TEAM Software

General Ledger

WINTEAM

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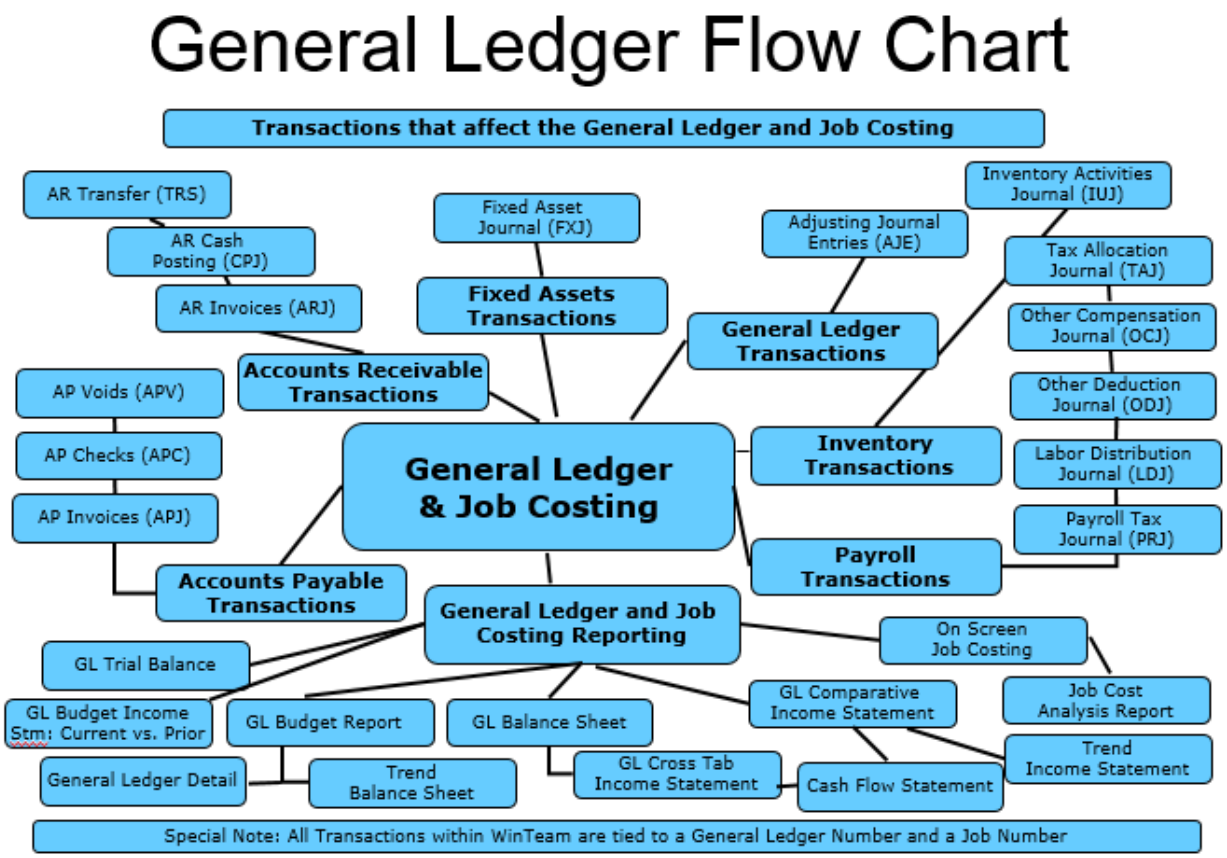
Objectives

1. Review how the Chart of Accounts is used
2. Generate and print a Trial Balance
3. Utilize the Journal Update Log
4. Configure Recurring Adjusting Journal Entries
5. Generate reports for general ledger activity

General Ledger Flow Chart



General Ledger Transactions Sources is a list of valid transactions, specific to the module the transaction updated from. The following is a list of valid codes and corresponding sources:

Note: MCJ for Accounts Payable Manual Check Journal has been replaced with APC.

Chart of Accounts

GL: Chart of Accounts

GL Number	Account Description	Category	Active	Type	Companies	Notes
100	Your Accounts	Asset	☑	None	All	
1001	Petty Cash - Omaha	Asset	☐	Cash Accounts	All	
1002	Petty Cash - Gary In	Asset	☑	Cash Accounts	All	
1003	Petty Cash - Minneapolis Mn	Asset	☑	Cash Accounts	All	
1004	Petty Cash - Pittsburg Pa	Asset	☑	Cash Accounts	All	
1005	Petty Cash - San Diego Ca	Asset	☑	Cash Accounts	All	
1053	Payroll Disbursement Account	Asset	☑	Cash Accounts	Partial	Payroll checking account - Firstier b
1054	General Disbursement Account	Asset	☑	Cash Accounts	Partial	Regular checking account - Firstier b
1075	Payroll Disbursement - First National	Asset	☑	Cash Accounts	Partial	
1076	General Disbursement - First National	Asset	☑	Cash Accounts	Partial	
1100	Short Term Investments	Asset	☑	Cash Accounts	Partial	
1101	Accounts Receivable, Trade	Asset	☑	Direct Expense Accounts	All	
1110	Unbilled Revenue Accruals	Asset	☑	Receivable Accounts	All	
1149	Reserve For Doubtful Accounts	Asset	☑	Cash Accounts	All	
1150	Employees Accounts Receivable	Asset	☑	Receivable Accounts	All	
1180	Interest Receivable	Asset	☑	Receivable Accounts	All	
1190	Refundable Income Taxes	Asset	☑	Receivable Accounts	All	
1199	Other Misc Receivables	Asset	☑	Receivable Accounts	All	
1201	Product Inventory Omaha	Asset	☑	Inventory Accounts	All	
1202	Inventory - Gary	Asset	☑	Inventory Accounts	All	
1203	Inventory - Minneapolis	Asset	☑	Inventory Accounts	All	
1204	Inventory - Pittsburgh	Asset	☑	Inventory Accounts	All	
1205	Inventory - San Diego	Asset	☑	Inventory Accounts	All	
1210	Drop Shipment Clearing	Asset	☑	Inventory Accounts	All	
1220	Transfer Clearing	Asset	☑	Cash Accounts	All	
1250	Uniform Inventory - Omaha	Asset	☑	Inventory Accounts	All	
1252	Uniform Inventory - Gary	Asset	☑	Inventory Accounts	All	

Chart of Accounts- Use the Chart of Accounts screen to set up, change, or set to inactive, your General Ledger Chart of Account records.

GL #- Use the GL # to assign a General Ledger number to an account to easily identify it.

Account Description- Use the Account Description field to view or change the description of the corresponding General Ledger account number (GL #).

Category- Use this field to classify a General Ledger account as an Asset, Liability, Income, or Expense. Click the arrow on the right side of the Category field to view and select from a list of valid options.

Active- Click the Active checkbox to set an account to an active status. Once you use an **account, you may not delete it from the system. Uncheck the box to set it to inactive.**

Type- Use the Type field to group accounts of similar nature for report purposes.

Sort Options- Sort by GL #, Description, Category or Type.

Detail Button- Click the Accounts Detail button to display the Comparative Analysis screen for the selected record.

Trial Balance

GL: Trial Balance

Trial Balance Date 09/30/13 Fiscal Year 2013 Company Number

GL Number	Account Description	Category	Type	Debit	Credit
100	Your Accounts	Asset	None	$0.00	$0.00
1001	Petty Cash - Omaha	Asset	Cash Accounts	$0.00	$0.00
1002	Petty Cash - Gary In	Asset	Cash Accounts	$0.00	$0.00
1003	Petty Cash - Minneapolis Mn	Asset	Cash Accounts	$0.00	$0.00
1004	Petty Cash - Pittsburg Pa	Asset	Cash Accounts	$0.00	$0.00
1005	Petty Cash - San Diego Ca	Asset	Cash Accounts	$0.00	$0.00
1053	Payroll Disbursement Account	Asset	Cash Accounts	$0.00	$190,952.98
1054	General Disbursement Account	Asset	Cash Accounts	$31,971.30	$0.00
1075	Payroll Disbursement - First National	Asset	Cash Accounts	$0.00	$0.00
1076	General Disbursement - First National	Asset	Cash Accounts	$0.00	$0.00
1100	Short Term Investments	Asset	Cash Accounts	$0.00	$0.00
1101	Accounts Receivable, Trade	Asset	Direct Expense Accounts	$384,310.45	$0.00
1110	Unbilled Revenue Accruals	Asset	Receivable Accounts	$0.00	$0.00
1149	Reserve For Doubtful Accounts	Asset	Cash Accounts	$0.00	$0.00
1150	Employees Accounts Receivable	Asset	Receivable Accounts	$0.00	$75.00
1180	Interest Receivable	Asset	Receivable Accounts	$0.00	$0.00
1190	Refundable Income Taxes	Asset	Receivable Accounts	$0.00	$0.00
1199	Other Misc Receivables	Asset	Receivable Accounts	$0.00	$0.00
1201	Product Inventory Omaha	Asset	Inventory Accounts	$0.00	$184.79
1202	Inventory - Gary	Asset	Inventory Accounts	$0.00	$0.00
1203	Inventory - Minneapolis	Asset	Inventory Accounts	$0.00	$0.00
1204	Inventory - Pittsburgh	Asset	Inventory Accounts	$0.00	$0.00
1205	Inventory - San Diego	Asset	Inventory Accounts	$0.00	$0.00
			Totals	$893,711.64	$893,711.64
			Net	$0.00	

Use Trial Balance to test the equality of debit and credit balances from the GL.

Trial Balance Date- Use the Trial Balance Date to define the ending date for the trial balance period. The system adjusts the totals for each account based upon the date entered.

Show Zero Balance Accounts- Use the Show Zero Balance Accounts checkbox to display whether or not to include accounts with a zero balance in both the Debit and Credit columns. Select the Show Zero Balance Accounts checkbox to include accounts with a zero balance. Clear the Show Zero Balance Accounts checkbox to omit accounts with a zero balance.

Sort Options- Use Sort Options to select the sort order for the trial balance. Click to select GL # (default), Description, Category, or Type. After you select on an option, the screen refreshes to reflect your selection. When you close this screen, the sort order returns to the default (GL #) order.

Categories- Use Categories to select the account categories to include in the trial balance. The system default selects all categories (Assets, Liabilities, Income, and Expenses).

PRINTING THE TRIAL BALANCE

River City Services Inc.

Companies: All

River City Services, Inc.

Trial Balance

Trial Balance Date: 9/30/2013

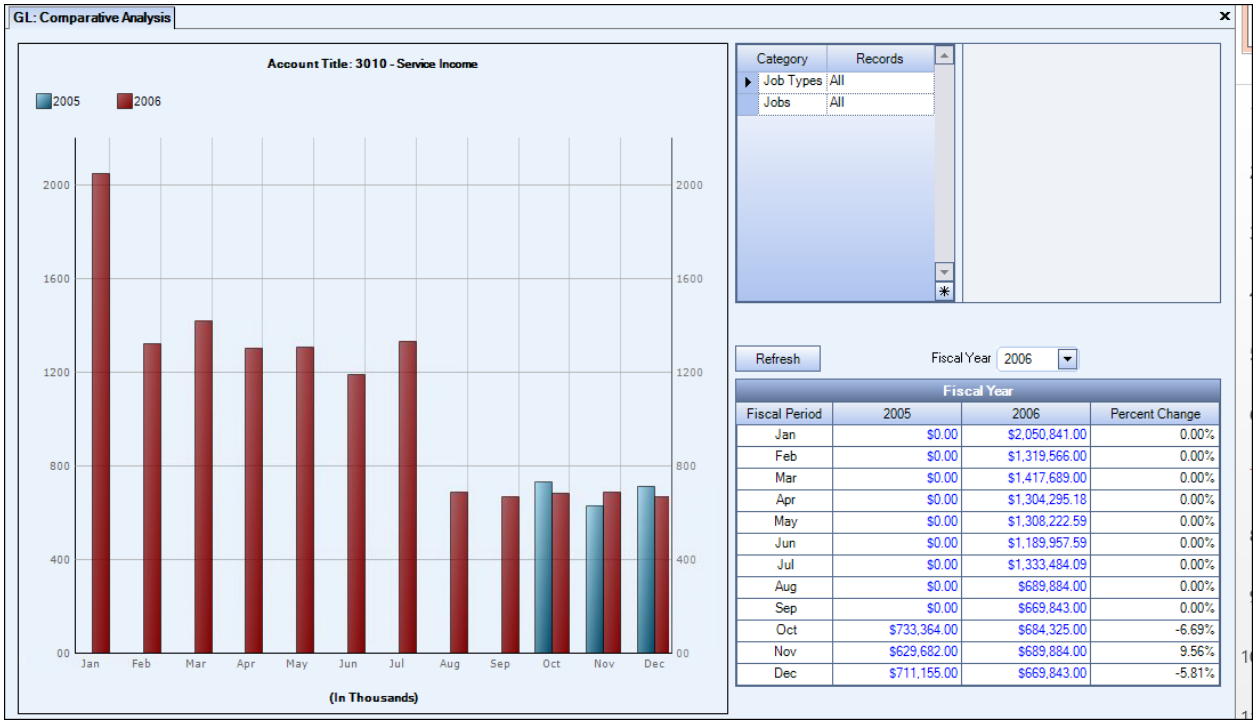
09/11/13 10:30:07 AM **Page 1 of 7**

Account #	Account Description	Category	Type	Debit	Credit
100	Your Accounts	Asset	None		
1001	Petty Cash - Omaha	Asset	Cash Accounts		
1002	Petty Cash - Gary In	Asset	Cash Accounts		
1003	Petty Cash - Minneapolis Mn	Asset	Cash Accounts		
1004	Petty Cash - Pittsburg Pa	Asset	Cash Accounts		
1005	Petty Cash - San Diego Ca	Asset	Cash Accounts		
1053	Payroll Disbursement Account	Asset	Cash Accounts		190,952.98
1054	General Disbursement Account	Asset	Cash Accounts	31,971.30	
1075	Payroll Disbursement - First National	Asset	Cash Accounts		
1076	General Disbursement - First National	Asset	Cash Accounts		
1100	Short Term Investments	Asset	Cash Accounts		
1101	Accounts Receivable, Trade	Asset	Direct Expense Accounts	384,310.45	
1110	Unbilled Revenue Accruals	Asset	Receivable Accounts		
1149	Reserve For Doubtful Accounts	Asset	Cash Accounts		
1150	Employees Accounts Receivable	Asset	Receivable Accounts		75.00
1180	Interest Receivable	Asset	Receivable Accounts		
1190	Refundable Income Taxes	Asset	Receivable Accounts		
1199	Other Misc Receivables	Asset	Receivable Accounts		
1201	Product Inventory Omaha	Asset	Inventory Accounts		184.79
1202	Inventory - Gary	Asset	Inventory Accounts		
1203	Inventory - Minneapolis	Asset	Inventory Accounts		
1204	Inventory - Pittsburgh	Asset	Inventory Accounts		
1205	Inventory - San Diego	Asset	Inventory Accounts		
1210	Drop Shipment Clearing	Asset	Inventory Accounts		
1220	Transfer Clearing	Asset	Cash Accounts		
1250	Uniform Inventory - Omaha	Asset	Inventory Accounts	635.00	
1252	Uniform Inventory - Gary	Asset	Inventory Accounts		
1253	Uniform Inventory - Minneapolis	Asset	Inventory Accounts		

Printing the General Ledger Trial Balance

The Trial Balance Report cannot be printed from the General Ledger Report Menu. To print the Trial Balance, you must go to the Trial Balance Screen. The print button is in the right-hand corner. The system will preview the report first and then you may print it from the preview screen.

Comparative Analysis



Detail Button- Click the Detail button on the Trial Balance screen to display the Comparative Analysis screen for the selected account. Close the Comparative Analysis screen to return to the Trial Balance screen.

Comparative Analysis Screen- This screen displays a graph of the account history for the current year and the prior year. The account balance for each month for the current year and past year also displays with the percentage change between years. Prior year balances may also be viewed on this screen by changing the years displayed. A key to the colors used and the years they represent display in the upper right corner of the graph.

If you make changes to the years displayed on the screen, click the Refresh Graph button to requery the Fiscal Year totals and update the graph accordingly.

Income and Expense accounts may be sorted and grouped by Jobs and Job Types.

Double click in an amount field to view Chart of Accounts Transactions Details for the selected fiscal period.

Journal Update Log

GL: Journal Update Log

Filter
Starting Posting Date 04/26/2019
Posting Source

Get Log #
Reprint
Unpost

Update Log #	Payroll Batch ID	Source	User Name	Date	Time	# Of Records	Debits	Credits	Beg Date	End Date	!
47 Unposted		CPJ - Cash Posting Journal	Winteam	07/15/2019	04:00 PM	0					
46		CPJ - Cash Posting Journal	Winteam	07/15/2019	03:55 PM	7	$21,870.00	$21,870.00	04/30/2019	07/15/2019	
45		ARJ - Accounts Receivable Sales Journal	Winteam	07/15/2019	03:34 PM	18	$38,800.77	$38,800.77	07/15/2019	07/15/2019	
44	1	TAJ - Payroll Tax Allocation Journal	Winteam	06/03/2019	12:49 PM	124	$12,067.42	$12,067.42	03/15/2019	03/15/2019	
43	1	ODJ - Other Deductions Journal	Winteam	06/03/2019	12:49 PM	3	$138.00	$138.00	03/29/2019	03/29/2019	
42	1	OCJ - Other Compensations Journal	Winteam	06/03/2019	12:49 PM	2	$35.00	$35.00	03/15/2019	03/15/2019	
41	1	LDJ - Labor Distribution Journal	Winteam	06/03/2019	12:49 PM	29	$102,916.00	$102,916.00	03/15/2019	03/15/2019	
40	1	PRJ - Payroll Tax Journal	Winteam	06/03/2019	12:49 PM	28	$115,620.52	$115,620.52	03/15/2019	03/29/2019	
39	4	TAJ - Payroll Tax Allocation Journal	Winteam	06/03/2019	12:49 PM	124	$12,453.73	$12,453.73	05/15/2019	05/15/2019	
38	4	ODJ - Other Deductions Journal	Winteam	06/03/2019	12:49 PM	3	$245.00	$245.00	05/31/2019	05/31/2019	
37	4	OCJ - Other Compensations Journal	Winteam	06/03/2019	12:49 PM	3	$530.67	$530.67	05/15/2019	05/15/2019	
36	4	LDJ - Labor Distribution Journal	Winteam	06/03/2019	12:49 PM	31	$105,548.00	$105,548.00	05/15/2019	05/15/2019	
35	4	PRJ - Payroll Tax Journal	Winteam	06/03/2019	12:49 PM	29	$119,027.50	$119,027.50	05/15/2019	05/31/2019	

Journal Update Log- Use this log to view updates made to the General Ledger including the log number, source, user name, date, time, number of records, and debit and credit amounts.

Filters- You may filter logs by the Starting Posting Date and/or Posting Source.

Sort Columns- You may sort columns on this log by clicking on the column heading. Click once to sort in ascending order and twice to sort in descending order.

Update Log #- Displays the log number for the associated update log item. This is a unique, system-assigned number that you cannot modify.

Payroll Batch ID- Displays the payroll batch ID associated with the journals. You can double click on the ID to open the payroll batch in review check mode.

Source- Displays the source of the associated update log item.

User Name- Displays the WinTeam user that updated the journal log.

Date-Displays the date the logs were updated to the Journal

Time-Displays the time it was updated to the GL

# of Records- Displays the number of records that were included in the update. To view the individual records, click the Detail button to the right of the Credits field.

Debits- Displays the total debit amount of the associated update.

Credits- Displays the total credit amount of the associated update log item.

Beg Date- Displays the date of the first record that was update to the GL in that batch

End Date- Displays the date of the last record that was update to the GL in this batch

Detail Button- Click the Detail button to display the Transaction Detail Log screen. The Details screen provides an itemized list of transactions that make up the selected Update Log item.

Reprint Button- Click the Reprint button to preview and print the journal detail of the transactions involved in the selected Update Log item. Print Options display if you are attempting to reprint a Tax Allocation Journal.

Unpost button- Click the Unpost button to display the Unpost GL Log? screen. Verify the Log #, number of records, debits and credits. If this is the log item you want to unpost, click Yes. If you do not wish to unpost these items, click No.

When unposting a Payroll batch: If you are unposting a Payroll batch, the Recurring With Limit Deductions and Compensations are restored as they were before the posting occurred. This prevents the occurrence of a Recurring With Limit cumulative being updated more than once. The system will also restore all one-time compensations and deductions that were deleted when the original payroll was posted.

When unposting an Accounts Payable Checks (APC) batch: You can unpost an APC batch even if there are checks in that batch marked as "voided."

Recurring Journal Entries

GL: Recurring Journal Entries

Lookup

Journal ID 30 Start Date 04/30/2007 Initials LJC

Reference Liability And Workers Comp

Journal Type Prepaid Insurance Hold Number of Times 8

Notes Times Completed 8

Date Last Updated 08/31/2013

General Ledger Distribution

GL Number	GL Description	Job Number	Job Description	Amount
4953	Workman Compensation Control	190	Applied Costs	$17,601.00
4954	Liability Insurance Control	190	Applied Costs	$24,895.53
2100	Accounts Payable Insurance	1	Balance Sheet - Company 1	($42,496.53)

Recurring Journal Entries- Use Recurring Journal Entries to enter transactions that occur every month. Some examples of recurring entries are Rent, Lease Payments, Prepaid Insurance, etc.

Look Up- Use the Look Up field to select an existing recurring journal entry. The system populates the Recurring Journal Entries screen based on your selection.

Start Date- Use the Start Date to define the date to begin a recurring journal entry. This date is normally a period-end date, for example, the end of the month. You can enter a date other than a period-end date if necessary.

Journal ID- Use the Journal ID field to categorize recurring journal entries. This open entry field allows you to define recurring journal entry identifications. The Journal ID prints on the General Ledger Detail reports and aids in tracking journal entries.

Reference- Use the Reference field to define a reference for this entry. This is normally a description of the entry, and it prints on various reports.

Journal Type- Use the Journal Type Field to separate recurring journal entries into common groups for sorting General Ledger reports.

Hold- Use the Hold checkbox to place this recurring journal entry on hold. The entry remains on hold until you clear the checkbox.

Number of Times- Use the Number of Times field to define how many fiscal periods you want to update the recurring entry. The number of periods should include the Start Date as the first entry. This number must not be less than the number displayed in the Times Completed field.

Times Completed- View the number of times the system has completed the Update Recurring Journal Entries procedure for this item. When the number equals the Number of Times field, the system stops generating entries. This is a system-calculated field.

Date Changed- Displays the last date changes were made to this record.

Date Last Updated- Displays the last date this recurring entry was updated to Adjusting Journal Entries.

Notes- Use the Notes field to enter any Notes pertaining to this recurring journal entry.

General Ledger Distribution- Use the General Ledger Distribution grid to enter General Ledger distribution details. You can sort any column in the General Ledger Distribution grid by ascending or descending order.

General Ledger Account Number- Use the General Ledger Account Number field to identify the General Ledger account distribution.

Job Number- Use the Job Number field to enter the Job to charge for this distribution. If you entered a balance sheet account number in General Ledger Account Number, [NONE] displays in this field and Balance Sheet displays in the Description field.

Amount- Use the Amount field to enter the amount of the distribution. If this is a credit amount, enter a negative sign with the dollar value. This amount is the amount to be used each time, not the total amount for total number of times.

BALANCE BY COMPANY

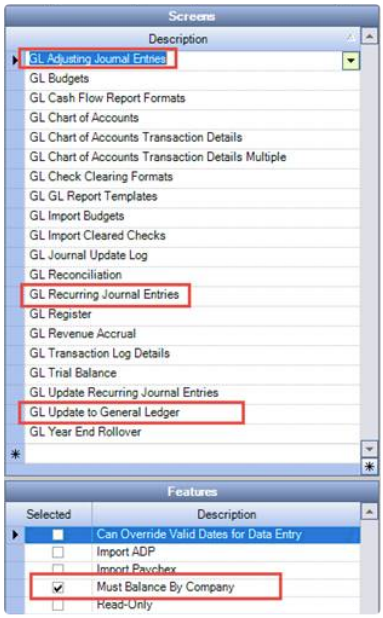
When you run a multi-company business, allocating costs to the appropriate company is critical, especially when you want a complete picture of profitability for each individual company. And because we know how much work it takes to complete your adjusting journal entry review each period, TEAM has a new enhancement to simplify this process. The new Balance by Company enhancement automatically checks for corresponding due to / due from adjusting journal entries, making it easier to check company balancing before posting to the general ledger and ensure there aren't out-of-balance entries.

"Whether you have only a few adjusting journal entries or several hundred to reconcile, it's a process no matter what," explains Bryce Arp, TEAM Software's Senior Accountant. "From ensuring you've entered the information

correctly to getting the entries to balance, it can be a huge time waste, not to mention stressful. This new feature will make reconciling and auditing a much smoother process." The Balance by Company feature helps eliminate the unnecessary adjusting journal entries that can clutter your general ledger. In addition, it makes the reconciliation process less complicated and more streamlined.

Understanding the Security Feature

The ***Must Balance By Company*** security feature affects the balance by company functionality. This security features is under the **GL Adjusting Journal Entries**, **GL Recurring Journal Entries**, and **GL Update to General Ledger** screens.



****Important Note-** You can use the balance by company functionality without using the Must Balance by Company security feature.

When creating the journal entry you will be able to see the summary by company affect.

GL: Recurring Journal Entries

Lookup

ID 1

Journal ID 2 Start Date 01/31/2019 Initials JK

Reference Insurance

Journal Type Prepaid Insurance Hold Number of Times 12

Notes Times Completed 0

Date Last Updated

Balance By Company

Summary By Company

Company Number	Company Name	Amount
1	M & B Cleaning S	$6,000.00
2	M & B Security S	($6,000.00)

General Ledger Distribution

GL Number	GL Description	Job Number	Job Description	Company	Amount	Notes
1350	Prepaid Insurance Premium	BalSheet1	Balance Sheet Company 1		$12,000.00	
4881	Administration Liability Insura	100	M & B Corporate Overhead	1	($6,000.00)	
4881	Administration Liability Insura	200	M & B Security Corporate Ove	2	($6,000.00)	

After you click the **Balance By Company** button, you must select/enter a general ledger number. The general ledger number you select is used for all entries when balancing by company.

GL: Balance By Company

Balance To GL Number

Balance

After you enter a general ledger number, the system uses the selected general ledger account and the amount shown in the **Summary By Company**grid to create a line for each company in the **General Ledger Distribution** grid to achieve balance. The job number used in the new rows is taken from the ***Balance Sheet Job Number*** in **Company Setup**.

GL: Recurring Journal Entries

Lookup

ID 1

Journal ID 2 Start Date 01/31/2019 Initials JK

Reference Insurance

Journal Type Prepaid Insurance Hold Number of Times 12

Notes Times Completed 0

Date Last Updated

Balance By Company

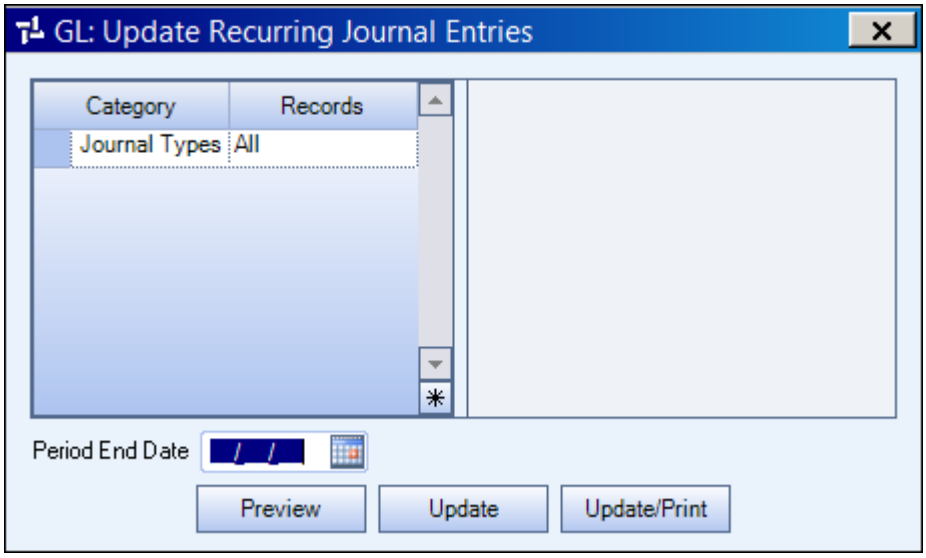
Summary By Company

Company Number	Company Name	Amount
1	M & B Cleaning S	$0.00
2	M & B Security S	$0.00

General Ledger Distribution

GL Number	GL Description	Job Number	Job Description	Company	Amount	Notes
1350	Prepaid Insurance Premium	BalSheet1	Balance Sheet Company 1	1	$12,000.00	
4881	Administration Liability Insura	100	M & B Cleaning Corporate Ov	1	($6,000.00)	
4881	Administration Liability Insura	200	M & B Security Corporate Ove	2	($6,000.00)	
1350	Prepaid Insurance Premium	BalSheet1	Balance Sheet Company 1	1	($6,000.00)	
1350	Prepaid Insurance Premium	BalSheet2	Balance Sheet Company 2	2	$6,000.00	

UPDATE RECURRING JOURNAL ENTRIES



Category/Records- Use the Journal Types category to select the journal types to include in the Recurring Journal Entries Update.

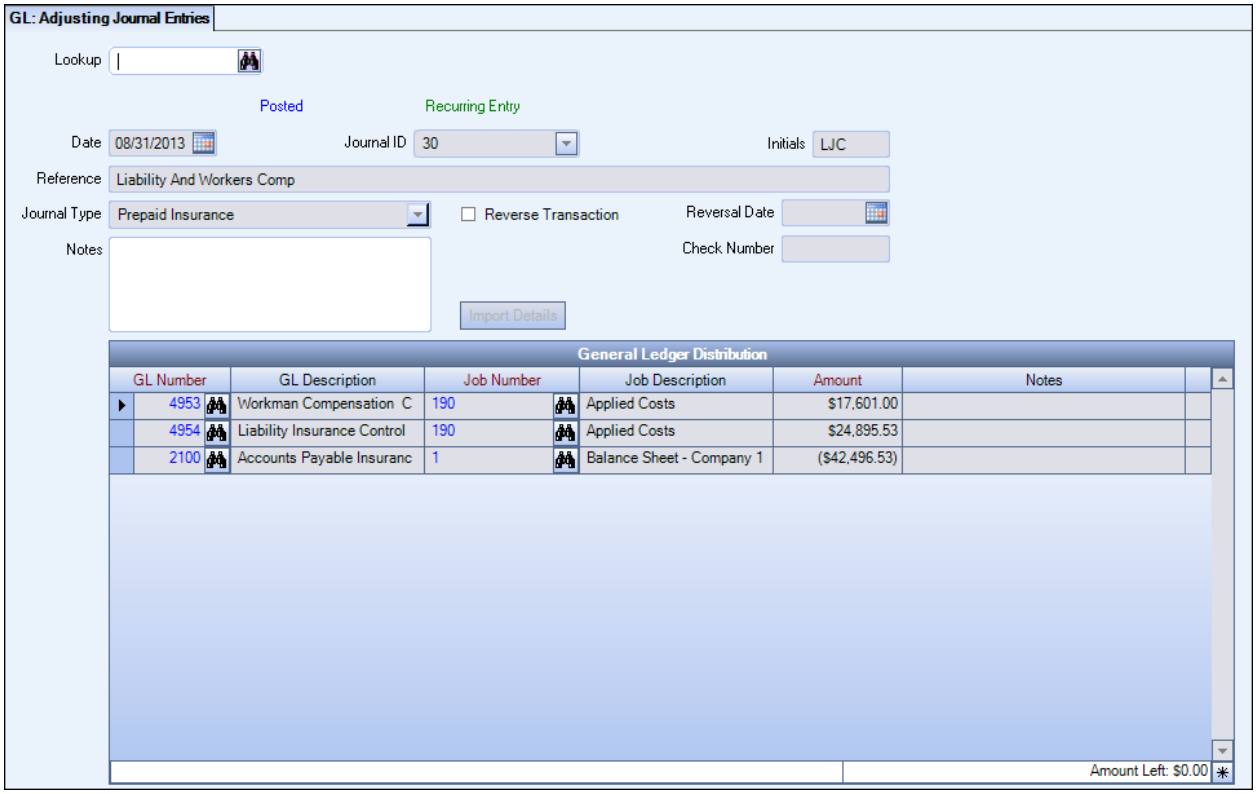
Period End Date- Use the Period End Date field to define the last day of the period for the Recurring Journal Entries Update. If you do not enter last day of the month/period, a warning message displays. Click OK and correct the date if necessary.

Preview - Use the Preview button to generate the Update Recurring Entries-Unable to Post report and the Update Recurring Entries-To Post report.

Update - Click the Update button to update the valid entries to the Adjusting Journal file without printing the Update Recurring Entries reports. When the update is complete, the system displays a reminder to review the adjustments and update the General Ledger when ready. Click OK to return to the Update Recurring Journal Entries screen.

Update/Print - Click the Update/Print button to update the valid entries to the Adjusting Journal file and print the Update Recurring to Post report. When the update is complete, the system displays a reminder to review the adjustments and update the General Ledger when ready. Click OK to return to the Update Recurring Journal Entries screen.

Adjusting Journal Entries



*****Please note if you have the security for balance by company then you will have the same option as you did in the Recurring Journal.**

Date- The date is normally the last day of the period to post this adjustment.

Journal ID- Categorize adjusting entries. This open entry field lets you generate a scheme of adjusting journal entry identifications. The Journal ID prints on the General Ledger Detail reports.

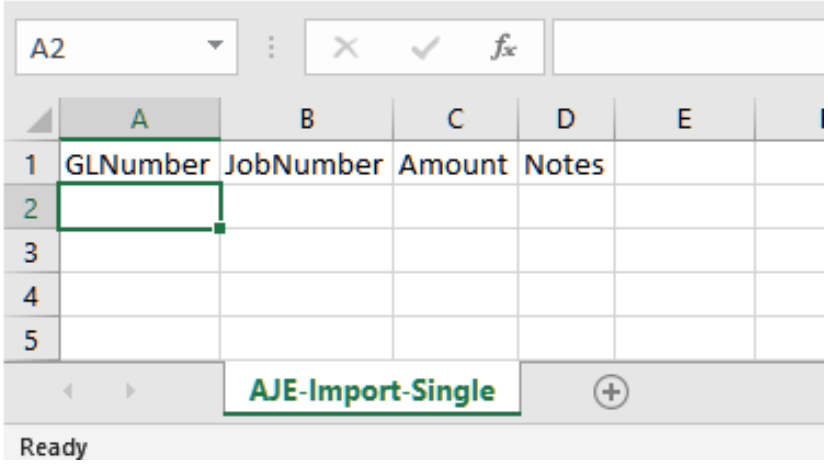
Reference- Define a reference for this entry. This is normally a description of the entry, and it prints on various reports.

Journal Type- Separate adjusting entries into common groups for sorting General Ledger reports.

General Ledger Distribution- Use the grid to enter GL distribution details.

Import Details button- Use the Import Details button to import details from a spreadsheet into the GL Distribution grid.

Importing Details into an AJE



Importing Details into an Adjusting Journal Entry

Use this procedure to import details from a spreadsheet into the GL Distribution grid on the Adjusting Journal Entry screen.

This is useful in those situations where there companies have already 'worked up' entries in an Excel spreadsheet and do not want to manually reenter this information into the GL Distribution grid.

You are required to enter the header information on the Adjusting Journal Entries screen before importing the details. The required fields include the Date, Journal ID, Initials, Reference and Journal Type.

File Format

The following fields are the column headings that need to be saved in a CSV format (Comma separated values file format).

- GLNumber
- JobNumber
- Amount

It will import all **valid** records. You will need to manually add what was not imported. Either that, or correct the problem in your CSV file, delete the entry and start again.

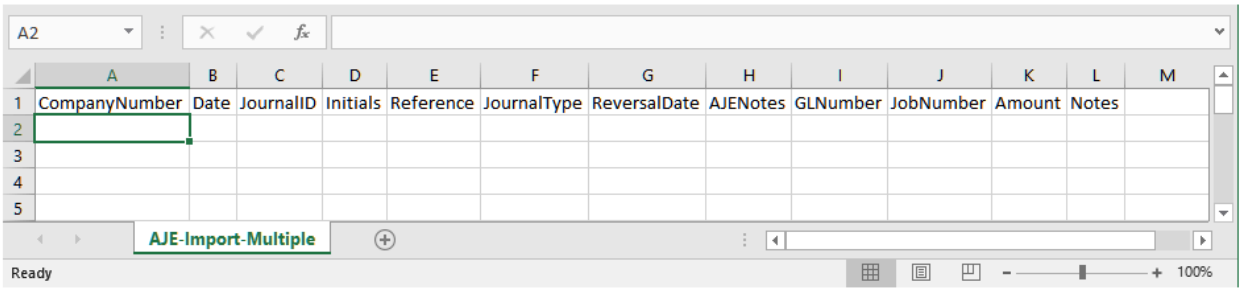
To import details

1. From the General Ledger Menu, click **Adjusting Journal Entries**. The Adjusting Journal Entries screen displays.
2. Add the header information of the adjusting journal entry by filling in the **Date, Journal ID,** your **Initials, Reference, Journal Type,** and **Notes**.
3. Click the **Import Details** button. Note: This button is not available for Adjusting Journal Entries that have already been posted.
4. Specify the drive and file name of the file you want to import, and then click **Open**.
5. When the files are finished importing, you will see this message: "Finished Importing Records", "OK".
6. Click **OK** and the adjusting entries table will populate with all the valid entries from this file. You may edit these entries if necessary. In order for the entry to update to the general ledger the amount left must be $0.00.
7. Update the Adjusting Entries to the General Ledger.

If the system has any issues with the information being imported, you will receive a message stating how many records were unable to be imported. Click **OK**, and a grid view of the invalid records displays. This can be printed using right-click functionality.

Import Adjusting Journal Entries

The import file must contain the following fields as the column headings, and be saved in a CSV (comma separated values) file format: CompanyNumber (required in the header, but data entry in this column is not required), Date, Journal ID, Initials, Reference, JournalType, ReversalDate, AJENotes, GLNumber, JobNumber, Amount, Notes. To indicate debits, the amounts should be entered without a sign.



To import details

1. From the General Ledger Menu, click **Adjusting Journal Entries**. The Adjusting Journal Entries screen displays.
2. Click the **Import Adjusting Journal Entries** button. Note: This button is not available for Adjusting Journal Entries that have already been posted.

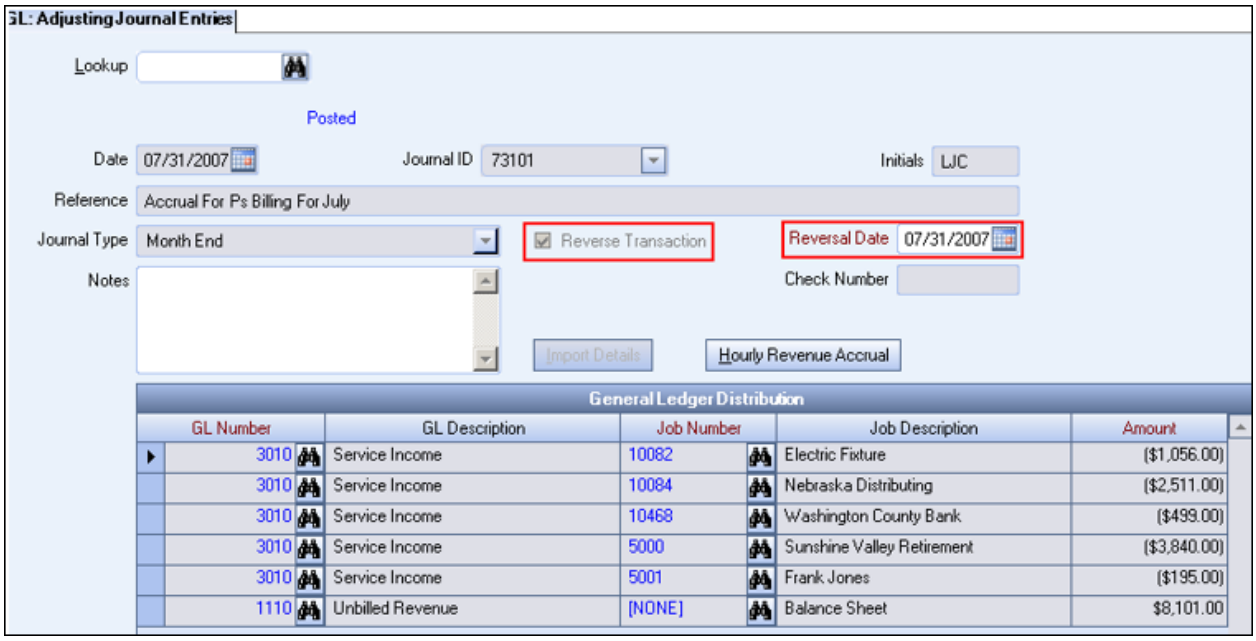
3. Specify the drive and file name of the file you want to import, and then click **Open**.

4. When the files are finished importing, you will see this message: "Finished Importing Records", "OK".

5. Update the Adjusting Entries to the General Ledger.

6. If the system has any issues with the information being imported, no Adjusting Journal Entries will be created. You will receive a message stating that the Import Failed. Click **OK** to display a grid view of the invalid records. This can be printed using right-click functionality. You can either manually enter invalid records, or correct invalid records in the .csv import file, delete the entry and reimport. Also, you will not get an out of balance message, but you can see at the bottom of the details if the Adjusting Journal Entry balances. The system does not allow journal posts that do not balance to the General Ledger.

AJE's – Reverse Transaction



Reverse Transaction- Use the Reverse Transaction checkbox to indicate that this is a reverse adjusting entry. For a new entry, the system clears this checkbox by default. Reverse transactions are normally entered for the last day of a period to be reversed on the first day of the next period. Reversals are common for transactions posted in one period but applicable to a different period.

Example: You bill on a bi-weekly period. You are billing for the period of 10/25/09 through 11/7/09. All revenue was posted as of 11/7/09. You would like to reverse part of the revenue posted in November back to October since the work was technically done in October.

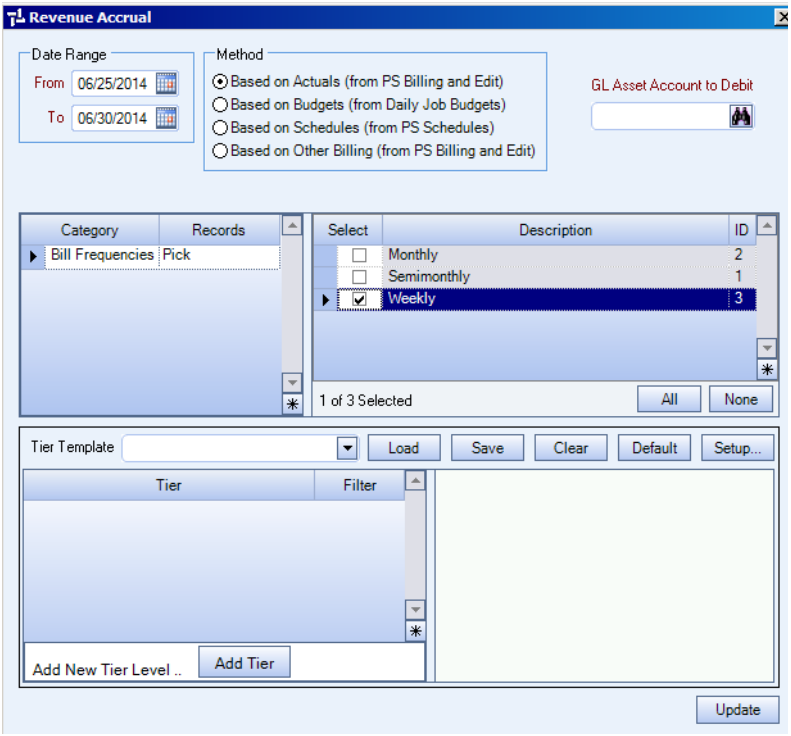
Date	Debit	Credit
10/31/09	Asset Account	Revenue Account

11/01/09 Revenue Account Asset Account

In this transaction you are removing the revenue for 10/25/09 through 10/31/09 that was posted in the month of November and posting it to the month of October.

Date- Use the Reversal Date field to enter the date to reverse this entry in the General Ledger. This is normally the first day of the next period.

HOURLY REVENUE ACCRUAL



Hourly Revenue Accrual Button- You may access the Hourly Revenue Accrual screen from the General Ledger module. From the General Ledger Menu, click Adjusting Journal Entries. On the Adjusting Journal Entries screen, select the Reverse Transaction check box, the Hourly Revenue Accrual button displays. Click the Hourly Revenue Accrual button.

The Hourly Revenue Accrual function is for companies which use the Personnel Scheduling module. WinTeam will do the accrual for you based on the date range entered and on Actuals or Budgeted amounts. It is very important that you choose the appropriate Bill Frequency when doing an Hourly Revenue Accrual. You do not want to accrue for your monthly or semi-monthly billing if it does not cross over months.

Date Range- Enter the beginning of the Date Range in the From field.

Enter the ending date of the Date Range in the To field

Method

- Based on Actuals (from PS Billing and Edit)

  Use the Based on Actuals option to base the accrual on Personnel Scheduling Billing Review and Edit.

- Based on Budgets (from Daily Job Budgets)

  Use the Based on Budgets option to base the accrual on Daily Job Budgets.

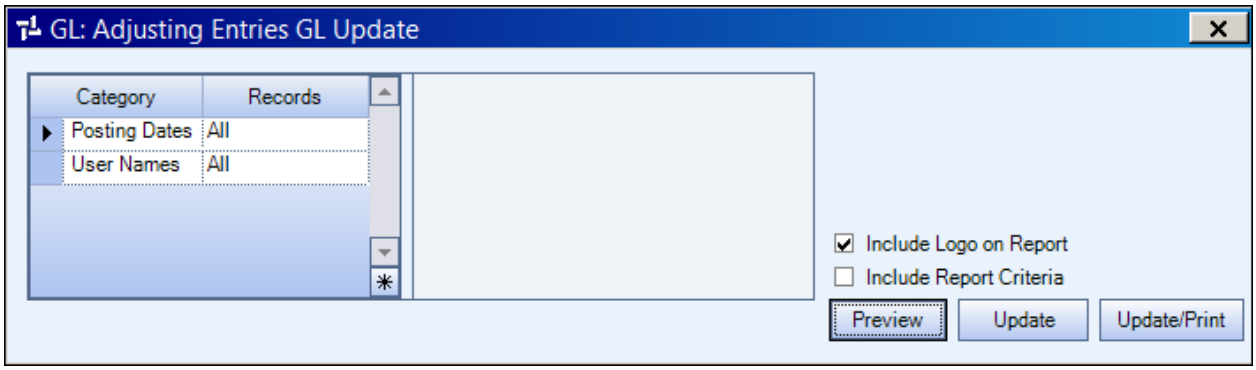
- Based on Schedules (from PS Schedules)

  Use the Based on Budgets option to base the accrual on Daily Job Budgets.

- Based on Other Billing (from PS Billing and Edit)
  Use the Based on Budgets option to base the accrual on Daily Job Budgets.

GL Asset Acct to Debit- Enter the GL Asset Acct to Debit to define the General Ledger asset account to debit for hourly revenue accrual.

General Ledger Update

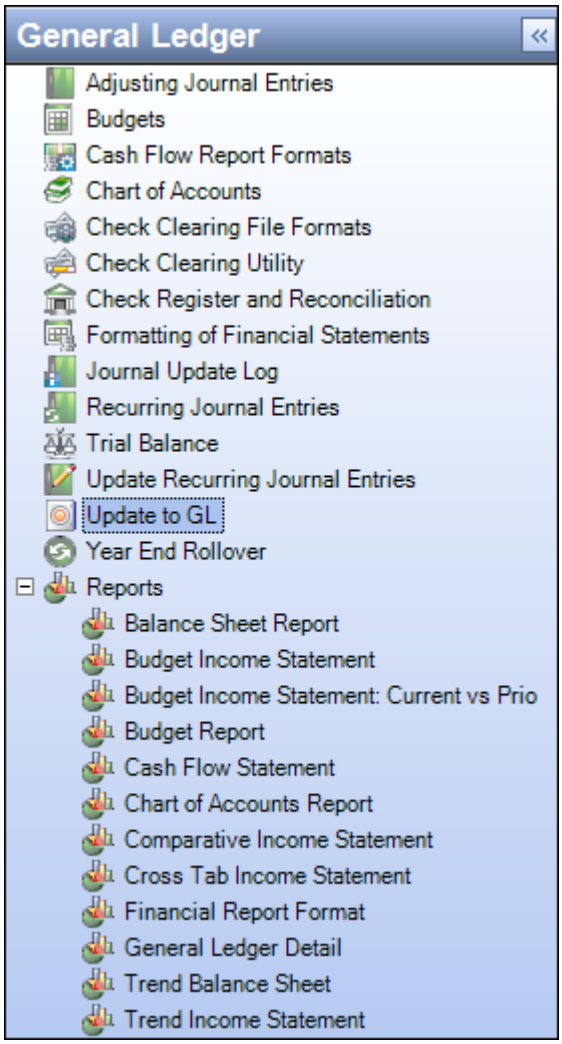


Posting to the General Ledger- Use Adjusting Entries General Ledger Update program to update the current balance for any accounts affected by the adjusting journal. Recurring invoices that were updated to the Adjusting Journal are also updated to the GL through this program. This screen is used to preview, print, and update Adjusting Entries to the General Ledger.

You may choose to update all records or select adjusting journal records by the user who created them or use Posting Dates to filter the updates.

Remember: Nothing will automatically post to the General Ledger. Every module must be updated from the subsidiary ledgers in order to affect the General Ledger.

Access & View GL Reports



Balance Sheet

The Balance Sheet provides information concerning a company's assets, liabilities, and equity and their relationship among one another as of a particular point in time.

Budget Income Statement

The Budget Income Statement provides data concerning the results of operations during a period of time. Only those transaction involving revenues, gains, expenses, and losses are reflected on the income statement. Net income is the excess of revenues and gains over expenses and losses for an accounting period. This report shows both budgeted and actual amounts, along with their variances for the selected accounting period. Year-to-date figures also display. You can also run this report using Daily Labor Budgets.

Budget Income Statement: Current vs Prior

The Current vs Prior report provides current budget and actual amounts, prior month amounts, and year-to-date figures. You can also run this report using Daily Labor Budgets.

Budget Report

The Budget Report provides the actual budget amounts as they were entered for the selected financial format. You can also run this report using Daily Labor Budgets.

Cash Flow Statement

The Cash Flow Statement provides relevant information about the cash receipts and cash payments of an enterprise during a specific period.

Chart of Accounts

The Chart of Accounts is a list of all of General Ledger accounts set up in the system.

Comparative Income Statement

The Comparative Income Statement consists of the item amounts from two of a company's statements arranged side by side in a single statement, with dollar changes and percentage changes shown in the additional columns. The Comparative Income Statement compares a selected period with the same period from last year.

Cross Tab Income Statement

This report option allows you to print using one Tier. The Tier Descriptions in the selected Tier will appear as column headings across the report, allowing you to review financial information for all Tier Descriptions on the same report. A total of six Tier Descriptions can be printed on one page. Additional Tiers print on subsequent pages.

Financial Report Format

The Financial Report Format is used to print the financial formats that were set up in the Formatting of Financial Statements area.

General Ledger Detail

The General Ledger Detail report provides beginning balance amounts, transactions, and ending balance amounts for each selected account for a specific period. If there are multiple records for the same GL number and date, this report will then secondarily sort by Log number.

Trend Balance Sheet

This report consists of the balance sheet items for six consecutive periods.

Trend Income Statement

The Trend Income Statement consists of item amounts for six consecutive periods. If Sales Ratios are not included, 12 consecutive periods display on the report. If no Sales Ratio is used as the Format Style, you can also select to Show Job Detail. If the Show Job Detail checkbox is selected, Job Detail will print without page breaks by Job for each Tier Level. You will not need to put Jobs in the Tier area.