

GENERAL LEDGER PROMPT SHEET

From Main TRACS™ Menu, Select "General Ledger/Fin. Reporting"

```
File Set:  @@@                               Login:  @@@
                                     >> TRACS <<
                                     >> General Ledger/Financial Reporting <<
Date:                                     Time:
                                     >> TRACS <<

      1. Establish File Set
      2. Master File Service
      3. Processing Cycle
      4. Reports
      5. Miscellaneous Features
      6. Change Directory Fileset
      7. Change Printer ( )

      Enter Selection# or Return:
```

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A. TO CREATE/REVIEW AN ACCOUNT

1. Select #2, **Master File Service**.
2. Select #1, **Chart of Accounts Master File Service**
3. Select #4, **Specific Accounts**
4. To review an account, enter the G/L account number into the system, using the Branch, G/L Major account number, and G/L Minor account number, as necessary.
5. Prior to creating the new account, refer to the Full Chart of Accounts and review an existing account, similar to the account you intend to create.
6. Enter the new account number and set up the account as required.
7. Reprint the full Chart of Accounts and the posting accounts, or manually adjust your current printouts.

B. PROCESSING CYCLE

PRIOR TO POSTING, PLEASE READ SECTION 3 OF THE GENERAL LEDGER MANUAL

1. Select #3, **Processing Cycle**
2. Select #1, **General Ledger Transaction Entry**
3. The majority of the information to be posted will be generated by the *General Ledger Interface* module and the summarized Departmental Register and Tax Summary from the *Payroll* module. Manual posting will usually be for adjusting entries.
4. The following prompt appears:

"JOURNAL NUMBER"

Enter the correct Journal # or, for General Journal entries, use Journal **9**. (If you are entering *prior period transactions*, use Journal **99**. See General Notes, Section G, in these instructions.)

5. The following prompt appears:

"JOURNAL DATE"

For "Journal Date", enter the month and year to which these transactions are to be posted. (It is recommended that you post **ONE MONTH** at a time and complete the update procedure before entering the figures for the next month.) Journal Date does not appear with Journal #99.

6. For "ENTER BEGINNING BALANCE", press [Enter].
7. Respond to the questions using the information on the source documents.

NOTE: a. The following fields will repeat the data from the previous transaction when you depress [Enter]

REF
DATE
DESCRIPTION

- b. To **delete** a transaction, enter a description of "FFF".

Transactions can only be added through Transaction Entry. Incorrect transactions must be corrected via the correction mode. (Refer to Section C in these instructions.)

8. More than one journal may be entered during a processing cycle.
9. If all the journals are in balance, an audit trail may be printed. **(DO NOT SORT THE TRANSACTIONS IF YOU REQUIRE THEM TO BE PRINTED IN THE ORDER IN WHICH THEY WERE ENTERED.)**

- **DO NOT POST DETAILS TO THE ACCOUNTS THROUGH THIS OPTION.**
 - The files must be **BACKED UP** prior to posting. (Refer to Section E in these instructions.)
 - After a successful backup, post details to the G/L accounts through the **GENERAL LEDGER AUDIT/POST FUNCTION** (Refer to Section D in these instructions.)
10. If the journal is not in balance, the audit trail may be printed, UNSORTED, to find the errors. Make corrections using the General Ledger Data Correction menu. (Refer to Section C in these instructions.)

C. G/L DATA CORRECTION

1. If errors have occurred, corrections can be made using Selection #2, **G/L Data Correction**.

The following prompt appears:

* Enter Print Device Option ((C)rt or (P)rt.) /@

- a. To *correct* the data, enter **(C)** (Go to step #2).
- b. To *print* out the transactions, enter **(P)**.

The print option is **NOT** recommended, as it is better to scroll the entries on the CRT or to use the UNSORTED audit trail.

2. Select #1, **Unposted Transactions** from the following list:

```
ENTER TRANSACTION FILE OPTION:  1  UNPOSTED TRANSACTIONS
                                2  POSTED TRANSACTION FILE
                                3  SUBACCOUNT TRANSACTION FILE
                                9  TO END PROGRAM
```

- a. The "Current Item Count" will be displayed.
- b. Answer "**N**" to the question, "**DO YOU WANT TO CHANGE ITEM COUNT? (Y/N)**". Changing the item count will **delete transactions**. By answering "Y", you will be prompted to enter the new count. Once you have entered a lower count number, those transactions following will be considered deleted.

Example: Original count = 154
 New Count = 145
 Transactions 146 through 154 are deleted

- c. The next prompt allows you to scroll through the transactions. If you do not know the item number of the transaction you need to correct, scroll from the beginning. You may not make changes through this scrolling option. Once you find the transaction(s) you need to correct, make a note of the "Item Number" and end scrolling by entering "**99**". You will be taken back to the "Enter Transaction Option" to enable you to select the exact transaction number you need to review/change.
- d. You will next be prompted to: **ENTER ITEM NUMBER/**

Enter the item number of the first transaction you need to review/change. The following will display:

```
ITEM NUMBER = ###
ACCOUNT SUB   JN      REF   JDATE  DATE    EMP    AMOUNT
#####      0  #####  ###   #####  #      #####.##
@@@@@@@@@@@@@@@@@@@@ (This is the description of the G/L account.)

ENTER OPTION:  0 TO REVIEW NEXT ITEM
                1 TO TERMINATE REVIEW
                2 TO CHANGE DATA IN THIS ITEM
```

3. When all changes are completed:
 - The files must be **BACKED UP** (Refer to Section E in these instructions.)
 - After a successful backup, post details to the G/L accounts through the **GENERAL LEDGER AUDIT/POST FUNCTION**. (Refer to Section D in these instructions.)

D. G/L AUDIT POST

1. Select the **General Ledger/Fin. Reporting** option from the main TRACS menu. Select #3, **Processing Cycle**, then #3, **G/L Transaction Audit/Post**.

The Transaction Audit/Post will request the following:

Do you wish to sort transaction file (Y/N)?
Enter Print Device Option (C)rt or (P)rt /@@@
Enter Option. 1 (11 x 14-7/8") 2 (22 x 8-1/2")
Enter Report Date/@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
<i>The following prompt appears:</i> MM/YY IS THE OLD CURRENT DATE, ENTER NEW CURRENT DATE /####
DO YOU WISH TO PRINT ONLY THOSE JOURNALS WITHIN THIS POSTING PERIOD? (Y/N)/*
DO YOU WANT TO POST DETAIL TO ACCOUNT NOW (Y/N) ?

Respond as follows:

2. Sort the transactions into journal number order, **only if you are sure you are in balance**.
3. Enter (P)rt for print device:

C	=	Print to screen
P	=	Print to printer
4. Enter the desired paper option:

1	=	11 x 14-7/8" paper
2	=	11 x 8-1/2" paper
5. Enter the date plus any title you wish.
6. The following prompt requires special attention.

MM/YY is the OLD CURRENT DATE. Enter the NEW CURRENT DATE/####

OLD CURRENT DATE:

- Refers to the current General Ledger posting period

NEW CURRENT DATE:

- If you are entering transactions for the month shown, re-enter the "OLD CURRENT DATE"
- If you are entering transactions for the **next** month, read the warning below, before typing in the date of the next month.

NOTE: Once you enter a new month, you can only enter transactions for an earlier month using a Journal 99. (Refer to Section G-1 in these instructions for more information on Journal 99 entries.)

WARNING: **NEVER type in a NEW CURRENT DATE** for an earlier point in time, even if you are posting Prior Period Transactions (Journal 99).

Be assured that any Journals entered to future dates will not post until the Journal Date of these entries equals the OLD CURRENT DATE (current posting period).

Example: If the Journal date is February, any transactions with a Journal Date of March will NOT be included in the posting batch. The March transactions will remain *unposted* in the General Ledger file until the March posting period.

7. It is recommended to print only those journals **within the posting period**. Print all journals only if you are looking for errors in both current and future posting periods.

8. Post details to accounts.

If an "out of balance" condition occurs, the system will not allow the posting to the General Ledger and will terminate the Audit/Post procedure.

9. When you answer "Y" to "**DO YOU WANT TO POST DETAIL TO ACCOUNT NOW (Y/N)?**", the following options appear:

ENTER POSTING OPTION:	Ø STANDARD
	1 CLEAR ALL ACCOUNT TOTALS
	2 FIRST OF YEAR
	4 SAVE DETAILS

Posting option is normally Ø, Standard

NOTE: If you are in the first month of the new fiscal year, select the following option:

2 FIRST OF YEAR

Option #2 clears the income & expense accounts and puts the Current Earnings amount into Retained Earnings. (Refer to General Notes in Section G in these instructions.)

E. G/L MINI BACKUP

1. From the main General Ledger menu, Select #5, **Miscellaneous Features**
2. Select #4, **G/L Mini Backup**

MM/DD/YY								@@@
G/L Mini - Backup/Restore								
Last Backup Done:		12/31/YY	12:08:07					
Last Restore Done:		11/30/YY	09:30:00					
Do you wish to proceed?								
F1 Accept	F2 Cancel	F3	F4	F5	F6	F7	F8 Options	

Review the dates. Press F1 to Accept.

<p>You are about to run a critical procedure. Prior to running this program all operators using the General Ledger data files must be off the system, and remain off the system until the mini-backup has completed successfully.</p> <p>***** * GENERAL LEDGER MINI - BACKUP * *****</p> <p>G/L Backup Directory = /data/trak/<your company fileset>/glbu</p> <p>1. G/L Backup 2. G/L Restore 3. Remove G/L Backup Files 4. Change G/L Backup Directory</p> <p>Enter Selection or <CR> to Exit:</p>
--

3. Select #1, G/L Backup. The screen will display:

/data/trak/<your company fileset> ==> /data/trak/<your company fileset>/glbu

ARE YOU SURE (Y/N)?

Y = Continues with the backup
N = Redisplays the Mini-Backup menu.

4. After entering **Y**, the copy will commence. When completed, press [Enter] to return to the main General Ledger menu.
5. The files may now be updated to the accounts, using the **GENERAL LEDGER AUDIT/POST FUNCTION**. (Refer to Section D in these instructions.)

F. RESTORE INSTRUCTIONS

- From the main General Ledger menu, Select #5, **Miscellaneous Features**
- Select #4, **G/L Mini Backup**

MM/DD/YY								@@@
G/L Mini - Backup/Restore								
Last Backup Done:		12/31/YY	12:08:07					
Last Restore Done:		11/30/YY	09:30:00					
Do you wish to proceed?								
F1 Accept	F2 Cancel	F3	F4		F5	F6	F7	F8 Options

Review the dates. Press F1 to Accept.

<p>You are about to run a critical procedure. Prior to running this program all operators using the General Ledger data files must be off the system, and remain off the system until the mini-backup has completed successfully.</p> <p>***** * GENERAL LEDGER MINI - BACKUP * *****</p> <p>G/L Backup Directory = /data/trak/<your company fileset>/glbu</p> <p>1. G/L Backup 2. G/L Restore 3. Remove G/L Backup Files 4. Change G/L Backup Directory</p> <p>Enter Selection or <CR> to Exit:</p>
--

- Select #2, G/L Restore. The screen will display:

/data/trak/<your company fileset>/glbu ==> /data/trak/<your company fileset>

ARE YOU SURE (Y/N)?

Y = Continues with the restore
N = Redisplays the Mini-Backup menu.

- After entering **Y**, the copy will commence. When completed, press [Enter] to return to the main General Ledger menu.
- The General Ledger files are now restored, all work done in the G/L since the backup was last done has been removed.

G. REVERSING ENTRIES

1. Select #3, **Processing Cycle**.
2. Select #1, **General Ledger Transaction Entry**.

```

GL531 (v9.3)    TRANSACTION ENTRY
COMPANY NAME
GENERAL LEDGER FILE CONTAINS UNPOSTED TRANSACTIONS
LAST GENERAL LEDGER DETAIL IS:
BRN MAJ MIN      REF      SUB      DATE      EMP      AMOUNT
REVERSE
  2010000          105          0      03/05/97      0      100.00-
DO YOU WANT TO KEEP OR DELETE THESE TRANSACTIONS? (K/D) /*
JOURNAL NUMBER   ##      BALANCE =          0.00

CREATING TRANSACTIONS REQUIRING REVERSING ENTRIES? (Y/N) /*
  
```

If there are unposted transactions on file, the system will ask:

```

Do you want to keep or delete these transactions? (K/D) /*
Enter K and depress [Enter]
  
```

If no unposted transactions are on file, the system will ask:

```

Creating transactions requiring reversing entries? (Y/N)
Enter Y and depress [Enter] if you wish to create reversing entries.
  
```

If you answer "Y", you are able to enter **both** regular and reversing transactions in the same batch. If you answer "N", you are unable to enter reversing transactions. It is suggested that you enter all reversing transactions separately from regular transactions.

3. Enter the Journal Number and Journal Date as any normal transaction. Assign a unique journal number to aid in identifying it as a manually entered transaction as well as a different type of transaction. **Do not** use the following Journal Numbers, as they are reserved for specific journals.

```

1 - 10
50 - 59
96
99
  
```

The following data entered for reversing entries is similar to the data for regular transactions.

```

BRANCH : /###
MAJOR  : /####
REF    : /#####
DATE   : /MDDYY
AMOUNT : /0.00000
CREATE REVERSING ENTRY? (Y/N) /*

DESC   : /@@@@@@@@@@@@@@@@@@@@
  
```

4. Reversing entries on the Journal Entries report, printed either through Transaction Entry or the Audit/Post process, looks identical to any normal entries. The Journal Number and Journal Date will be as you entered them.
5. When the reversing entries are updated to the General Ledger in the G/L Transaction Audit/Post, the reversing entries are created with a Journal number of **96**, with a Journal date of the **next** month and a reference date of the **next** month. The amount is retained but with the opposite sign. Example:

MANUALLY CREATED REVERSING ENTRY:

6/YY 6/01/YY A/C # 1610 100.00

AUTOMATICALLY CREATED REVERSING ENTRY AFTER G/L TRANSACTION AUDIT/POST:

7/YY 7/01/YY A/C #1610 100.00-

H. RECURRING ENTRIES

1. Select #3, *Processing Cycle*.
2. Select #4, *Recurring Entry Master File*.

GL525(v9.1) G/L RECURRING ENTRIES MASTER FILE MAINTENANCE

ENTER RECURRING ENTRY NUMBER / (P)RINT R/E LIST / CR TO EXIT /###

Enter a three digit number to create a new recurring entry record or the recurring entry number of an existing record.

MM/DD/YY	HH:MM:SS	G/L RECURRING ENTRY MAINTENANCE	FILESET @@@
RECURRING ENTRY NO. /###		CATEGORY NO. . . . /@	
DESCRIPTION. [30 CHARACTERS]		START/CURR. DATE/MM/DD/YY	
JOURNAL NO. / ##		ENDING DATE. . . /MM/DD/YY	
FREQUENCY. / @		LAST POSTED. . . /MM/DD/YY	
DEBIT ACCT#	DEBIT AMOUNT (+)	CREDIT ACCT#	CREDIT AMOUNT (-)
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
0	0.00	0	0.00
	-----		-----
	0.00		0.00

<- ->, F1/F2=L/R Word, F3=AddToEnd, F4=ClearToEnd, ^X=Undo Up, Dn, Home, Esc

- | | |
|--|--|
| <- ->
F1/F2=L/R Word

F3=AddToEnd
F4=ClearToEnd

^X=Undo
Up,Dn,Home,Esc | Press arrow keys to move side to side
Press function keys to move left or write one word at a time.
Press function key to move to the end of the data field.
Press function key to erase data from the current cursor position to end of the data field.
Press "Shift 6 X" to erase data just entered.
Press "Page Up" or "Page Down" to move up and down the screen; "Home" to return to the first data field; "ESC" to exit the screen. |
|--|--|

When you enter the recurring entry number of an existing record:

(C)HANGE / (D)ELETE / CR FOR NEXT / @ are the options available at the bottom of the screen.

Recurring Entry Maintenance	
Field Name	Description
RECURRING ENTRY NO.	3 digits This is the key to the record.
DESCRIPTION	30 alphanumeric characters Uniquely defines the entry or group of entries.
JOURNAL NO.	2 digits Assign a unique journal number to aid in identifying it. Do not use the following group of numbers: 1 – 10 Used by the TRACS G/L Audit Post 50 – 59 Used by the Retread software 96 Automatic Reversing entries 99 Prior Period adjustments
FREQUENCY	1 alpha character D Daily W Weekly M Monthly Q Quarterly S Semi-annual A Annual
CATEGORY NO.	1 alpha/numeric character Uniquely defines the entry or group of entries.
START/CURR.DATE	mm/dd/yy This is the beginning date of the recurring entry transactions.
ENDING DATE	mm/dd/yy This is the last date of the recurring entry transactions.
LAST POSTED	mm/dd/yy Automatically updated by system.
DEBIT ACCT # and CREDIT ACCT #	<div style="text-align: center;"> _ _ _ _ _ _ _ _ _ _ _ ▼ ▼ ▼ Branch # Major Acct # Minor Acct # </div> <p>Example: Branch # 1, Major Acct # 6450, Minor Acct # none 1 006450 000</p> <p>The description of the account from the Chart of Accounts is displayed at the bottom for the last account number entered.</p>

Recurring Entry Maintenance	
Field Name	Description
DEBIT AMOUNT (+) and CREDIT AMOUNT (-)	Credit amounts do not need to have the minus sign entered. Each recurring entry record will hold up to 10 debits and 10 credits. You may enter as many recurring entry records for a single category as required. The total of debits and credits on each recurring entry record (screen) do not need to total as long as they equal when you are finished.

3. **UPDATING RECURRING ENTRIES TO GENERAL LEDGER**

- a. Prior to updating entries, backup the data using the Mini Backup (see section E, *Backup Instructions*).
- b. Select #3, ***G/L Processing Cycle***.
- c. Select #5, ***Update Recurring Entries to Unposted***.

```

GL528(v13.1)    GENERATE G/L RECURRING ENTRIES

ENTER RECURRING CYCLE FREQ. OR RETURN FOR ALL /@
ENTER CATEGORY TYPES OR RETURN FOR ALL...../@
ENTER POSTING JOURNAL DATE (MMYY)...../MMYY
ENTER STARTING REFERENCE NUMBER...../###
ENTER CURRENT PROCESSING DATE (MDDYY)...../MDDYY
DO YOU WISH TO UPDATE FILES? (Y/N)...../*
ARE OPTIONS CORRECT ? (Y/N)...../*

```

You can review your entries prior to updating by answering no to “DO YOU WISH TO UPDATE FILES?”. The report will be marked as a “TRIAL” and the General Ledger is not updated and it will indicate whether or not the entries are in balance.

After updating the files, the report will be marked as “POSTED”

I. GENERAL NOTES

1. PRIOR PERIOD TRANSACTIONS: (G/L Processing Cycle)

Entry: (G/L TRANSACTION ENTRY function)

When entering prior period transactions, the system asks for the JOURNAL NUMBER. Use **Journal 99** to enter prior period transactions. The system will NOT ask you to enter a JOURNAL DATE because the system uses the current G/L period as the Journal Date for all Journal 99 entries.

With the entry of each individual prior period transaction, the system asks the following (depending on your set-up in the G/L Standard Header Record):

Branch	(separate Profit/Lost Stmt. for each store or dept.)
Major	(main G/L Account No.)
Minor	(secondary G/L Account No.)
Ref	(source document reference no.)
Date	(actual transaction date of the prior period transaction)

Updating: (G/L TRANSACTION AUDIT/POST function)

When updating (posting) the prior period transactions to the G/L, the following prompt appears:

MM/YY IS THE OLD CURRENT DATE, ENTER NEW CURRENT DATE/####

- When using Journal 99, your "New Current Date" should **remain the same as your "Old Current Date"**.
- Journal 99 entries appear in the General Ledger report within the JOURNAL DATE where they were entered. However, these prior period adjustments will be reflected in Financial Statements according to their **Transaction Date**.

IMPORTANT: **NEVER** make Prior Period Adjustments to a closed fiscal year. (The system does allow the above type of entry.)

2. END OF YEAR ADJUSTMENTS

If postings are to be entered for a new year, but there are still adjustments to be made to the year waiting to be closed, the following procedure is recommended:

- a. Copy the files by following the backup instructions (refer to Section E in these instructions) using the year as the fileset ID.

Example: /data/trak/<your company FILESET>/glYY
Note: (YY=2-digit year)

- b. Continue posting (#3, G/L Transaction Audit/Post) for the next year in the regular FILESET. When posting the details to accounts for the first time in the new year, select posting option #2 from the following system prompts:

ENTER POSTING OPTION:	0 STANDARD
	1 CLEAR ALL ACCOUNT TOTALS
	2 FIRST OF YEAR
	4 SAVE DETAILS

Option #2 clears all the balances in the P&L (profit & loss) accounts and transfers the balance in *Current Earnings* to *Retained Earnings*.

- c. Any year-end adjustments made to the previous year's backup files (See preceding step a.), must also be made on the current year's files.
- Post any prior period adjustments (for the current fiscal year) using a Journal 99.
 - Remember, make prior period adjustments to the current fiscal year, only. (In other words, go back only as far as the first month of the current fiscal year.)
 - Post all adjustments which affect the balance sheet accounts.
 - Post the net result of any Profit & Loss accounts to Retained Earnings.

G/L MANUAL ADJUSTMENTS

G/L Period _____

BR #	ACCT #	REF #	DEBIT (+)	CREDIT (-)	DESCRIPTION	✓