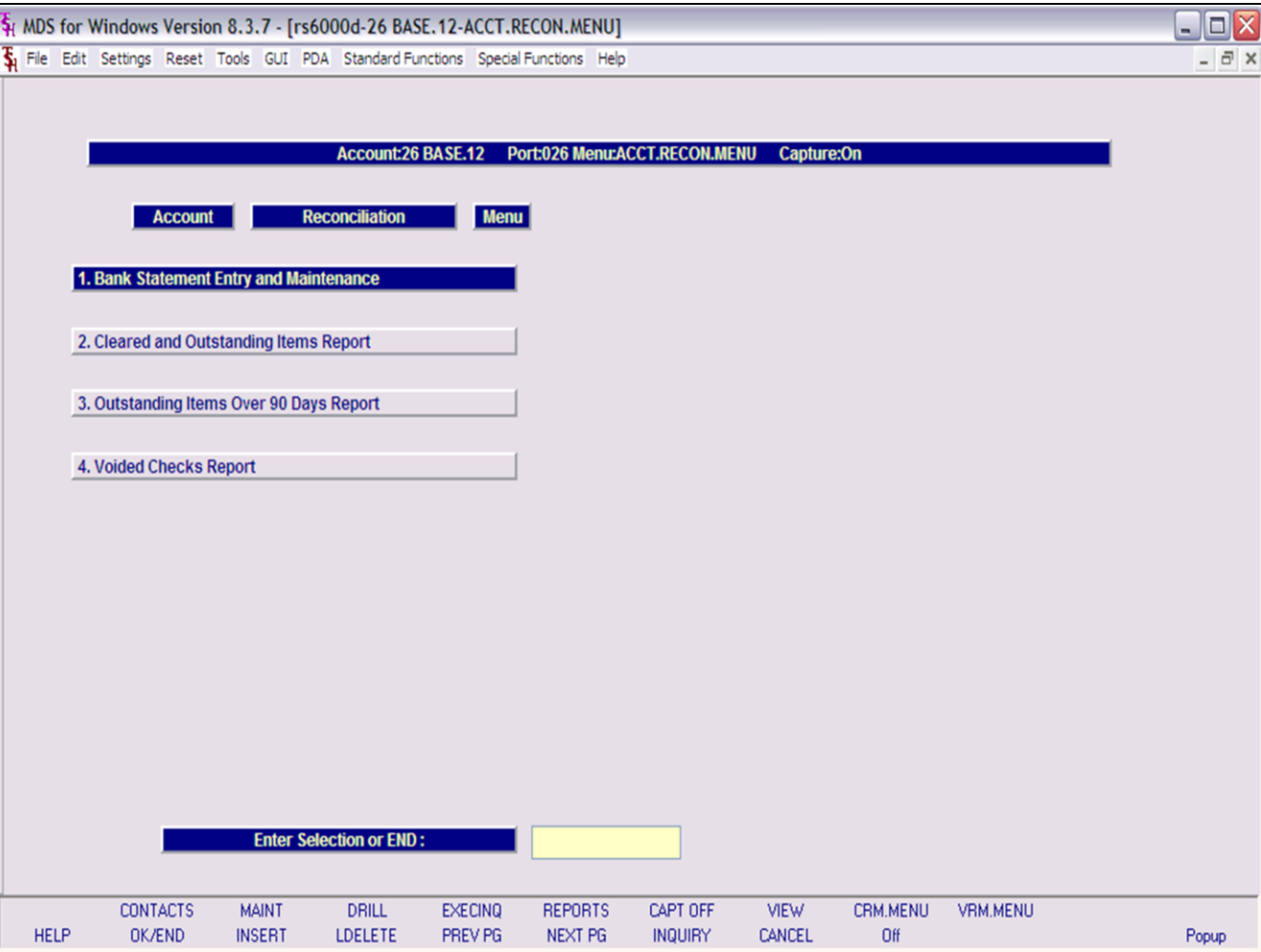
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**Account Reconciliation Menu**

From the main system selector go into General Ledger Menu and then Account Reconciliation Menu.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-26 BASE.12-ACCT.RECON01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Bank Statement -- Entry / Maintenance

Co# 01 The Systems House, Inc. Period 0706 G/L Close Bal -306,821.20

Bank# 001 FIDELITY BANK Date 06/30/07 Bank Close Bal 507,827.22

Bank Gl# 01-1103-00 Acct# 11111111

**1. Deposits and Debits**

1.	Clr	Batch#	Dep Amount	Date	Description
1.	Y	101091	100.00	10/21/03	DEPOSIT BATCH
2.	Y	101098	50.00	10/30/03	DEPOSIT BATCH
3.	N	101124	1,113.00	03/17/04	DEPOSIT BATCH

**2. Journal Entries and Bank Debits/Credits**

1.	Clr	Je#	Je Amount	Date	Sc	Description
1.	N		50.00	05/01/03	PJ	A7000 01-1103-00
2.	N		-50.00	05/01/03	PJ	A7000 01-1103-00

Closing Bal per G/L -306,821.20

Plus Out Checks 723,057.51

Less Out Deposits 78,416.38

Plus/Less Out J/E's 0.00

End Calc Bal per G/L 337,819.93

Diff Bank Bal - End Calc Bal 170,007.29

Cleared Checks 0.00

Deposits 150.00

J/E's 0.00

Enter Line#, '0' to Accept or 'C' to Cancel this session: XXXXXX PAGE 1 OF 2

Deposits HELP Checks OK/END Clear ALL INSERT Open All LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Bank Statement Entry and Maintenance**

This program is designed to allow the user to reconcile to the bank statement. The operator will have the ability to review the three outstanding areas and determine which items have cleared per the bank statement.

**Co#** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Bank#** - Enter a bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

**Period** - Enter a specific fiscal period.

**Date** - Enter a date or you can click on the drop down box and select a date from the calendar.

**G/L Close Bal** - The closing chart of account balance for the entered period will display.

**Bank Close Bal** - Enter the bank statement closing balance or 'END' to exit.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-26 BASE.12-ACCT.RECON01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Bank Statement -- Entry / Maintenance

Co# 01 The Systems House, Inc. Period 0706 G/L Close Bal -306,821.20

Bank# 001 FIDELITY BANK Date 06/30/07 Bank Close Bal 507,827.22

Bank Gl# 01-1103-00 Acct# 11111111

**1. Deposits and Debits**

1.	Clr	Batch#	Dep Amount	Date	Description
1.	Y	101091	100.00	10/21/03	DEPOSIT BATCH
2.	Y	101098	50.00	10/30/03	DEPOSIT BATCH
3.	N	101124	1,113.00	03/17/04	DEPOSIT BATCH

**2. Journal Entries and Bank Debits/Credits**

1.	Clr	Je#	Je Amount	Date	Sc	Description
1.	N		50.00	05/01/03	PJ	A7000 01-1103-00
2.	N		-50.00	05/01/03	PJ	A7000 01-1103-00

Closing Bal per G/L	-306,821.20	Diff Bank Bal - End Calc Bal 170,007.29	Cleared
Plus Out Checks	723,057.51		
Less Out Deposits	78,416.38		
Plus/Less Out J/E's	0.00		
End Calc Bal per G/L	337,819.93		

Enter Line#, '0' to Accept or 'C' to Cancel this session: XXXXXX PAGE 1 OF 2

Deposits HELP Checks OK/END Clear ALL INSERT Open All LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Bank Statement Entry and Maintenance**

**Deposits and Debits**

The outstanding deposits is obtained from the deposit (AR.RECON) file.

**CLR** – Enter a 'Y' if this deposit cleared or 'N' if not cleared.

**Journal Entries and Bank Debits/Credits**

The journal entries are obtained from the General Ledger (GLA and GLA.HIST) files.

**CLR** - Enter a 'Y' if this journal entry cleared or 'N' if not cleared.

**Checks & Credits**

The checks are obtained from Accounts Payable (APCHECK & PRCHECK) files.

**CLR** – Enter a 'Y' if this check cleared or 'N' if not cleared.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-26 BASE.12-ACCT.RECON012S1]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Bank Statement -- Entry / Maintenance

Co# 01 The Systems House, Inc. Period 0706 G/L Close Bal -306,821.20

Bank# 001 FIDELITY BANK Date 06/30/07 Bank Close Bal 507,827.22

Bank Gl# 01-1103-00 Acct# 11111111

**1. Deposits and Debits**

Clr	Batch#	Dep Amount	Date	Description
1.	Y 101091	100.00	10/21/03	DEPOSIT BATCH
2.	Y 101098	50.00	10/30/03	DEPOSIT BATCH
3.	N 101124	1,113.00	03/17/04	DEPOSIT BATCH

**2. Journal Entries and Bank Debits/Credits**

Clr	Je#	Je Amount	Date	Sc	Description
1.	Y	50.00	05/01/03	PJ	A7000 01-1103-00
2.	N	-50.00	05/01/03	PJ	A7000 01-1103-00

Closing Bal per G/L	-306,821.20	Diff Bank Bal - End Calc Bal 815,561.42	Cleared
Plus Out Checks	150.00		Checks 722,907.51
Less Out Deposits	1,113.00		Deposits 77,453.38
Plus/Less Out J/E's	-50.00		J/E's 50.00
<b>End Calc Bal per G/L</b>	<b>-307,734.20</b>		

Enter Line#, '0' to Accept or 'C' to Cancel this session: X|XXXXXX PAGE 1 OF 2

Deposits HELP Checks OK/END Clear ALL INSERT Open All LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Bank Statement Entry and Maintenance**

**End Calc Bal per G/L** - This ending balance is calculated by taking the G/L Close Balance (closing chart of account balance):  
 Less Cleared Checks  
 Plus Cleared Deposits  
 Plus/Minus Cleared Journal Entries

**End Calc Bal** - This balance should be zero if it equals the statement.

**Enter Line#, '0' to Accept or 'C' to Cancel this session**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

**Notes:**

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MDS for Windows Version 8.3.7 - [rs6000d-26 BASE.12-ACCT.RECON01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Bank Statement -- Entry / Maintenance

Co# 01 The Systems House, Inc. Period 0706 G/L Close Bal -306,821.20

Bank# 001 FIDELITY BANK Date 06/30/07 Bank Close Bal 507,827.22

Bank Gl# 01-1103-00 Acct# 11111111

**1. Deposits and Debits**

1.	Clr	Batch#	Dep Amount	Date	Description
1.	Y	101091	100.00	10/21/03	DEPOSIT BATCH
2.	Y	101098	50.00	10/30/03	DEPOSIT BATCH
3.	N	101124	1,113.00	03/17/04	DEPOSIT BATCH

**2. Journal Entries and Bank Debits/Credits**

1.	Clr	Je#	Je Amount	Date	Sc	Description
1.	N		50.00	05/01/03	PJ	A7000 01-1103-00
2.	N		-50.00	05/01/03	PJ	A7000 01-1103-00

Closing Bal per G/L -306,821.20

Plus Out Checks 723,057.51

Less Out Deposits 78,416.38

Plus/Less Out J/E's 0.00

End Calc Bal per G/L 337,819.93

Diff Bank Bal - End Calc Bal 170,007.29

Checks Cleared 0.00

Deposits 150.00

J/E's 0.00

Enter Line#, '0' to Accept or 'C' to Cancel this session: XXXXXX

PAGE 1 OF 2

Deposits HELP Checks OK/END Clear ALL INSERT Open All LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Bank Statement Entry and Maintenance - Function Keys**

**Deposits** - The Deposits function is available by clicking on the 'Deposits' icon or by pressing the 'F1' function key. This function will bring you to the Deposits and Debits page.

**Checks** - The Checks function is available by clicking on the 'Checks' icon or by pressing the 'F2' function key. This function will bring you to the Checks and Credit page.

**Clear All** - The Clear All function is available by clicking on the 'Clear All' icon or by pressing the 'F3' function key. This function will enter a 'Y' in all CLR fields .

**Open All** - The Open All function is available by clicking on the 'Open All' icon or by pressing the 'F3' function key. This function will enter a 'N' in all CLR fields .

**Notes:**

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11:41:37am 10 SEP 2007 Bank Statement (CLEARED) Page: 3

Co#: 01 The Systems House, Inc. Fiscal Period: 0706 G/L Closing Bal: -306,821.20  
 Bank#: 001 FIDELITY BANK Statement Date: 06/30/07 Bank Closing Bal: 507,827.22  
 Bank G/L#: 01-1103-00 Bank Acct#: 10101221

-----

(Cleared) Deposits and Debits					
Count	Batch#	Dep.Amount	Dep.Date	Description	Date.Clr
89	101469	60.00	12/15/06	DEPOSIT BATCH	06/30/07
90	101473	110.00	01/22/07	DEPOSIT BATCH	06/30/07
91	OE	149.00	07/16/07	CASH WITH ORDER	06/30/07
Total:		77,453.38			

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(Cleared) Checks and Credits					
Count	Check#	Check.Amount	Chk.Date	Vendor / Payee	Date.Clr
1	000333	-100.00	04/14/04	A1000 SAMPLE VENDOR	06/30/07
2	001000	100.00	03/08/05	JOY JOY'S PONY SHANPOO CO	06/30/07
3	100000	30.00	03/10/04	111 TEST	06/30/07
4	100001	30.00	03/10/04	A111 TEST VEND	06/30/07
5	100010	1.00	05/15/05	A4000 AIRKICK MFG CO	06/30/07
6	100019	10.00	05/15/05	BHU BHU	06/30/07
7	100020	10.00	05/15/05	CVB CVB	06/30/07
8	100021	10.00	05/15/05	MJU MJU	06/30/07
9	100022	10.00	05/15/05	OKM OKM	06/30/07
10	100023	10.00	05/15/05	QAS QAS	06/30/07
11	100025	100.00	05/15/05	TEMP4 TEMP4	06/30/07
12	100027	1,050.00	05/19/05	B1000 TEST VENDOR	06/30/07
13	100028	1,500.00	06/13/05	JOY JOY'S PONY SHANPOO CO	06/30/07
14	100030	17.97	10/31/06	JOY JOY'S PONY SHANPOO CO	06/30/07
15	100040	143,654.00	11/03/06	TEMP TEMP	06/30/07
16	100045	100.00	12/07/06	JRN JULI TEST	06/30/07
17	100046	100.00	12/07/06	A1000 SAMPLE VENDOR	06/30/07
18	100047	46.96	12/07/06	111 TEST	06/30/07
19	100048	2,510.00	12/07/06	A111 TEST VEND	06/30/07
20	100063	571,432.88	02/15/07	JOY JOY'S PONY SHANPOO CO	06/30/07
21	100069	494.70	01/04/07	JOY JOY'S PONY SHANPOO CO	06/30/07
22	123456	1,200.00	06/13/05	JOY JOY'S PONY SHANPOO CO	06/30/07
23	422222	100.00	03/17/05	B1000 TEST VENDOR	06/30/07
24	600000	490.00	05/16/05	A1000 SAMPLE VENDOR	06/30/07
Total:		722,907.51			

**Notes:**

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**Cleared and Outstanding Items Report**

This report will display all the cleared and outstanding items for a specific bank statement reconciliation.

**Co#** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Bank#** - Enter a bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

**Period** - Enter a specific fiscal period.

**Date** - Enter a date or you can click on the drop down box and select a date from the calendar.

**G/L Close Bal** - The closing chart of account balance for the entered period will display.

**Bank Close Bal** - Enter the bank statement closing balance.

**Enter '0' to Accept and Print Report or 'ABORT' to Exit**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

Bank Statement -- (Cleared and Outstanding Items Report)

Co#	01	The Systems House, Inc.	Period	0706	G/L Close Bal	-306,821.20
Bank#	001	FIDELITY BANK	Date	06/30/07	Bank Close Bal	507,827.22
		Bank GI#	01-1103-00	Acct#	10101221	

If you answer "Y" to the following question ,  
 All CLEARED transactions will be flagged as  
 Accepted and will NOT be allowed to be changed.

Did the Bank Statement print correctly and  
 Do you want to accept All CLEARED transactions ? (Y/N)

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Cleared and Outstanding Items Report**

**If you answer "Y" to the following question, ALL CLEARED transactions will be flagged as Accepted and will NOT be allowed to be changed.**

**Did the Bank Statement print correctly and Do you want to accept ALL CLEARED transactions? (Y/N)**

If you enter 'Y\*\*\*' all the transactions that were flagged as 'Y' will be accepted and the operator will not be allowed to make any changes.

Enter 'N' to just print the report and review all transactions. Once completed with review the operator can re-run the report and then accept all cleared transactions.

**Notes:**

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11:59:10am 10 SEP 2007 (Outstanding Bank Items Over 90 Days) Page: 1

Co#: 01 The Systems House, Inc. Fiscal Period: 0706  
 Bank#: 001 FIDELITY BANK Report Date: 06/30/07  
 Bank G/LA: 01-1103-00 Bank Acct#: 10101271

Outstanding Checks: 150.00  
 Outstanding Deposits: 1,113.00  
 Outstanding J/Es: -50.00

-----  
 (Outstanding) Deposits and Debits  
 Count Batch# Dep.Amount Dep.Date Description  
 -----  
 1 101124 1,113.00 03/17/04 DEPOSIT BATCH  
 -----  
 Total: 1,113.00

-----  
 (Outstanding) Checks and Credits  
 Count Check# Check.Amount Chk.Date Vendor / Payee  
 -----  
 1 100024 50.00 05/15/05 TEMP3 GRACE TEMP VENDOR  
 2 100026 100.00 05/15/05 YOU YOU  
 -----  
 Total: 150.00

-----  
 (Outstanding) Journal Entries and Bank Debits / Credits  
 Count G/L# G/L Description Txn.Amount Entry Description Txn.Date Refer# J/ES Src  
 -----  
 1 01-1103-00 Cash IN BANK - BERKSHIRE -50.00 A7000 05/01/03 01000145 PJ  
 -----  
 Total: -50.00

**Notes:**

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**Outstanding Items Over 90 Days Report**

This report will display all out standing items over ninety days for a specific period.

**Co#** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Bank#** - Enter a bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

**Period** - Enter a specific fiscal period.

**Date** - Enter a date or you can click on the drop down box and select a date from the calendar.

**Enter '0' to Accept and Print Report or 'ABORT' to Exit**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

12:03:22pm 10 SEP 2007 (Voided Checks) Page: 1

Co#: 01 The Systems House, Inc.  
 Bank#: 001 FIDELITY BANK Report Date: 06/30/07

Count	Check#	Check.Amount	Chk.Date	Vendor / Payee	Period	Void.Period	Void.Date
1	100029	100.00	11/20/05	A1000 SAMPLE VENDOR	0509	0509	11/20/05
2	100041	441.35	11/14/06	JOY'S PONY SHAMPOO CO	0609	0609	11/15/06
3	100042	247.35	11/15/06	JOY'S PONY SHAMPOO CO	0609	0609	11/15/06
4	100044	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/07/06
5	100051	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/07/06
6	100052	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/07/06
7	100053	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/09/06
8	100055	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/07/06
9	100056	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/01/06
10	100057	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/01/06
11	100058	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/07/06
12	100059	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/09/06
13	100060	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/09/06
14	100061	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/09/06
15	100062	489.70	12/07/06	JOY'S PONY SHAMPOO CO	0610	0610	12/09/06
Total:		6,665.10					

**Notes:**

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**Voided Checks Report**

This report will display all voided checks.

**Co#** - Enter the 2 digit company code, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available companies.

**Bank#** - Enter a bank number, you can also click the 'INQUIRY' icon or press the 'F7' function key which opens the drop-down menu for you to select from the available banks.

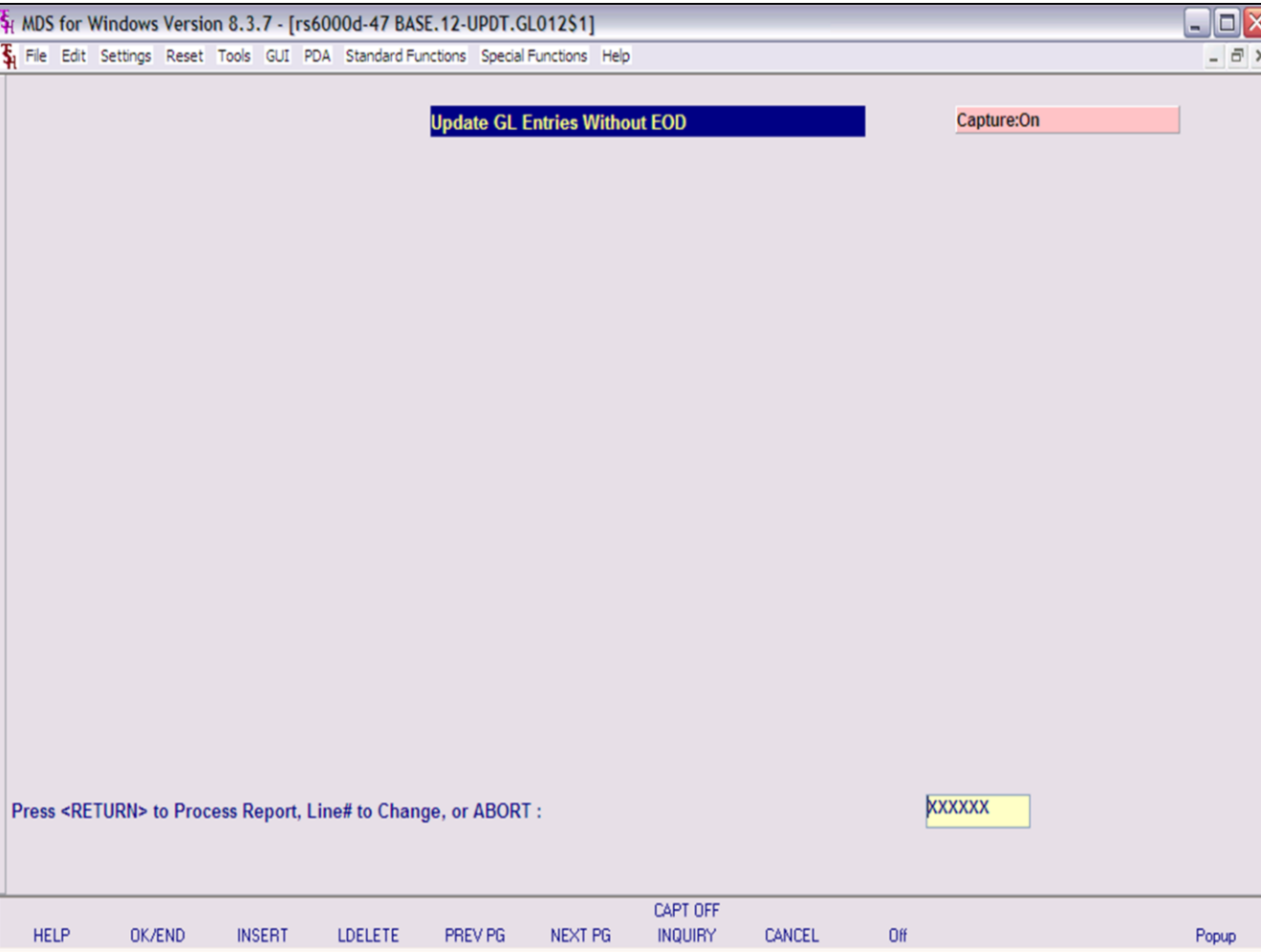
**Date** - Enter a date or you can click on the drop down box and select a date from the calendar.

**Enter '0' to Accept and Print Report or 'ABORT' to Exit**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.





**Update GL Entries Without EOD**

If your Parameter(79) Update Check is set to 'D' for update general ledger daily this process can be run manually instead of waiting for end of day to run.

**Press <RETURN> to Process Report, Line# to change, or ABORT"**

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

Enter 'ABORT', press 'F8' function key or click on the 'CANCEL' icon to cancel out.

**Notes:**

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**Comments:**



Where to Get More Information

- To contact support call 973-777-8050 or fax 973-777-1483.
- To access the The System's House website the address is: [www.tshinc.com](http://www.tshinc.com).

**Notes:**

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