



RDS Advantage[®]

Tutorial

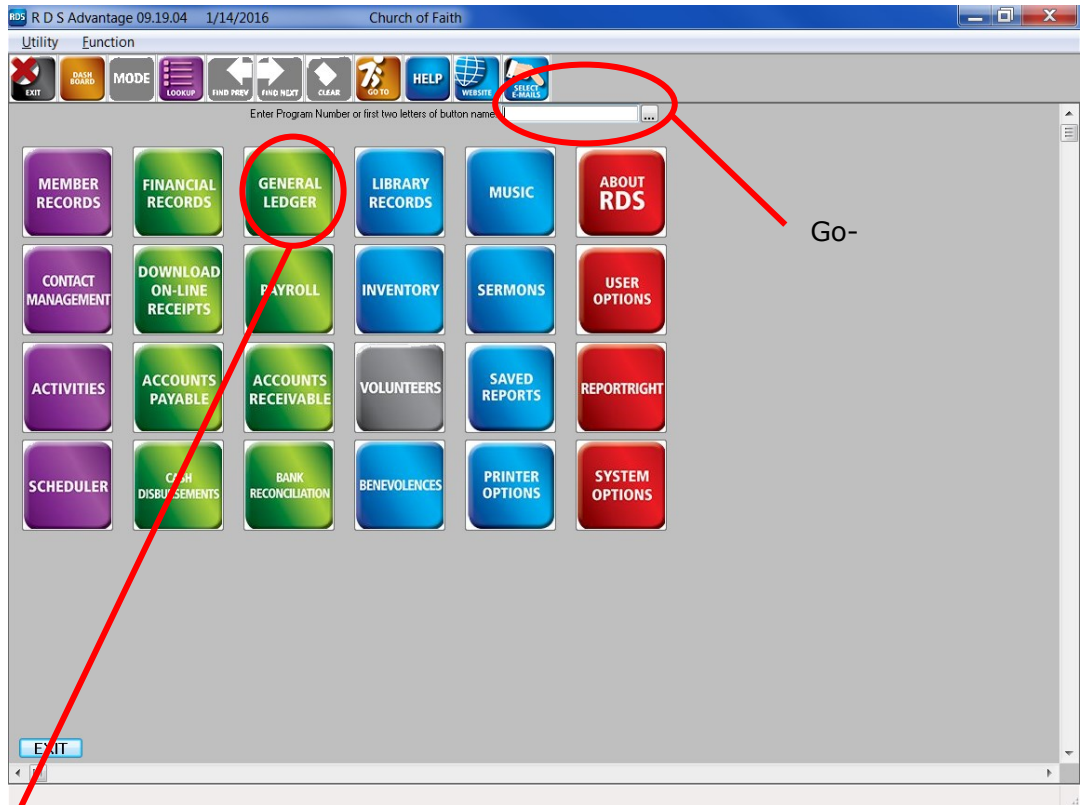
General Ledger

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Login to General Ledger

After you log into the RDS system with your username and password, the system screen is displayed. Each of the main applications of RDS are displayed in a color-coordinated form by People Applications, Accounting, Special Systems, and System Functions and Controls.

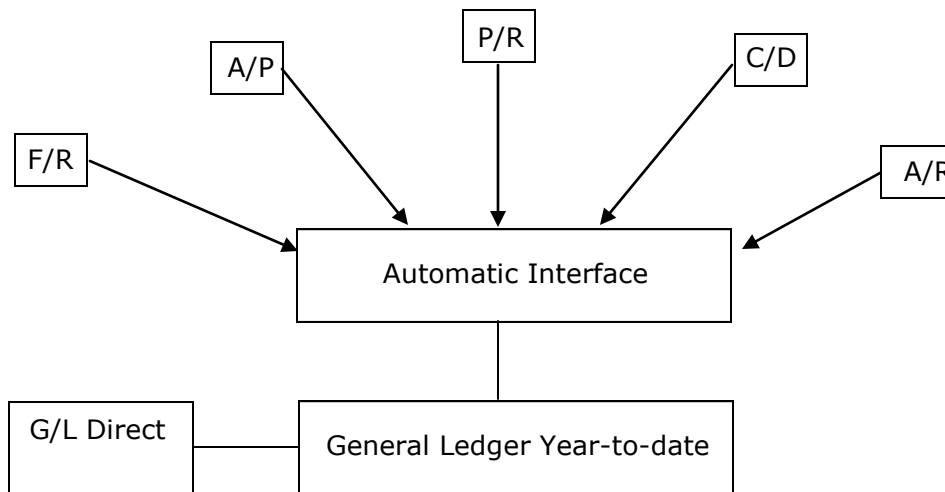


Click on the General Ledger icon and you are taken to the applications of the General Ledger system.

If you are familiar with the specific application you want, enter it in the program field, and you will move directly to that applications. This is the GoTo feature. Click on the Lookup button to see a list.

General Ledger

General Ledger is the system to which all transactions are posted. This system allows preparation and printing of financial statements, auditing reports and direct transaction data entry. General Ledger might be considered the backbone of the accounting system.



There are some types of entries that are more efficiently added directly to the General Ledger than going through one of the other systems. They are:

- Miscellaneous deposits (interest or other deposits that do not go through FR.)
- Miscellaneous checks (manually written checks for which no vendor history is necessary.)
- Correcting Entries (corrections for posting errors.)
- Adjusting Entries (such as monthly escrow amounts expensed and set aside in a design-)

General Ledger Options

Fiscal Year Set: <input type="text" value="1"/>		Period		Start	End	Current		Default		Completed	
Fiscal Year End: <input type="text" value="12/31/2010"/>		1	1/01/2010	1/31/2010	Set Fiscal Year		Set Fiscal Year		Entries Thru:		
Number of Periods: <input type="text" value="12"/>		2	2/01/2010	2/28/2010	1		1		12/31/2010		4/30/2010
Previous FY: 12/31/2009		3	3/01/2010	3/31/2010	2						
Next FY: 12/31/2011		4	4/01/2010	4/30/2010	3						
Date Purged:		5	5/01/2010	5/31/2010							
All Funds Purged: No		6	6/01/2010	6/30/2010							
		7	7/01/2010	7/31/2010							
		8	8/01/2010	8/31/2010							
		9	9/01/2010	9/30/2010							
		10	10/01/2010	10/31/2010							
		11	11/01/2010	11/30/2010							
		12	12/01/2010	12/31/2010							
		13									

CHART OF ACCOUNT	
G/L Number Length:	<input type="text" value="10=XXXX-XXX-XXX"/>
Segment Definitions	Fund/Dept Segment Definition
1-4 Fund	Fund/Dept Number of Segments: <input type="text" value="1"/>
5-7 Department	Starting Fund/Dept Position: <input type="text" value="1"/>
8-10 Cost	1=1-4 2=5-7 3=8-10 4=11-14
11-14	Fund/Dept Length: 4
<input checked="" type="checkbox"/> Include "P" Accounts on Balance Sheet <input type="checkbox"/> Enter as whole dollar	

OK

The control screen establishes the fiscal year end, accounting periods within the year, configuration of the chart of accounts number, whether or not to include profit and loss accounts on a balance sheet, and whether money is entered in whole dollars or not.

This is set up to your specifications when you are shipped the software.

An entity can have up to three different fiscal years. Most entities only have one fiscal year, but sometimes a school or daycare program is associated with a church and they may need a different fiscal year. If they are on different fiscal years, their data cannot be consolidated for financial statement purposes.

The general ledger number is usually set up in 4-3-3 configuration, but 4-3 and 4-3-3-4 configurations are also available. In the 4-3-3 configuration, the normal set up is for the fund to be the first segment. This may be divided into sub-fund categories if need be. The second segment of the general ledger number is usually a major type of grouping, such as: "Cash," "Salaries," "Contributions." The third segment, when needed, allows for sub-groups of the major type, such as: "Contributions-Pledged," "Contributions-Identified," "Contributions-Loose Plate."

Generally, "P"rofit and loss accounts are not included on the Balance Sheet. However, to be able to properly reflect the ending fund balance for more than one multi-account funds, this is sometimes necessary. This is set up for you based on the formatting of your financial statements.

Adding New General Ledger Accounts

There are several preparatory steps that need to be taken before the account is added:

1. Decide what account you want and where it needs to print on the financial statements.
2. Print a Chart of Accounts by Statement for range of account numbers where the new account will be inserted (i.e., where similar accounts have a "VP" format code). This step is done through the Print option on the menu bar, Chart of accounts report. This could be up to eight different Charts of Accounts (FS1, FS2, FS3, FS4, SS1, SS2, SS3, SS4).
3. Determine the number that is to be used for the new account, making sure that the fund number is correct and that the major and sub account segments are consistent with your other chart of account numbers.
4. Determine what formats will include the new account (i.e., a detail and/or a summary and/or a special report).
5. Determine if the new account or accounts need a line item added that will total several accounts.

Exercise:

Prepare to add the following accounts:

- Children Around the World – record contributions which will be forwarded to this ministry
- Other Mission Projects – record funding for ministries to be budgeted

Name	Fund	Account Number	Statements	B/P	D/C
Children Around the World			FS2		
			FS3		
Other Mission Projects			FS1		
			SS1		

Look at a chart of accounts printed by fund. This will help you decide which fund the new account belongs in (see Fund/Department Maintenance for the convention we usually use for numbering funds). Locate the fund and write down the fund name under the fund heading. Write down the fund number as the beginning of the account number. Decide on the major and/or sub account number and write that down as the end of the account number. See the top of page 6 for the convention we usually use for numbering major accounts.

Across the top of the chart of accounts report, you see a header that looks similar to the following:

--- FINANCIAL STATEMENT CONTROLS -- --- SUPPORTING SCHEDULE CONTROLS ---

FS1 FS2 FS3 FS4 SS1 SS2 SS3 SS4

Find the column(s) where similar accounts in the same fund are formatted. In the table above under "Main Statement" write down the statement in which the similar accounts have a "VP" and then print a chart of accounts by STATEMENT for that column.

Decide if this is a "B"alance Sheet or "P"rofit & Loss account.

Balance Sheet accounts are:

- Assets (i.e., cash, investments, buildings)
- Liabilities (i.e., payroll tax liabilities, loans)
- Fund Balance (i.e., equity, retained earnings, in & out – agency money)

Profit & Loss accounts are:

- Income (i.e., contributions, interest income, building use fees)
- Expense (i.e., maintenance, salaries, supplies, utilities)

Note: Generally the type of account also determines its major account number. The convention we usually use is as follows:

Assets	000 to 199 in order of liquidity (i.e., cash comes first, fixed assets last)
Liabilities	200 to 289 in order of liquidity (i.e., a/p first and long-term debt last)
Fund Bal	290 to 299 (generally 291 for fund balance, 292 for designated balances)
Income	300 to 399 either in order of importance or alphabetically
Expenses	500 to 999 either in order of importance or alphabetically

The type of account also usually determines whether it normally has a debit or credit balance.

The general rules are:	<u>Normal Bal:</u>	<u>To Increase:</u>	<u>To Decrease:</u>
Assets	Debit	Debit	Credit
Liabilities	Credit	Credit	Debit
Fund Bal	Credit	Credit	Debit
Income	Credit	Credit	Debit
Expense	Debit	Debit	Credit

Formatting is not magic. The format is made up of two parts, the sequence number and the format code.

Sequence Number: Looking at the chart of account by format code, you can see that the vertical order is determined by the format sequence number. We generally give you plenty of room to add accounts between existing accounts. In our example, for the Children Around the World account, if we want it printed between the Bus Trips (FS2 = 4000VP) and Choir Robe Fund (FS2 = 5000VP) accounts, we can select any sequence number between 4001 and 4999.

Format Code: Generally you will be using either VP or VS as the format codes.

VS means that you may enter and post dollars (i.e., **V**alue) to the account, but the account's description will not print on the financial statement. The dollars will **S**um into a previous VP or IP formatted account.

VP means that you may enter and post dollars (i.e., **V**alue) to the account and that the account's description and dollars will **P**rint on the financial statement (it will also print any dollars in accounts that are formatted VS that have a higher sequence number).

On the Chart of Accounts Report there are columns for Financial Statements and Supporting Schedule Controls. Each of these columns represents the formatting of four Statements (designated as FS1, FS2, FS3, FS4, SS1, SS2, SS3, and SS4). Under Financial Statement Controls FS3 you will notice that all of the accounts are either assets, liabilities, or fund balances. These accounts are considered to be Balance Sheet accounts. Therefore, it is safe to assume that the Balance Sheet is formatted in Financial Statement three (FS3).

To add the accounts in the system:

1. Select General Ledger from the APPLICATIONS Menu.
2. Select the Maintenance option from the menu bar.
3. Select the ADD Mode.
4. Enter the new Account number.
5. Enter the Account Description (Name of the account).
6. Enter through the default abbreviation or enter your own abbreviation.
7. Enter the type of account. You may use the option button at the end of the field to display the account types and select from this screen.
8. Enter the type of balance one would expect this account to have-debit or credit.
9. Place the previously determined format numbers in the appropriate section.
10. Click on OK to complete the input and save your account.
- 11.

To check your formatting, print another chart of accounts by the account's main statement. Look at your report. Are all accounts printing in the right place? If they are not, you will need to review your formatting and correct any mistakes. Reprint your report until all appear as you would like it.

1. Enter the number of the fund to be added. This is usually the first segment of the GL account number, i.e., 0100-291-000 with "100" being the fund number.
2. Enter the fund name in the Description field.
3. Enter the General Ledger account number for the Fund's Capital account (Fund Balance) in the Retained balance G/L account field.

4. Enter the Fiscal Year Set number. Generally, for the main organization that will be Set 1. If you are adding a fund that needs to use a different fiscal year from the other funds, enter that Set number (the set must be established in General Ledger Controls and Fiscal Year Maintenance, GL199 before they can be used in GL130).
5. When entry is completed, press ENTER or click on the OK

The general convention for fund numbers (the first segment of the chart of account number) is as follows:

100 to 199	General Fund (including sub-funds)
200	Fixed Asset Fund
201 to 299	Building Construction Funds
300 to 399	Endowment Funds (can't spend the principal)
400 to 999	Designated Funds

NOTE: If you add an account number in GL100 (Chart of Accounts Maintenance) before you add the fund, you will get the message at right:

When you click OK, the system

Change the Fund Description to be the real name of the new fund and then enter the general ledger number to be used by the purge program as the fund balance account (retained balance account).

When you click OK, you will be returned to GL100 to do any further Chart of Account Maintenance.

NOTE: You will not be allowed to post to any account in this fund until you enter the retained balance G/L account number.

Note: You may combine two existing GL account numbers if they are in the same fiscal year and are both postable or non-postable by using the Go to Key and typing GL102A.

Budgets and Comparatives

To add budgets:

1. Select Maintenance from the GL menu bar.
2. Select Budgets and Comparatives, GL105.
3. Select the Add mode.
NOTE: After your first fiscal year, use CHANGE mode to add the next year's budget as that record will automatically have been created when amounts were posted to it in the prior fiscal year.
4. The system defaults to the current fiscal year which is setup in GL199. If needing to add for a different year,

Period	Budgeted	This Year	Last Year
1:	13,333.33-	16,531.00-	22,756.00-
2:	13,333.33-	10,631.00-	9,406.00-
3:	13,333.33-	13,007.50-	11,257.50-
4:	13,333.33-	14,281.00-	13,056.00-
5:	13,333.33-	10,831.00-	9,306.00-
6:	13,333.33-	13,717.50-	10,407.50-
7:	13,333.33-	13,481.00-	10,956.00-
8:	13,333.33-	9,331.00-	7,106.00-
9:	13,333.33-	15,207.50-	11,157.50-
10:	13,333.33-	14,481.00-	11,056.00-
11:	13,333.33-	9,806.00-	8,456.00-
12:	13,333.37-	29,982.50-	13,757.50-
		171,288.00-	138,678.00-

change the fiscal year end to the year you want to add either by typing in the year or using the lookup.

5. Enter the General Ledger account number for which a budget amount is to be added (a lookup window is available).
6. Enter the budget either as a total amount to be divided equally between each month (equal distribution), or as monthly amounts with different amounts for each month (unequal distribution) by clicking on "Toggle Period". Icons may be accessed to "Toggle This Year" and "Toggle Last Year" in order to control which columns are accessible. This year and last year columns may be used to enter actual amounts when going on the system for the first time. This would then allow printing of financial statements with comparatives for a new client.
7. **NOTE:** Amounts for income/revenue accounts must be entered with a negative sign (remember, income has a normal credit balance).
 - A. Equal Distribution** - If the amount is to be allocated equally to all twelve months, click on the "Toggle Period" icon or press F2. The system will display an entry field for the annual budget amount. Enter the entire budget amount in the Annual Budget field. Press ENTER. The amount will be distributed equally throughout the twelve months.
 - B. Unequal Distribution** - Enter each amount in the appropriate month field. If you had previously used the Toggle Period icon to display the annual budget field, click on the icon again to display the individual monthly fields.
8. Click on the OK button to save the record.
9. To continue adding budgets, enter the general ledger number desired, or press the F5 key or click on the Find Next icon to get the next numeric general ledger account number.
10. Continue entering new account numbers and amounts until the budget is completed.

This is also a useful summary inquiry screen for various years. Balance sheet accounts show the ending balance for each month. Profit & Loss accounts show the transaction amounts for each period with a year-to-date total at the bottom of the screen.

Toggle on the Budget:

Period	Budgeted	This Year	Last Year
1:	13,333.33-		
2:	13,333.33-		
3:	13,333.33-		
4:	13,333.33-		
5:	13,333.33-		
6:	13,333.33-		
7:	13,333.33-		
8:	13,333.33-		
9:	13,333.33-		
10:	13,333.33-		
11:	13,333.33-		
12:	13,333.37-		

Toggle on the Last Year:

Period	Budgeted	This Year	Last Year
1:	13,333.33-		22,756.00-
2:	13,333.33-		9,406.00-
3:	13,333.33-		11,257.50-
4:	13,333.33-		13,056.00-
5:	13,333.33-		9,306.00-
6:	13,333.33-		10,407.50-
7:	13,333.33-		10,956.00-
8:	13,333.33-		7,106.00-
9:	13,333.33-		11,157.50-
10:	13,333.33-		11,056.00-
11:	13,333.33-		8,456.00-
12:	13,333.37-		13,757.50-
			138,678.00-

Entries Made Directly to General Ledger

Select General Ledger from the Applications Menu.

Select the Entry/Recurring menu, GL401. From the Entry/Recurring menu, under New Entries, select Transaction entry/maintenance. This option is in the top half of the menu.

1. **Common Entries for the Batch:** Select ADD mode. The top part of the GL401 window determines the common information for an entry. Each record in the entry must be within the same accounting period and originating system. For example, deposits and miscellaneous checks should not be entered in the same entry because the bank reconciliation would be inaccurate.

2. Press ENTER through the default entry number. The system automatically begins with 1, and continues consecutively for each group of entries.
3. Enter a valid accounting period date. It may be any date within the month in which you would like to record the transaction.
4. Enter the batch number as any meaningful 3-digit number. An easy system is to use the month and the current week number, e.g., if the month is August and the entry is made for the first week of the month, enter 81 as the batch number. If you want all batches to print out together and not to break by batch you may use the same batch number for all entries. If you use separate batch numbers for each entry, the reports will break on the batch numbers and total for each batch.
5. Enter the Originating System. You may select from the defined systems or add your own in Control Code Maintenance (CS101) as a G/L Control Type. For a list of originating systems, press F7 or use the Lookup button at the end of the system field (see the screen print above). Reports may be printed by originating system, so consistency in their use will yield better reports. If you want other system names, you can enter them in CS101, Control Codes Maintenance. The control type is GL.

MAGIC Originating Systems:

DEP (Deposit) – When used in a CASH Transaction and transaction type of 2 is entered, the system will ask if you want to change to transaction type 1 (receipts).

MCK (Miscellaneous Check) – When used in a CASH Transaction and transaction type of 1 is entered, the system will ask if you want to change to transaction type 2 (expense).

DTF (Due To/From) – When NOT used in a CASH Transaction will automatically default to transaction type of 6.

B/F (Balance Forward) – When NOT used in a CASH Transaction will automatically default to transaction type of 6.

We suggest that you delete any originating systems that you are not using from Control Codes Maintenance (CS101). This will make it easier to be consistent in your choice of systems.

Entry Type: Click on the Down Arrow to choose the entry type:

- Non-Cash
- Cash Transaction
- Bank-to-Bank Transfer

Control Types (General Ledger)		
Value	Abbreviation	Description
A/P	Accounts Pay	Accounts Payable
A/R	Accounts Rec	Accounts Receivable
ADJ	Adjusting Entry	Adjusting Entry
ALL	All Systems	All Systems
B/F	Balance Forward	Balance Forward
C/D	Cash Disburse	Cash Disbursements
COR	Correcting Ent	Correcting Entry
DEP	Deposit	Deposit
DTF	Due To From Ent	Due To From Entries
F/R	Financial Rec	Financial Records
FIX	FIX GL Entries	GL Entries through FIX Program
G/L	General Ledger	General Ledger

GL401 - General Ledger New Transaction Entry			
Entry Number: 3	Entry Type: Bank-to-Bank Transfer	Net Amount: .00	Add
Acct Period: 3/31/2010	Sending Bank: 1 GEN CK-FIRST STATE BA 0100-010-000	Receiving Bank: 30 GEN MM-FIRST NATIONS 0100-030-000	
Batch Number: 5	Trans Type: 2 = Cash disbursements	Reference Number:	
Orig System: TRN	Description: Transfer to Building Account	Reference Date:	
Tran Date: 3/18/2010	Recurring Desc:		

A cash transaction indicates that the transaction should be posted to bank reconciliation. After completing the entries for a cash transaction entry, the program automatically creates the balancing entry to the cash **General Ledger account**.

A bank-to-bank transfer moves funds from the sending bank to the receiving bank.

Note: If making bank-to-bank entry, the system will prompt for the Sending Bank **Bank Account**, the Receiving Bank account, the **Transaction Type** (cash receipt or cash disbursement), **Reference Number** and **Reference Date**. Click on the **Lookup** button to see a list of valid bank accounts. Reference Number and Reference Date are user-determined.

If a transaction type of **Cash Disbursements** is selected, the system will insert 'Disbursement Cash Transaction' in the Description field.

If a transaction type of Cash Receipts is selected, the system will insert 'Deposit Cash Transaction' in the Description field.

Either of these Descriptions may be overtyped with other text.

Note: Cash Disbursement entries should show Check Number in the Reference Number field and Check date in the Reference Date fields.

The system prompts, click on the OK button displayed at the bottom of the window to save the entries.

The common information for all the detail entries for the entry number are now complete, and do not have to be made again during data entry. All common information is the same for all transactions in an entry number.

The system displays a running total of the net debits and credits as entries are made. The operator CANNOT exit the application until the net debit/credit balance is zero.

Entering Transactions - Bottom of GL401

1. General ledger account number (G/L Number). Enter the general ledger account number for the first item of your entry. A lookup of general ledger numbers is available by pressing the lookup button, or pressing F7.
 - A. NOTE: When using cash transactions, NEVER enter the general ledger number for the bank specified in the setup portion (top) of GL401.
 - B. Keystroke tips:
 1. When entering a general ledger account number, you may use either the "-" or "." to separate the segments of the general ledger number.
 2. When entering a general ledger account number, you never have to enter leading zeros, thus account number 0100-010-000 can be entered as "100.10"
2. Enter an explanation of the transaction in the Description field.
 - A. If it is a check, put the payee's name first followed by a brief explanation of why payment was issued.
 - B. For a deposit, enter the payer's name and a description.
 - C. For a correction or adjustment, explain the reason for the entry.
- A. If the entry is not a cash transaction, enter the Transaction Type. A selection window will be displayed with all the transaction types listed. Highlight the code wanted and press ENTER. Reports can be based on transaction type. The Financial Activity Statement will print transactions in the receipt column (transaction codes 1, 3, 8) or disbursement column (any other transaction code) based on transaction type. Usually you will use the same transaction type for all general ledger accounts in the entry. The one exception is if one fund authorizes another fund to use its resources. In that case, the fund giving up the resources would use transaction type 7 (the debit entry) and the fund receiving the resources would use transaction code 8 (the credit entry).

Transaction types are:

Expense	7
Receipts	8

4. Enter the reference number. Please do not leave this field blank. For Cash Transactions, the reference number must be numeric. For Non-Cash Transactions, the reference number may be alpha/numeric.
 - A. If entering a check, use the check number.
 - B. If entering a deposit, enter the date of the deposit.
 - C. If entering an adjustment, enter a UNIQUE number as the reference number, such as "month day entry" or 110301 for the first entry on November 3rd. If this is a non-cash transaction, the reference number may be alpha-numeric, such as J/E 1, DTF-NOV, ADJ 1, etc.
5. Enter the reference date.
 - A. If entering a check or deposit, use the item's date for Reference date
 - B. If entering an adjustment, use the date of the adjustment or the accounting period date of the adjustment.
6. Enter the amount.
 - A. For **cash transactions**, the system will create the entry to the bank account based on the information entered in the setup part of the entry for the bank and the total of the entries entered in the transaction entry below.
 1. Type 1 Transactions (receipts):
 - (1) Positive transaction amounts will credit the transaction general ledger accounts and debit the bank account.
 - (2) Negative transaction amounts in the transaction will debit the transaction account and credit the bank account (use this to reduce a previously entered deposit or to record a returned check).
 2. Type 2 Transactions (checks):
 - (1) Positive transaction amount will debit the transaction general ledger accounts and credit the bank account.
 - (2) Negative transaction amounts will credit the transaction general ledger accounts and debit the bank account (use this to void a check, record a credit to an account, or reduce a previously entered check amount).
 3. Do not enter amounts for the bank account – the system will automatically make this entry. Because the system balances this entry to the bank account, you may exit the entry at any point and add or delete items without having to balance the entry.
 - B. For **non-cash transactions**, you will need to enter amounts in the debit or credit field. The net amount displayed at the top of the window must be zero before the system will allow you to exit the entry. No entries made as a non-cash transaction will post to the bank reconciliation system. A reminder:
 1. Debits increase assets and expenses and decrease income and liabilities.
 2. Credits increase income and liabilities and decrease assets and expenses.
 7. When you are satisfied with the entry screen, press ENTER or click on the OK button.
 8. The system will default all the information except the amount fields. Press Enter to accept the default or type new information.
 9. When all entries have been added, press ESC to end the entry. NOTE: If this is a non-cash transaction, the net amount displayed at the top of GL401 must be zero before you can exit.

GL401 - Transaction Entry (Cash)

G/L Number:

Description:

Ref Number: 33101

Ref Date: 3/31/2001

Amount:

OK

GL401T - Transaction Entry (Non-Cash)

G/L Number:

Description:

Trans Type:

Ref Number:

Ref Date:

Debit:

Credit:

OK

10. To make corrections, additions or deletions without exiting GL401, click the Mode icon or F9. Select the mode desired. For add or change mode, the entry will be displayed beginning with the first record in the entry. Use the PAGEUP and PAGEDOWN keys to move between screens of entries. Select the record to be changed or deleted. When deleting, the system will ask if you are sure. Double-check the record selected and if it is the correct one to delete, enter "Y."
11. Until the entries are posted, you may return to the entry screen and make changes if necessary or make additional entries to the batch.

EXERCISE 1:

Add the following miscellaneous checks in GL401 as a cash entry to bank 1:

G/L Number	Desc	Ref Num	Ref Date	Debit
1) 120-610-000	Linda Brooks-Reimb books	16797	xx01xx	67.40

2) 120-710-000	Larry Adams-Reimb training	16798	xx15xx	25.23

3) 110-720-000	Chris Adams-keys made	16799	xx21xx	5.37

4) 110-610-000	Wal-Mart-Pens, Phone Log	16800	xx23xx	20.71

110-620-000	Wal-Mart-Paper Goods & Utensils	16800	xx23xx	76.58

110-720-000	Wal-Mart-Cleaning Supplies	46.28-	16800	xx23xx

120-820-000	Wal-Mart-Craft Supplies-VBS	66.84	16800	xx23xx

140-820-000	Wal-Mart-Food for Men's Prayer	28.65	16800	xx23xx

400-291-710	Wal-Mart-Pop for Pop Machine	16800	xx23xx	49.90

Total Amount of Checks:				294.40
				=====

EXERCISE 2:

Add the following correcting entry in GL401 as a non-cash entry:

Check 112459 for the Family Life Retreat deposit paid for bunk house was originally expensed to 140-830-000 and should have been debited to the designated fund, 400-291-310. The correcting entry is:

G/L Number & Description	Ref Num	Ref Date	Debit	Credit
1) 140-830-000	112459	xx/05/xx		250.00
2) 400-291-310	112459	xx/05/xx	250.00	

How to Check Entries for Accuracy

A Transaction edit report is an aid to review your transactions for accuracy.

It is not an optional report.

1. Select from Entry/Recurring New Entries option, Transaction edit report, GL402.
2. Enter the beginning batch number or press ENTER to accept the default. Enter the ending batch number or press ENTER to accept the default for all batches.
3. Enter the beginning and ending accounting period range in which the entries were added.
4. Print the report in Detail to see each entry made or in Summary if you want to see the totals in each account number. **We recommend Detail.**
5. For the print order, **we recommend Entry**. This will print the transactions grouped by entry number and in the order in which they were entered into the entry. This is also the shortest report.
6. Press ENTER when the selection is completed or click on PRINT.
7. Select the printer to that you want to print.
8. Review. If you find things that need to be corrected, deleted or added, go back to Transaction Entry/Maintenance (GL401).
9. To add, change or delete items to one of the entries, select the mode you need and press F7 or Lookup on the entry number field. Use the headers on your edit to determine the entry number and the accounting period dates used when selecting the entry. If you need to do several modes on the same entry, complete one mode, press the F9 or click the Mode icon and select another mode and do what is needed. Continue until all corrections for that entry are done. Press the ESC key to exit the entry and work on or add another entry.

GL402 - General Ledger Transactions Edit Report

Batch Acct Period

Beginning: 8/01/2009

Ending: 8/31/2009

Report Type: ☒ Detail
☐ Summary

Order: ☒ Entry
☐ General Ledger Account
☐ Reference 1
☐ Reference 2

When all entries are complete, print another Transaction Edit Report.

GL402 V08.13.08		RDS Training						Page: 1		
17-APR-07 13:40:11		General Ledger Transactions Edit for 4/01/2007 to 4/30/2007 by Entry								
R	SYS	TRAN	DATE	PERIOD	ACCOUNT	DESCRIPTION	REF-1	REF-2	DEBITS	CREDITS
BATCH: 4										
ENTRY #: 1 BANK: 1 GEN CK-FIRST STATE BANK										
D	MCK	2	4/17/2007	4/19/2007	0100-010-000	Checks 16797-16800	00042307	4/23/2007		294.40-
D	MCK	2	4/17/2007	4/19/2007	0120-610-000	Linda Brooks-Reimb Books	16797	4/01/2007	67.40	
D	MCK	2	4/17/2007	4/19/2007	0120-710-000	Larry Adams-Reimb Training	16798	4/15/2007	25.23	
D	MCK	2	4/17/2007	4/19/2007	0110-720-000	Chris Adams-Keys Made	16799	4/21/2007	5.37	
D	MCK	2	4/17/2007	4/19/2007	0110-610-000	Wal-Mart-Pens, Phone Log	16800	4/23/2007	20.71	
D	MCK	2	4/17/2007	4/19/2007	0110-620-000	Wal-Mart-Paper Goods & UTENS	16800	4/23/2007	76.58	
D	MCK	2	4/17/2007	4/19/2007	0110-720-000	Wal-Mart-Cleaning Supplies	16800	4/23/2007		46.28-
D	MCK	2	4/17/2007	4/19/2007	0120-820-000	Wal-Mart-Craft Supplies-VBS	16800	4/23/2007	66.84	
D	MCK	2	4/17/2007	4/19/2007	0140-820-000	Wal-Mart-Food for Men's Pray	16800	4/23/2007	28.65	
D	MCK	2	4/17/2007	4/19/2007	0400-291-710	Wal-Mart-Pop for Pop Machine	16800	4/23/2007	49.90	
ENTRY #: 2 *** This non-cash entry will not post to Bank Reconciliation ***										
D	J/E	3	4/17/2007	4/30/2007	0140-830-000	Bank House Dep-Fund L 112459		4/05/2007		250.00-
D	J/E	3	4/17/2007	4/30/2007	0400-291-310	Bank House Dep-Fund L 112459		4/05/2007	250.00	
** TOTAL FOR BATCH 4 **									590.68	590.68-
*** TOTAL FOR ALL BATCHES ***									590.68	590.68-
***** SUMMARY *****										
** TOTAL FOR ENTRY NUMBER 1 **									340.68	340.68-
** TOTAL FOR ENTRY NUMBER 2 **									250.00	250.00-
** TOTAL FOR BATCH 4 **									590.68	590.68-

How to Post Your Transaction Entries—GL403

1. Select Option, Entry/Recurring, New Entries, Post Transactions to Y-T-D File.
2. Enter the beginning and ending batch number(s) or press ENTER to post all batches.
3. Enter the correct accounting period. This should be the beginning of the month in which you want to post the entries and the end of the month to be used. The accounting period date should be the same as the one used in the entry screen. The system will allow any accounting period date in this field.
4. You may print the posting reports in Detail or in Summary if you choose. Detail will show each entry made. Summary will show each account used with a total posted to each account. **We recommend Summary.** You have the detail on the Edit Report. The Detail option prints a long report.
5. Press ENTER to accept the selections or click on the field to make corrections.
6. Select the printer for the posting report.
7. Check the report before answering the question, "Is this what you want to post (Y/N)?" If the report does not show what you expected or there are mistakes that need to be corrected, answer, "N." This will abort the posting and allow you to return to GL401 and make the necessary changes. If you answer, "Y " to the question, posting will proceed. The GL Year-To-Date file will be posted, Bank Reconciliation will be posted for Cash Transactions, and the data entry file will be cleared.

File the Reports in a Permanent Binder

GL402 – General Ledger Transaction File Report

GL403 – General Ledger Year-to-date Distribution Report

Clear Transactions — GL404

GL404 - General Ledger Clear Transactions			
Clear			
	Batch	Acct Period	Entry Number
Beginning:	<input type="text"/>	<input type="text" value="4/01/2007"/>	<input type="text"/> ...
Ending:	<input type="text"/>	<input type="text" value="4/30/2007"/>	<input type="text"/> ...
<input type="button" value="OK"/>			

This program is only used when an entire entry or range of entries or an entire batch or range of batches should be cleared. This will only clear entered batches or ranges of batches selected and only those entries within those batches selected. It will not clear entries that have already been posted. Be sure that this is what you want to do because re-entry is required if you clear batches that you wanted to keep.

Recurring General Ledger Entry

Recurring entry is designed to eliminate repeated data entry for those types of transactions that are the same (or basically the same) each time they are entered. These would be in the form of perhaps transfers from one account to another, adjusting entries for principal reductions on loans, reclassification of prepaid pledges to income on a monthly basis, and other such entries. These entries usually occur each month or at some other regular period during the accounting year.

To set up the entries that fall into the above categories:

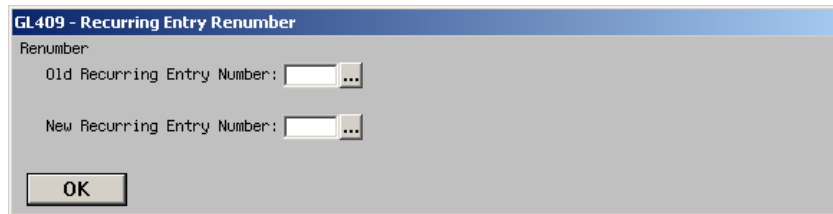
1. From the Entry/Recurring menu, select Recurring entry/maintenance.
2. Choose the ADD mode.
3. Press ENTER through the default entry number. (Note that the entry number in Recurring Entry begins with 1000, not 1).
4. Enter the transactions that you want in the same manner as those that are entered through regular entry. Both Cash and Non-Cash entries may be used.
5. When you are ready to transfer the entries, select **Transfer recurring to Transaction file** from the Recurring Menu.
 - Enter the New batch number.
 - Enter the new transaction date. Press ENTER to default to today.
 - Enter the accounting period date for the entries to be posted.
 - Enter a new Reference Number or press ENTER for No change. Cash Transactions must have numeric reference numbers.
 - Enter a new Reference Date or press ENTER for No change.
 - Enter the beginning and ending batch numbers to be transferred.
 - Enter the beginning and ending entry numbers to be transferred. There is a lookup on the entries.
 - Press ENTER to complete the input.
6. The system will display a message, "Finished transferring entries." At this point the amounts are in GL401, Transaction entry/maintenance. If you click OK more than once for the same entries, the last setting will be the values in New Transactions (the last transfer overwrites previous transfers of the same entry number).
7. Exit.
8. Select from the Entry/Recurring menu, from the New Entry section, select Transaction file report to print an edit report to review the transfer and edit the entries.
9. Select Post Transaction file to YTD.
10. Follow the same posting procedure as you would for regular entry.

GL407 - Transfer Recurring Entries to Transaction File

Transfer	New Batch:	4
Transaction Date:		4/17/2007
Accounting Period Date:		4/30/2007
	Non-Cash Trans	Cash Trans
Reference Number:		NO CHANG 43007
Reference Date:		4/30/2007
	Batch	Entry Number
Beginning:	1	1000 ...
Ending:	999	99999 ...
OK		

Renumber Recurring General Ledger Entries

To renumber General Ledger recurring entries, select 'Renumber Recurring Transactions' from the General Ledger Entry/Recurring menu - GL409.



The screenshot shows a dialog box titled "GL409 - Recurring Entry Renumber". Inside the dialog, under the heading "Renumber", there are two input fields. The first is labeled "Old Recurring Entry Number:" and the second is labeled "New Recurring Entry Number:". Each input field has a small "..." button to its right, indicating a lookup function. At the bottom left of the dialog is an "OK" button.

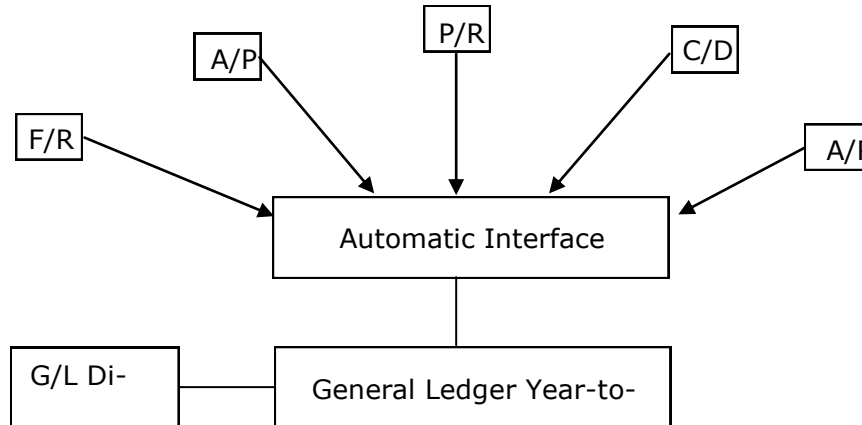
Enter the old recurring entry number. Click on the Lookup window to select the one you want.

Enter the new recurring entry number.

Click on the 'OK' button to process the change.

General Ledger Automatic Interface

The Automatic Interface System is used to enter information into General Ledger that was posted from other systems, such as Accounts Payable, Cash Disbursements, Payroll, and Financial Records. Usually you will post the interface to general ledger year-to-date at the end of posting from those other systems.



No Records to Post

If you get a message that there are **no records to post when trying to post from the interface file**:

- You selected the wrong system to post. OR
- The accounting period dates on the post screen do not include the entries you want to post. OR
- The batch number range you selected does not include the batches you want to post.
NOTE: Regular Payroll and Accounts Payable checks are always in batch 999. Payroll checks voided using the Void Payroll Check program are in batch 998.

To see what is in the interface file,

1. Press the F6 key or click on the GoTo icon and enter GL140 (Interface Entry/Maintenance), or, from the General Ledger Maintenance Menu, select Interface Entry/Maintenance.
2. Select Change mode.
3. In the general ledger number field, press F7 or click on the Lookup icon. This will display a lookup window of all entries in the interface file. Use the PAGEUP and PAGEDOWN keys to move up and down within the lookup window.

G/L Interface							
G/L Account	Acct Period	Bat	Sys	Description	Ref 1	Ref 2	Amount
0100-201-000	4/15/2007	15	A/P	BROWN BROTHERS -Jan Maint Contract	415013	Mar 07 S	250.00-
0100-201-000	4/15/2007	15	A/P	CHRISTIAN SUPPL-Jan Literature	415001	Mar 07 S	80.00-
0100-201-000	4/15/2007	15	A/P	CITY FLORIST -Poinsettias & Altar	415016	Mar 07 S	680.00-
0100-201-000	4/15/2007	15	A/P	CITY OF OKLAHOMA CITY	415009	Mar 07 S	270.00-
0100-201-000	4/15/2007	15	A/P	DAILY OKLAHOMAN-Jan Religion Ad	415015	Mar 07 S	75.00-
0100-201-000	4/15/2007	15	A/P	FIRST STATE BAN-P/R W/H & Employer	415018	Mar 07 S	240.72-
0100-201-000	4/15/2007	15	A/P	FIRST STATE BAN-P/R W/H & Employer	415017	Mar 07 S	248.95-
0100-201-000	4/15/2007	15	A/P	JOHNSON ELECTRI-Jan Contract Maint	415004	Mar 07 S	50.00-
0100-201-000	4/15/2007	15	A/P	LINDEL FOOD MART	415002	Mar 07 S	40.00-
0100-201-000	4/15/2007	15	A/P	MARDEL CHRISTIA-Monthly Supply Requ	415006	Mar 07 S	75.00-
0100-201-000	4/15/2007	15	A/P	MOORE, ROBERT -Jan Maint Contract	415014	Mar 07 S	75.00-
0100-201-000	4/15/2007	15	A/P	OKLAHOMA GAS AND ELECTRIC	415005	Mar 07 S	1,540.00-
0100-201-000	4/15/2007	15	A/P	OKLAHOMA TAX CO-P/R Withholding	415019	Mar 07 S	131.00-
0100-201-000	4/15/2007	15	A/P	ONG	415008	Mar 07 S	190.00-
0100-201-...	to			nd of file

To look at a specific record to determine why it didn't post,

1. Highlight a record and press ENTER.
2. Check the system name, accounting period date and batch number.
3. If these are correct, exit and select the Post Interface File to Y-T-D File.
4. Make sure you are entering the correct system, accounting periods and batches.

If the record shows an **incorrect accounting period**, you may change this for the entire batch by doing the following:

1. Press F8 to clear the screen and press F7 to see the lookup window again.
2. Check that all entries for the System and Batch that have the wrong accounting period date have the same accounting period date. If that is true, select one of the entries.
3. When the full entry is displayed click on the accounting period date.
4. Enter the correct date and click on the OK button.
5. The system will ask, "Change accounting period for ALL Batch: xxx Origination system: X/X?"
Click on "Yes" and all entries will be changed to the new accounting period date.
6. To post, exit the maintenance program, select Post Interface File to Y-T-D File and post.

If you find entries in the Interface file that you did not expect, print an Interface File Report. This will show all the entries selected. If the entries should be posted to General Ledger Year-to-Date, then post them. If the entries should not be posted to General Ledger Year-to-Date, then clear them (GL144 – Clear Interface File). When posting or clearing these entries, be very careful to select the correct system, range of accounting period dates and batch numbers. Especially in CLEAR, use the smallest range that will include what you want to clear so that you do not accidentally clear something you do not want to clear.

Some examples of where you might need to clear the interface file include:

- Balance Forward entries made in a system, such as Financial Records or Payroll, that have already been included in the Balance Forward entries in GL.
- Non-cash contributions that were posted to Financial Records and you do not want to record in General Ledger, or you want to make a different entry than the Financial Records system created.
- Some cases when the system went down in the middle of posting will warrant clearing the interface file. Call RDS if this happened and we can help determine where to start the posting process.

On rare occasions we will actually make changes (other than accounting period), additions or deletions in the Interface Entry/Maintenance program. RDS will lead you through these special cases.

How to Inquire on Posted Entries

1. The inquiry screen will display one account at a time.
2. Select from the menu bar, Inquire, and the option Account Inquiry.
3. Exclude Encumbrances.
4. Enter the accounting period beginning and ending dates you would like to inquire upon. This can be one month or all of time (i.e., 0/00/0000 to 12/31/9999).
5. Enter the GL account number.
6. Your transactions and balances will be displayed. Use the PAGEUP and PAGEDOWN keys to scroll through the entries if there are more than one screen of entries.
7. The balance as of the ending date entered is displayed at the bottom of the window.
8. If you want to print this information, click on the print icon (or press F3) and a detail trial balance of the account displayed will print.
9. When finished, press F2 to select another general ledger account to view, or press ESC to get out of the inquiry.

GL201 - General Ledger Account Inquiry									
Encumbrances: Exclude			Beginning Period: 1/01/2001		Ending Period: 12/31/2001				
			G/L Number: 0100-310-000		GENERAL FUND-PLEDGED				
Sys	Bat	Trn	Tran Date	Acct Per	Ref-1	Ref-2 Description	Amount		
J/E	1	8	1/05/2002	1/01/2001	J/E 1	01012001 Reclass 2001 Prepaid Pledges to Income	10,000.00-		
F/R	1	1	12/27/2001	1/06/2001	10601	01062001 Financial Records Auto Interface	3,901.50-		
F/R	1	1	12/27/2001	1/13/2001	11301	01132001 Financial Records Auto Interface	4,451.50-		
F/R	1	1	12/27/2001	1/20/2001	12001	01202001 Financial Records Auto Interface	2,601.50-		
F/R	1	1	12/27/2001	1/27/2001	12701	01272001 Financial Records Auto Interface	1,801.50-		
F/R	1	1	12/27/2001	2/03/2001	20301	02032001 Financial Records Auto Interface	1,751.50-		
F/R	1	1	12/27/2001	2/10/2001	21001	02102001 Financial Records Auto Interface	2,201.50-		
F/R	1	1	12/27/2001	2/17/2001	21701	02172001 Financial Records Auto Interface	2,551.50-		
F/R	1	1	12/27/2001	2/24/2001	22401	02242001 Financial Records Auto Interface	2,901.50-		
F/R	1	1	12/27/2001	3/03/2001	30301	03032001 Financial Records Auto Interface	1,201.50-		
F/R	1	1	12/27/2001	3/10/2001	31001	03102001 Financial Records Auto Interface	1,601.50-		
F/R	1	1	12/27/2001	3/17/2001	31701	03172001 Financial Records Auto Interface	3,351.50-		
Balance as of 12/31/2001:							138,678.00-		

The Budgets & Comparatives Maintenance (GL105) is also a useful summary inquiry screen for various years. Balance sheet accounts show the ending balance for each month. Profit & Loss accounts show the transaction amounts for each period with a year-to-date total at the bottom of the screen.

GL105 - Budgets & Comparatives Maintenance				
Change				
Fiscal Year End:	12/31/2002	Period	Budgeted	This Year
Set: 1		1:	13,333.33-	16,531.00-
		2:	13,333.33-	10,631.00-
		3:	13,333.33-	13,007.50-
Account Number:	0100-310-000	4:	13,333.33-	14,281.00-
GENERAL FUND-PLEDGED		5:	13,333.33-	10,831.00-
		6:	13,333.33-	13,717.50-
Account Type: Profit & Loss		7:	13,333.33-	13,481.00-
Normal Balance: CREDIT		8:	13,333.33-	9,331.00-
		9:	13,333.33-	15,207.50-
Annual Budget:	160,000.00-	10:	13,333.33-	14,481.00-
		11:	13,333.33-	9,806.00-
		12:	13,333.37-	29,982.50-
				171,288.00-
				138,678.00-
OK				

Printing General Ledger Reports - GL305-GL308

After posting to the General Ledger, there are four reports that are designed for viewing entries in detail or summary. These reports may be accessed for specific purposes. They are listed below with a brief explanation of how they may be used.

From within General Ledger move across the menu bar to Print. The following can be printed:

General Ledger Trial Balance – GL307

- Information given is the beginning balance, current activity, and ending balance.
- The report is an excellent record of all entries that have been made for a particular month or for a range of accounting periods.
- The report may be printed for one originating system or all systems.
- It will print only postable accounts.
- It will print in detail or in summary for one account, a range of accounts, or all accounts.
- It can be sub-totaled by segment. This allows you to easily see if any fund is out of balance and know the amount of any needed due to/from entry.
- When printing a range of accounts, each segment of the general ledger account number is considered as a separate range.

To print the following accounts: The range must include:

210-050-100

210-291-000

210-310-000

210-310-200

210-500-000

210-050-000 to

210-500-200

We generally recommend that if you want every account for a fund to use the range:

General Ledger Debit/Credit Report – GL305

- Will show transactions in detail or in summary for any account to which an amount has been posted during any range of periods selected (i.e., includes any activity which somehow got posted to a non-postable account).
- Prints debits in one column and credits in another column. This format is particularly helpful when trying to reconcile the entries in the bank account with the bank.
- Does not print the account balance.
- Can be selected for one originating system or all systems.
- When printing ranges of general ledger account numbers, the whole account number is considered the number (i.e., not individual segments like for the trial balance). In the above example, using the range of 210-0-0 to 210-500-0 would print all the accounts (the trial balance would omit accounts with anything in the third segment by using this range).

G/L Transaction Type Report – GL306

- Can select based on the transaction type used. This is helpful when wanting to see all receipts, regardless of the originating system. Checks can be in transaction types 2 and 5 (payroll). Will show transactions in detail (only) for any account to which an amount has been posted during any range of periods selected (i.e., includes any activity which somehow got posted to a non-postable account).
- Prints debits in one column and credits in another column.
- Does not print the account balance.
- Can be selected for one originating system or all systems.
- When printing ranges of general ledger account numbers, the whole account number is considered the number (i.e., not individual segments like for the trial balance). In the above example, using the range of 210-0-0 to 210-500-0 would print all the accounts (the trial balance would omit accounts with anything in the third segment by using this

The screenshot shows the 'GL306 - General Ledger Transaction Type Report' dialog box. It has a title bar with the same text. Inside, there's a 'Transaction Type' section with radio buttons for: 1 = Cash Receipts (selected), 2 = Cash Disbursements, 3 = Receivables, 4 = Payables, 5 = Payroll, 6 = General Journal, 7 = Expense, 8 = Receipt, and 9 = Adjust Journal. To the right is a 'System' dropdown set to 'ALL'. Below these are 'Encumbrances' options: Exclude (selected), Include, and Only. Further right is an 'Acct Period' section with 'Beginning' (1/01/2009) and 'Ending' (8/31/2009) date pickers. To the right of that is a 'G/L Number' section with a text field containing '- -' and a dropdown arrow. At the bottom are 'Print' and 'File' buttons.

General Ledger Reference Number Report – GL308

This report is particularly useful in helping to find the other side of an accounting entry, or to look at a specific transaction (i.e., the regular payroll entry for 10/15/01, or J/E 1, etc.). The report is great for trying to untangle knots of entries.

- Will order entries by what is posted in either Reference 1 field (reference number) or Reference 2 field (reference date).
- When entering the beginning and ending reference numbers, these fields are alpha/numeric. Some entries are left formatted. If it is left formatted, enter blank spaces before the reference desired so that it is left formatted in the reference field.
- Will show transactions in detail or summary for any account to which an amount has been posted during any range of periods selected (i.e., includes any activity which somehow got posted to a non-postable account).
- Prints debits in one column and credits in another column.
- Does not print the account balance.
- Can be selected for one originating system or all systems.
- When printing ranges of general ledger account numbers, the whole account number is considered the number (i.e., not individual segments like for the trial balance). In the above example, using the range of 210-0-0 to 210-500-0 would print all the accounts (the trial balance would omit accounts with anything in the third segment by using this range).

The screenshot shows the 'GL308 - General Ledger Reference Number Report' dialog box. It has a title bar with the same text. Inside, there's a 'Select Reference' section with radio buttons for: Reference-1 (selected) and Reference-2. To the right is a 'System' dropdown. Below these are 'Encumbrances' options: Exclude (selected), Include, and Only. Further right is an 'Acct Period' section with 'Beginning' (1/01/2009) and 'Ending' (8/31/2009) date pickers. To the right of that are two empty text fields for 'G/L Number' and 'Reference'. Below these is a 'Report Type' section with radio buttons for: Detail (selected) and Summary. At the bottom right is a checkbox labeled 'Blank line after every detail total'. At the bottom are 'Print' and 'File' buttons.

Printing Financial Statements

Prints the monthly reports that are usually distributed to the various committees such as finance committee and department heads. Reports may be used to report in summary or detail for one fund or for all funds and in a variety of formats. Customized instructions are given on how to run reports when your chart of accounts is completed and sent to you. This should be kept and followed when printing your financial statements. These instructions are found in a pamphlet given to you by RDS that is entitled, "How to Print Your Monthly Financial Statements." **They are also usually set up as "saved reports" so that you can press the F2 or "Select Report" button and have the system complete the selections for you.** Change the accounting period dates and you are ready to print. You should follow these instructions in order to get the reports that have been formatted for your church or organization.

The Financial Statements may be printed for a consolidated range of funds or separate reports may be printed for each fund within a given range of funds.

The statement may cover any accounting period, or if desired, a range of accounting periods. The amounts for the range of accounting periods specified will print in the "Current Period" column. The balance in the account as of the ending accounting period chosen will print in the "Year to Date" column.

Choose statement 1, 2, 3, or 4 depending on how the desired report was coded in the chart of accounts maintenance. Each set of reports is customized to the user's needs.

Statements for both financial statements and Supporting Statement can be printed at the same time or separately. Supporting Statement can be printed singularly or as a range.

GL350 - General Ledger Financial Statements

☒ Revenue + Expense
☐ Statement of Changes
☐ Variance
☐ Balance Sheet
☐ Rev + Exp w/ Period Detail
☐ Variance Comprehensive Analysis
☐ Rev + Exp Budgets Only

Encumbrances:
☒ Exclude
☐ Include
☐ Only

Print Funds:
☒ Consolidated
☐ Fund

Print:

Fiscal Year End: 12/31/2014 ...
Set: 1

Fund: Beg: 0000 ... End: 9999 ...
Acct Period: 1/01/2014 ... 12/31/2014

Print:
☐ Financial Statement
☐ Supporting Statement
☒ Both

Statement: []

Auxiliary Schedules
Beginning: [1]
Ending: [99]

Comparatives?
☐ None
☐ Annual Budget
☐ Monthly Budget
☐ Prior Year
☒ Annual Budget + Prior Year
☐ Monthly Budget + Prior Year
☐ Ann+Mo Budget + Prior Year

Print:
☒ Date + Time
☐ G/L Number

Include:
☐ G/L Accounts with activity but a zero balance

Within the Financial Statement Option are five types of reports that can be printed. Examples of these reports are found in the Sample Report packet.

Revenue and Expense Report will only print accounts marked as "Profit & Loss" in Chart of Accounts Maintenance – GL100.

Statement of Changes will print accounts marked as either "Profit & Loss" or "Balance Sheet" in Chart of Accounts Maintenance. It uses a Revenue and Expense format (current activity and year-to-date activity). For balance sheet accounts, the current activity column shows the net activity in the account during the periods selected and the year-to-date column shows the balance in the account at the ending accounting period date selected. This can be helpful in ascertaining cash flow information.

Variance Report prints only general ledger numbers that are coded "P" in the chart of accounts maintenance screen. It reports over and <under> variances of either budget or prior year and the percent of variance for both the current period and year to date amounts.

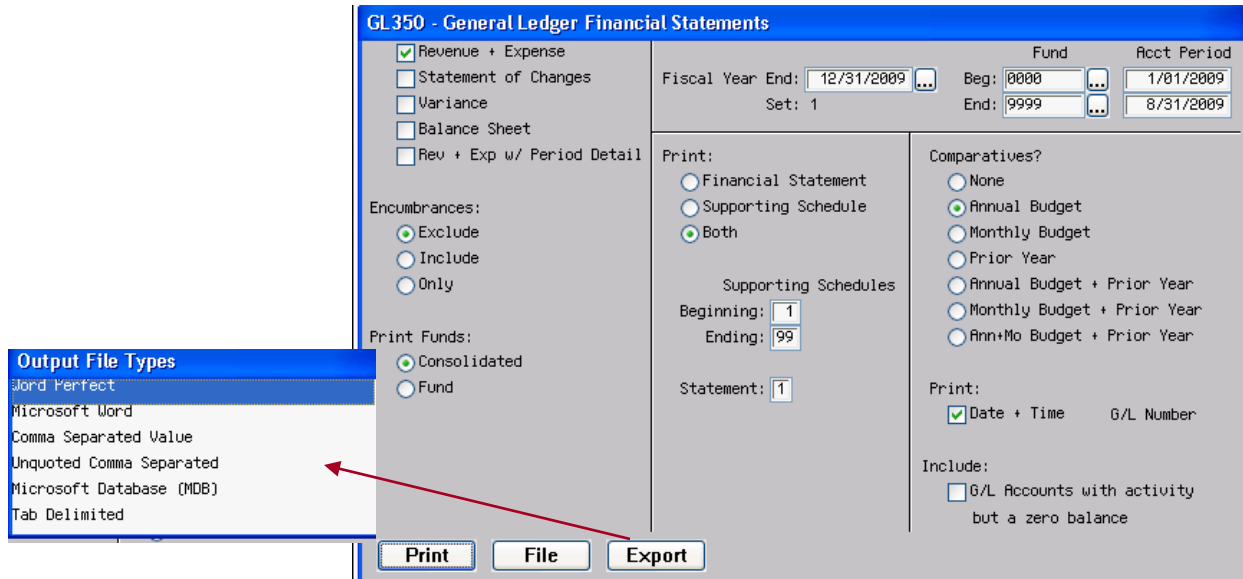
Balance Sheet prints only general ledger account numbers that are coded "B" in the Chart of Accounts Maintenance (unless in General Ledger Control & Fiscal Year Maintenance, GL199, you have selected to include "P" accounts on the balance sheet). It is available with comparatives, such as Prior Year.

Revenue and Expense with Period Detail prints each accounting period included in the accounting period selected in a separate column. All twelve months and the total may be printed. This report **MUST** be printed in landscape orientation and have a set up for a 217 character width.



Exporting the Financial Statements

When exporting, select Comma Separated Value as the output file type. The system will prompt for where to save the file. It is usually easiest to save the file to your DESKTOP. You can accept the name the system gives or enter your own name. Including the month and year as a part of the name is helpful (for instance, 11-06 Bal Sheet.csv).



Open the exported file in a spreadsheet application (like Excel).

The output file will include all the information selected plus the general ledger account numbers.

You can move columns around to print in any order desired. You can select the font to be used. The headers are at the top of the file and can be merged across cells after formatting the rest of the file.

Columns will have to be formatted as numbers. Spreadsheet will allow you to choose whether or not to include commas, decimals, and whether to print negative amounts with a leading negative sign or in parentheses.

Export RDS Report to Microsoft Word

Use the FILE option instead of the EXPORT option.

Follow the instructions in the RDS **Help** under "Export RDS Report to Microsoft Word."

Financial Activity Statement

This financial statement is designed for designated funds. It allows us to set up "one-line" funds and still be able to report beginning balance, receipts and disbursements for the month and year-to-date and the ending balance.

It determines whether an entry is a receipt or a disbursement based on the transaction code used for the entry. Transaction codes 1, 3 and 8 will be printed in the receipts column. All other transaction codes will print in the disbursement column.

Any formatted report may be printed by this program. This report prints balance sheet and profit and loss accounts on the same report. For Revenue and Expenditure statement formats, this report will show how much revenue was credited to expense accounts and how much expenses were debited to revenue accounts, making this a good diagnostic report.

GL360 - General Ledger Financial Activity Statements			
Print Funds:		Fund	Accounting Period
<input checked="" type="radio"/> Consolidated		Beginning: <input type="text"/>	<input type="text" value="1/01/2009"/>
<input type="radio"/> By Fund		Ending: <input type="text"/>	<input type="text" value="8/31/2009"/>
Encumbrances:		Print:	
<input checked="" type="radio"/> Exclude		<input checked="" type="radio"/> Financial Statement	
<input type="radio"/> Include		<input type="radio"/> Supporting Schedule	
<input type="radio"/> Only		<input type="radio"/> Both	
		Supporting Schedules	
		Beginning:	N/A
		Ending:	N/A
		Statement: <input type="text"/>	
Comparatives?		Report Width	
<input checked="" type="radio"/> Monthly Activity		98	
<input type="radio"/> Year to Date Activity		98	
<input type="radio"/> Year to Date + Monthly Activity		132	
Include G/L Accounts with activity but a zero balance			
<input type="button" value="Print"/>		<input type="button" value="File"/>	

Year End Procedures

After the end of the calendar or fiscal year when all regular and adjusting entries have been made, all payments and receipts for have been made, and all reports printed, General Ledger should be purged for the year. This generally happens about 30 to 45 days after the end of the fiscal year. **You do not have to purge before making entries for the next year.**

The purge does several things:

1. Closes all revenue and expense accounts to the fund balance account as set up in Fund/Department maintenance (GL130).
2. Deletes all detail from balance sheet.
3. Updates the comparative file (GL105) by verifying and correcting the information for the year being purged in the "Prior Year" fields on the next year's budget and comparative record and the "This Year" fields on that year's record.
4. Updates the fund/department records in Fund/Department Maintenance (GL130) for the fund's last purge date.
5. Updates the current fiscal year end in General Ledger Control and Fiscal Year Maintenance (GL199).

Steps to Prepare to Purge General Ledger

1. Make sure that all adjustments and corrections have been made, including due to/due from adjustments. All funds should be in balance, all bank account and loan balances should be correct. NOTE: If an auditor discovers an adjustment for the year after the purge has been done, these entries can be made as of the fiscal year's ending accounting period date. For any entries to revenue and expense accounts (coded "P" in GL100), make that entry to that fund's fund balance account.
2. Print all year end financial statements (Balance Sheet, Revenue and Expenditure, Designated Funds Statement, etc.).
3. Print a Trial Balance from the beginning of the Fiscal Year to the end of the Fiscal Year in DETAIL for ALL account numbers. This will be a lengthy report, but will be the only way to view the year's detail after the general ledger is purged. NOTE: You may ALSO print the report to a file so that you can view the information on-line. This can be very helpful later because you can do partial prints, searches, etc. in either Word or Excel. Here is an example for a calendar year organization:

GL 307 - General Ledger Trial Balance Report

☒ Without Budgets/Comparatives
☐ With Budgets/Comparatives

System: **ALL**

Fiscal Year End: Set:

Acct Period: Beginning: Ending: 12/31/2009 G/L Number: 9999-999-999-9999

Print Order for G/L Segments:

1st Segment	2nd Segment	3rd Segment	4th Segment
<input checked="" type="radio"/> Major	<input type="radio"/> Major		
<input type="radio"/> Department	<input checked="" type="radio"/> Department		
<input type="radio"/> Sub-account	<input type="radio"/> Sub-account		
<input type="radio"/> Cost	<input type="radio"/> Cost		

Encumbrances:

☒ Exclude
☐ Include
☐ Only

Report Type:

☒ Summary Only
☐ Detail Only
☐ Both Detail + Summary

☒ Total M Total D Total

Print File Export

4. Make sure that General Ledger Control and Fiscal Year Maintenance (GL199), is correct for the fiscal year to be purged. For purging FYE 12/31/01 for Set 1, the "Fiscal Year and Accounting Period Maintenance" and "Fiscal Year Controls" parts of the screen should be:

5. If you are using more than one Set of fiscal years (i.e., you have a school with a different fiscal year from the church), be to check the Set that is going to be purged.
6. Make a data backup before beginning. You should make a data backup every day, but in case you aren't doing that, be SURE to make a backup before purging. If you don't have a tape backup, you may backup to a CD (if you have a CD writer) or you may use the backup found in system control to backup to floppies. SAVE the backup.
7. **Archive** your data. Create a new file folder named YEAR_ADVDATA, where YEAR is the fiscal year you are ready to purge. Copy all of the folders in the ADVDATA folder into the YEAR_ADVDATA folder. This will enable you to make inquiries or print from the data as it was before the purge.

Detailed instructions for the purge are found in Help under Purge G/L Year-to-Date, GL110. Briefly, the steps are:

1. Select Maintenance on the General Ledger menu bar. Select the option, Purge year-to-date File.
2. As you begin the process you will need to read and answer each question. The point of no return is when the system asks, "Nothing has been modified yet, do you want to continue?" If you answer, "Yes," the purging process begins and it is too late to stop the process.