
User Reference

General Ledger v10x (ADF)

By CMiC

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General Ledger – ADF

Overview – General Ledger

The CMiC Enterprise General Ledger is one of the key financial modules within the system. The GL module not only maintains companies, departments and accounts, it is fully integrated with the Job Costing, Accounts Payable, Accounts Receivable and System Data modules to improve efficiency, and to ensure timely and accurate reporting in all modules.

Functionality

The General Ledger is the Master set of accounts which summarize all transactions occurring within your Company. Features of this module are:

- Setup unlimited amount of Companies
- Create and Maintain Departments, Accounts and Budgets
- Process Opening Balances as well as Period and Year End Procedures
- Create and Allocate Cost Pools
- Create Chart Codes, Business Units, Company Groups and Journal Names
- Organize Account Structure
- Define GL Period Dates
- Allocate Transaction Codes and Values
- Enter GL Transactions, Accruals, Recurring Entries, Allocate Interest and Bank Transfers
- Use Logs for displaying Account Balances, Period Activity and Transaction Detail information
- Query for Account Activity, Transaction and Activity information
- Create Financial Documents
- Run various reports for Account and Department activity
- Reconcile Bank Account transactions
- Recalculate balances
- Reinstate posting reports

Integration

The General Ledger module is integrated with the following modules:

- Job Costing – Transaction Entry

- Accounts Payable, Accounts Receivable – Reconcile Checks, Vouchers and Invoices
- Journal Maintenance – Transaction Entry
- System Data – Assign Company Security, Maintain User Extensions, Weight Measures and Banking Information

Setup Considerations

Prior to initially setting up the GL module, consult with your CMiC Consultant to discuss and plan what is required for your implementation

Below is a short checklist of items that need to be considered before starting to utilize/setup the General Ledger system:

- Will your organization be using Business Units?
 - Will your organization be using Consolidation Codes?
 - How many tiers of security clearance is required for your organization?
 - How many different Weight Measures and Currency Codes will be required?
 - Will your organization be using Transaction Allocation Codes?
 - Will a Foreign Exchange (FX) Account be required?
 - Do you require Import templates for Sub-ledgers and Opening Balances?
-

New Company Setup – Preliminary Steps

This section provides a list of the preliminary steps required before creating a new Company, which would be created via the Company Setup screen (program: *COMPSETUP*). These steps must be followed in the order given, as certain processes require information from previous steps:

NOTE: For further details on each step, please see the [New Company Setup – Overview](#) section in the Appendix of this user guide.

1. [Define Business Units](#)
2. [Define Chart Codes](#)
3. [Define Period Dates](#)
4. [Define Company Consolidation Codes \(Optional\)](#)
5. [Enter Account Structure for GL Accounts](#)
6. [Enter Chart of Accounts](#)
7. [Create New Company](#)
8. [Assign Company Consolidation Codes to User Security \(Optional\)](#)
9. [Add Company Code to User Security Profiles](#)
10. [Set User Defaults for GL Module](#)
11. [Set Up Required Weight Measures & Conversions](#)
12. [Define Departments](#)
13. [Enter Journal Code & Names](#)
14. [Enter Currency Codes & Conversions](#)
15. [Add Correct Accounts & Currency to Company Setup](#)
16. [Enter Accounts by Department \(Optional\)](#)
17. [Set Up Transaction Allocation Codes \(Optional\)](#)
18. [Enter Region Codes](#)
19. [Enter Text Types and Text Codes \(Optional\)](#)

Opening Balances (New Company Setup Only)

Once the new company has been set up, the General Ledger requires some additional preparation before any transactions can be processed. The following steps pertain to establishing the opening balances for the company:

Step 1: Determine Opening Balance Information

Normally, the start of use of the General Ledger application does not correspond to the start of existence of each company. Thus, opening balances at the time the GL is set up must be entered so that on-going balances (for subsequent periods after you first set up the GL) have the correct closing balances in each GL account.

For example, suppose you are setting up a company in the General Ledger that is currently in its fourth period of a twelve-period fiscal year. You may have incurred expenses and received revenue during periods one, two, and three. Undoubtedly, the Accounts Payable and Accounts Receivable balances are different now than they were at the beginning of the year.

If you begin processing debits and credits right now, without entering opening balances, all the accounts will have \$0.00 recorded for periods one, two, and three. At the end of the fourth period, when you try to print a trial balance, only debits and credits entered for period four will be shown. This will be incorrect, because debits and credits WERE processed for periods one, two, and three (presumably from the previous accounting system you used).

The balance of the debits and credits for each account at the end of period three represents the opening balance for period four. These opening balance amounts must be entered before you begin processing period four debits and credits.

The last date of use of your old accounting system will become the opening balance date for the new system. That is, the balance of the debits and credits in each GL account as of the last date of use of your old system becomes the opening balance for each account in the new system.

Ideally, when setting up a new CMiC system, the best time to enter opening balances is at the start of a new fiscal year. At the beginning of the year, you don't have to enter balances for revenue and expense accounts, since the balances in those accounts must be zero dollars anyway.

Step 2: Determine Source of Opening Balances to be Entered

If your opening balances will be electronically transferred from your previous accounting system, skip to Step 4 to confirm the electronic transfer.

Step 3: Enter Opening Balances

Case 1: Beginning of New Fiscal Year

If entering opening account balances for a new company for the beginning of a new fiscal year, enter the closing balances for each account for the LAST day of the last period in the previous year using the Enter Transactions screen (program: *TRANENT*). One disposition line will be required for each account that has a non-zero balance. The total batch will be the equivalent of a trial balance run for the period of the balances.

Then, use the Prepare New Year Accounts screen (program: *GLYRPREP*) to set up the account opening balances for the New Year.

Case 2: After Beginning of New Fiscal Year

If entering opening account balances for a new company after the beginning of a new fiscal year, enter the closing balances for each account for the LAST day of the previous period using the Enter Transactions

screen (program: TRANENT), which will update the account's balance for the rest of the periods in the year. One disposition line will be required for each account that has a non-zero balance, and the total batch will be the equivalent of a trial balance run for the period of the balances

You should follow the normal procedure for editing and posting of this special batch of opening balance transactions. Refer to the Transaction Processing Procedure for more information.

Step 4: Print a Trial Balance Report

Standard Treeview path: *GL > Reports > Trial Balance by Account Report*

Verify that the balance for each account is correct, using a trial balance report from your previous accounting system for comparison.

Setup

Set User Defaults

The screenshot shows the 'GL USER DEFAULTS' application window. The title bar includes 'GL USER DEFAULTS' and 'Table Mode'. The main content area is titled 'DEFAULTS' and features a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. Below the toolbar, there are input fields for 'User' (KAIT), '* Default Company' (CCC), and '* Default Department' (00). The company dropdown is expanded to show 'CMIC Test Construction Company' and the department dropdown is expanded to show 'Company Level'.

Pgm: GLSETFRM – Default Company

This program sets the company and department code defaults that will appear within the General Ledger system. This program must be accessed individually by each user. This only needs to be done once. The user can override the defaults on all screens.

Default Company

Enter the Company Code to default when this user accesses the General Ledger.

Default Department

Enter the department code to default when this user accesses the General Ledger.

Company Setup

MAINTAIN COMPANIES

Table Mode Save Exit ? ? ? ? ? ?

Enter Company Code

COMPANY DETAIL

Search Create New Company Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

* Company Code Copy Company Data

General Information Departments Security

Street

Suite

City State

Country Zip

Phone Number

Fax Number

* Chart of Accounts

* Currency Code

* Fiscal Year * Current Period

* Income Close Dept * Income Close Account

Company Detail Contacts

Pgm: COMPSETUP – Maintain Companies; standard Treeview path: GL > Setup > Company Setup

The Company Setup screen will default to display all companies. Click **[Add New]** to create a new company, otherwise, select the Edit icon  to edit any of the companies listed in the table.

Companies are the different business entities whose accounts will be tracked using this system. Each company you set up can run on a different fiscal year, and will have its own set of financial statements based on its own GL accounts.

Company Detail – Section

Company Code, Name

Enter an identifying Company Code for the new company and its name in the adjacent field. The code "00" is reserved and cannot be used. Lowercase letters will be converted to uppercase.

[Copy Company Data] – Button

Application	Type	Select
Accounts Payable	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
	Copy Vendors	<input type="checkbox"/>
Accounts Receivable	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
	Copy Customers	<input type="checkbox"/>
Inventory	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Change Management	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>
Equipment Costing	Control File	<input type="checkbox"/>
	Local Tables	<input type="checkbox"/>

Pgm: COPYCOMPANY – Copy Company; standard Treeview path: GL > Setup > Company Setup

Use the [**Copy Company**] button to copy Control Files, Local Tables and/or Customers from one Company to another Company that uses the same Chart of Accounts. When a Company is selected for the **From Company** field, the **To Company** field's LOV only lists Companies that use the exact same Chart of Accounts as the "From Company".

First, select the **From Company** from which data will be copied, then the **To Company** to which data will be copied. When finished, click the [**Process**] button.

General Information – Tab

Address Fields

Use the address fields to enter the main address for this Company.

To create Address records for the Company, use the [**Address**] button on the popup launched by the [**Company Detail**] button.

Telephone and Fax Numbers

Enter the company's telephone and fax numbers, broken down into their country code, area code, and local number.

Chart of Accounts

Enter the Chart Code to be used by this company. The Chart Code will tell the system the number of periods in the fiscal year for the company, and determine which accounts are available.

Currency Code

Enter the currency code to be used by this company for most transactions. You will be warned if the code entered is not on file. Make sure this currency is also defined in the Exchange Rate maintenance screen (program: *BAEXCHRT*) of the System Data module (standard Treeview path: *System > Global Tables > Banking > Exchange Rates*).

Reporting Currency

Select the currency to be used for your company's financial statements.

Fiscal Year, Current Period

Enter the current fiscal year and period the company is working in.

Income Close Dept & Account

The last field is used to enter the department and account that is used for reconciling the revenue and expense accounts when the Year End procedure is run for this company. You will be warned that this account is required to save a new company record.

[Company Detail] – Button

COMPANY SETUP Table Mode Save Exit Print Help ? ? ? ? ? ? ? ?

COMPANY DETAIL

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents

* Company Code CMIC Test Construction Company

* Chart Code CCCCC - CMIC Test Company 5Cs

* Consolidation Code

Street

Suite

City

State/Province Florida

Country Zip/Postal Code

Phone Number Cable

Fax Number Telex

* Currency Code US Dollars

* Fiscal Year * Current Period

* Archive Date Clearing Department

Departments Supported

Use Transaction Allocation Codes

Legal Name

Tax Registration1 Company Type

Tax Registration2 Number of Employees

Federal Vendor Code Controlling Company

Tax District Ownership %

VAT Registration Date Established

Web Site

E-Mail

Contact Name

T619 Registration Code

Company Logo Browse

Invoice Logo Browse

Income Close Dept Retained Earnings

Inter-Company Setup Address

Pgm: *COMPFRM* – *Company Detail* popup.

This popup provides access to the rest of a Company's details, such as the Legal and Tax Company Information, if required.

Chart Code (Chart of Accounts Code)

Enter the Chart Code to be used by this company. The Chart Code will tell the system the number of periods in the fiscal year for the company, and determine which accounts are available.

Consolidation Code

Enter the Consolidation Code to be used for this Company. The Consolidation Code will define the way this Company will be grouped for access and reporting purposes.

Archive Date

Transactions cannot be entered in the system with dates on or before this date.

Clearing Department

Enter the department to be used as the operating department for Inter-Departmental transactions.

Inter-Departmental Clearing requires that one department be declared as the "clearing (operating) department" at the company level, while the other departments are declared as "self-balancing" at the department level.

At period-end, an Inter-Department Clearing procedure is run to generate a balancing transaction from the Inter-Departmental clearing account of the "self-balancing" department, to the Inter-Departmental clearing account of the department indicated by this field.

NOTE: You cannot select a department that has been checked as Self-Balancing at the department level.

Departments Supported – Checkbox

This field is used to specify whether this company uses different departments for separating financial information within the company. If this field is not checked, access to the Create Department form is not allowed.

The system will automatically create department code 00 regardless of the value in this field.

Use Transaction Allocation Codes – Checkbox

Check the **Use Transaction Allocation Codes** box if this company requires the use of Transaction Allocation Codes. Leave this box blank if TACs are not required.

Transaction Allocation Codes (TACs) provide a supplementary method to track and summarize transactions within the General Ledger. TACs are user-defined codes that can be assigned a set of values. These values define the attributes to be allocated to every General Ledger transaction. A maximum of 4 codes can be defined, and an unlimited set of values can be assigned to each code.

Please see the section on [Transaction Allocation Codes](#) in this manual for further details.

Legal Name, Tax Setup Fields

The Legal Name field, if filled in, will replace the Company Name field on any printed forms such as Purchase Orders, Invoices, and Checks.

If this is a US company, and you plan on utilizing the Accounts Payable EFT functionality, then the **Tax Registration 2** field should be the Originator ID, as defined by the bank. For Canadian Users, the GST Registration Number is entered in the **Tax Registration 2** field.

The **VAT Registration** field is for entering the Value Added Tax registration number, if applicable.

E-Mail, Contact Name

Contact E-mail and name of contact for the company.

T619 Registration Code (T619, Electronic Transmittal)

This field is relevant to our Canadian clients.

Company Logo

Path to Company's logo; this logo is used in Jasper reports.

Invoice Logo

Enter the direct path to Company's logo for invoices.

[Inter-Company Setup] – Button

* Comp	* Transfer Dept	* Transfer Account	Revenue Dept	Revenue Account	Recovery Dept	Recovery Account
CC	00	2500.000				
R2	00	2800.000				
RVCONST1	00	2500.100				
ZZ	00	2320				

Transfer Account:

Revenue Account:

Recovery Account:

Pgm: COMPFRM – Inter-Company Setup

Inter-Company Account Setup is only required for transactions that will be distributed between Companies in the system. This refers not only to manually entered transactions, but also to automatically created inter-branch transactions as well.

When goods or services are sold by a parent to a subsidiary company or vice-versa, Inter-Company Clearing Accounts are required so consolidated statements do not include the same transaction twice.

Use this pop-up to enter the General Ledger accounts that will be used for inter-company transactions between this company and its parent or subsidiary companies. When transactions are posted to the General Ledger application, which involve GL accounts from more than one company, the system will automatically reference the Transfer Accounts set up in this block for each of the companies involved, and post a transaction to these clearing accounts. This transaction will be printed on the GL posting report.

A very simple example will illustrate how the system will handle such transactions. Suppose Company A and Company B are two subsidiaries of Company C. Company A has sold some land to Company B that was recorded at \$10,000 on Company A's books. We will assume no cash changed hands and that Company A recognizes no gain or loss. The transaction is entered as follows:

DR	Company B Land	10,000	
CR	Company A Land		10,000

If clearing accounts are entered in this block, when the transaction is posted, the system will automatically reverse the transaction in the following manner:

DR	Company B Land	10,000	
CR	Company B Transfer Account		10,000
DR	Company A Transfer Account	10,000	
CR	Company A Land		10,000

Transfer/Clearing accounts are required, since most inter-company transactions must account for the gain or loss on the sale, as well as the effects of depreciation and tax. If clearing accounts were not used, consolidated statements could potentially double-count revenue or recognize revenue illegitimately.

For this reason, a transaction disposition for the account entered here will be automatically created whenever a transaction is posted that involves the Company Code specified at the left of this line. For example, suppose we are setting up Company A and we enter Company B at the left of this line. Then, we would enter the Company A account here that will be used to clear any inter-company transactions between Companies' A and B.

In the example at the start of this section, we transferred some land from Company A to Company B. When the transaction was posted, the system automatically reversed out the land transfer using the clearing accounts that had been entered in this field for each of the companies.

Note that the Department Code is not currently in the system, and we recommend that you use the default "00" code until the departments for this company are set up. You may return to this form to replace the default code with the valid Department Code.

The Revenue Department and Account act in the same way as the Transfer Accounts, but are only used for a specific type of Inter-Company transaction called an Inter-Branch Charge. These two fields only need to be filled in if/when you are ready to use Inter-Branch labor charges.

[Address] – Button

The **[Address]** button on the Company Detail popup is used to create Address records to associate to the Company being created. The Company's Address records are made available in Company Address LOVs throughout the system.

Use the **[Previous]** and **[Next]** buttons on the Block Toolbar to move from one record to another.

Use the **[Insert]** button to create a new Address record, and **[Delete]** button to delete the selected record.

Field	Description
Address Fields	Use the address fields to enter the address for this Address record.
Contact Name	Name of primary contact for this address.
Phone Number, Fax Number	Enter the company's telephone and fax numbers, broken down into their country code, area code, and local number.
E-Mail	E-mail of primary contact for this address.
Territory	Select the Sales Territory in which this address falls, if required. The list of Territories is maintained in the System Data module. Territory Codes are used primarily for sales analysis purposes, and for the geographical distribution of products for the business entity. It should not be confused with the Region Code, which is simply the state/province of the address.
HR Region	Select the HR Region for this address, if required.
Company Name	Name of Company to which the Contact is associated.

Logo File Path on Web

Insert the direct URL path to the Company's logo, for this address.

[Contacts] – Button

The **Contacts** button along the bottom of this tab launches the Contacts screen used to create, view or edit Contacts. The screen is restricted to display contacts that have an address code associated with the current company, as well as any contact associated with the company that does not have any specified address codes.

For details about the Contacts screen, please refer to the [Contacts – Screen](#) section in this user guide.

Departments – Tab

* Code	Name	Detail
00	Company Level	Detail
100010	Accounting Department	Detail
100020	Projects Department	Detail
100030	Operations Department	Detail
100040	Purchasing Department	Detail
100050	Maintenance Department	Detail
100060	Payroll Department	Detail
100070	HR Department	Detail

On the **Departments** tab, use the **[Insert]** button to enter the required Departments for your Company.

Clicking a Department's **Detail** link opens the Maintain Departments popup to add any required details and Access Groups for the Department.

A Company's Departments can also be maintained via the Maintain Departments screen (standard Treeview path: *GL > Setup > Local Tables > Maintain Departments*).

Security – Tab

The screenshot shows the 'MAINTAIN COMPANIES' application window. At the top, there's a 'Table Mode' button and icons for Save, Exit, and help. Below that, the 'COMPANY DETAIL' section is visible, showing a search bar and navigation buttons. The 'Security' tab is selected, displaying a table of users. The 'Insert' button in the toolbar is highlighted with a red box.

* User	Name
AB	Anand Badinger
AKHAN	Azeem Khan
ALEX-TESTIN	Alex Zamberg
AMAZ	Aina Mazin
ANDSCH	Andrew Sch...

On the **Security** tab, use the [**Insert**] button to add User IDs for those to be granted access to the Company and click [**Save**].

Maintain Accounts (Chart of Accounts)

The screenshot shows the 'MAINTAIN ACCOUNTS' application window. At the top, there's an 'Add New' button and icons for Save, Exit, and help. Below that, the 'SELECTION CRITERIA' section is visible, showing a dropdown for 'Chart of Account' and a text field. The 'ACCOUNT DETAIL' section is visible, showing a table of accounts. The 'Add New' button in the toolbar is highlighted with a red box.

Edi	* Account Code	Ctrl Acct	Controlling Account Name	Account Long Code	Sequence Number	Level	Name	Low	Weight Measure	Name
	1000			1000	1000	1	BANKS s	N	NA	Not Applic
	1000.001.0123456	1000	BANKS s	1000.001.0123456	1000	2	BOA-Primary Checking Account	Y	NA	Not Applic
	1000.002.0123456	1000	BANKS s	1000.002.0123456	1000	2	Bank of America - Mexican Curr	Y	NA	Not Applic
	1000.002.1234567	1000	BANKS s	1000.002.1234567	1000	2	Wells Fargo 1000.002.1234567	Y	NA	Not Applic
	1000.002.1234568	1000	BANKS s	1000.002.1234568	1000	2	JPM CHASE BAN 1000.002.1234568	Y	NA	Not Applic
	1000.003.0123456	1000	BANKS s	1000.003.0123456	1000	2	BOA - GBP Account	Y	NA	Not Applic
	1000.005.0123456	1000	BANKS s	1000.005.0123456	1000	2	Captr 1 RBS bank account	Y	NA	Not Applic

Pgm: ACCFRM – Account Maintenance

This screen is used to continue the process of creating a Chart of Accounts, by selecting the **Chart of Accounts** code (Chart Code) created via the Chart Codes Maintenance screen (standard Treeview path: **GL > Setup > Global Tables > Chart Codes**), and specifying its accounts.

The individual General Ledger Accounts entered on this screen create the Chart of Accounts. Companies and Departments with the same Chart Code can be consolidated on financial statements through Consolidation Codes.

To add Accounts to your Chart of Accounts, click [**Add New**] or [**Insert**].

The Account Structure and Account Codes should be developed before any accounts are entered via this screen. Your Account Codes can be numbers grouped into Account Types within your Account Structure, or you can use characters to make the codes describe the function of the account.

For this reason, a sequence number is also provided, which determines the order of processing of the accounts, particularly for the Trial Balance. It also determines where in the account structure the account lies, associating the account with a type such as Assets or Liabilities.

If account codes are set up as numbers within the account structure, then the sequence number can be the same as the account code and will default the account number automatically.

The system will default the account type suggested by the number in the Sequence Number field. The number entered in that field will be compared to the ranges specified on the Account Type form.

The account type for the range of sequence numbers that the sequence number on this form falls within will default to the account type field.

Chart of Account

Select the Chart Code that was previously created via the Chart Code Maintenance screen for which you are creating the Chart of Accounts.

Account Code

Enter the code to represent the account you are defining. This code can be up to eight alphanumeric characters in length. Lowercase letters will be converted to uppercase.

Your account codes can be numbers, grouped into account types within your account structure, or you can use characters to make the codes describe the function of the account.

Controlling Account

Enter the Controlling Account if you are maintaining an account hierarchy.

The highest-level account is "1". All GL accounts with a controlling account will exist one level below its controlling account. The GL account **Low** flag will be set to "Y" at the lowest level of an account structure. All transaction entry forms will validate the account entered at the lowest level with the flag set as "Y".

For example, if GL account "5110" is added without a controlling account assigned to it, it would be set at Level "1" and have a **Low** flag at "Y". However, once a new GL account, "5111" is entered and its controlling account is "5110", then the system will automatically set the **Low** flag for account "5110" to "N" and GL account "5111" will be set at Level "2" and have a **Low** flag set to "Y".

Account Long Code

The Account Long Code should be used to match the account code in CMiC with an account code in another system. If you are planning on exporting account balances, it would be the account code of the system the data will be imported into. This field can also be used to store the source account code if you are changing account codes when first starting to use the CMiC system. This field is not utilized directly by CMiC. This field can be up to 24 alphanumeric characters in length.

Sequence Number

Enter the sequence number for this account. The number should be unique for the Chart Code. If this field is left blank, the account number will appear in this field and will be used as the sequence number.

The sequence number determines the order of processing of the accounts, particularly for the Trial Balance. It also determines where in the account structure the account lies, associating the account with a type such as Assets or Liabilities.

If account codes are set up as numbers within the account structure, then the sequence number can be the same as the account code.

Name

Enter the descriptive name for this account, up to 30 characters in length.

Weight Measure Code

The system transfers the appropriate weight measure code automatically by cross-referencing the Chart Code with information from the assigned Account Structure.

The operator has the option to edit the weight/measure code for this GL account. The code must have previously been set up on the Weights/Measures Entry form (within the Global Tables Menu).

It is useful to associate a weight/measure code with specific accounts when custom GL reports and financial documents are required which show costs and revenues per unit. For example, an aggregate producer might want to see an Income Statement that also shows a column displaying costs per ton for different expense accounts. The aggregate producer would use this field to specify the weight/measure code for tons for those expense accounts where it is required.

Account Type

The system transfers the appropriate account type automatically by cross-referencing the Chart Code with information from the assigned Account Structure. This code will determine the account type for this account on reports and financial statements where the account sequence is not relevant.

The system will default the account type suggested by the number in the **Sequence Number** field. The number entered in that field will be compared to the ranges specified on the Account Structure form. The account type for the range of sequence numbers that the sequence number on this form falls within will default to this field.

Normal Balance

The system defaults the appropriate account type automatically by cross referencing the Chart Code with information from the assigned Account Structure.

The operator has the option to edit the account type code for this account. Valid entries for this field are "D" (debit) or "C" (credit). This value may not be different from the value assigned to the Control Account if there is a control account assigned to the current account being created/edited.

Sub-Ledger Control

Enter a Sub-ledger code if this is the controlling account for the Sub-ledger. If you specify Sub-ledger control, then distributions to the account should normally be entered only in the Sub-ledger application, and not directly in the General Ledger system.

A warning message will be displayed if users attempt to enter a transaction in the GL Transaction Entry screen using an account defined as a Sub-Ledger Control Account, and they will not be allowed to use the account set as the Sub-Ledger Control unless they have the **SUBLGACC** System Privilege (granted via **System Privileges** tab of User Maintenance screen; standard Treeview path: *System > Security > Users > User Maintenance*)

In addition, when setting up control accounts in the other applications, if the account entered is not defined with a sub-ledger control account here, the account will not be accepted.

Sub-Ledger codes that should be set up are:

- "AP" – Accounts Payable
- "AR" – Accounts Receivable
- "PR" – Payroll
- "IV" – Inventory.

The code "XX" can be used to mark an account as inactive. Also, the same Sub-Ledger Control may be applied to more than one account.

Sub-Ledger Summary – Checkbox

Check the box if you wish individual debits and credits posted from sub-ledger applications to be summarized when posted to the accounts in the General Ledger. If this option is checked, only one debit or credit per posting batch will be written to the General Ledger for this account. The amount posted will be a summation of the individual debits or credits to that account.

If you select this option, the detail for the fields **Source Code**, **Source Description**, **Reference Code**, and **Reference Date** will be lost when the batch is transferred to the General Ledger. The **Reference Description** will contain the batch name.

Uncheck the box if you wish individual debits and credits posted from the sub-ledger applications to be fully detailed in the General Ledger. If this option is chosen, each debit and credit posted in each sub-ledger batch for this account will be written to the General Ledger.

The system will default an unchecked status to this field.

Allow in Cost Pool Allocation – Checkbox

If this field is checked, and you are using the Cost Pool functions within CMiC, the balance of this account can be considered as a source account in the Cost Pool Allocation routine.

Group By & Report at This Account Level on Schedule G Allocation Reports – Checkbox

This flag is only applicable if you run the Schedule G Report via Cost Pool Allocations.

Inter-Company Account – Checkbox

Check this box if you do not want to see the Inter-Company Accounts on reports that consolidate companies with inter-company transactions.

Leave this box unchecked if you want to see the inter-company accounts on reports that consolidate companies with inter-company accounts.

Account Currency

Enter the currency code to be associated with this account. There is an LOV available. The currency must already be defined on the system.

Foreign Currency Accounts

Normally the GL accounts are all stored in local currency; this means any transaction entered in a sub-ledger in a foreign currency will post to the GL account in your local currency. The Foreign Currency Account (FX) functionality will automatically split the foreign currency transaction into two. The first being the amount of the transaction in the foreign currency, the second being the conversion amount. This functionality allows you to know the balance of a currency account in either local or foreign currency at any time.

For example – If your company is Canadian and you post a \$100 US voucher using this method you will see the amount split – Accounts Payable US = \$100 Accounts Payable US FX = \$60 – assuming \$100 USD = \$160 CDN. If you do not use this new method, the AP Account would get \$160.

The most common accounts that this functionality would be applied to are: Bank Accounts and AP and AR Control Accounts. The system does not restrict you, so you can apply this functionality to any account.

Before you start to use this feature, you must do the following:

- Create the FX accounts required
 - Create a GL transaction to move the required balance from the currency account to the FX account – This only applies if you already have a balance in the currency account and were not previously using this functionality.
-

- Add the FX account to the currency account on the account form.

As soon as the FX account is applied to the currency account, the system will start to split the postings between these two accounts.

Foreign Exchange (FX) Account

This account will be associated with the base account. This is the account that will receive a transaction for the conversion. An FX account cannot be associated with more than one account.

[Access Group] – Button

Pgm: ACCFRM – Access Group

Use the **[Access Group]** button to assign this account to an Access Group or a series of Access Groups. Account Access Groups allow you to limit access to an account by assigning an account to an Access Group and then applying those groups to various departments. See the section on [Creating Account Access Groups](#) for more details.

To apply an account against an Access Group, press the button and enter/select the group(s) to which you want to assign this account. You may assign this account to as many Access Groups that exist on your system. Once you have completed your entries, you may exit the pop-up and return to the Chart of Accounts Entry form.

[TAC] – Button

This button is only available if Transaction Allocation Codes have been defined. The launched popup allows you to assign default TAC values and flags to all the accounts within a specified Chart Code. The **Req** (Required), **Val** (Validated) and **Edit** checkboxes are defaulted from the Transaction Allocation Codes screen (standard Treeview path: *General Ledger > Setup > Local Tables > Transaction Allocation Codes*), which in turn may be overridden by the user against specific accounts.

For details about Transaction Allocation Codes, please refer to the following [Transaction Allocation Codes](#) section of this user guide.

[Update TAC] – Button

If you made changes or created new Transaction Allocation Codes using the *GL > Setup > Global Tables > Transaction Allocation > Transaction Allocation Codes* screen, you can update the values in Account and Enter Transaction screens. Click this button to update any changes made to Default Transaction Allocation Codes and Values. A popup will prompt you to select either ALL TACs or only the Current TAC.

The “ALL” option will wipe out all existing defaults for all the TACs at all lower levels and replace them with the defaults defined within this screen.

The “Current” option will replace only the changed value with the new default at all the lower levels.

Group Codes

If applicable, enter/select a Group Account Code from the LOV. Group Codes are used to group Account Types like Assets, Liquid Assets, Administration Expenses etc. These groups can be used for custom reports.

Maintain Budgets

* Department	* Account	Name	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
00	1000.100	Bank of America (Operating Ac)	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00	1000.200	Bank of America (Payroll)	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00	1000.300	Banamex	10.00	20.00	50.00	30.00	20.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
00	1000.400	BOA Payroll	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pgm: BUDGFRM – Budget Entry

Budgets can be entered for accounts so actual figures can be compared to budgeted amounts on financial statements. You can enter and keep budgets for more than one year, if required. Each budget amount entered represents the activity for that account in the period and year specified.

The Budget Entry screen allows you to enter specific budgeted amounts and units for every account and period required. This entry can be done manually, or you can generate the budget figures through various system options. The system can generate budget figures through the following means:

- The copy of actual activity from a specific year
- The copy of budget activity from a different budget
- The even distribution of a manually entered yearly amount
- The pro-rated distribution of a manually entered yearly amount based on a previous budget
- The pro-rated distribution of a manually entered yearly amount based on actual activity
- The quarterly summary of actual activity from a specific year

Budget – Section

Budget Code

Enter a two-character code for this budget. Lowercase letters will be converted to uppercase. The budget code must be unique within the budget year.

Budget Year

Enter the fiscal year to which the budgets will apply. This must be a four-digit number.

Description

Enter the descriptive name for this budget. This description can be up to 30 alphanumeric characters in length.

Account Type

Select the account type for this budget from the LOV.

From Department

Selecting **To** and **From Department** ranges does not influence the ranges available in the Budget Details LOV, but is used to limit the **For Department** LOV selections when using the **Spread** function.

Account

Select a starting account to limit the selection criteria in the **Budget Detail** section and the **Spread** popup.

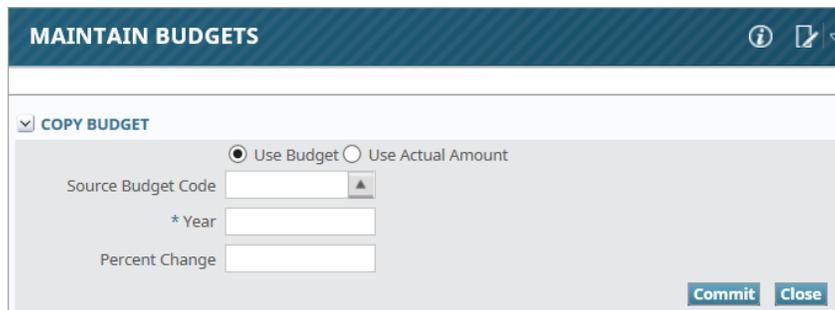
To Department

Selecting **To** and **From Department** ranges does not influence the ranges available in the Budget Details LOV, but are used to limit the **For Department** LOV selections when using the **Spread** function.

Account

Select an ending account to limit the selection criteria in the **Budget Detail** section and the **Spread** popup.

[Copy] – Button



The screenshot shows a software window titled "MAINTAIN BUDGETS". Inside, there is a section titled "COPY BUDGET" with a dropdown arrow to its left. Below this section, there are two radio buttons: "Use Budget" (which is selected) and "Use Actual Amount". Underneath, there are three input fields: "Source Budget Code" (with a dropdown arrow), "* Year" (with a dropdown arrow), and "Percent Change" (with a text input field). At the bottom right of the dialog, there are two buttons: "Commit" and "Close".

Pgm: BUDGFRM – Budget Entry – Copy Function

The **[Copy]** button will generate budget figures by copying the activity from either a budget or from actual activity into the new budget.

Specify the Generating Restrictions

When generating the budget figures, you may limit the budget update to specific criteria. The Budget Entry screen provides for the restriction of the Account Type as well as the Department and Account Ranges.

To restrict the generation of budget figures to a specific account type, department, or account, simply enter the desired type, department, or account range and select the **[Copy]** button. When you commit the **Copy** option, the system will only generate figures into the restricted departments and accounts.

Use Budget, Use Actual Amount – Radio Buttons

Use Budget Use Actual Amount

Check the **Use Budget** radio button if you want to copy the figures from an existing budget. When you select this option, you will be required to enter a budget code and budget year into the fields that follow.

Check the **Use Actual Amount** radio button if you want to copy the figures from the actual balances within a specific year. When you select this option, you will be required to enter a budget year into the field that follows. Note that you will not have access to the budget code field.

Source Budget Code

Enter the budget code from which you want to copy the figures based on the restrictions in the previous screen. This field is only accessible if you have selected the **Use Budget** option.

Year

If you have selected the **Use Budget** option, enter the budget year from which you want to copy the figures based on the restrictions in the previous screen.

If you have selected the **Use Source** option, enter the actual year from which you want to copy the figures based on the restrictions in the previous screen.

Percentage Change

Enter a percentage increase or decrease to be applied against the selected budget. The system will then automatically update the figures to reflect this percentage change.

If, for example, you have \$1000 as the actual figure for each period of an account and you wish to increase that number by 10%, then enter 10 in this field. Once generated, each period for that account will display an amount of \$1100.

If you have \$1000 as the actual figure for each period of an account and you wish to decrease that number by 10%, then enter -10 in this field. Once generated, each period for that account will display an amount of \$900.

[Spread] – Button

The screenshot shows the 'MAINTAIN BUDGETS' application window. The title bar includes 'MAINTAIN BUDGETS' and standard window controls. The main content area is titled 'SPREAD BUDGET' and contains the following fields and options:

- Radio buttons: Spread Evenly, Pro-rate Budget, Pro-rate Actual
- * For Department: 00 (dropdown), Company Level (text field)
- * Account: 1000.200 (dropdown), Bank of America (Payroll) (text field)
- * Amount: 150000 (text field)
- Units: 100 (text field)
- Budget Code: (dropdown), (text field)
- Year: (text field)
- Company: (dropdown), (text field)
- Year: (text field)

Buttons for 'Accept' and 'Close' are located at the bottom right of the form area.

Pgm: BUDGFRM – Budget Entry – Spread Function

The [**Spread**] option allows you to enter a yearly figure against a department and account, and have the system generate the budget figures for each period within that budget year. The method used to calculate the proportion of each periods distribution can be determined in 3 ways; spread evenly, pro-rated by budget, or pro-rated by actual.

Enter the Budget Header and specify the generating restrictions.

To restrict the selection of the department and account in the Spread pop-up, simply enter the desired type, department or account range and select the [**Spread**] button. When you are entering the desired department and account, the system will restrict you to the criteria in the previous screen.

Spread Evenly, Pro-rate Budget, Pro-rate Actual – Radio Buttons

Check the **Spread Evenly** radio button if you want to distribute the figures entered into this popup evenly across all periods.

Check the **Pro-Rate Budget** radio button if you want the system to calculate the proportion of the total budget that applies to each period for the budget indicated, and distribute the yearly figure entered on this pop-up to each period of the new budget in the same proportion. When you select this option, you will be required to enter a budget code and budget year into the fields that follow.

Check the **Pro-Rate Actual** radio button if you want the system to calculate the proportion of the total actual activity that applies to each period for the year specified, and distribute the yearly figure entered on this pop-up to each period of the new budget in the same proportion. When you select this option, you will be required to enter a Company Code and year into the fields that follow.

For Department

Enter the Department code for the department you are generating the budget.

Account

Enter the account code for the account you are generating the budget.

Amount

Enter the yearly amount that you want to distribute to each period within this budget. If you do not enter an amount in this field, you will be required to enter units.

Units

If the account selected has a WM code, enter the annual number of units that you want distributed to each period within this budget. This field is not required if you enter a budget amount.

Budget Code

If you have selected the **Pro-Rate by Budget** option, enter the budget code that the system should use to calculate the proportions.

Year (Budget Year)

If you have selected the **Pro-Rate by Budget** option, enter the budget year that the system should use to calculate the proportions.

Company

If you have selected the **Pro-Rate by Actual** option, enter the Company Code that the system should use to calculate the proportions.

Year (Actual Year)

If you have selected the **Pro-Rate by Actual** option, enter the year that the system should use to calcite the proportions.

[Quarterly Roll] – Button



The screenshot shows a web interface titled "MAINTAIN BUDGETS". Below the title bar, there is a section labeled "SELECTION CRITERIA" with a dropdown arrow. Under this section, there are three input fields: "* Year" with the value "2017", "From Quarter", and "To Quarter". At the bottom of this section are two buttons: "Commit" and "Close".

Pgm: BUDGFRM – Budget Entry – Quarterly Roll Function

The **Quarterly Roll** option allows you to generate quarterly budget figures by taking the actual activity for a specific quarter and rolling it into a single quarterly figure on the budget.

This button will only appear for those companies that use a 12-period year. When the budget is generated, figures will only appear for periods 3, 6, 9 and 12.

Enter the Budget Header and specify the generating restrictions

When generating the budget figures, you may limit the budget update to specific criteria. The Budget Entry screen provides for the restriction of the Account Type as well as the Department and Account Ranges.

To restrict the generation of budget figures to a specific account type, department, or account - enter the desired type, department or account range and select the **[Quarterly Roll]** button. When you commit the Quarterly Roll option, the system will only generate figures into the restricted departments and accounts.

Year

Enter the actual year from which you want to roll the activity based on the restrictions in the previous screen.

From Quarter, To Quarter

Enter the From Quarter and To Quarter range for which you want the budget generated. If you want the entire year, enter "1" in the **From Quarter** field and enter "4" in the **To Quarter** field. If you only want to generate a budget for a single quarter, then enter the same quarter number in both the **From** and **To** fields.

Budget Detail – Section

Department Code

Enter the department of the account being budgeted.

Account Code, Name

Enter the account you are budgeting on this line.

Period 1 ... Period 12 (Budget Amounts)

For each period, enter the budget activity for the specified account – the value entered in this field must be a number. The number entered here represents the activity for the period. The activity measures the sum of debits and credits to an account in the period, and does not include the balance in the account at the beginning of the period. This differs from the account balances, which represent the closing balance for the period (opening balance for the period plus activity during the period).

If you are entering an amount for an asset or expense account, enter the amount as a positive value. If you are entering an amount for a liability or revenue account, enter the amount as a negative value.

The period number must not be larger than the number of periods for the fiscal year specified.

Local Tables

GL Control File

Pgm: GLCTRLFM – GL Control File

Auto-Reverse Accrual

If checked, any accruals will automatically be reversed as of the start date of the next non-adjustment period. However, the user can override the flag prior to initiating the batch posting.

Journal Code for Inter-Company Allocations

Select the Journal Code for Inter-Company Allocations to be used for inter-company allocations resulted from GL journal entries.

Validate Transaction Date Against Department Current Period – Checkbox

If checked, the system validates the GL transaction date against the department current period, and a warning is displayed if the user tries to add a transaction for a future Period.

Maintain Companies

Edit	* Company Code	* Company Name	* Chart Code	Chart Name	* Cons Code
	CCC	CMIC Test Construction Company	CCCCC	CCCCC - CMIC Test Company 5Cs	CCALL
	KM	Kait Moffatt	ZZCHART	ZZ-Test CMIC Chart Code	ALL
	ZZ	CMIC Construction Inc.	ZZCHART	ZZ-Test CMIC Chart Code	ALL

Pgm: COMPFRM – Company Setup

The Maintain Companies screen will default to display the first Company, by Company Code. To view all companies, click the [Table Mode] button, or click [Next] to move to the next record. Click [Add New] to create a new company, otherwise, select the Edit icon to edit any of the companies listed in the table.

This screen is used to create a new Company as you did in Company Setup, as well as to edit an existing company's details. For details about this screen, please refer to the following subsection: *Company Setup – Screen > General Information – Tab > [\[Company Detail\] – Button](#)*

Maintain Departments

Pgm: DEPTFRM – Department Maintenance – Department Details tab

Departments are sub-divisions of Companies or other Departments, and the system allows for an unlimited hierarchical structure, with Sub-Departments and Sub-Sub Departments, etc. They can be used as cost or profit centers, since you can associate Revenue and Expense Accounts specifically to a Department through Account Access Groups.

Company Code

Company for which Departments are defined; defaults to user's default Company, as set up in [Set User Defaults](#) screen.

Department Details – Tab

Department Code, *Department Name*

Enter a code for this department; the code can be up to 6 characters long. The code "00" is reserved and cannot be used. Lowercase letters will be converted to uppercase for the code.

Controlling Department Code

Once a department has been set up, it may then be used as a hierarchical control for other departments. The Controlling Department field is where you specify the department that will control the department being set up. The controlling department must have been previously entered, and cannot be the same as the department being entered or maintained on this form.

For example, if you wish to apply transactions such as the accumulation of costs to a Western and an Eastern sales department, but would also like to apply transactions to the head office sales department, you would first set up the head office sales department without using the Controlling Account field. Once this is done, you would then set up both the Western department and the Eastern department, indicating the head office sales department as the controlling department.

If the field is left blank, the "00" department code will be displayed. This indicates that the controlling department is going to the company. The company level will be displayed. If a valid department is entered here, the name of that department will be displayed.

Business Unit Code

Enter the Business Unit Code for the business unit that this department (and the company to which it belongs) will be associated with. The business unit code allows organizations to group departments and companies across the organization along product, geographical, or distribution lines, allowing for sophisticated GL financial documents.

This field is mandatory for the consolidation.

Address Lines

Each department could conceivably represent different physical locations, and therefore each department could have a unique address different from that of the company.

Phone and Fax Numbers

Enter the department's phone and fax numbers, if required.

Address Code

Use the **Address Code** drop-down list to select an address.

Current Year, Period

Each department can be closed individually at month-end, so the system needs to know the current year and period of the department.

When the Preliminary Period End is run, this field will be updated with the next period in the fiscal year. The Transaction Entry forms throughout all applications will look to this field to determine whether the Preliminary Period End procedure has been run. A warning message will be displayed on those forms if the date entered is for the period immediately or preceding the one displayed here.

Verify the Closed Year

This field displays the last fiscal year that was closed during the Year End Processing cycle. If this field is blank, then the Year End Procedure has not been run for this department.

Income Closing Department, Account

Enter the account that will be used to clear revenues and expenses for this department during New Fiscal Year processing. This account will default from the Company Setup screen.

Self-Balancing – Checkbox

Check the **Self-Balancing** checkbox if the department that you are defining is a self-balancing department, requiring inter-departmental clearing.

Departments checked as self-balancing will require that you run the **Inter-Departmental Clearing Procedure** to produce a balancing transaction between this department and the clearing (operating) department indicated on the Company Maintenance screen.

Leave this field blank if you do not require inter-departmental clearing, or if the department that you are defining is the operating department.

Please refer to the section on the Inter-Departmental Clearing Procedure for further details on the posting of inter-departmental balancing transactions.

Inter-Dept Clearing Account

Enter the account that will be used to generate a balancing transaction from the self -balancing department, and the operating department during the Inter-Departmental Period End Procedure.

Leave this field blank if you do not require inter-departmental clearing.

Inter-Branch Revenue Account

If you will be using Inter-Branch transactions, then you should enter the account to be used whenever an inter-branch revenue transaction is posted to this department.

Leave this field blank if you will not be using inter-branch revenue charging.

AP Taxes

If the department is in a different tax jurisdiction than the company, you may want to set the default AP Taxes for the department on this window. These taxes will then automatically default into the Voucher Entry screen if the Department Code is entered on the Voucher Header

Access Groups – Tab

The screenshot displays the 'MAINTAIN DEPARTMENTS' window. At the top, there is a header bar with the title 'MAINTAIN DEPARTMENTS' and several utility icons (Table Mode, Save, Exit, Help, etc.). Below the header, there is a 'SELECTION CRITERIA' section with a dropdown for 'Company Code' set to 'CC' and a text field containing 'CMIC Construction'. The main area of the window is divided into two tabs: 'Department Details' and 'Access Groups', with 'Access Groups' being the active tab. Below the tabs is a toolbar with various actions like View, Freeze, Detach, Search, Insert Record, Insert Multiple Records, Delete Record, Workflows, Report Options, Export, ECM, and User Extensions. At the bottom, there is a table with two columns: 'Code' and 'Name', each with a dropdown arrow.

Pgm: DEPTFRM – Department Maintenance – Access Groups Tab

Select the **Access Groups** tab to enter/select the Accounts Access Group(s) that will be assigned to this department. The name of the Access Group will be defaulted by the system. You can enter more than one Accounts Access Group per department. The department will utilize only those accounts whose access group code matches the group code of the department.

Department Pick List

PICK LIST Save Exit ? ? ? ? ? ? ? ? ? ?

Enter Entity Code

SELECTION CRITERIA

Company ZZ CMiC Construction Inc. Pick List of Department

PICK LIST CODE

View Filter Freeze Detach Search Insert Insert Multiple Workflows Report Options Export ECM Documents

* Pick List Code	Description	* Dynamic
BANK	Bank Picklist	<input type="checkbox"/>
FIXED		<input type="checkbox"/>

Selection Criteria Delete Pick List

FIXED ENTITY LIST

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Code	Description
30	Operations
20	Marketing

Populate by selection criteria

Pgm: SDPICK – Pick List

Pick Lists provide an alternative method to group Departments for reporting purposes. The Pick Lists are a substitution for the Department Range fields of report parameters, for convenience, and to group Departments that cannot be grouped by specifying a sequential range of Department Codes.

Pick Lists can be dynamic, fixed, or a combination of both.

Pick List Code – Section

This section is used to create Pick Lists. Use the **Pick List Code** and **Description** fields to enter a code and description for a Pick List.

If the Pick List being defined is to be dynamic, meaning that Departments are added based on the specified criteria when the Pick List is used (including any new ones), then check the **Dynamic** checkbox.

To enter the selection criteria for creating a dynamic list, use the [**Selection Criteria**] button. If the list is small and not required to be dynamic, you may move directly to the **Fixed Entity List** section to manually enter the required Departments for the Pick List being defined.

Dynamic – Checkbox

If the pick list being entered is to be dynamic, meaning that each time it is used the system will re-create the list, ensuring that any new Departments that match the entered criteria will be captured in the list, check this box. If this box is unchecked, the list is to be static, meaning the system will not recreate the list each time it is used, and the Departments in the list are manually entered in the **Fixed Entry List** section. Note, if the list is dynamic, you can still use the **Fixed Entity List** section to append Departments to the Departments selected by the selection criteria.

[Selection Criteria] – Button

PICK LIST SELECTION CRITERIA

SELECTION CRITERIA

Company: CC | CMIC Construction

Pick List Code: OPERATIONS | Operational Dept | Pick List Type: Static

SELECTION CRITERIA

View | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

* SdpickrFieldCode	SdpickrFieldName	* SdpickrOperatorCode	SdpickrValue
DEPT_CODE	Department code (DEPARTMENT)	NOT IN	50.00

Show Matching

FIXED ENTITY LIST

View | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Workflows | Report Options | Export | ECM | User Extensions

* Code	Description
50	

Pgm: SDPICKR – Selection Criteria

This button's Pick List Selection Criteria popup is used to build a pick list of Departments based on the selection criteria lines specified in the second **Selection Criteria** section. All Departments satisfying the specified criteria lines will be added to the pick list.

In the second **Selection Criteria** section, use the **SdpickrFieldCode** field to select a Department record's field to use to create a selection criteria line for finding the desired Departments to add to the pick list.

Use the **SdpickrOperatorCode** field to select the required comparison operator for the selection criteria line.

The **SdpickrValue** field is used to enter the value to compare against the selected Department record's field:

- If the selected comparison operator is "=", the **SdpickrValue** value needs to be literal.
- If the "Like" operator is selected, use the % wildcard in the **SdpickrValue** field (e.g., %23%).
- If the "In" operator is selected, enter literal values in the **SdpickrValue** field separated by commas.

To view the results of the selection, press the [Show Matching] button.

Fixed Entity List – Section

This section is used to manually enter the required Departments for a fixed pick list. It is also used to enter Departments to append to a dynamic pick list of Departments.

Account Pick Lists

PICK LIST

SELECTION CRITERIA
Company ZZ CMIc Construction Inc. Pick List of Accounts

PICK LIST CODE

* Pick List Code	Description	* Dynamic
PICK1	Pick List1	<input checked="" type="checkbox"/>
PICK2	Pick List2	<input type="checkbox"/>

Selection Criteria Delete Pick List

FIXED ENTITY LIST

* Code	Description
1500.100	Current Receivables
1000.200	Bank of America (Payroll)

Populate by selection criteria

Pgm: SDPICK – Picklist

Account Pick Lists provide an alternative method to group Accounts for reporting purposes. The pick lists are a substitution for the Account Range fields of report parameters, for convenience, and to group Accounts that cannot be grouped by specifying a sequential range of Account Codes.

Pick Lists can be dynamic, fixed, or a combination of both.

Pick List Code – Section

This section is used to create Pick Lists. Use the **Pick List Code** and **Description** fields to enter a code and description for a Pick List.

If the Pick List being defined is to be dynamic, meaning that Accounts are added based on the specified criteria when the Pick List is used (including any new ones), then check the **Dynamic** checkbox.

To enter the selection criteria for creating a dynamic list, use the [**Selection Criteria**] button. If the list is small and not required to be dynamic, you may move directly to the **Fixed Entity List** section to manually enter the required Accounts for the Pick List being defined.

Dynamic – Checkbox

If the pick list being entered is to be dynamic, meaning that each time it is used the system will re-create the list, ensuring that any new Accounts that match the entered criteria will be captured in the list, check this box. If this box is unchecked, the list is to be static, meaning the system will not recreate the list each time it is used, and the Accounts in the list are manually entered in the **Fixed Entry List** section. Note, if the list is dynamic, you can still use the **Fixed Entity List** section to append Accounts to the Accounts selected by the selection criteria.

[Selection Criteria] – Button

PICK LIST SELECTION CRITERIA

SELECTION CRITERIA

Company: CCC | CMIC Test Construction Company

Pick List Code: BANKS1 | BANKS1 | Pick List Type: Dynamic

SELECTION CRITERIA

* SdpickrFieldCode	SdpickrFieldName	* SdpickrOperatorCode	SdpickrValue
ACC_CODE	Account code (ACCOUNT)	LIKE	1000%

Show Matching

FIXED ENTITY LIST

* Code	Description
1000.200	

Pgm: SDPICKR – Selection Criteria

This button’s Pick List Selection Criteria popup is used to build a pick list of Accounts based on the selection criteria lines specified in the second **Selection Criteria** section. All Accounts satisfying the specified criteria lines will be added to the pick list.

In the second **Selection Criteria** section, use the **SdpickrFieldCode** field to select an Account record’s field to use to create a selection criteria line for finding the desired Accounts to add to the pick list.

Use the **SdpickrOperatorCode** field to select the required comparison operator for the selection criteria line.

The **SdpickrValue** field is used to enter the value to compare against the selected Account record’s field:

- If the selected comparison operator is “=”, the **SdpickrValue** value needs to be literal.
- If the “**Like**” operator is selected, use the % wildcard in the **SdpickrValue** field (e.g., %23%).
- If the “**In**” operator is selected, enter literal values in the **SdpickrValue** field separated by commas.

To view the results of the selection, press the **[Show Matching]** button:

PICK LIST SELECTION CRITERIA

ENTITY LIST

Entity Code	Description	Retrieved By (Rule/Fixed/Both)
1000.200	Bank of America (Payroll)	Both
1000	BANKS s	Rule
1000.001.01234€	BOA-Primary Checking Account	Rule
1000.002.01234€	Bank of America - Mexican Curr	Rule
1000.002.12345€	Wells Fargo 1000.002.1234567	Rule
1000.002.12345€	JPM CHASE BAN 1000.002.1234568	Rule
1000.003.01234€	BOA - GBP Account	Rule
1000.005.01234€	Cahrter 1 RBS bank account	Rule
1000.100	Bank of America (Operating Ac)	Rule
1000.100.12345	14 Characters Cash Account	Rule
1000.100.12345€	15 Characteres Bank Account	Rule

Fixed Entity List – Section

This section is used to manually enter the required Accounts for a fixed pick list. It is also used to enter Accounts to append to a dynamic pick list of Accounts.

Account by Department

* Account Code	Account Name
1000.003.0123456	BOA - GBP Account

Pgm: ACCBYDEP – Accounts by Department

The Chart of Accounts is applied to departments in their entirety, allowing all departments’ access to the Chart of Accounts without the necessity of entering each department’s accounts repeatedly. The Account by Department was created for those companies who would like to limit access to the accounts that a department may use.

Using this screen, you may indicate the Company and Department who are to be limited, and specify the accounts which can be used. This is an “inclusive” list, and therefore only accounts entered in this form can be used during transaction entry. An error message will appear if an account is entered which does not appear in this list.

This feature may also be used in conjunction with Account Access Groups (see the section on [Account Access Groups](#) for more details). If a department has been assigned an Account Access Group(s), the valid accounts for that department will include all valid accounts with the assigned access groups, as well as any additional accounts entered on this screen.

Selection Criteria – Section

Company Code

Enter the Company Code that the restriction is to be applied to.

Department Code

Enter the code for the department for which you are defining account access.

Move to the Accounts block and enter the accounts that apply to the department. If an account is not listed in this section, it will not be available to users during transaction entry. If no accounts are applied to a department, then the department has full access to accounts.

Accounts – Section

Account Code and Name

Enter the code for the account for which you are defining for the department. Name is a display field.

[TAC] – Button

The [TAC] button allows you to assign default TAC values and flags to all the accounts within a specified Chart Code. For more information about Transaction Allocation Codes, see the [TAC section](#) of this user guide.



Cost Pool Allocations

Overview

Cost Pool Allocations are used to re-allocate costs incurred during a period from one or more accounts to one or more accounts on an amount or percentage basis. Cost Pools allow for the re-allocation across companies, jobs, accounts and departments. The Cost Pool Allocation screen in *GL > Local Tables* allows for the definition of an unlimited number of cost pools, as well as all the rules associated with distributing the cost pool to other accounting entities during the Cost Pool Allocation process via the Allocate Cost Pools screen (standard Treeview path: *GL > Transactions > Allocate Cost Pools*).

Corporate Levies are used to apply costs incurred during a period per a percentage of costs incurred in specified accounts.

Cost Pool Allocations may be used for setting the information required for Schedule G Reports, as well as the printing of the Schedule G Reports, at the time the cost pool allocation transaction is created. The system allows for multiple allocations to be defined.

Step 1 – Create Cost Pool Header and Accumulate List

The Cost Pool Allocation process begins with setup in *GL > Setup > Cost Pool Allocations*. This screen allows for the definition of an unlimited number of cost pools, as well as all the rules associated with distributing the cost pool to other accounting entities during the Cost Pool Allocation process. Use the [Accumulate] button to assign Cost Pool Ledger Accounts.

Step 2 – Allocate Cost Pools

Allocate your Cost Pools in *GL > Transactions > Allocate Cost Pools*. The actual unposted transactions are in the Job Cost system, as they may contain JC transactions, as well as GL transactions.

Step 3 – Post Transactions in JC Program

To view, edit, and post the Transaction Allocations, you must use the JC Transaction screen in *JC > Transactions > Enter Transactions* to accommodate the posting of any J Line Transactions, which is not supported in the *GL > Enter Transactions* program (refer to the JC User Guide for more information).

Create Cost Pool Allocations

COST POOL ALLOCATION Table Mode Save Exit ? ? ? ? ? ?

Enter The Cost Pool Code (Up To 10 Characters)

COST POOL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Code 1624960 1624960
 * Company CCC CMIC Test Construction Company
 * Proration Method L Corporate Levy Processed Active
 WM

ALLOCATE

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Prorated By Type	Company	Job/Dept	CostCode/Account	Category	Percent	* Prorated To Type	* Company	Job/Dept	CostCode/Account	Category
G	CCC	00	5200.100		0.97	G	CCC	00	5200.135	

Company Name: CMIC Test Construction Company
 Job/Dept Name: Company Level
 CostCode/Account Name:
 Category Name:

Pgm: GLCOSTPL – Cost Pool Allocation; standard Treeview path: GL > Setup > Local Tables > Cost Pool Allocations

A Cost Pool is simply a collection of GL Accounts, Job Cost Codes or Equipment Cost Codes which are used to accumulate transactions over any period. The Cost Pool Allocation process will allow for either the generation of additional costs based on a percentage of the total cost pool, or the re-allocation of the costs posted into the pool into other accounts, jobs or equipment items.

There are four different methods of creating Cost Pools:

Amount – Method 1

Example: You want to re-allocate the office expenses accumulated for the month across all jobs prorated by the sum of the labor dollars of each job, and post this dollar amount to a specific Overhead phase/category combination.

Select the [Accumulate] Button:

Account # 5400.600 – Office Utilities	\$27,500
Account # 5400.650 – Office Insurance	\$1,200
Account # 5400.700 – Admin Salaries	\$75,500
TOTAL	\$104,200

COST POOL ALLOCATION Save ? ? ? ? ? ?

COST POOL LEDGER ACCOUNTS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Type	* Comp	Job/Dept	CostCode/Acct	Category
G	RV123456	00	5000.100	
G	RV123456	00	5000.101	
G	RV123456	00	5000.103	

Cost Pool: RVTST2
 Comp Name: R.V.Head Quarters Company, LLC
 Job/Dept Name: Company Level
 CostCode/Acct Name: AP Misc. Expense
 Category Name:

Pgm: GLCOSTPL – Cost Pool Allocation; standard Treeview path: GL > Setup > Local Tables > Cost Pool Allocation

Prorate By: Company CM, ALL Jobs, ALL Phases, Category “Labor” TOTAL \$100,000

Job 1000 – Labor Costs = \$25,000

Job 2000 – Labor Costs = \$40,000

Job 3000 – Labor Costs = \$35,000

Allocate To: Company CM, ALL Jobs, Phase 01-100, Category “Overhead”

Job 1000 = $\$104,200 * \$25,000/\$100,000 = \$26,050$

Job 2000 = $\$104,200 * \$40,000/\$100,000 = \$41,680$

Job 3000 = $\$104,200 * \$35,000/\$100,000 = \$36,470$

TOTAL = \$104,200

Quantity – Method 2

Example: You want to re-allocate the non-job office expenses accumulated for the month across all jobs prorated by the labor hours of each job.

Accumulate:

Account # 5001 – Office Utilities \$27,500

Account # 5002 – Office Insurance \$1,200

Account # 5004 – Admin Salaries \$75,500

TOTAL \$104,200

Prorate By: Company CM, ALL Jobs, ALL Phases, Labor TOTAL HOURS = 1000

Job 1000 – Labor Hours = 250

Job 2000 – Labor Hours = 400

Job 3000 – Labor Hours = 350

Allocate To: Company CM, ALL Jobs, Phase 01-100, Category “Overhead”

Job 1000 = $\$104,200 * 250/1000 = \$26,050$

Job 2000 = $\$104,200 * 400/1000 = \$41,680$

Job 3000 = $\$104,200 * 350/1000 = \$36,470$

TOTAL = \$104,200

Percentage – Method 3

Example: You want to re-allocate Telephone Costs booked to department “00” to all departments on a pre-defined percentage. i.e. 20% to Accounting, 30% to Purchasing and 50% to Marketing.

Accumulate:

Account # 5003 Dept 00 Telephone \$ 1,300

Prorate by: Manually entered %:

20% to Account # 5003 – Department 01 – Accounting

30% to Account # 5003 – Department 03 – Purchasing

50% to Account # 5003 – Department 05 – Marketing

NOTE: Total Prorate percent must equal 100.

Corporate Levy – Method 4

Example: You want to charge subsidiary companies a percentage fee for managing their Cash.

Accumulate: Sum of Subsidiary Company C1Bank Accounts \$1,123,000

Allocations: 10% of Accumulate to Subsidiary Company C1 – Management Fees 10

10% of Accumulate to Home Company “CM” – Fee Revenue

Create the Cost Pool Header

Enter The Cost Pool Code {Up To 10 Characters}

COST POOL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Code [] []

* Company [] []

* Proration Method [] [] Processed Active

WM [] [Duplicate This Cost Pool](#) [Accumulate](#)

Pgm: GLCOSTPL – Cost Pool Allocation; standard Treeview path: GL > Setup > Local Tables > Cost Pool Allocations

Cost Pool Code and Description

Enter a unique code and description to identify the cost pool. This is a mandatory field. The code may be up to 10 characters long.

Company Code

Enter the default Source Company Code of the cost pool transactions. This may be changed on each line but this field is the default field.

Proration Method

Select from the drop down list the Proration Method appropriate for the transaction being created. This is a Mandatory Field. If the cost pool is being set up for Schedule G reports the method must be Amount.

Processed Flag

If the Cost Pool entered has been used previously, this box will be checked. If it is a new Cost Pool, this box will default unchecked.

Active Flag

To enable the Cost Pool to be used, it must be checked as **Active**. The default value when entering a new allocation is checked – Active.

WM

This Weight Measure field will default as blank. If selecting Quantity Proration Method – this LOV will populate with available Weight Measures for selection.

Create Accumulate List

The accumulate list is a list of Companies, Departments and Accounts or Companies, Jobs, Cost Codes (Phases) and Categories or Equipment and Transactions that you want to sum together to create the dollar value to allocate to other areas of the accounting/job cost systems.

Enter the Type

The type code is either “G” for General Ledger Account, “J” for Job or “E” for Equipment. The system defaults “G” into this field (G is required to set up a cost pool for Schedule G Reports).

Enter Company Code

Enter the code of the company that owns the account or job that is to be part of the accumulator. This is a mandatory field.

Enter the Distribution

If you entered “G” as the type, then enter a single department code, or, if you want all departments, enter the word “ALL”. Then, enter the specific account required (see section at the end of Schedule G Set Up).

If you entered “J” as the type, then enter a specific job code, or, the code “ALL” indicating all jobs. Enter a specific Phase or the Code “ALL” to indicate all phases and a specific category, or enter “ALL” for all categories.

NOTE: The moving via Cost Allocation of Job Cost is a Financial Transaction only. It does not move Subcontract, Billing, Change Management or Purchase Order links.

Enter the Pro-rate “By” Data

If your Method is Amount or Units, the Pro-rated “By” data can either be GL Account-related or Job-related. Each prorate “By” line entered will be expanded and used as a percentage of the Accumulate amount. If your Method is Percentage, then you will only have the Percent Field available.

Type

The type code is either “G” for General Ledger Account or “J” for Job. The system defaults “G” into this field but you may change it to “J” if required.

Company Code

Enter the code of the company whose account or job you wish to be part of the accumulator. This is a mandatory field.

Distribution

If you entered a “G” as the type, enter a single department code. Or, if you want all departments, enter the word “ALL”, then enter the specific account required.

If you entered “J” as the type, enter a specific job code, or the code “ALL” indicating all jobs. Enter a specific Phase or the Code “ALL” to indicate all phases and a specific category, or enter “ALL” for all categories.

If your method is Corporate Levy, then the data entered in the Prorate By fields is the place (GL or Job) where the Debit side of the transaction will be written. This is usually the subsidiary company, department and account.

Percentage

This is only applicable for Percentage Method Allocations or the Corporate Levy Method allocations. Enter the percent of the Accumulator to distribute.

Enter Pro-Rate “To” Data

For each line entered as “Prorate Data” there must be a matching Pro-Rate “To” line. This side of the transaction is where the cost will be transferred.

Type

The type code is either “G” for General Ledger Account or “J” for Job. The system will default “G” into this field but you may change it to “J” if required. If using Corporate Levy, this must be “G”.

Company Code

Enter the code of the company whose account or job you wish to be part of the accumulator. This is a mandatory field.

Distribution

If you entered “G” as the type, enter a single department code. Or, if you want all departments, enter the word “ALL”. Then enter the specific account required.

If you entered “J” as the type, enter a specific job code, or the code “ALL” indicating all jobs. Enter a specific Phase or the Code “ALL” to indicate all phases and a specific category or enter “ALL” for all categories.

If your method is Corporate Levy, then the data entered in the Prorate “To” fields is the place (GL) where the Credit side of the transaction will be written. This is usually the home company, department and account.

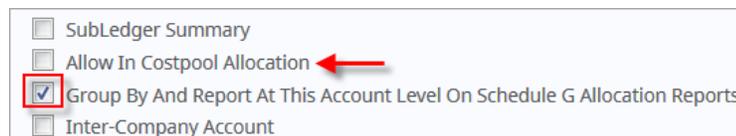
Setting Up Cost Pool Allocations for Schedule G Reports

The Schedule G Report is driven by a control department to derive 2 report sets for DCA compliance. Each report set will be broken down by Control Accounts. Each control account will be composed of allowable (allocable) and non-allowable (non-allocable) expenses to 1 of the 3 control departments called “Office”, “Field” and “Overhead”. For the Division Reports, a Detailed Consolidation Structure will be used to define the control accounts in each division. There will be a separate division report for each control department % split defined on the cost pool allocation rule. Each report will report on the % split of the cost pool, defining overhead expenditures, plus the current charges to date in the office and field control departments.

General Ledger >Set Up > Maintain Accounts

Set up accounts which should appear on the Schedule G Reports, as these are the accounts which the allocable and un-allocable expenses will roll up to:

- The account(s) cannot have a controlling account associated with it
- Uncheck the **Allow in Cost Pool Allocation** checkbox (as part of the distributable amount)
- Check the **Group By And Report At This Account Level On Schedule G Allocation Reports** checkbox



<input type="checkbox"/>	SubLedger Summary
<input type="checkbox"/>	Allow In Costpool Allocation
<input checked="" type="checkbox"/>	Group By And Report At This Account Level On Schedule G Allocation Reports
<input type="checkbox"/>	Inter-Company Account

For each account set up in step one, set one each for allocable expense and un-allocable expense. Have these accounts controlled by the accounts set up in step one and check the **Allow in Cost Pool Allocation** checkbox.

Set up two accounts: Direct Labor and Indirect Labor, leaving both above-mentioned checkboxes unchecked.

Go through the balance of the accounts and mark them with the **Group By** checkbox if they are to appear on the report, but not being a roll-up or having roll-ups associated with it.

General Ledger > Setup > Local Tables > Maintain Departments

For each company to be included in the cost pool, set up 3 controlling departments titled “Field”, “Office” and “Overhead”. Under each controlling department, set up as many departments and categories as required (match to the number of allowable and non-allowable accounts set up) and have them controlled by one of the three controlling accounts. Set up a department called Field Direct Labor and have it controlled by department Field. Set up Department Office – Indirect Labor and have it controlled by the Office control.

General Ledger > Setup > Global Tables > Detailed Consolidations

Set up a new consolidation, having one line each for each company, controlling departments “Office” and “Field” and roll-up department.

i.e., Company Code 01, Controlling Dept. Field, Roll-up Dept. Field 1

Company Code 02, C Controlling Dept. Field, Roll-up Dept. Field 1

General Ledger > Setup > Local Tables > Cost Pool Allocations

Set up your Cost Pool Allocation as per previous instructions.

In the Allocate section, set up one “G” line for each Field Direct Labor and Office Indirect Labor using the account numbers set up in step 3. For each company involved in the cost pool, these two allocations must be set up.

Activate the [**Accumulate**] Button

Set up the Overhead accumulation

i.e. line 1 – G, Company Code 01, Department Overhead 1, Acct 5041 Advertising allowable

line 2 – G, Company Code 01, Department Overhead 1, Acct 5042

Duplicate Cost Pools

The [**Duplicate This Cost Pool**] button will copy all the info from one cost pool setup to a new one. This is very useful if you have a large list of Accumulates or Pro-Rate By that are similar or the same in multiple cost pools.

Global Tables

Chart Codes

CHART CODES				
Code	Name	Maximum Periods	Update Control Account	Open Period
ABCCHAR	ALMN Construction Inc	12	N	Y
ABITAT	ABITAT CATALOGO	12	Y	Y
ALCHART	Andy's Chart Code	12	Y	Y
ANCHART	Andy Chart of Accounts	12	Y	Y
BBCHART	Bakery Chart Code	12	Y	Y
BLCHART	Balraj chart Code	12	Y	Y
BSCHART	balraj chart code	12	Y	Y
CCCCC	CCCCC - CMIC Test Company 5Cs	12	Y	Y
CCCHART	CCS - Cmic Chart Code	12	Y	Y

Pgm: CONSCHFM – Chart Codes

Chart Codes define groups of GL accounts. Each Chart Code could be considered the “name” of the master chart of accounts list that will be used for a specific company or department. This “name” will be entered when you set up each company. As well, when actual GL accounts are entered, they must be associated with a specific Chart Code.

It is very important to note that only business entities, companies, and departments that share a specific Chart Code may be consolidated. This must be kept in mind when creating your company’s chart of accounts.

Code, Name

Enter a code to represent the Chart you are defining. The code can be up to 7 alphanumeric characters in length. The name of the Chart Code can be up to 30 characters long.

Maximum Periods

Enter the maximum number of Periods to be used by the Chart Code that you are defining. If the Chart Code uses a standard period length of one month, then you would enter 12 into this field. If the fiscal year for this Chart Code uses a period length of 4 weeks, then enter 13 into this field.

Update Control Account – (Account Hierarchy)

The Account Hierarchy field is a Yes/No field indicating if you will be using a “flat” Chart of Accounts, or a hierarchical Chart of Accounts. A flat Chart of Accounts is a standard Chart of Accounts where each account is an entity unto itself. A hierarchical Chart of Accounts is where you create a group of accounts that report up to another account for reporting purposes only. Transactions can only be applied to the lowest level accounts.

For example, if you have Bank Account #1, Bank Account #2, and Bank Account #3, you may choose to enter them in a flat hierarchy where each account is separate with no connection to the other. In this case, you would answer **No** in the Account Hierarchy field. On the other hand, you may decide that you would rather have a Controlling Account called “BANKS”, with each bank account grouped to the Controlling Account. In this case, you would answer **Yes** to the Account Hierarchy field.

Open Period – Checkbox

If checked, when the Periods are set up for the Chart Code, they will all default to the Open state, otherwise they will default to the Closed state.

Account Structure

ACCOUNT STRUCTURE Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Chart of Accounts: [CCCCC x] [CCCCC - CMIC Test Company 5Cs]

ACCOUNT TYPE

View [v] [f] Freeze [d] Detach [s] Search [i] Insert [im] Insert Multiple [d] Delete [w] Workflows [ro] Report Options [e] Export [ecm] ECM Documents [ue] User Extensions

* Account Type	Name	* Base Account Type Code	Seq	Low Acc Sequence	High Acc Sequence	Bal Type	WM Code	Clear Flag
A	Assets	Assets	1	1000	1999	D	NA	<input type="checkbox"/>
L	Liabilities	Liabilities	2	2000	2999	C	NA	<input type="checkbox"/>
O	Equity	Owners Equity	3	3000	3999	C	NA	<input type="checkbox"/>
R	Revenues	Revenue	4	4000	4999	C	NA	<input checked="" type="checkbox"/>
E	Expenses	Expenses	5	5000	8899	D	NA	<input checked="" type="checkbox"/>
X	Conversion Accounts	Assets	6	9000	9999	D	NA	<input type="checkbox"/>
T	Test Accounts	Assets	7	10000	199999	D	NA	<input type="checkbox"/>

Pgm: ACCTYPFM – Account Structures

This screen is used to customize account types to suit the needs of individual operations. Account Types are used to define the function of a GL account, and are usually such things as Assets, Liabilities, Expenses, etc.

This screen allows the operator to create the standard account types as well as any other account types required. It also enables the account types to be linked with specific ranges of account numbers.

When an account is entered on the Chart of Accounts, the account type code specified on that form will be checked to make sure the sequence entered is within the range specified on this form. The operator will not be allowed to enter account numbers for account types that are outside the range entered on this form.

Chart of Accounts Code

Enter the Chart Code for the account structure being established.

Account Type and Name

Enter a 3-character code for the account type code and the descriptive name.

Base Account Type Code

From the LOV, select your Base Account Type Code.

Sequence Order

Enter the sequence order for the account types to be printed in the Trial Balance and other financial reports.

Low/High Account Sequence

Sequence numbers are entered for each account through the Chart of Accounts Entry screen. When this sequence number falls within the numbers specified for an account type, the account will be associated with that type. You should not change the sequence numbers once you have set up your accounts, since many accounts may be affected by any changes made.

For example, if the starting sequence number for Assets is 1000, and the next higher entry (Liabilities) is 2000, the Asset sequence numbers will be from 1000 to 1999. The order of the account types will be the standard order for the processing of Trial Balances. You may change the processing order through the sequence numbers that you enter, since the numbers will be processed in numeric sequence.

This field is mandatory and 8 numeric digits in length.

Balance Type

Enter "D" (Debit) or "C" (Credit) to specify the normal balance for this account. You must make a valid entry in this field.

Negative balances for accounts that usually have a credit balance (such as liability and revenue accounts) do not have to be shown as negative on some reports and financial statements. This code will allow a credit balance for the account to be shown as positive, and a debit balance to be shown as negative.

Weight/Measure Code

Enter the weight or measure code to be applied to the account type. The GL accounts must be associated with a unit of measure. The system defaults the unit of measure entered in the Chart of Accounts screen.

A List of Values is available on this field to view and select valid weight/measure codes.

Clear Flag

The clear box indicates to the system whether the account type should be cleared during the year-end processing. Check this box if you wish to clear the account balances during the year end procedure. This is normally applied to income statement type account sequences only.

Period Dates

The screenshot shows the 'PERIOD DATES' application window. At the top, there are icons for Save, Exit, Help, and Refresh. Below the title bar, the 'SELECTION CRITERIA' section includes a dropdown for 'Chart of Accounts' set to 'C2', a text field for 'C2 CHRT', a dropdown for 'Fiscal Year' set to '2017', and a text field for 'Fiscal Year Start Date' set to 'Jan 01, 2017'. A 'Create Periods' button is located below these fields. The main area contains a table with the following columns: Period, Start Date, End Date, Adj, and Open Period. The table lists 13 periods for the year 2017, starting from Jan 01, 2017 and ending on Dec 31, 2017. The 'Adj' column contains 'N' for periods 1-12 and 'Y' for period 13. The 'Open Period' column contains 'Y' for all periods.

Period	Start Date	End Date	Adj	Open Period
1	Jan 01, 2017	Jan 31, 2017	N	Y
2	Feb 01, 2017	Feb 28, 2017	N	Y
3	Mar 01, 2017	Mar 31, 2017	N	Y
4	Apr 01, 2017	Apr 30, 2017	N	Y
5	May 01, 2017	May 31, 2017	N	Y
6	Jun 01, 2017	Jun 30, 2017	N	Y
7	Jul 01, 2017	Jul 31, 2017	N	Y
8	Aug 01, 2017	Aug 31, 2017	N	Y
9	Sep 01, 2017	Sep 30, 2017	N	Y
10	Oct 01, 2017	Oct 31, 2017	N	Y
11	Nov 01, 2017	Nov 30, 2017	N	Y
12	Dec 01, 2017	Dec 31, 2017	N	Y
13			Y	Y

Pgm: PERIOD – Period Dates

A fiscal year is divided into smaller portions called periods. The total number of periods per year is specified for each company based on the company's Chart Code. The Chart Code Maintenance form defines the total number of periods in the fiscal year for each Chart Code.

Each period will have a starting and ending date. The fiscal year will be defined by the starting date of the first period to the ending date of the last period. This allows a fiscal year to be longer or shorter than a calendar year, and can start or end at any point within the same calendar year. In most cases, each year will contain either 12 or 13 periods, corresponding to the months of the year or four-week periods of time.

The period dates determine the period balances for accounts. If a transaction date falls within the starting and ending dates for that period, then the amounts of the transaction will affect account balances for that period. This is a very important GL function; period dates should not be changed after entries have been committed.

You must set up periods for the current fiscal year as well as for the previous fiscal year to allow balances for that year to be entered.

Chart of Accounts, Fiscal Year

Enter the **Chart Code** and the **Fiscal Year** for which periods are to be setup.

You can set up periods for as many fiscal years as required. If the periods for this year have already been entered, they will be displayed in the lower block.

If you are setting up dates for a new fiscal year, you can enter values in the lower block. Enter "1" in the first period field, and then enter the starting date for that period. The ending date will default as one month after the starting date. You can change this date or leave it as is. The starting date defaults as one day after the previous period ending date. You may change the dates if required. Continue this way until the last period has been specified. You will be prevented from entering more periods than the maximum number of periods for this company.

Start and Ending Dates

You must enter the starting and ending date for the first period. After that, the dates will default as one day after the ending date of the previous period. You can change the defaults if required, but the system will validate your entries, ensuring that you do not skip any dates. You cannot update this field once you have committed the entries.

Adjustment (Adj)

The adjustment field defines to the system whether the period specified is an adjusting period for entering year-end adjustments. The default for all standard periods is an "N", indicating that these periods are NOT adjusting periods. Once you have entered all the standard periods, enter one further period and flag it with a "Y" to indicate an Adjusting Period. In the example in the figure shown, an additional period, period 13, is added and flagged "Y" as the adjusting period. When the auditors adjusting entries are entered, the system will post the adjusting transactions into the 13th period.

The ability to indicate an adjusting period allows you to post the year end adjusting entries independent of the "actual" year end balances; you may then print the Trial Balance including the adjusting period (which include the auditor's adjustments) or without them at any time.

Open Period

Open Period is a Yes/No field and will default Yes or No from the Chart Code setup, but can be overwritten in Define Period Dates. Y flag means the period is open, N flag means period is closed. The "Allow Posting to Future Periods" checkbox on the control of individual applications i.e. Accounts Payable will look to this checkbox to see if the period is open. When the checkbox is checked, posting will be allowed, if unchecked, posting will not be allowed and an error that the period is closed globally will be given.

Business Units

The screenshot shows the 'BUSINESS UNITS' application window. At the top, there is a title bar with 'BUSINESS UNITS' and standard window controls (Save, Exit, Help, etc.). Below the title bar is a menu bar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area contains a table with three columns: * Code, Business Unit Reporting Name, and Business Unit Manager. The table lists 13 business units with their respective codes, names, and managers.

* Code	Business Unit Reporting Name	Business Unit Manager
30	New England	Alex Anderson
BS	Balraj singh Bu	Balraj
31	DB Business	DB
89	Test 89	David
70	Heavy Highway	Fred Smith
91	GR Business Unit	GR
IM	Construction Equipment.	IA
27	Irina's R&D	Irina 27
37	Irina's Production	Irina 37
82	QA Test 3	jane Doe
11	JD Business Unit	jason
40	Tri State	Jim Reid

Pgm: BUFRM – Business Unit

This program is used to enter codes defining the Business Units for this organization. Business Units are used to group Companies, Departments and Sub-Departments for financial reporting purposes. They have no effect on data entry.

For example, you may have many companies defined on the system that all have construction departments. A business will link these departments together for financial reporting, making it easy to produce cross-company financial documents.

Business Unit Code & Reporting Name

Enter an alphanumeric code, max. 2 characters, to represent the Business Unit, and a name for the unit. The name can be up to 40 characters.

Business Unit Manager

If you wish, you can associate a manger's name with the Business Unit. This is for reference only.

Company Groups

The Company Groups Maintenance screen provides a method of grouping companies for printing multiple companies within a single report selection.

Currently, this grouping selection is only available on the General Ledger Trial Balance Report (GL2000) and the Accounts Payable Aged Report (AP1000).

Groups – Section

COMPANY GROUPS
Save Exit ? ? ? ? ?

GROUPS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Group Code	* Description
JDUS	JDUS Group
LUDMILA	Ludmila's Group
MIRGROUP	MR GROUP
MADHURI G	Madhuri Group
QAGRP	QA Group
RVGROUP	RV Group of Companies
SEWERGROUP	Sewer Construction Group
VADIM	VB Group
VR	VR Group
WARRENGRP	Warren's Companies

COMPANIES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Company Code	Name
JDUS	JD US TEST Company
JDSUB	Brick Laying Subsidiary (JDUS)

Pgm: GLCOMPPK – Company Groups

Group Code and Description

Enter the code for the group that you are defining. The group code can be up to 10 alphanumeric characters in length.

Companies – Section

Enter / Select the companies to be associated with the group code.

Consolidations Codes

CONSOLIDATION CODES
Save Exit ? ? ? ? ?

SELECTION CRITERIA

* Chart Code C2 CHRT

CONSOLIDATION CODES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Code	Consolidation Name	* Control Code	Control Consolidation Name	* Low Level
C2CHRT	C2-Consolidation Code	ALL	ALL	<input checked="" type="checkbox"/>

Pgm: CONSHIER – Company Consolidations

Company Consolidation Codes allow you to group the access, display and reporting of company data within a hierarchical structure.

NOTE: Only companies that share a Chart Code can be consolidated using Consolidation Codes.

These Consolidation Codes can be created as entities onto themselves, or as groupings of companies that report up to other Consolidation Codes.

Each company created within the system requires you to assign a company Consolidation Code. For this reason, the system will generate a “Master” Consolidation Code when you create a new company.

Remember that when creating your Consolidation Codes, only the Consolidation Codes at the lowest level can be assigned at the company level. The codes created at the higher level are used for user access and reporting purposes.

To create a hierarchical consolidation structure, create the Consolidation Code at the highest level, and then create the codes below it. As you create the codes at the lower levels, define the hierarchy by assigning the Ctrl Code to which the lower level will report. For example, you may have a “Master” consolidation that consolidates all the companies within your system. You may then want to create Consolidation Codes which group all companies working on a specific project. These consolidation groups could be controlled by the “Master” consolidation so that you can have statements for each group, or for all companies within the structure.

When defining consolidation groups, remember that only companies that share a Chart Code (read: they have the same chart of account and fiscal year) can be assigned within a single hierarchical structure.

In addition to its reporting capabilities, Company Consolidations allow you to assign security access by these codes (see *Assign Users to Consolidation Codes* section within System Data user guide). When setting up a user’s security, you can grant access by these Consolidation Codes as well as by an individual company.

Selection Criteria – Chart Code

Enter the Chart Code to be associated with the Consolidation Code.

Code, Consolidation Name

Enter a code to represent the Consolidation Code that you are defining. The code can be up to 7-characters in length and the Consolidation Name can be up to 30 characters in length.

Control Code, Control Consolidation Name

Enter the code for the consolidation group that will control the code that you are defining.

Once a Consolidation Code has been set up, it may then be used as a hierarchical control for another Consolidation Code. The Control Code LOV is where you specify the Consolidation Code that will control the code you are defining.

The controlling code must have been set up previously, and cannot be the same as the code you are entering on this line. Consolidation Codes at the highest level of the hierarchy will have the code “ALL” automatically assigned to this field.

Low Level – Flag

The low-level flag will be checked if a controlling Consolidation Code has been entered against this Consolidation Code. Consolidation Codes at the top of the hierarchy will have this checkbox unchecked.

Detailed Consolidations

DETAILED CONSOLIDATIONS Save Exit ? ? ? ? ? ? ? ?

Enter The Consolidation Code

DETAILED CONSOLIDATIONS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Code	Name	* Chart Code	Chart Name
CHART12	VB Consolidation Code	CH2012	vb TEST
CCCCC	Default Consolidation Code	CCCCC	CCCCC - CMIC Test Company 5Cs
CCALL	CCS Consolidation Code	CCCHART	CCS - Cmic Chart Code
ANCONS	Company AND Consolidation Code	ANCHART	Andy Chart of Accounts
ALTCONS	ALT Consolidation	ALCHART	Andy's Chart Code
4444	Default Consolidation Code	4444	4444
1ALL	1ALL Consolidation Code By OAT	1CHART	REGRESSION CHART CODE BY OAT

COMPONENTS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Business Unit	Name	Company	Name	Controlling Dept	Name	Dept Code	Name
10	Hospitality	CCCCC		00	Company Level	10	Accounting

Pgm: CONSOLD – Consolidation Code

Use this screen to group business units, companies, and departments within your organization for producing consolidated financial documents and to run the Executive Query form. Contrary to the Company Hierarchical Consolidation Maintenance, this form does not allow consolidations in a hierarchical format.

For each Consolidation Code defined, enter the desired business units, companies, controlling departments, and departments whose General Ledger information you want to integrate. Each group of codes entered in the second block must themselves have been set up on their own entry forms (for companies, use the Company Setup form; for business units, use the Business Units Entry form; for departments, use the Department Codes Entry form).

Each line represents one group. This set up allows large organizations to consolidate financial information by departments within companies, by companies within corporate groupings (business units), and for the entire organization as one enterprise.

NOTE: Codes created in the Consolidation Maintenance screen will appear in the list of values, but will be available as display only.

Making an entry in a field will cause all transactions associated with that field to be consolidated. Leaving a field blank, will consolidate transactions across that field regardless of the other fields they are associated with.

For example, if you enter a business unit code and leave the other fields on this line blank, all companies and departments associated with this business unit will be consolidated using this Consolidation Code. If you leave the Company Code field blank, you can consolidate across specific business units or departments within companies, regardless of which Company Code they are associated with.

It is recommended that you set up at least one Consolidation Code that includes your entire company. One of the best query screens is the Executive query screen, and it can only be accessed by a Consolidation Code.

For this reason, even if you do not think you will need Consolidation Codes, set up one code (perhaps using your Company Code as the Consolidation Code) where you enter your Company Code and department 00 in the components section.

Consolidation Code and Name

Enter a seven-character code for each consolidation required. Lower case letters will be converted to uppercase. This code will be used when formatting documents to provide the correct consolidation of

accounts for the various business units, companies, and departments whose financial information must be grouped.

Chart Code and Name

Enter the Chart Code to be associated with this Consolidation Code. The Chart Code entered must have been previously set up on the Chart Code Setup Form. Move to the detail section of the screen.

Components – Section

Business Unit and Name

Enter the business unit code for the business unit whose GL information you want to include in the consolidation. If you enter a business unit code and leave the other fields on this line blank, all companies and departments associated with this business unit will be consolidated using this Consolidation Code. If you leave this field blank, you can consolidate across companies and departments, regardless of the business unit they are associated with.

Company Code and Name

Enter the Company Code for the company whose GL information you want to include in the consolidation.

If you enter a Company Code and leave the other fields of this line blank, all the departments associated with this company will be consolidated using this Consolidation Code. Since the company may be associated with only one business unit, that one unit will be reported on, but only for the Company Code entered.

If you leave this field blank, you can consolidate across specific business units or departments within companies, regardless of which Company Code they are associated with.

NOTE: For more information on companies, please refer to the [Company Setup](#) section.

Controlling Department Code and Name

Enter the controlling department code for the company whose GL information you want to include in the consolidation.

If you enter a controlling department code *and* a Company Code and leave the other fields on this line blank, all departments that report to this code for this company will be consolidated using this Consolidation Code. Because each company and department may only be associated with one business unit, that one unit will be reported on but only for the company and department entered here.

If you leave this field blank, you can consolidate across companies and regular departments.

NOTE: For more information on controlling and regular departments, please refer to the [Maintain Departments](#) section.

Department Code and Name

Enter the department code for the department whose GL information you want to include in the consolidation.

If you enter a department code and leave all the other fields blank, all the business units and companies that have GL information for this department code will be consolidated using this Consolidation Code. If you leave this field blank, you can consolidate groups of departments (using a controlling department code) or groups of companies, or groups of business units.

Account Access Groups

Code	Name
CONTROLLER	Company Controller Access

Pgm: ACCGRP – Account Access Groups

The Chart of Accounts is applied to companies and their departments in their entirety. Account Access Groups allow you to limit access to a group of accounts a department can use. In contrast to assigning individual accounts to departments (see [Account by Department](#) section), this feature allows you to assign accounts to Access Groups and then apply those Account Access Groups to various departments.

It is important to note that the allocation of accounts to departments does not require the use of Account Access Groups. If you want to allocate the use of all accounts within the company's chart of accounts to a department, do not assign an Account Access Group to that department.

If you want to assign a small number of accounts to a specific department, you may choose to use the Accounts by Department feature.

If, however, you need to define large numbers of valid accounts across a multitude of departments, you may wish to assign Account Access Groups to your accounts, then assign them to the appropriate departments.

You can assign accounts to a department through the **Accounts by Department** screen, as well as assign an Access Group to that same department. In such a case, the department would be granted access to all the accounts within the access group as well as any additional accounts assigned to the department.

The way in which you choose to allocate account access to the departments is dependent on your companies' requirements. Use this form to create the Group Access codes for the accounts within your system. If you have completed setting up your company and have defined the accounts within your Chart Code, you can apply the desired accounts within each group using the [**Accounts**] button popup. If you are in the process of setting up your company and have not yet created the accounts within your Chart of Accounts, you may return to this screen later to assign the accounts for each group.

Define Account Access Groups

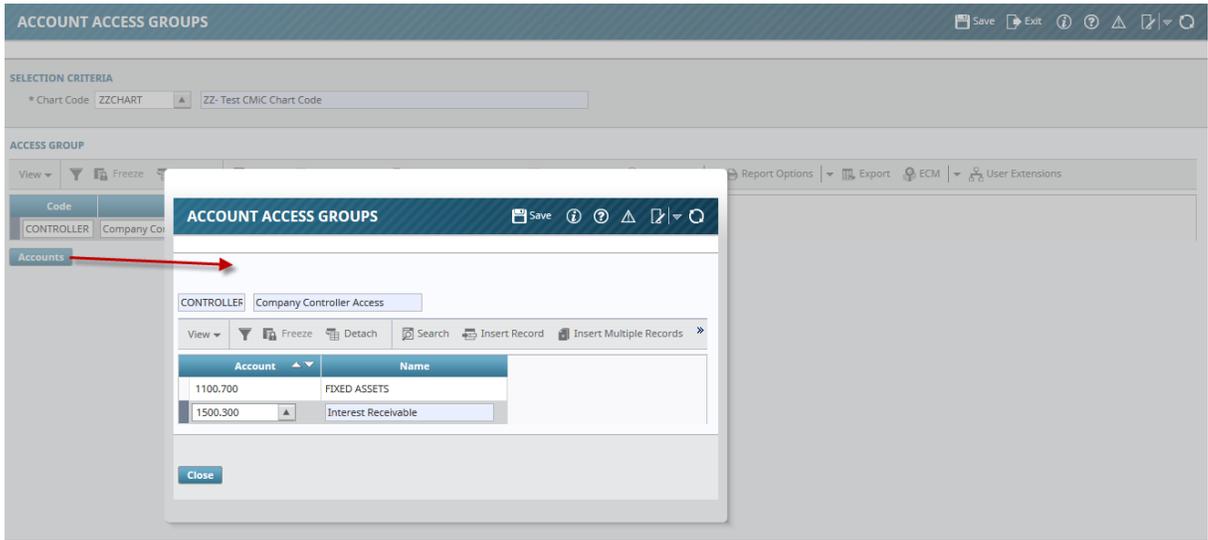
Chart Code

Enter the Chart Code for the companies where Account Access Groups are being entered.

Account Access Group Code and Name

Enter a code and name to represent the Access Group code that you are defining. The code can be up to 10 alphanumeric characters in length, and the Name can reach 30 alphanumeric characters.

Assign Accounts to Access Groups – [Accounts] button



Pgm: ACCGRP – Accounts Button in Account Access Groups

If you are in the process of setting up your company and have not yet created the accounts within your Chart of Accounts, you may return to this screen later to assign the accounts for each group.

Press the [Accounts] button to apply the accounts that will have access through this group code. Then, enter the accounts as required.

Journal Names

The screenshot shows the 'JOURNAL NAMES' application interface. At the top, there is a header bar with 'JOURNAL NAMES' and several utility icons (Save, Exit, Help, etc.). Below the header, there is a 'JOURNALS' section with a toolbar containing icons for View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area is a table with columns: '* Code', 'Name', 'Transaction Num', and 'Access Via GL'. The table lists various journals with their respective codes, names, transaction numbers, and access status.

* Code	Name	Transaction Num	Access Via GL
AJ	Adjustment Journal	48	<input checked="" type="checkbox"/>
AP	Accounts Payable	5940	<input type="checkbox"/>
AR	Accounts Receivable	2647	<input type="checkbox"/>
BK	Bank Transfer Journal	10	<input checked="" type="checkbox"/>
CD	Cash Disbursements	1649	<input type="checkbox"/>
CR	Cash Receipts	179	<input type="checkbox"/>
EC	Equipment Costing	580	<input type="checkbox"/>
FA	Fixed Assets	71	<input type="checkbox"/>
FC	Financial Charges	94	<input type="checkbox"/>
GJ	General Journal	2970	<input checked="" type="checkbox"/>
IC	Inter-Company	66	<input type="checkbox"/>
IO	Inter-Department	1	<input checked="" type="checkbox"/>
IR	Interest Rate - AR	4	<input type="checkbox"/>

Pgm: JOURFRM – Journal Names

A journal lists transactions in the order they are entered, showing the transaction history. Usually a journal is set up to group transactions that apply to a specific account, like your Cash or Accounts Payable accounts. In the General Ledger application, journal codes are used to identify transactions as members of the journal so transactions can be printed for specific journals, if required.

One common method of defining journals is by Sub-ledger - to have a different journal for each application which produces transactions which flow through to the General Ledger. "AP" could be used for Accounts Payable, "AR" for Accounts Receivables, and so on. "GJ" is commonly used for transactions entered directly into the General Ledger system.

As you identify the journal code, you may also indicate the starting transactions number as well as whether you wish to allow access to this journal through the Transaction Entry screen within the General Ledger.

Journal Code and Name

Enter the 2 alphanumeric character codes for the journal, and a name. The name can be up to 30-characters. Lowercase letters will be converted to uppercase for the code value.

Transaction Number

Modify the starting transaction number used to identify transactions within each journal. As new transactions are created, this number will increase sequentially within the journal that the transaction was created.

Access Via GL – Checkbox

Check this box if you want to allow access to this journal within the General Ledger transaction entry screen. If this box is not checked, the journal code will only be allowed to be used by the other applications.

Transaction Allocation

Overview – Transaction Allocation

Transaction Allocation Codes can be thought of as “Mini Sub-ledgers”. Any information you wish to track against an **Account** can be set up as a Transaction Allocation Code (TAC). Each time that **Account** is entered within transaction entry, you will be required to enter a value against that code. Once posted to the General Ledger, you can retrieve information based on the Transaction Allocation Code and value(s).

Each of the Chart Codes, Account Structures, Accounts and Accounts by Department screens have [TAC] buttons available once TAC codes are defined for the Chart and Company. Use this button to access the popup where you can assign/modify default TAC values.

The transaction entry screens in the system validate entries to ensure that all required Transaction Allocation Codes are assigned valid values, if they are used. Transaction Allocation Codes allow you to assign default values to each code at the Chart Code, Account Structure, Account and Account by Department levels.

Transaction Allocation Codes (TACs) are associated to a Chart Code, and they provide a supplementary method to track and summarize dispositions posted to the various accounts in the General Ledger.

Transaction Allocation Codes are user defined, and each code is assigned a set of values to choose from (refer to the following *Overview – TAC UDF* subsection for details). These values define the attributes to be allocated to every disposition. A maximum of four Transaction Allocation Codes can be defined, and an unlimited set of Values can be assigned to each code.

The **User Defined Values** for the TACs default the **Editable** and **Validated** checkbox states from the UDF Maintenance screen at the System Level. These fields are not editable and display only at the TAC Maintenance screen. However, in Account Maintenance, against each GL Account, users can override the checkbox states as desired.

Overview – TAC UDFs

In the Transaction Allocation Code screen, enter a code to represent the Transaction Allocation Code you are defining. This code can be up to 8 alphanumeric characters in length. The name has a limit of 20-characters, as this is the prompt for the field. Then you assign User Defined Fields to your TACs.

There are three types of User Defined Fields which may be entered:

Free Form

When this field is left blank, this type of TAC allows the user to enter any data without validation against a pre-defined list of values. This is a free form text field that can be added to any Job Transactions.

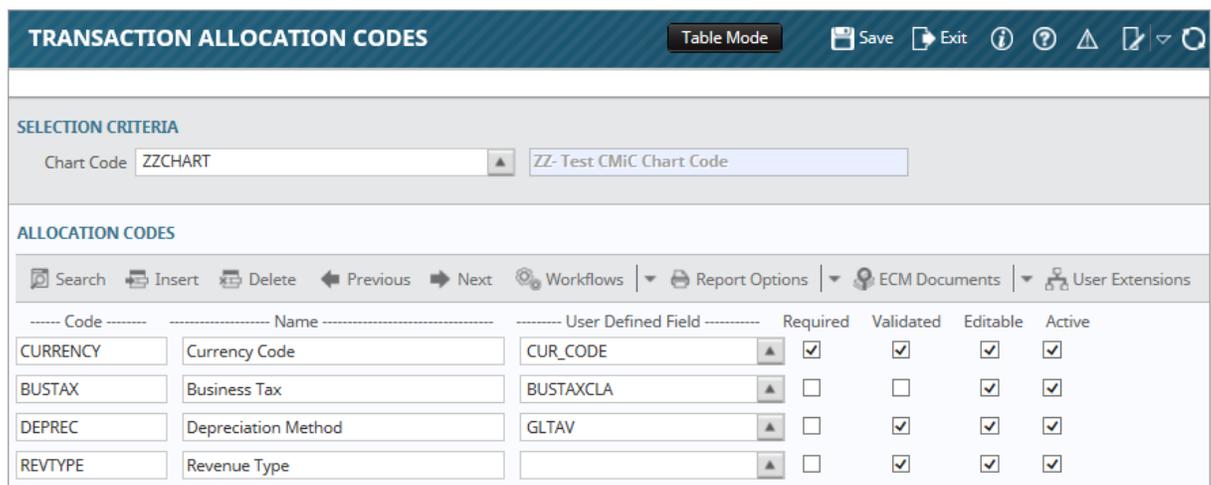
Company Defined

Set the UDG to GLTAV for a Company Level TAC. This indicates that the valid data available for selection is unique within a company and is maintained within the GL TAC Values screen (standard Treeview path: *GL > Setup > Global Tables > Transaction Allocation > Transaction Allocation Values*).

User Defined

This type of TAC Code is designed to utilize User Defined Extension data, found in *System > User Extensions > Field Maintenance*. This means that this TAC code can be linked to either your own user-defined data or one of the pre-defined user extension fields, such as Employee Number. The data will be validated and LOV created against a User Extension field.

Transaction Allocation Codes



Code	Name	User Defined Field	Required	Validated	Editable	Active
CURRENCY	Currency Code	CUR_CODE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BUSTAX	Business Tax	BUSTAXCLA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DEPREC	Depreciation Method	GLTAV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REVTYPE	Revenue Type		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pgm: GLTACFM – TAC Code Setup; standard Treeview path: *GL > Setup > Global Tables > Transaction Allocation > Transaction Allocation Codes*

Use this screen to define the Transaction Allocation Codes (TACs) that will be used as the prompt for the values assigned to each code.

Chart Code

Verify/Modify the Chart Code you wish to apply the Transaction Allocation Codes to. The system will default the Chart of Accounts for the company defined in *GL > Set User Defaults*.

Allocation Code and Name

Enter a code to represent the Transaction Allocation Code you are defining. This code can be up to 8 alphanumeric characters in length. The name has a limit of 20-characters, as this is the prompt for the field.

NOTE: If you were using TAC codes in earlier versions of CMiC Software, then your data will have been converted to this new type of TAC code.

User Defined Field

If you are creating a Company level TAC, you must select the value “**GLTAV**” from this field’s LOV. If you are creating a User Defined TAC, then select the UDF from the list of values. This type of TAC Code is designed to utilize the User Define Fields (User Defined Extension) defined in the System Data Module’s Field Maintenance screen (standard Treeview path: **System > User Extensions > Field Maintenance**). This means that this TAC can be linked to either your own user-defined data, or one of the pre-defined user extension fields, such as employee number.

Leave this field blank for Free Form types. The **Editable** and **Validated** checkbox states default from the UDF maintenance screen, which is not editable at this level, but users may override their state for their associated account in the Account Maintenance screen, if required.

Specify Code Restrictions – Checkboxes

Required – Checkbox

Check this box if the value for the Transaction Allocation Code will always be mandatory on any distribution line, in any application.

Validated – Checkbox

Check this box if valid entries must come from a list of values. Leave this box unchecked if the user can enter anything into the Transaction Allocation Value.

Editable – Checkbox

Check this box if the user can enter a value, instead of picking a predefined one from the LOV.

Active – Checkbox

Check this box if the Transaction Allocation Code that you are defining is currently active.

Transaction Allocation Values

The screenshot shows the 'TRANSACTION ALLOCATION VALUES' window. It includes a 'SELECTION CRITERIA' section with dropdowns for '* Chart Code' (ZZCHART) and '* TAC' (TAC 1), and checkboxes for 'Required', 'Validated', and 'Editable'. Below is an 'ALLOCATION VALUES' table with columns for '* Code', 'Name', and 'Active'.

* Code	Name	Active
GOVT	Govt Payment	<input checked="" type="checkbox"/>
OVERRUN	Overrun	<input checked="" type="checkbox"/>
TAX	Tax Related	<input checked="" type="checkbox"/>

Pgm: GLTAVFM – TAC Values – Transaction Allocation Values

If you created a Company Defined (GLTAV) **Transaction Allocation Code** (UDF type), then this program is where you enter the valid data for the code. An unlimited number of TAC values can be set up against each code.

Chart Code

Verify/Modify the Chart Code for the Chart of Accounts to which you wish to apply the Transaction Allocation Codes.

NOTE: Allocation Values can only be deleted if they have not been used.

Transaction Allocation Code

Enter a Transaction Allocation Code (TAC) to be associated with the set of Allocation Values being entered. A List of Values is available on this field to view and select the desired Allocation Codes.

Allocation Value Code

Enter a TAC Value Code defining an attribute of the TAC selected. This code can be up to 10 alphanumeric characters long.

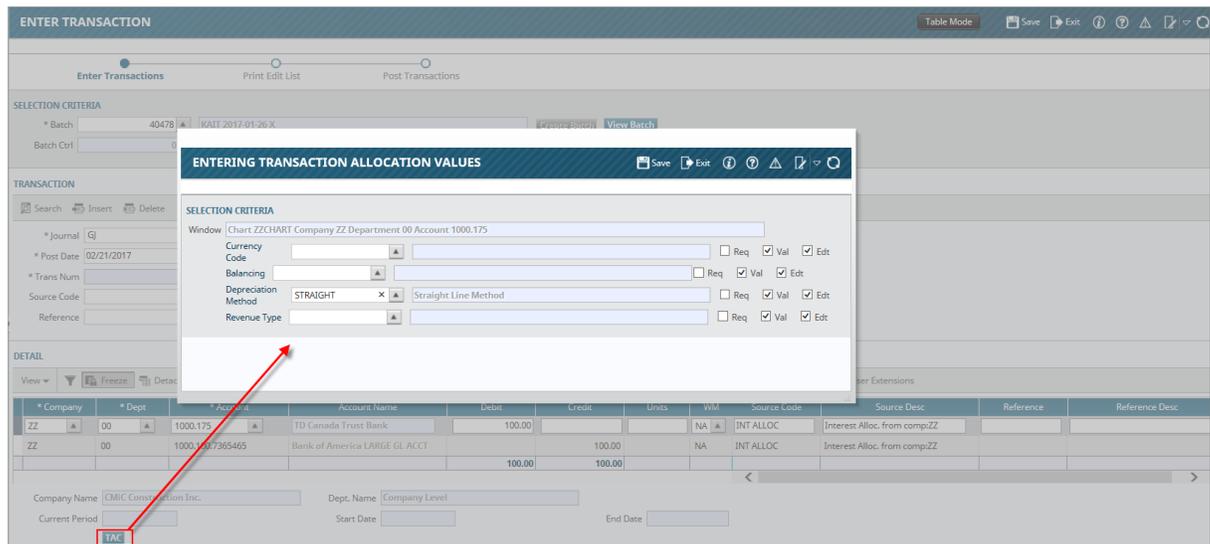
Allocation Value Name

Enter the name of the TAC Value being entered. This field can be up to 30 alphanumeric characters long.

Active

Check the Active box if the Allocation Value you are entering is currently active. Only those Transaction Allocation Values having the Active box checked will appear in the list of available values for the Transaction Allocation Code.

Assigning TACs



Pgm: TACTRWIN – Assign Transaction Code Value via TAC Button

Transaction Allocation Codes can be assigned at many different levels in the system.

- Chart Codes
- Account Structures

- Accounts
- Accounts by Department

If they are assigned at the Chart Code level, then the TAC is available on every account within the Chart. If assigned or modified at the Account Structure level, then each account within the chart that is the specific account type will be assigned the TAC codes and values.

The system will prompt the user when applying TAC codes at any level if the change should be propagated down the hierarchy.

Each of the Chart Codes, Account Structures, Accounts and Accounts by Department screens will have a [TAC] button available once TAC codes are defined for the Chart and Company. Use this button to pop-up a window where you can assign/modify default TAC values.

Note that where you have existing data, the system will prompt you with the following message:

“Do you want to update the related *Account, Account Type and Account by Department Data?*” (The question changes depending on the level of the hierarchy)

- Click [Yes] if you want the Transaction Allocation Values to be assigned automatically to all accounts on your system.
- Click [No] if you wish to assign the codes manually to the accounts, account types and accounts by department to which they belong.

Changing the Assigned Defaults

If you change the default TAC Value, Required, Validated or Editable flags on any of the screens that assign defaults, a message will appear. This message asks: “Do you want to change the related data on the Account Types, Accounts and Accounts by Department?”

If you answer “Yes”, then you will be asked “Do you want to change the related data for the current TAC or for all the TACs on the Account Types, Accounts and Account by Department?” The screen will then provide you with the options of “ALL”, “Current” and “Quit”.

The “ALL” option will wipe out all existing defaults for all the TACs at all lower levels and replace them with the defaults defined within this screen.

The “Current” option will replace only the changed value with the new default at all the lower levels.

Using TAC Codes in Transactions

Pgm: TACWINFM – Assign TAC Codes in GL Transaction Entry

Any Transaction Entry program will validate the processing to ensure that all **Required** TACs are assigned with valid TAC values. The [TAC] button will only appear for companies set up to use Transaction Allocation Codes.

As you enter each distribution line, the system will examine the account to determine whether an entry must be made against a TAC, whether a default value exists, as well as the edit options available.

If a default exists or is not required, you must press the **[TAC]** button on the appropriate distribution line to modify or enter any values. If an entry is required and no default value exists, the TAC popup will appear automatically and force you to make an entry prior to completing the line.

Regardless of the transaction entry screen or application, if there is a distribution associated with the General Ledger, the user will have access to the TAC information via the **[TAC]** button once the Distribution Block of the program is opened. This is true of both Transaction Entry type programs and Transaction Setup programs, such as Recurring Transactions.

Invoke TAC Popup

The TAC popup is used to edit existing TAC values for accounts during transaction entry. If the account selected has an assigned TAC with the Required box checked and with a default TAC value, the system will automatically default the appropriate TAC values for each entry. In this case, the operator does not need to invoke the TAC popup unless modifications to the default TAC values are needed.

If the Required box has been checked and no default value assigned, the TAC popup will appear and force an entry before the distribution can be completed.

If the Edit box has been checked but not the Required box, you can invoke the popup by pressing the **[TAC]** button during distribution entry.

If the Edit box has not been checked, then you are permitted to view the codes, but modifications will be prohibited.

Transactions

Standard Journal Entries

Transaction Processing Procedure

Prepare Batch

Every transaction in the General Ledger must be entered within a batch. It is your choice of how you wish to use the batch facility. The most common methods of using a batch are:

- Each batch contains all entries for a specific date range
- Each batch contains entries for a specific source
- Each batch contains entries directed to a specific journal

Each of the above methods can be run on a daily, weekly, monthly or annual basis. A batch may contain entries for any year and period.

To make period end processing straightforward, we recommend that a batch contain only one period's entries, and that when a new batch is prepared, the title of the batch includes an indication as to the date of the transactions it will contain.

Enter Transaction Details



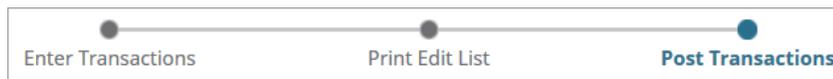
Enter transaction details into a selected batch. A batch may contain entries for multiple journals, periods or years. Because double entry bookkeeping demands that both the debit and credit sides of a transaction balance, each transaction within a batch must balance before the system will let it be posted.

Print Edit Listing



The edit listing is your proof sheet for the details of a specific batch. To avoid posting errors, the edit listing should be printed and the details verified before each batch is posted.

Post Transactions



This step will take all the transactions entered in a specific batch and apply them to the accounts indicated. Once a batch has been posted, it is no longer available for transaction entry. If an error is detected, an exception report form will appear on the screen.

This report prompts the operator to re-enter the batch number in question. The system then generates an Exception Report displaying the errors in the transactions. Once the report is printed, the operator may return to the transaction entry form and edit the incorrect details. An edit listing is reprinted and the batch posted.

File Audit Trail

An Audit Trail is automatically printed every time the post batch program is run. The Audit Trail shows the details of each of the entries within the posted batch.

Editing Existing Unposted Transactions

Once a transaction has been entered into the system, it may be necessary to call that transaction back to the screen for review or editing purposes. This is done by:

- Opening the Transaction Entry Screen
- Selecting the batch
- Moving to the Transaction Section and Executing a Query

The transaction entry block is in enter mode and therefore requires the user to shift to query mode to review an entry.

Remember that if the transaction number or any other data is known for the transaction to be reviewed, it can be entered during the query process to narrow down the possible transactions, which will be returned by the system.

- Move to the field/record that needs to be changed
- Commit the transaction to save the changes or exit without saving

Inter-Company Transactions

ENTER TRANSACTION
Table Mode Save Exit ? ? ? ? ? ? ? ?

Enter Transactions Print Edit List Post Transactions

SELECTION CRITERIA

* Batch GL MAN Sample Trans Create Batch View Batch

Batch Ctrl Batch Proof Batch DR Total

TRANSACTION

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Attachments Notes ECM User Extensions

* Journal General Journal Trans Proof

* Post Date * Ref Accrual

* Trans Num

Source Code Source Description

Reference Reference Description

DETAIL

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM User Extensions

* Company	* Dept	* Account	Account Name	Debit	Credit	Units	WM	Source Code	Source Desc	R
CC	00	5000.103	API/AR Freight Expense	634.45			NA	GLMAN	2015 V10X GL Updates per Audit	AUDIT
CC	00	5000.107	Purchase Order Variance		432.45		NA	GLMAN	2015 V10X GL Updates per Audit	AUDIT
ZZ	00	5000.500	JC Currency gain loss		202.00		NA	GLMAN	2015 V10X GL Updates per Audit	AUDIT
				634.45	634.45					

Company Name Dept. Name

Current Period Start Date End Date

Pgm: TRANENT – Showing Inter-company Transactions

An inter-company transaction requires the use of inter-company clearing accounts so that consolidated statements do not include the same transaction twice. The General Ledger Transaction Entry screen allows for the quick entry of inter-company transactions without the need to enter the clearing account dispositions.

To enter an inter-company transaction, enter a standard transaction as indicated in the Entering a Transaction section of this manual. Each disposition need only apply to the company/department/account desired. For example, when entering a transaction that transfers an expense from one company to another, the following set of dispositions should be entered:

When posted, the system will automatically create the following entry:

DR	Company ZZ Expense	202.00	
CR	Company ZZ Clearing		202.00
DR	Company T1 Clearing	202.00	
CR	Company T1 Expense		202.00

The system will only allow the entry of an inter-company distribution if the clearing accounts have been correctly entered in the Company maintenance screen.

Inter-Departmental Transactions

Unlike inter-company transactions, inter-departmental clearing does not generate the balancing dispositions for each inter-departmental transaction at posting. Rather, the balancing of these departments is part of your month-end procedure.

Inter-Departmental Clearing requires that one department be declared as the operating department at the company level, while the other departments are declared as “self-balancing” at the department level.

At the end of a period, the Inter-Department Clearing procedure is run to generate a balancing transaction from the inter-departmental clearing account of the “self-balancing” department to the inter-departmental clearing account of the “operating” department.

Printing the Edit List

Use the transaction edit listing to check the unposted transactions you have entered. You can list a specific batch of transactions for one or more companies, and can have them ordered by transaction number, account, or source. Batches created for recurring transactions will not be printed on this edit listing. If no transactions are found using the parameters entered, processing will continue but no report will print.

Post the Batches

Once all the transactions in a batch have been verified as correct, they need to be posted. Until they are posted they are not considered part of the GL so the amounts are not included in any account balances.

Enter Transactions

ENTER TRANSACTION Table Mode Save Exit ?

Enter Transactions Print Edit List Post Transactions

SELECTION CRITERIA

* Batch: 40460 KAIT 2017-01-26 T Create Batch View Batch

Batch Ctrl: 0.00 Batch Proof: 0.00 Batch DR Total: 100.00

TRANSACTION

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

* Journal: MC Miscellaneous Trans Proof: 0.00

* Post Date: 01/26/2017 * Ref: 01/26/2017 Accrual

* Trans Num: 30886

Source Code: GAM Source Description:

Reference: AUDIT Reference Description:

DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Company	* Dept	* Account	Account Name	Debit	Credit	Units	WM	Source Code	Source Desc	Reference
CCC	00	1000.003.0123456	BOA - GBP Account	100	100	5	NA	GAM	Test	AUDIT
				100.00	100.00					

Pgm: GLTRANENT – General Ledger Transaction Entry

This program is used to enter General Ledger transactions. Although most GL transactions will be automatically processed from sub-ledgers such as Accounts Payable and Accounts Receivable, this form will be required to enter adjustments, bank charges, and any transactions not processed automatically.

Each transaction consists of a series of dispositions. Each disposition consists of a debit or credit to a GL account. The total of the debits and credits for the dispositions in each transaction must be equal. A batch with transactions that do not balance cannot be posted.

NOTE: This form should not be used to move money between bank accounts that have different currencies, as currency conversion will not occur. This type of transaction should be done via the Bank Transfer screen.

Selection Criteria – Section

Batch, Name

Select the Batch number from the LOV, or create a new batch by entering a batch number, name, and clicking [**Create Batch**]. Upon selecting a batch from the LOV, you may click [**View Batch**] to view and make changes to the batch details.

Batch Ctrl

The Control Amount field is a data verification field. If this field is not 0.00 or blank before the system posts the batch, it will verify that the total of the transactions within the batch matches this control total.

Batch Proof

This field will display an amount if the batch is not balanced.

Batch DR Total

A running total of the DR(debit) amounts for all the Transactions in the Batch.

Transaction – Section

Journal Code

Enter the appropriate Journal Code to which you wish to have the transaction posted. Only journals that have been assigned “Access Via GL” through the Journal Names screen (standard Treeview path: *GL > Setup > Local Tables > Journal Names*) will be considered valid.

Post Date

For data correction or adjustment purposes, the post date of Transaction records is editable. This date determines the fiscal period the transaction belongs in.

Remember that when the batch is posted, the dispositions for each transaction will be posted to the post date entered in this field. Note, however, warning messages will be displayed if the date is in a future period or a current period for which the Preliminary Period End has been run. If the date entered is before the archive date, or for a period for which the Final Period End procedure has been run, an error message will appear, as you cannot enter transactions for closed periods.

Reference Date

The reference date will default from the transaction date but may be changed on a transaction-by-transaction basis. The reference date is not used for Posting – it is, as its name states, a reference date for the transaction (usually a document date).

Accrual – Checkbox

A transaction may be flagged as an Accrual Transaction by checking the Accrual box in the Transaction Header, and continuing with the transaction entry as usual. See section on [Processing Manual Accrual Transactions](#) for more details.

Source Code and Description (Optional)

The Source and Reference fields may be entered by the operator for direct manual entries into the General Ledger. The source code is 16 characters, the Source Description 30.

Reference Code and Description (Optional)

Enter the reference code and reference description that you want to apply to the transactions within this batch. Enter a Reference code of up to 11 characters, and the Reference Description 60 up to characters.

All posted transactions from the sub-ledgers will automatically fill these fields with the relevant information from the Sub-ledger as described below. Sub-ledger transactions can be viewed on the Transaction Query.

If a “Y” was entered in the Sub-Ledger Summary field of the Chart of Accounts Entry form for an account, all the source reference fields will be blank when viewed on the General Ledger Queries, except for the Reference Description field, which will show the batch number.

The source code allows you to trace a transaction to the specific vendor or customer for whom it was created.

Transactions interfaced from the sub-ledgers will contain the following:

Type	Application	Data
Source Code	AP	Vendor Code
	AR	Customer Code
	PO	Item Code
	PY	Employee Code
	EM	Equipment Code
Source Desc	AP	Vendor Name

	AR	Customer Name
	PO	Item Name
	PY	Employee Name
	EM	Equipment Name
Ref Code	AP	Check or Invoice Number
	AR	Check or Invoice Number
	PO	Purchase Order Number
	PY	Pay Run Code and Period
	EM	Cost Code
Ref Desc.	AP	Invoice Description or if Manual Check manual check description.
	AR	Invoice or Check Description
	PO	Warehouse Name
	PY	Pay Run Name, Year and Period
	EM	Cost Code Name

Entering Dispositions – Detail Section

This block is used to enter dispositions for the transaction specified in the previous block. Each line corresponds to one disposition, either a debit or credit.

To post a batch, the total dollars of all the debit dispositions must be equal to the total dollars of all the credit dispositions for all transaction within the batch. Although the system will allow you to commit an unbalanced transaction, the batch will not post until the dispositions in the transaction have been balanced.

The **Transaction Proof** field (in the Transaction section) will display an amount if the transaction is not balanced. The **Batch Proof** field (in the Selection Criteria section) will display an amount if the batch is not balanced. Be sure to commit before checking these values.

- Enter the Company Code for the disposition
- Enter the department code
- Enter the account code
- Enter the debit or credit amount

If the normal balance for the account is a debit, then the cursor will move to this field first. If you want to enter a credit instead, move to the credit field and make the entry.

Units

Entering units may be required if the value of the disposition is related to a specific volume. For example, suppose \$500,000 of revenue corresponded to 80,000 units sold. By entering 80,000 on the line where the revenue account was indicated with the \$500,000, the system could then calculate revenue per unit.

Weight/Measure Code

Enter the appropriate weight/measure code for the units entered in the previous field. This field defaults from the Chart of Account entry program and a transaction cannot be committed without a valid entry in this field.

Move to the next line to enter the next disposition and continue creating entries.

Assign TAC Values

When you enter a transaction detail line, the system will validate the processing to ensure that all “Required” TACs are assigned with valid TAC values. The [TAC] button will only appear for companies set up to use Transaction Allocation Codes.

For more details on working with TACs please refer to the [Transaction Allocation section](#) of this manual.

Processing Manual Accrual Transactions

Accrual Processing Procedure

Step 1: Enter Accrual Transaction & Post

Enter an accrual transaction through the Enter Transactions screen by entering a standard transaction and checking the **Accrual** box in the Transaction Header. Then, post the batch as per normal. This will setup the accrual for the next step.

Step 2: Select Accruals to be Reversed

The Accrual Selection screen in *GL > Transactions > Reverse Accruals* allows the user to select the accrual transactions to post. All accrual transactions are listed as available for reversal.

Step 3: Post Batch of Reversals

Post the Accrual Reversals using the Post Accrual Reversals screen in the process train.

Accrual Transaction Entry & Posting

To enter an accrual transaction, enter a standard transaction via the Enter Transactions screen and check the **Accrual** box in the Transaction Header section. Once all accrual transactions have been entered, post them through the standard posting procedure, as explained in the *Post Batches* section of this guide.

If the accrual is to be automatically posted with the batch, make sure the **Automatic Accrual Reversal** checkbox is checked during posting. If it is checked, then none of the following steps need to be completed, as the reversal will have been posted to the start date of the next period.

Manually Select Accrual Transactions to be Posted

* Accrual	Batch Number	Transaction	Jour	Post Date	Source Code	Reference Code
Y	10441	7209	GJ	25-May-15	SC	REF

* Accrual	Comp	Dept	Account	Debit Amount	Credit Amount	Description
Y	CC	00	1000.100	1,000.00		Bank of America (Operating)
Y	CC	00	1000.200		1,000.00	Bank of America (Payroll)

Pgm: GLACRSEL – Manual Accrual Reversal

This screen displays each accrual to be reversed (entered via Enter Transactions screen), which has "Y" (**Active Accrual**) set for the **Accrual** field. When you enter this screen, the cursor will appear on the first accrual

transaction in the system (displayed in order of batch and transaction number). The bottom **Distribution** section will display the corresponding transactions for the selected batch in the **Accrual Batches** section.

If all transactions are to be reversed, click [**Save**], and proceed to the Posting of the Accruals as explained in the next section.

Removing or Deferring Accruals

- Select "N" for the **Accrual** field in the **Accrual Batches** section to uncheck the **Accrual** checkbox for the transaction. This will prevent the transaction from ever being reversed using the Accrual Reversal procedure. Set the field to "N" if a mistake was made during regular transaction entry, and the accrual transaction will disappear from the system.
- Select "D" for the **Accrual** field in the **Accrual Batches** section to defer the accrual transaction to a future posting (not during this posting).

Save the changes.

Manually Posting Accrual Reversals

Pgm: GLACRPOS – Post Accrual Reversal

Use the Accrual Reversal Posting form to process the debits and credits for the accruals being reversed. For each accrual disposition, an equal and opposite disposition will be created in the posting batch.

You will also enter the required posting date when you use this form. The posting date determines the period that the accrual reversals are associated with. If you normally enter the accruals on the last day of a period and reverse them on the first day of the next period, be sure to enter the first day of the new period on this form.

NOTE: If the GL Control setup is to automatically post Accrual Transactions, this process is not required.

Batch Number

Use the [**Create Batch**] button to create the batch that the reversals will be associated with. The batch type will be set to "T".

Batch User

This field will display the username of the user who created the Batch.

Posting Date

Enter the required Posting date for the batch of accrual transactions being created. All accruals that were marked "Y" will be posted using this date.

Print Reports Immediately

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed later using the posting utility.

Delete Reports after Posting

Check this box to delete this posting report at the end of the posting process. Once deleted, the report cannot be re-printed later. If left unchecked, the posting report can be re-printed later. This field cannot be activated unless the Print Reports Immediately function has been checked.

When complete, use the [Post] button to start the process.

Process Recurring Entries

Recurring Entries are transactions that occur identically many times during the year. By entering them as Recurring entries, they do not have to be entered repeatedly each time, removing the chance of data entry errors and speeding up the process.

Recurring Entry Procedure

Enter the Recurring Entries

Set up any new recurring entries or modify an existing one if necessary.

Activate the Recurring Entry

Choose the Recurring Entries to create and post.

Print the Recurring Transactions Report

Print the Recurring Transaction Report and check that the entries selected are correct.

Create the Recurring Entries

Choose the option to create the transactions from the selected Recurring Entries.

Edit / Modify Recurring Entries

Using the Transaction Entry screen from the standard transaction entry option, edit the recurring entries created in the previous step as required.

Post Batch of Recurring Entries

Use the regular Batch Posting form to update the General Ledger files.

Creating Recurring Entries

SETUP RECURRING ENTRIES Table Mode Save Exit

Setup Recurring Entries Activate Entries Create Recurring Transactions Edit Transactions Print Edit List

RECURRING ENTRY

User: RAFID

* Entry Number: RAF001 Rent Payment

* Journal: GJ General Journal

Source: SOURCE Source Description

Reference: REF Ref Description

* Frequency: M Monthly Last Used Date

Start Date: 25-May-15

End Date: 25-May-17

Accrual Entry

RECURRING ENTRY DETAIL

* Comp	* Dept	* Account	Debit	Credit	WM	Units	Source Code	Source Desc	Reference Code	Reference Desc
CC	00	1000.100		2,500.00	NA		SOURCE	Source Description	REF	Ref Description
CC	00	8000.500	2500		NA		SOURCE	Source Description	REF	Ref Description
			2,500.00	2,500.00						

Account Name: EXPENSES TAC

Pgm: RECURENT – Setup Recurring Entries; standard Treeview path: GL > Transactions > Process Recurring Entries

A Recurring Entry is a transaction that occurs regularly on a weekly, monthly or quarterly basis. Entries can be defined ahead of the required processing date as each entry has a start and end date. This screen is also used for editing existing Recurring Entries.

Recurring Entry – Section

User

This field will default to your username – enter another valid username if required.

Entry Number, Name

Enter a code identifying this recurring entry, up to 6 alphanumeric characters. This code will be used to identify the recurring entry for editing purposes. This code must be unique within the General Ledger.

Enter the name for this recurring transaction, up to 30 alphanumeric characters. This name is used to describe the recurring entry.

Journal

Enter the journal to which this recurring entry will be posted.

Source and Reference Fields

These fields are the same as in normal transaction entry. These should be used to record relevant data about the transaction. The source code is 16, source name 30, reference code 11 and reference description 60.

Frequency

Select the frequency for this recurring entry. The system provides for the following frequency options:

- "W" – Weekly, indicating a transaction that occurs once a week
- "M" – Monthly, indicating a transaction that occurs once a month
- "O" – Other, indicating a transaction that occurs randomly

Frequency codes are used when querying the recurring transactions for activation.

Start Date, End Date

The Start and End Dates allow for recurring transactions to re-occur every year, but the transaction may not be for the complete year. These dates can also be used during the selection process to limit, which recurring transactions are to be selected for posting.

Accrual Entry – Checkbox

Check the Accrual Entry box if the recurring entry being defined is an accrual transaction. The system default is to leave this box blank indicating that the transaction is not an accrual.

Enter the Distribution – Recurring Entry Detail Section

This Recurring Entry Detail section is used to enter dispositions for the transaction specified in the previous block. Each line corresponds to one disposition, either a debit or credit.

Enter the company, department amount and WM and units as required. There must be at least 2 lines of distribution and the debits and credits must sum to zero. If there is more than one company entered, the system will create the inter-company transactions at time of posting.

Select Recurring Entries to Post

Pgm: RECURACT – Activate Recurring Entry

The Recurring Entry Activation screen is used to select the recurring entries to be automatically processed by the system.

Based on the Frequency and Selection Date in the first block, the recurring entries are filtered and made available for selection in the second block.

Frequency

Select the Frequency Code applicable to the recurring entries to be activated in the second block.

Selection Date

Enter the selection date applicable to the set of recurring entries to be processed in this set. Only those entries where the selection date falls within the start and end date of the recurring entry will appear in the selection block. Leave this field blank if the recurring entries are not selected based on date sensitive criteria.

Move to the activation block and select the entries. The system will display all those recurring entries that fall under the criteria specified in the previous block. Use the vertical scroll bar to view the available entries.

Check the **Activate** box beside the recurring entries required.

Creating Recurring Entry Transactions

CREATE RECURRING TRANSACTIONS

Save Exit ? ? ? ? ? ?

Setup Recurring Entries Activate Entries **Create Recurring Transactions** Edit Transactions Print Edit List

SELECTION CRITERIA

Frequency: Monthly

Batch Number: 10445 RAFID 2015-05-25 R Create Batch

Batch User: RAFID

Post Date: 25-May-15

Create Transactions

Pgm: RECURPST – Create Recurring Transaction

The Recurring Entry Creation program is used to generate General Ledger transaction entries from the recurring entries that have been selected in the previous steps. Once the recurring entries have been created, they are considered a standard unposted General Ledger batch.

Frequency

The frequency code selected should be the same as the frequency code used in the selection process.

Batch Number

Use the [**Create Batch**] button to create the batch that these recurring entries will belong to. You may have created a batch already by using Prepare Batch on the Recurring Entry sub-menu, if so then use the LOV to select the batch.

Transaction Date

Enter the required transaction date. The date of the batch will appear in the field, but this date can be changed as required. This is the Post Date that will associated with the transactions as they are created in the General Ledger Transaction Entry screen.

Press the [**Create Transactions**] button to begin the creation process

Edit/Modify Created Recurring Entries

Once the [**Create Transaction**] button was activated in the previous step, the recurring transaction is now just a normal transaction available in the Transaction Entry screen. If required, it can be updated/edited/added to or deleted. If changed in this screen, the original Recurring Entry information is not updated, so the next time it is utilized, these same changes may have to be made again. To prevent this, the Recurring Entry itself should also be updated with the changes if it is not a one-time adjustment.

Recurring Transactions Edit List Report

GL TRANSACTION EDIT LIST

Save Exit ? ? ? ? ? ?

Enter Batch Number

Setup Recurring Entries Activate Entries Create Recurring Transactions Edit Transactions **Print Edit List** Post Transactions

SELECTION CRITERIA

* Batch Type: Unposted

* Batch Number: 8935 CDI Risk Management

* Order By: Transaction

Print

Pgm: REURLST – Recurring Entry Edit List

This report is like an edit list and should be used to ensure that only the required recurring entries have been selected. The report shows the details of the Recurring Transactions that are flagged as active for a specific posting frequency.

Enter the Starting and Ending Recurring Entry codes, the Frequency, and the Active Status. If this report is being used as an edit list, the Starting and Ending entries should be left blank, the Frequency should be set to the appropriate one used in the previous screen and the active field should be set to **Active Entries**.

Post Batch of Recurring Transaction Entries

Use the regular Batch Posting form to update the General Ledger files.

Enter Bank Transfers

Bank Transfer transactions should be utilized when you are moving money between bank accounts where the currency of the bank accounts is not the same, i.e. moving money between US and EURO accounts.

To enter this type of transaction you must have previously set up the exchange rate table in the **Global Tables > Banking** menu. If the bank accounts are in different companies, their inter-company relationship accounts must also have been setup.

* Trans Date	* From Company	* From Bank	* From Account	* From Currency	* Amount	* To Company	* To Bank	* To Account	* To Currency	* Conversion Factor	Conversion Amount	* Post Date	* Journal	Seq
01/26/2017	CCC	UNITED	9876543210	US	100.00	ZZ	CITI	12345	US	1.000000	100.00	01/27/2017		

FROM

Company Name: CMIC Test Construction Company

Bank Name: United Bank

Account Name: UB Checking Account

Currency Name: US Dollars

GL Department: 00

GL Account: 1000.777

Company Currency: US

Company Conversion: 1.000000

TO

Company Name: CMIC Construction Inc.

Bank Name: Citi Bank

Account Name:

Currency Name: US Dollars

GL Department: 00

GL Account: 1050.200

Company Currency: US

Company Conversion: 1.000000

Pgm: *BATRENT* – Bank Transfer Entry

A transaction can have a maximum of two currencies. For example, if your company currency is US and you have 4 bank accounts, CDN, US, EURO and Pounds Sterling, you cannot create a transaction for EURO to

Sterling directly, you must first take EURO to US dollars then a second transaction to take US dollars to Pounds Sterling.

Create/Enter Batch Number

Select the required batch number from the list of values or create a new batch by using the [**Create Batch**] button available in the Selection Section of the screen. The batch will be created with a type of “B” for Bank Transfer.

Transfer Details – Section

Transaction Date

This date is the date that the transaction occurred. This date will be used for retrieving the currency conversion factors.

From Company Code

Enter the originating Company Code. This must be a valid Company Code.

From Bank Code

Enter or select the From Bank code.

From Bank Account

Enter the actual bank account number in this field.

From Currency

This field will default to the currency assigned to the selected **From Account**.

From Amount

Enter the amount being transferred out of the account in the currency of the account. Do not try to convert this amount to the **To Currency**.

To Company Code

Enter the receiving Company Code. This may be a different company if required.

To Bank Code

Enter or select the To Bank code

To Bank Account

Enter the receiving bank account number in this field.

To Currency

This field will default to the currency assigned to the selected **To Account**.

Conversion Factor

The system will default the nearest conversion factor from the currency exchange rate table per the transaction date in this field. If this field is changed the Converted Amount will adjust.

Converted Amount

This is the amount that will be transferred into the TO account. If this field is adjusted, the Conversion Factor will also be re-calculated.

Post Date

This is the date the transaction will be posted to the GL. This field will default to the reference date entered in the first field, but may be changed.

Journal Code

Enter the Journal to which this transaction will be posted.

Descriptive Fields

Reference Code, Reference Description, Source Code and Source Description. These fields may be entered as required. They are not mandatory.

Transaction Number

This is a system generated unique number for the transaction and is not updateable.

If you are transferring funds in the same currency but the currency is not the company currency you can override the company currency conversion factor of the transaction by altering the **Comp Conv** field for either the from or to company at the bottom of the screen.

Print Edit List

The Bank Transfer Edit List should be printed and verified before posting. The report shows companies, currencies, conversion factors and converted amounts as well as the GL General Ledger accounts affected.

TRANSFER EDIT LIST														Page: 1 of 1		
														Date: 05/22/2015		
														Time: 02:13 PM		
														Date		
														Conv Num		
														Conv Amt		
														Trans Num		
														Source		
														Reference		
From Comp	From Bank	From Account	From Curr	From Comp Conv Num	Original Amt	To Comp	To Bank	To Account	To Curr	To Comp Conv Num	Date	Conv Num	Conv Amt	Trans Num	Source	Reference
CC	BOA	119922	US	1	5,000.00	CC	BOA	2536985	US	1	05/22/2015	1	5,000.00	7194		
Comp	Dept	Acc	Amt	Curr	Exchg Amt	Exchg Curr	Rate									
CC	00	1000.100	-5,000.00	US	-5,000.00	US	1.0000									
CC	00	1000.200	5,000.00	US	5,000.00	US	1.0000									
Batch Total																
					Debit	Credit	Net Amount	Curr								
Total for Company CC					5,000.00	5,000.00	0.00	US								

This report can be printed for both posted and unposted batches.

Post Bank Transfers

GL POST TRANSFER
Save Exit Help Print Refresh

Bank Transfers Transfer Edit List **GL Post Transfer**

SELECTION CRITERIA

* Batch: Bank Transfer

Batch Type:

User:

Date:

Batch Amount:

Batch Control:

Print Reports Immediately

Pgm: BAPOST – Bank Transfer Posting

Bank Transfers have their own posting program on the Bank Transfer sub-menu. This program looks identical to the standard Batch Posting program but it only accepts batches that are Bank Transfer Types.

Enter the Bank Transfer Batch Number and then check the Report Options as required. Once complete press **[Post Batch]**.

Allocate Cost Pools

The screenshot shows the 'GL ALLOCATE COST POOLS' application window. The 'SELECTION CRITERIA' section contains the following fields and values:

- * Company: ZZ (dropdown), CMIC Test Company (text)
- Current Period: 5 (text), Starting: 01-May-15 (text), Ending: 31-May-15 (text), Currency: US (text)
- * Cost Pool Code: PTF (dropdown)
- * Cost Pool Start Date: 01-May-15 (text)
- * Cost Pool End Date: 31-May-15 (text)
- * Transaction Date: 31-May-15 (text)
- * Journal: GJ (dropdown), General Journal (text)
- Reference: REF (text)
- Reference Description: Ref desc. (text)
- Print Schedule G Reports Immediately (checkbox)
- Consolidation Code: (text)
- Schedule G User Line 1: (text)
- Schedule G User Line 3: (text)

Buttons at the bottom: Allocate Cost Pool, Print Schedule G Reports.

Pgm: GLCPALC – Allocate Cost Pool

This program will create an unposted batch of transactions within the Job Cost system for all the accounts pre-defined in the Cost Pool Allocation setup screen (standard Treeview path: **GL > Setup > Global Tables > Transaction Allocation > Transaction Allocation Codes**).

Company

Enter the home Company Code of the Allocation Code. This is a mandatory field.

Cost Pool Code

Using the LOV, select the Cost Pool code you wish to create transactions for.

Enter Start/End Dates

Enter the starting and ending dates to use to accumulate the dollars for both the Accumulate and Prorate by accounts. These are mandatory fields. The system will default the current period starting and ending dates for the company.

Transaction Date

Enter the posting date for the transactions. The system will default the period ending date into this field, however this may be changed to any valid date.

Journal Code

Enter the Journal code to which the cost pool allocation transactions are to be posted. This is a mandatory field.

Reference Code and Description

Every transaction created can carry a reference code and a reference description; enter what you wish to see in these fields on the posted transactions. The source code field will get the Cost Pool Code and the Source Description will be the name of the Cost Pool.

Check Print Schedule G Reports Immediately – Checkbox

If checked, this will produce the three Schedule G reports required.

[Allocate Cost Pool] - Button

Once all the data is correct on the screen, press the **[Allocate Cost Pool]** button to activate the process.

The message line at the bottom of the screen will display the Batch number, the transaction number, and the dollar value of the cost pool once the procedure is complete.

Cost Pool Allocation Edit List

To review the transactions created by the Allocate Cost Pool screen, you must use the Print Edit List task on the process train located under **JC > Transactions > Enter Cost Transactions**.

The screenshot shows the 'JC TRANSACTION EDIT LIST' interface. At the top, there are three buttons: 'Enter Transactions', 'Print Edit List' (highlighted with a red box), and 'Post Transactions'. Below this is the 'PRINTING OPTIONS' section. It includes: '* Company' set to 'CCC' (CMiC Test Construction Company), '* Batch Type' set to 'Unposted', '* Batch' set to '40991 X' (Cost Pool Allocation Batch for 1624960), a checkbox for 'Print WBS and TAC Codes' which is unchecked, and '* Order By' with radio buttons for 'GL Account And Job/Phase/Category' (selected) and 'Entry Order'. A 'Print' button is at the bottom left.

Pgm: JCTRNLIST – JC Transaction Edit List; standard Treeview path: JC > Transactions > Enter Cost Transaction

This report will show all the transactions created by the allocation routine.

Editing Cost Pool Allocations

Once the allocations have been created, you may wish to change the amounts, delete lines, or change accounts. This may be done via the Job Cost Transaction entry screen. Any changes made to the allocation will not affect the current Cost Pool Setup and are therefore one-time changes. If you need to change a cost pool allocation on a permanent basis, you must edit Cost Pool Setup in the GL system.

Posting Cost Pool Allocations

Once the Edit List has been verified, posting the Cost Pool Allocations is done via the Job Cost posting program. In most cases, if you are using “Overheads” for JC, you will want to make sure that this check box is *unchecked* when posting this type of batch.

BATCH POSTING

Enter Company Code

Enter Transactions Print Edit List **Post Transactions**

SELECTION CRITERIA

* Company x CMIC Test Construction Company

GL Current Year Period Start End

User

Batch Cost Pool Allocation Batch for 1624960

Post Overhead Transaction
 Automatic Accrual Reversal
 Preview Posting
 Print Reports Immediately

Post

Pgm: JCPSTFM – Batch Posting; standard Treeview path: JC > Transactions > Enter Cost Transactions

Allocate Interest

ALLOCATE INTEREST Table Mode Save Exit ? ▲ ▼ ↻

SELECTION CRITERIA

Company CMIC Construction

Batch Interest Allocation **Create Batch** **View Batch**

Journal General Journal

Generate GL Tran **Report**

INTEREST AMOUNT

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Dept * Account Bank of America (Operating)

From Date To Date * Interest Amount

ALLOCATION

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export ECM User Extensions

* Company Code	Company Name	* Dept	* Account
<input type="text" value="CC"/>	CMIC Construction	<input type="text" value="00"/>	<input type="text" value="1000.100"/>

Pgm: GLINTALL – Allocate Interest

Interest Allocation allows for interest earned on specific cash accounts to be distributed from a central disbursing company to the individual companies represented by the accounts.

Consider the situation where you have several companies with one company functioning as a central disbursing company. The other companies transfer cash to the central disbursing company to cover pending commitments on an on-going basis. The disbursing company then pays the obligations on their behalf as they come due.

Through this process, interest is earned on the cash balance held by the central disbursing company, which is due back to the companies represented by the accounts.

This program allows for the calculation of interest, due to these companies daily, and generates the appropriate transactions between the companies.

Selection Criteria – Section

Company

Select/Verify the Company Code.

Batch

Select or create a batch using the [Create Batch] button.

Journal Code

Select the journal code to which the allocation transaction should post. The batch type created will be “X”.

Interest Amount – Section

Department, Account

Enter the department and account from which you will disburse the interest to the companies and accounts listed in the next block.

From, To Date

Enter the From and To Date from which interest should be allocated. When interest is calculated, the system will use this date range to calculate the daily ratio.

Interest Amount

Enter the amount of interest to be disbursed amongst the companies listed in the next block, for the period specified by the date range.

Allocation – Section

Enter the Company Code and department/account combination for each company that will receive the interest allocation.

When the [Generate] button is pressed, the system will calculate the amount of interest to be allocated per day for the date range entered in the 2nd block.

The interest allocation calculation works as follows:

- Calculate the closing account balance for each company / department / account for each day in the date range
- Sum all the values to get a total closing balance amount.
- Divide each company / department / account daily closing balance by the total closing balance amount. This is the daily ratio for that company / department / account.
- Multiply the daily ratio by the total interest amount to be allocated to get the company / department / account daily interest allocation amount.

[Report] – Button

Company Code / Name Dept / Account Code		01-AUG-12	02-AUG-12	03-AUG-12	Total Interest
20	CMiC Cdn Test Company	BALANCE: 51,731.54	51,731.54	51,731.54	
00	1000.100	INTEREST: 521.79	521.78	521.78	1,586.36
Total:					1,586.36

Press the [Report] button to print a listing of the values that have been generated. This report will appear in spreadsheet format with the columns displaying the days in the date range, and the rows displaying each

company / department / account. At the intersection, each cell will display 2 values, the daily closing balance and the daily interest allocation amount.

[Generate GL Tran] – Button

Press the **[Generate GL Tran]** button to create an unposted batch of GL Transactions from the generated figures in the previous step.

Edit the GL Transactions

Edit the General Ledger Transactions by recalling this batch within the standard General Ledger Transaction Entry screen.

Post the Batch

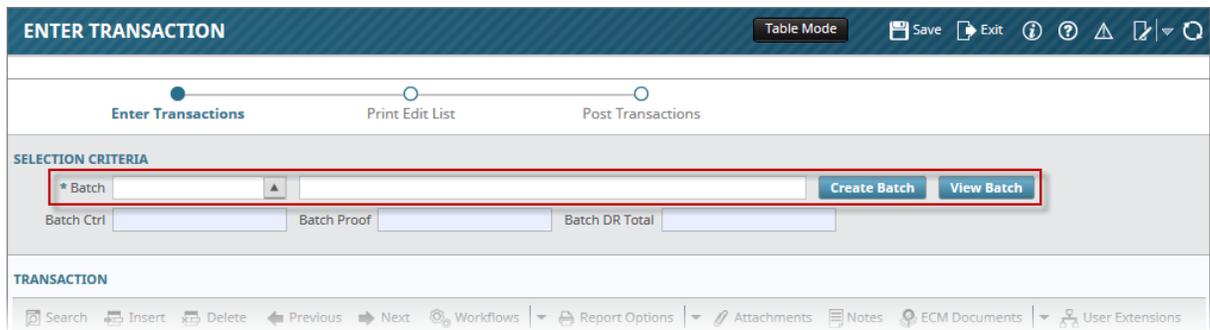
Post this batch through the standard Batch Posting program.



Working with Batches

A Batch can be thought of as a file folder of work. The General Ledger system requires that a batch number be associated with all transactions. Whether entering Journal Transactions, Accruals, Bank Transfers or Closing the Year, you must enter a batch number for the transactions being entered. This batch number can be used to track the transactions in queries and reports.

[Create Batch] – Button



The screenshot displays the 'ENTER TRANSACTION' interface. At the top, there is a 'Table Mode' button and icons for 'Save', 'Exit', and help. Below this is a progress bar with three steps: 'Enter Transactions' (active), 'Print Edit List', and 'Post Transactions'. The 'SELECTION CRITERIA' section features a dropdown menu for 'Batch' (highlighted with a red box), followed by 'Create Batch' and 'View Batch' buttons (also highlighted). Below these are input fields for 'Batch Ctrl', 'Batch Proof', and 'Batch DR Total'. The 'TRANSACTION' section at the bottom includes a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, Attachments, Notes, ECM Documents, and User Extensions.

Sample of a screen in which Batches are created.

In all programs where a batch is required, next to the **Batch** and description field, a **[Create Batch]** button will display. When this button is pressed, the system will automatically generate a batch number, name, date, type, and if required, a control total. A batch also belongs to the user that created it.

If you wish to create your own Batch number and description, simply enter them into the fields and click **[Save]**.

When transactions are created and saved, they do not immediately update the system; this allows for their review and verification. Once a Batch has been verified, it is then ready to post (update the system). Posting transactions updates the AP sub-ledger, it creates General Ledger transactions, and it updates the Job Cost and Equipment sub-ledgers if required.

For data correction or adjustment purposes, Batches used in the Enter Transactions screen may contain transactions with different post dates, as each Transaction record has an editable **Post Date** field.

[View Batch] – Button

Batch Number	Batch Date	Batch Name	Type	User	Control Amount
2276	03/04/2011	Transfer won bid crajost	T	JASON	0.00
4935	12/20/2011	CDI Risk Management	T	RAVI	0.00
4941	12/20/2011	CDI Risk Management	T	RAVI	0.00
4943	12/20/2011	CDI Risk Management	T	RAVI	0.00
4945	12/20/2011	CDI Risk Management	T	RAVI	0.00
4950	12/21/2011	CDI Risk Management	T	RAVI	0.00
5353	02/10/2012	CDI Risk Management	T	SMUSER1	0.00
6566	07/11/2012	CDI Risk Management	T	RAVI	0.00
6598	07/13/2012	CDI Risk Management	T	IMTIAZ	0.00
6600	07/13/2012	CDI Risk Management	T	IMTIAZ	0.00
6969	09/06/2012	CDI Risk Management	T	IMTIAZ	0.00
7070	09/13/2012	CDI Risk Management	T	IMTIAZ	0.00

Pgm: BCHENTRY – View Batch

This program is available via the **[View Batch]** button that displays next to each Batch Number field in any data entry program. As the screen opens, it automatically displays all the unposted batches for the current user. If the current user has the privilege to see other user's batches, then all unposted batches will display.

If the current user has the privilege to “See Other User's Batches”, then all unposted batches for the company will display.

Batch Date, Batch Name

The Batch Date is the creation date of the batch, and it will automatically default to the system date. This field may be modified if required. This field is for reference only, and it is not the posting date of the batch. The Batch Name entered may depend on corporate policy. The batch name should be informative and meaningful, not just to the creator, but other system users as well. This is usually a descriptive name that includes a date, and the type of transactions to be entered into the batch.

Type

The batch type will always be “T” if the program is called directly from the menu. If it is called via the **[Create Batch]** button in a program, the type will automatically be set to the correct type.

Code	Description
T	Standard Transactions
B	Bank Transfers
Y	Year End Transactions
X	Interest Allocation

Control Amount

The Control Amount field is a data verification field. If this field is not 0.00 or blank before the system posts the batch, it will verify that the total of the transactions within the batch matches this control total.

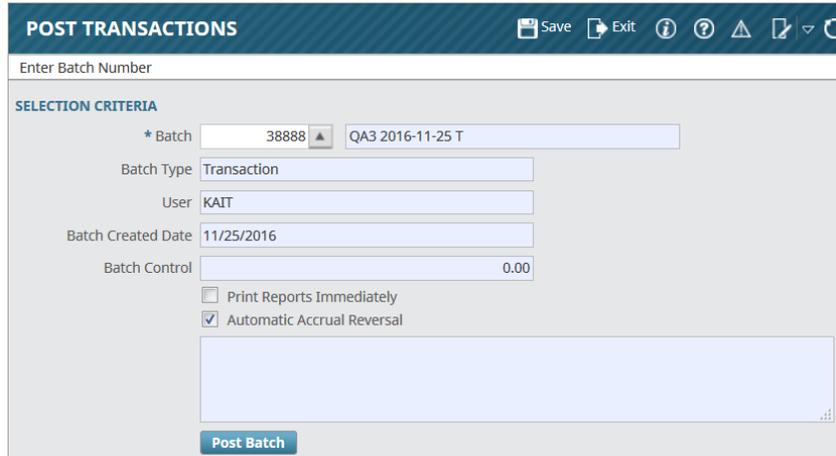
User Name and Batch Number

The User Name and Batch Number fields are automatically populated by the system.

Select Existing Batch

Since all transactions must be entered into a batch, it is important to know how to access a previously created batch for entry and editing purposes. The easiest way is to use the Batch LOV available on the batch number field in all transaction programs.

Post Batches



The screenshot shows the 'POST TRANSACTIONS' window. At the top, there are icons for Save, Exit, Help, and other functions. Below the title bar, there is a field for 'Enter Batch Number'. The main area is titled 'SELECTION CRITERIA' and contains several input fields: '* Batch' (with a dropdown arrow) containing '38888' and a date range 'QA3 2016-11-25 T'; 'Batch Type' set to 'Transaction'; 'User' set to 'KAIT'; 'Batch Created Date' set to '11/25/2016'; and 'Batch Control' set to '0.00'. There are two checkboxes: 'Print Reports Immediately' (unchecked) and 'Automatic Accrual Reversal' (checked). A 'Post Batch' button is located at the bottom right of the form area.

Pgm: GLPOST – Standard Transaction Posting

When transactions are created and saved, they do not immediately update the system; this allows for their review and verification. Once a Batch has been verified, it is then ready to Post (update the system). Posting transactions updates the AP sub-ledger, it creates General Ledger transactions, and it updates the Job Cost and Equipment sub-ledgers if required.

This screen will automatically default to the users Default Company. Verify that the Company Code matches the Company Code of the batch being posted.

Batch Number

Enter/Select the batch number to be posted.

Print Reports Immediately – Checkbox

Check this box to print the posting report immediately after posting. If left unchecked the posting report will not print during the posting process but can be printed later using the posting utility.

Automatic Accrual Reversal – Checkbox

By default, this checkbox is checked. This means that if there are any accrual transactions within the Batch, the system will automatically create the reversal at the start date of the next Non-Adjustment period as part of the posting process. If this is unchecked, the accrual reversal will be stored, and have to be manually selected and posted at a later date.

NOTE: The setting of the default for this field is set via the Automatic Accrual Reversal flag in GL Control.

Delete Batch

The screenshot shows a software window titled "DELETE UNPOSTED GL BATCHES". At the top right, there are standard application icons: Save, Exit, Help, and a search icon. Below the title bar, the main area is labeled "SELECTION CRITERIA". It contains two rows of input fields. The first row is labeled "* From Batch" and has a text box containing "10419" and a dropdown menu set to "New Batch". The second row is labeled "* To Batch" and also has a text box containing "10419" and a dropdown menu set to "New Batch". Below these fields is a large, empty rectangular area, likely for a list of batches. At the bottom left of this area is a blue button labeled "Delete".

Pgm: DELBAT – Delete Batches

A Batch can only be deleted if it is not posted. If the batch has transactions entered, then the deletion must be done via the Delete Batch utility on the Utility menu (standard Treeview path: **GL > Utilities > Delete Batches**). The Unposted Batch Deletion program allows the user to remove old, unposted batches from the system. This routine will remove the Batch and its related unposted transactions from the system.

The user is only allowed to delete their user batches. Only users who have the privilege to see other user's batches will be able to delete batches created by other users.

Period End

Period End Procedure – Overview

The General Ledger Period End consists of the following steps:

Preliminary Period Close

The Preliminary Period Close does not have to be executed for each department. If you have controlling departments, then all subsidiary departments will be updated when the Preliminary Period End is run for the Controlling Department. After completing the preliminary period close for a specific period in a department, it is still possible to post transactions to that period for that department.

Final Period Close

The Final Period Close is executed for the company and affects all departments for the company. After completing the final Period End for a specific period, transactions can no longer be entered or posted into that period.

Year End Procedure

The Year End Procedure will perform the year-end closing entries of reversing out the income statement accounts and calculating retained earnings. This procedure can only be run once for each department of each company.

Perform Preliminary Close (Optional)

PERFORM PRELIMINARY CLOSE

Enter Company Code

SELECTION CRITERIA

* Company CCC CMiC Test Construction Company

* Department 00 Company Level

Current Period is 1 in the fiscal year 2017

New Period is 2 in the fiscal year 2017

Close Period

Pgm: PRELPER – Perform Preliminary Close; standard Treeview path: GL > Transactions > Perform Preliminary Close

Preliminary Close is an optional procedure that allows you to “close” a period while still allowing the posting of transactions to the period. The transactions that are subsequently posted are then tracked to see the changes affecting the account balances.

This procedure is most useful to those companies who post interdepartmental transactions (although Preliminary Period Close may be used by anyone who requires it). Consider the situation where one department has closed its’ period, and another is still posting into that period; the second department then runs an interdepartmental transaction which alters the first departments balances. If Preliminary Period Close has been run on the first department, finding the new transactions is simple - simply run the Preliminary Transaction

Report, and the system shows you the transactions which have been posted after Preliminary Period Close has been run.

This procedure will NOT affect the current period setting. Only the Final Period Close procedure will update the current period to the next period in the fiscal year. However, once Preliminary Period Close has been run on a period, warning messages will appear when a transaction is entered against that period.

Once you are ready to perform the Preliminary Close, follow the steps listed below:

Post All Outstanding Batches for the Department

Ensure all outstanding batches for the period have been entered and posted. Verify that this has been done both for batches originating in the General Ledger application and for those from the sub-ledger applications.

Print the Trial Balance Report

The Trial Balance Report is designed to facilitate the balancing of the General Ledger by showing the total debits and credits for each account for the period specified.

Post Any Correcting Transactions

If you found a problem, enter the correcting entries and post the batch.

Run the Preliminary Close

The Preliminary Period Close will update the selected department by increasing the current period on the Department file by one. It will not affect the company's current period. It will also cause a warning message to be displayed on the Transaction Entry form each time you enter a transaction for a department with a date of record in the period for which the Preliminary Period Close was run. All transactions entered into the period will appear on the GL Report after Preliminary Close.

Enter the Company and Department to preliminary close then use the [Close period] button to start the process.

Print the GL Posted After Preliminary Close Report

This report can be printed at any time after the Preliminary Close and before the Final Close to show all transactions that were posted to this period after the Preliminary Period Close was completed.

Perform Final Close

The screenshot shows a software interface titled "PERFORM MONTH END". Below the title is a field for "Enter Company Code". Underneath is a section labeled "SELECTION CRITERIA" with the following fields and values:

- * Company: CCC (dropdown menu) - CMiC Test Construction Company
- * The current period is: 9 in the fiscal year: 2016
- * New Current Period: 10
- New Fiscal Year: (empty field)

At the bottom of the form are two buttons: "Print Unposted Transactions" and "Close Period".

Pgm: PEREND – Perform Month End; standard Treeview Path: GL > Period End > Perform Final Close

This step should be run when you are sure that there won't be any more transactions for the period for any department. For example, as with the previous step, if January is the period to be closed it could easily be April before this step is performed, due to transactions still needing posting in January.

Once you are ready to run the Final Close Procedure, follow the steps listed below:

Ensure All Batches for Period Are Posted

Post all GL batches that contain transactions for the period to be closed.

Ensure All Sub-Ledgers Have Completed Period

As sub-ledger information flows through to the General Ledger, all sub-ledgers must have completed their period end processes for the period to be closed.

Print the GL Posted after Preliminary Close Report

This report will show exactly what transactions were posted to this period after the Preliminary Period Close was completed. This is only applicable if the Preliminary Close feature is being utilized.

Print Trial Balance Report

The Trial Balance report is designed to facilitate the process of balancing the General Ledger by showing the total debit and credits for each account. Zero balances may be suppressed.

Make Any Necessary Corrections

If there are amounts posted to the wrong accounts, these problems should be corrected before you go any further.

Re-Print Trial Balance Report

Re-print a copy of the Trial Balance report for the period and file this report.

Close the Period

This procedure advances the current period for the company by one. You cannot enter transactions to the closed period once this step is completed.

Once this procedure is executed, you will not be able to enter transactions into this period. If you are not certain that ALL transactions for the period have been posted, *DO NOT* run the Final Period Close.

The only field enterable on this screen is the Company Code. All other data is display only and cannot be updated by the user. The system knows the current period of the company and therefore the next period. It also knows when a new year is being started. There is a button the will print a report of any unposted transactions that are applicable to the company and current period.

Print General Ledger Report

Print a General Ledger Report for the period and file this report. This report shows all the activity of each account for the specified company within the period.

Print Journal Reports

Print the Journal Reports for the period for each of the journals used by the company, if required. These reports show the details of each transaction entered in the journal at a specific time, sorted by transaction number. This step is optional.

Print Financial Statements

Print a copy of the Financial Statements for the period. These statements can be printed at any time after a period has been closed.

Perform Year End – Process Train



Pgm: GLYRPREP – Prepare New Year Accounts; standard Treeview path: GL > Transactions > Period End > Perform Year End

The utilization of a perpetual accounting system allows for a simplified Year-End Procedure. The Year-End Procedure must be executed once for each department of the company whose year is being closed out.

It is important to note that you need not run the Year-End to post transactions into the new year, but you may want to run the Prepare New Year Accounts option to run financial documents and view selected queries within the new year.

Once you are ready to run the year-end procedure, follow the steps listed below:

Ensure All Batches for Year Are Posted

Post all General Ledger batches that contain information for the year.

Ensure All Sub-Ledgers Have Completed Their Period End

All sub-ledgers must have completed their period end processes for the year.

Preliminary Close Procedure

Run the Preliminary Period Close Procedure if this is being utilized.

Enter the Auditors Adjusting Entries

Create a batch, enter the adjustments, and post the batch to the last period of the year to be closed. Do NOT enter the auditors' closing entries, as the computer will perform this function in the next step.

Post the Auditors Entries

This is done via the Standard Batch Posting program.

Prepare New Year Accounts – Set Up Opening Balances

This is done via the Prepare New Year Accounts screen (program: GLYRPREP; standard Treeview path: **GL > Period End > Prepare New Year Accounts**), which sets up the opening balances for accounts for the new year. This procedure will probably have been run already, but just in case, it can be run now also. If it has been already run it will not make any difference.

Run Year End Procedure

This procedure will perform the year-end closing entries of reversing out the income statement accounts and calculating retained earnings. This procedure can only be run once for each department of each company.

Prepare New Year Accounts

PREPARE NEW YEAR ACCOUNTS Save Exit ? ? ? ? ?

Company

Roll Balances Forward Enter Year End Transactions Print Edit List Post Adjustments Close P&L Accounts

SELECTION CRITERIA

* Company: CC CMIC Construction

Current Year: 2015

Current Period: 5

New Year: 2016

Prepare New Year

This program will create General Ledger balance records for the new year.
It may be run at any time as often as required.

Pgm: GLYRPREP – Prepare New Fiscal Year

Prepare New Year Accounts carries forward the account balances from the current year into the new year to be opening balances for the accounts for the new year. Although this option is not required to post into the New Year, it is required to view financial documents and queries for the new year prior to closing the previous year.

Roll Balances Forward – Process Screen

Enter the Company Code and confirm the Current Year and Period. The system will default the current year, current period and new year for the company selected. Confirm that this information is correct. If the information is incorrect, change it accordingly.

Confirm that the new year is the year that you want to prepare accounts for. If it is not correct, adjust it by changing the current year. The period dates for the new year must have already been defined.

Press the [Prepare New Year] button to begin processing.

Enter Year End Transactions – Process Screen

GL ENTER YEAR END ADJUSTMENTS Table Mode Save Exit ? ? ? ? ?

Roll Balances Forward **Enter Year End Transactions** Print Edit List Post Adjustments Close P&L Accounts

SELECTION CRITERIA

Batch: 38131 SMUSER6 2016-10-26 A **Create Batch** **View Batch**

ADJUSTMENT HEADER

Search Insert Delete Previous Next Workflows Report Options Attachments Notes ECM Documents User Extensions

Entry Number: 31087

Journal: GJ General Journal

Adjust. Yr: 2016 Period: 13

* Post Date: 12/31/2016

Source Code: YEARADJUST Source Desc: 2016 Year End Adjustments

Reference: Reference Desc:

DISTRIBUTION DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents User Extensions

Comp	Dept	Account	GltdAccName	Debit	Credit	Unit	Wm
KM	00	1000.001.0123456	BOA-Primary Checking Account		13.50		\$
KM	00	1000.002.012345	Bank of America - Mexican Curr	13.50			\$
				13.50	13.50		

Start Date: 01/01/2017 End Date: 01/31/2017 Ref Desc: **Reference**

Pgm: ADJENT – Year End Adjusting Entry

Year End Adjustments usually presented by the Auditor should be entered via the Adjustment Program so that the adjustment is associated with the Adjusting Period defined in the Period table, rather than the posting period. This means that the Trial Balances for closed months will not change.

Batch Number

Create a batch using the [**Create Batch**] button. This will create a batch with the type A.

Next, move to the adjustment header block and enter the transaction Header information.

After entering the journal, the date of record for the transaction, the source document information and a description, the system will automatically assign a transaction number at the top left corner of this block and displays the Adjusting Year and Period.

Journal Code

Enter the appropriate journal code to which you wish to have the transaction posted. An example of an appropriate journal may be the General Journal, but any valid journal may be entered here.

Adjusting Year and Period

The system will automatically display the adjusting year and adjusting period. The year is an enterable field, the period is not. The Adjusting period number is retrieved from the Period File.

Transaction Date

This is the Posting Date.

Source and Reference Fields

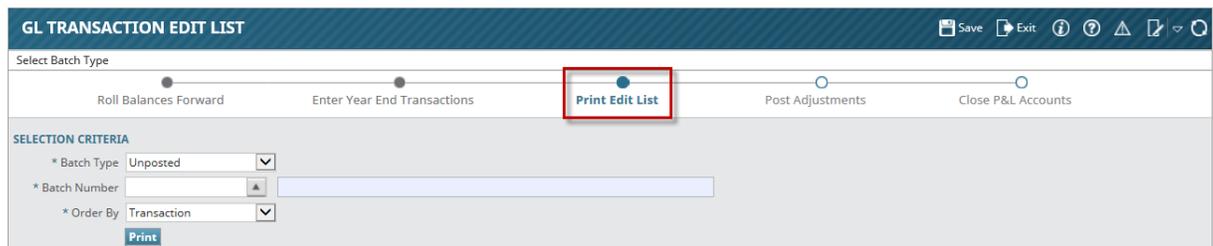
These fields are the same as in the Standard Transaction entry screen. Enter as required.

Move to the Detail block and enter the details of the transaction. This section of the screen is identical to standard transaction entry, you must enter a company, department and account along with the amount. Units are optional.

The sum of the debits and credits entered in this section must sum to zero before you can leave the screen.

Complete the transaction by committing the transaction.

Print Edit List – Process Screen



Pgm: TRANSEDT – GL Transaction Edit List; standard Treeview path: GL > Period End > Perform Year End

The Edit List should be used to verify a Batch's contents before posting it, as it is best to make any corrections before posting. The listing can be ordered by Transactions, Account, Source or Account/Department via the **Order By** field.

Select the Batch Type and Batch required, and how you want the Print Edit List to order. The program will automatically assume that the report is being printed for an unposted Batch, but it is also possible to use this report to retrieve information about posted Batches.

Post Adjustments – Process Screen

Use this screen on the process train to post any outstanding adjustment batches.

Pgm: GLPOST – Post Transactions; standard Treeview path: GL> Period End > Perform Year End

Select the Batch for posting and the remaining fields will auto-populate. Check Print Reports Immediately if you wish to print the report once selecting the **[Post Batch]** button. The Automatic Accrual Reversal checkbox by default is checked, but can be unchecked. Post the Batch.

Close P&L Accounts – Process Screen

Pgm: RETEARN – Year End Closing

This program will perform the year-end closing entries of reversing out the income statement accounts and calculating retained earnings. This procedure can only be run once for each department of each company.

It will advance the year by one and set the current period to period one of the new fiscal year.

This program is different than any other GL program in that it creates the batch automatically for the user. If there is a Year End batch that is not posted, the system will automatically display the batch number.

Name

Enter the descriptive name that will be associated with this special year-end clearing batch.

Journal Code

Enter the Journal Code the Year End Clearing Transactions will be posted against.

Company Code

Enter the Company Code that you want to create closing transactions for.

Department Code

If you want to close the company department by department, enter a specific company in this field. If you want to close the company completely, then leave this field blank.

Press [**Start Procedure**] button to begin year-end.

When the entries are committed, a series of transactions will be posted to reverse out all revenue and expense accounts to the clearing account specified for the department and company. The clearing account is entered on the Department and Company maintenance screens.

Logs

Overview – Logs

Logs are used to list and organize company data based on periods, accounts and/or transactions. They are a type of business intelligence tool that can be used to help make informed business decisions. In this way, logs are like reports.

Within the Log screens, you can execute a query and save your search for future queries. You can filter your search to isolate a Company, Company Name, Department, Account or Year. You can also export the data within the log to a .CSV file if needed. Otherwise, the Log screens are for reference only.

Account Balances

Company	Company Name	Department	Department Name	Account	Account Name	Year	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
ZZ	CMIC Construction Inc.	00	Company Level	1000.100	Bank of America (Operating Ac)	2010	-3,959,854.86	-3,959,854.86	-3,959,854.86	-3,974,854.86	-3,974,854.86	-3,971,854.86
ZZ	CMIC Construction Inc.	00	Company Level	2000.300	Pre-paid AP (Deposits)	2009	4,467.50	4,467.50	4,467.50	4,467.50	4,467.50	4,467.50
ZZ	CMIC Construction Inc.	00	Company Level	2000.300	Pre-paid AP (Deposits)	2008	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	00	Company Level	1800.002	Intercompany VA	2009	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	60	Payroll	6010.101	Federal Withholding (CR)	2008	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	00	Company Level	4000.701	Inventory Cost of Goods Sold	2009	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	00	Company Level	1500.500	AR Retainage on Illinois Tax	2000	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	00	Company Level	4000.700	Inventory Revenue	1999	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	30	Operations	5200.100	Job Cost Expenses	2009	8,259.81	8,259.81	8,259.81	8,259.81	8,259.81	8,259.81
ZZ	CMIC Construction Inc.	00	Company Level	5000.100	AP Misc. Expense	2008	0.00	0.00	0.00	0.00	0.00	0.00
ZZ	CMIC Construction Inc.	30	Operations	4000.100	Construction Revenue	2009	-63,067.42	-66,368.04	-66,368.04	-66,368.04	-66,368.04	-490,332.31

Pgm: GL_BALANCE_LOG – GL – Account Balance Log; standard Treeview path: GL > Logs > Account Balances

The Account Balances log is designed to display account balances for each account within a company. Use the search tool to define which company you want to search and display its account details. The Log is organized to display the company code and name, and displays account activity for each department, account, year and period.

Period Activity

Company	Department	Dept Name	Account	Acc Name	Year	Period 1	Period 2	Period 3	Period 4	Period 5
ZZ	00	Company Level	1000.0010123456	BDA-Primary Checking Account	2,016.00	0.00	0.00	0.00	0.00	100.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,009.00	-2,676,785.84	0.00	51,000.00	0.00	0.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,010.00	-94,850.00	5.00	0.00	-5,000.00	0.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,011.00	700.00	3,000.00	6,000.00	100.00	0.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,012.00	0.00	-130.00	0.00	0.00	0.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,013.00	2,500.00	0.00	-5,000.00	0.00	-6,550.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,014.00	563,333.68	1,199.32	0.00	123.45	876.34
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,015.00	0.00	0.00	0.00	219,900.00	0.00
ZZ	00	Company Level	1000.100	Bank of America (Operating Ac)	2,016.00	0.00	-2,005.00	-1,500.00	0.00	-100.00

Pgm: *GL_PER_ACTIVITY_LOG* – GL – Period Activity Log; standard Treeview path: *GL > Logs > Period Activity*

This Log is designed to display activity within periods. The Activity amounts listed under each period is an equation which sums up the transactions within an account, and can display a positive or negative amount, based on the transactions posted within each period.

Transaction Detail

Company	Company Name	Journal Code	Batch Number	Dept	Account	Account Name	Amount	Debit Amount	Credit Amount	Home Curr	Origin Application	Source Code	Source
ZZ	CMIC Construction Inc.	AP	34969	00	1000.100	Bank of America (Operating Ac)	27.68	27.68		US	AP	ZZ-ACME	ZZ-Acme Supply
ZZ	CMIC Construction Inc.	AP	34969	00	2000.100	Current Payables	-27.68		27.68	US	AP	ZZ-ACME	ZZ-Acme Supply
ZZ	CMIC Construction Inc.	FA	35442	00	5400.100	Accumulated Depreciation	-836.79		836.79	US	fa	FA	DEPRECIATION
ZZ	CMIC Construction Inc.	FA	35442	123456	5400.200	Depreciation Expense	836.79	836.79		US	fa	FA	DEPRECIATION
ZZ	CMIC Construction Inc.	PM	35707	00	5300.100	Parts Expense	-250.00		250.00	US	PM	H20-TR1	ZZ - Water Truck
ZZ	CMIC Construction Inc.	PM	35707	00	5300.100	Parts Expense	250.00	250.00		US	PM	H20-TR1	ZZ - Water Truck
ZZ	CMIC Construction Inc.	PM	35708	00	5300.100	Parts Expense	-1,000.00		1,000.00	US	PM	H20-TR2	ZZ - Water Truck
ZZ	CMIC Construction Inc.	PM	35708	00	5300.100	Parts Expense	1,000.00	1,000.00		US	PM	H20-TR2	ZZ - Water Truck
ZZ	CMIC Construction Inc.	AP	36019	00	5000.100	AP Misc. Expense	6,500.00	6,500.00		US	AP	A1GARDEN	A1GARDEN Sub
ZZ	CMIC Construction Inc.	AP	36019	00	2000.100	Current Payables	-6,500.00		6,500.00	US	AP	A1GARDEN	A1GARDEN Sub
ZZ	CMIC Construction Inc.	JB	36120	00	4000.100	Construction Revenue	103,500.00	103,500.00		US	AR	ALIED	Alied Recycling
ZZ	CMIC Construction Inc.	JB	36120	00	1500.100	Current Receivables	-103,500.00		103,500.00	US	AR	ALIED	Alied Recycling
ZZ	CMIC Construction Inc.	AP	36283	00	2000.100	Current Payables	-10,233.12		10,233.12	US	AP	A1FLOOR	A1 FLOOR MARK
ZZ	CMIC Construction Inc.	AP	36283	00	2000.100	Current Payables	-5,468.22		5,468.22	US	AP	A1CEMENT	A1 CEMENT IND
ZZ	CMIC Construction Inc.	AP	36283	00	2000.100	Current Payables	-259,985.56		259,985.56	US	AP	A1WINDOW	A1WINDOWS
ZZ	CMIC Construction Inc.	AP	36283	00	2000.100	Current Payables	-4,888.65		4,888.65	US	AP	A1MECH	A1 Mechanical S
							0.00	1,458,097.03	1,458,097.03				

PGM: *GL_GLEDGER_LOG* – GL – Transaction Detail Log; standard Treeview path: *GL > Logs > Transaction Detail*

The Transaction Detail Log is designed to display every transaction amount and details for each Journal, Batch Number and Department against their respective account for the defined Post Date parameters.

Query

Dashboard



Standard Treeview path: *GL > Query > Dashboard*

The CMiC Dashboard is designed to visually display an overview of critical information tailored specifically for a group of users. The Dashboard program is a visualization of data populated by Account Balances over a defined period. Currently, this utility is a visual capability sample only, and a new Business Intelligence Dashboard creator will be released in the future.

The Dashboard is not just a static presentation; It has been designed to allow the user to select, expand upon and drill down into each of the displays on the page.

The Dashboard can have multiple different areas pertaining to different types of information, and each of these areas can be displayed in different formats. Information can be viewed in table, chart, dial, text or data field formats.

The Dashboard is made up of three components: The End User Display, the Administrator Display and the Enterprise Layer.

The Administrator is responsible for defining each unique End User Display by selecting objects, applying the required type, and placing them on the display page.

Executive Query

The screenshot shows the EXECUTIVE QUERY interface. At the top, there are navigation icons for Exit, Help, and Print. Below this is the CONSOLIDATION CODE section with fields for * Code (set to ALL), * Year (set to 2015), From Period (01-Jan-15), and To Period (31-Dec-15). The CONSOLIDATED SUMMARY section features a toolbar with options like View, Freeze, Detach, Search, Workflows, Report Options, Export, and ECM. Below the toolbar is a table with columns: Account, Account Name, Opening Balance, Activity, and Closing Balance. The table lists various accounts such as Deferred Assets, Bank of America (Operating), and Canadian Bank, with their respective balances and activities. At the bottom, there are fields for Debit (0.00) and Credit (0.00), and a button labeled Department.

Account	Account Name	Opening Balance	Activity	Closing Balance
-		0.00	0.00	0.00
1-00-2420	Deferred Assets	-133,000.00	133,000.00	0.00
1-00-2421	Deferred Banks	0.00	-500.00	-500.00
1000.100	Bank of America (Operating)	5,656,457.24	140,714.82	5,797,172.06
1000.200	Bank of America (Payroll)	-148,350.00	-892,332.17	-1,040,682.17
1000.300	Ally Bank	0.00	-500.00	-500.00
1000.400	PNC Bank	-950.00	1.12	-948.88
1000.500	Canadian Bank	-1,200,000.00	1,200,000.00	0.00
		-2,990,103.34	1,480,307.25	-1,509,796.09

Pgm: GLEXEQ1 – General Ledger Executive Query

The Executive Query allows the user to examine consolidated transactions for an entire organization as one enterprise. The Consolidation Code integrates the transactions and balances, from the highest to lowest level, for the groups of companies, controlling departments, and their regular departments.

Consolidation Code

Enter the Consolidation Code required to view the data.

Enter the Scaling Factor

The Scaling Factor is used when the numbers are to be viewed at a smaller proportion. Enter the scale for the values in this field. The following illustrates how the numeric value of 1,000,000 will be displayed on the screen if a selection from the list below is specified:

Scale	Appearance of Data
1	1,000,000
10	100,000
100	10,000
1000	1,000
10000	100

Year and Period range

Enter the Year and Period range for the transactions to be listed. The dates represented by these periods will be displayed in the next block.

The Consolidated block displays the entire consolidated opening balances, activity, and closing balances for the year and periods specified in the previous block.

The standard query functions are available in this section.

Press the [Department] button to view the details by department.

GENERAL LEDGER EXECUTIVE QUERY									
ACCOUNT SUMMARY									
Acct #	1000	Name	BANKS	Open Bal	0.00	Activity	-7,481,410.04	Close Bal	-7,481,410.04
View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions									
Account	Comp	Dept	Department Name	Opening Balance	Activity	Closing Balance	Debit	Credit	
1000	CCC	00	Company Level	-7,481,275.53	-210.33	-7,481,485.86	1,592.90	1,803.23	
1000	KM	00	Company Level	0.00	248.36	248.36	248.36	0.00	
1000	KM	002	Sub Dept	0.00	-172.54	-172.54	0.00	172.54	
1000	CCC	100010	Accounting Department	0.00	0.00	0.00	0.00	0.00	
1000	CCC	100020	Projects Department	0.00	0.00	0.00	0.00	0.00	
1000	CCC	100030	Operations Department	0.00	0.00	0.00	0.00	0.00	
1000	CCC	100040	Purchasing Department	0.00	0.00	0.00	0.00	0.00	
1000	CCC	100050	Maintenance Departmer	0.00	0.00	0.00	0.00	0.00	
				-7,481,275.53	-134.51	-7,481,410.04			
Close Transactions									

Pgm: GLEXEQ1 – General Ledger Executive Query – Details by Department

This window uses the account number selected from the Consolidation block and breaks up the account by company, then department. This block summarizes both the consolidated dollar and unit values for the query. The system displays the unit values for the account where the cursor is positioned in the bottom right-hand portion of this block. This block displays all the summarized opening balances, activity, and closing balances for the account, year, and periods specified in the previous blocks. As well, the sliding screen contains additional columns to the right of the closing balance that display the debit and credit amounts for that period.

To view the transactions associated with a specific Account, Company and Department use the **[Transaction]** button.

GENERAL LEDGER EXECUTIVE QUERY													
DETAIL TRANSACTIONS													
Account	1000.100	Dept	00	Comp	CCC	Name	Bank of America (Operating)	Open	-4,866.66	Activity	-17,662.91	Close	-22,529.57
View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions													
Account	Dept	Comp	* Post Date	Batch #	* Reference Date	* Amount	Debit	Credit	Transaction #				
1000.100	00	CCC	02/03/2017	40564	02/03/2017	758.99	758.99		30962				
1000.100	00	CCC	04/03/2017	41630	04/03/2017	-18,334.57		18,334.57	1682				
1000.100	00	CCC	04/05/2017	41745	04/05/2017	123.00	123.00		31921				
1000.100	00	CCC	04/05/2017	41749	04/05/2017	123.45	123.45		31924				
1000.100	00	CCC	04/06/2017	41767	04/06/2017	123.45	123.45		31950				
Source REF1 REFERENCE1 Journal GJ													
Reference													
Close Department GL Dist													

Pgm: GLEXEQ1 – General Ledger Executive Query – Transaction Detail

The Detail Transactions block obtains the account, company and department number selected from the Summary block and breaks up the summary line into the detail transactions that make up this summary. This block provides additional facts for the account selected. Information such as Post Date, Batch, Reference Date, Amount, Debit Amount, Credit Amount, and Transaction Number can be viewed through the additional columns provided to the right of the amount column within the sliding screen.

This screen can drill down further by using the **[GL Dist]** button into either the AP or AR subsystems to view all related disbursements of the Invoice or Voucher that created the GL transaction. This is useful

when looking at the AR or AP Control Account and want to view sub-ledger details for the transaction in question.

Account Activity Query

ACCOUNT ACTIVITY QUERY

SELECTION CRITERIA

* Company * Year * From Period
 Current Per * To Period

ACCOUNT

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Dept	Account	Sub Ledger	Type	Opening Balance	Trans
00	1000		Assets	-7,483,162.53	0
00	1000.100		Assets	-159,385.99	48
00	1000.200.0123456		Assets	0.00	2
00	1000.350		Assets	-1,127,354.88	0
00	1000.355		Assets	-6,556,124.87	0

Account Name
 Debit Credit Closing

TRANSACTIONS

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Jour	Transaction	Post Date	Debit Amount	Credit Amount	Batch Number	Source Code	Source Description	Reference Date	Reference Code	Reference Description	Unit	WM	TAC Code1
AP	4588	02/24/2016	100.00		32726	A1BRICKS	A1 Bricks Manufac	02/24/2016	222	Void Voucher	0	NA	
AP	4589	02/24/2016		100.00	32727	A1BRICKS	A1 Bricks Manufac	02/24/2016	222	RAVI 2016-02-24 W	0	NA	
AP	5364	09/22/2016		3,333.00	36799	A1WINDOW	A1WINDOWS	09/22/2016	8775675	MIKEFER1 2016-09-22 N			
AP	5364	09/22/2016		1,000.00	36799	A1BRICKS	A1 Bricks Manufac	09/22/2016	68764344	MIKEFER1 2016-09-22 N			
AP	5364	09/22/2016		7,555.00	36799	A1BRICKS	A1 Bricks Manufac	09/22/2016	765765	MIKEFER1 2016-09-22 N			

Pgm: GLBALQRY – Account Activity Query; standard Treeview path: GL > Query > Account Activity Query

The Account Activity Query is used to examine the transactions for a company within a fiscal year, sorted by the posted date. This query relies on the Year End procedure being executed properly on all clearing accounts set to 0. When the year-end procedure has not been executed, the outstanding balance may include the previous year figures.

After specifying a Company Code, a fiscal year, a period range and account, the system will automatically query and display all the transactions within the specified range for that company.

Account – Section

This area is used to specify the account whose transactions will be displayed in the next block. The system will automatically query all the accounts set up for the company indicated in the Selection Criteria upon entry to this block.

You can:

- Scroll up and down the list of accounts until the display shows the required record.
- Query for specific information.

Transaction – Section

This area displays all the transactions posted for the account and fiscal period range selected in the previous two blocks. Transaction details displayed include the Journal Code, Transaction number, Post Date, Debit and Credit Amount, and Batch. As well, the Source Code, Source Description, Reference Date, Reference Code, Reference Description, Units, Weight/Measure, TACs 1 through 4, and the Accrual Flag can be viewed through the additional columns provided to the right of the Batch column within the sliding screen.

Transaction Query

GL TRANSACTION QUERY
Exit ⓘ ⚙️ 🔍 ↻

SELECTION CRITERIA

Journal AP Accounts Payable From Post Date 01/Jul/2016 To Post Date 31/Jul/2016

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Batch Number	Company	Dept	Account	Amount	Debit Amount	Credit Amount	Source Code	Source Desc.	Ref. Code	Ref. Description	Ref. Date
30582	CCC	00	5200.120	-20.00		20.00	A1DOORS	A1DOORS' - 'Compan	IHDISC02	IRINA2 2015-11-06 V	22/Jul/2016
30582	CCC	00	5000.100	100.00	100.00		A1CEMENT	A1 CEMENT INDUSTR	IHDISC01	IRINA2 2015-11-06 V	22/Jul/2016
30582	CCC	00	5000.100	225.50	225.50		A1DOORS	A1DOORS' - 'Compan	IHDISC02	IRINA2 2015-11-06 V	22/Jul/2016
30582	CCC	00	2000.100	-90.00		90.00	A1CEMENT	A1 CEMENT INDUSTR	IHDISC01	IRINA2 2015-11-06 V	22/Jul/2016
30582	CCC	00	2000.100	-205.50		205.50	A1DOORS	A1DOORS' - 'Compan	IHDISC02	IRINA2 2015-11-06 V	22/Jul/2016
30582	CCC	00	2000.200	-10.00		10.00	A1CEMENT	A1 CEMENT INDUSTR	IHDISC01	IRINA2 2015-11-06 V	22/Jul/2016
34969	ZZ	00	2000.100	-27.68		27.68	ZZ-ACME	ZZ-Acme Supply	DK116	adrpci2	16/Jun/2016
34969	ZZ	00	1000.100	27.68	27.68		ZZ-ACME	ZZ-Acme Supply	DK116	adrpci2	16/Jun/2016
35124	CCC	00	5000.100	2,733.00	2,733.00		A1WINDOWS	A1WINDOWS	IH-009	desc	07/Jul/2016
35124	CCC	00	2020.301	-300.00		300.00	A1WINDOW	A1WINDOWS	IH-009	desc	07/Jul/2016
35124	CCC	00	2020.001	300.00	300.00		A1WINDOW	A1WINDOWS	IH-009	desc	07/Jul/2016
35124	CCC	00	2000.100	-2,533.00		2,533.00	A1WINDOW	A1WINDOWS	IH-009	desc	07/Jul/2016
35124	CCC	00	2000.200	-200.00		200.00	A1WINDOW	A1WINDOWS	IH-009	desc	07/Jul/2016
35193	CCC	00	1700.500	14.00	14.00	0.00	A1DOORS	A1DOORS' - 'Compan	CCC-1000005	BRICK2-Brick 9"x4"x3"	05/Jul/2016
35193	CCC	00	1700.500	10.00	10.00	0.00	A1DOORS	A1DOORS' - 'Compan	CCC-1000005	BRICK1-BRICK1ABCDEF	05/Jul/2016

Company Name CMIC Test Construction Company

Account Name Inventory Variance

Reference BRICK1-BRICK1ABCDEFHIJKLMNOPQRSTUVWXYZABCDEFGHIJKLMN

Pgm: *TRANQRY* – GL Transaction Query

The Transaction Query is used to examine all the transactions for a company, sorted by posting date. After specifying a Company Code, a Journal Code and a Post Date range, the system will automatically query and display all the transactions in the current fiscal year for that company and journal. This query will only display posted transactions.

Enter the Company, Journal and from/to post dates to restrict the query as required then move to the next section. The Company Code is the only mandatory field. If the Post Date fields are left blank, the query will display all posted transactions for the selected journal.

The Transaction details displayed includes the Batch, Department, Account, Amount, Debit and Credit Amounts, and the Source code. As well the Source Description, Reference Code, Reference Description, Reference Date, Post Date, TAC codes 1 through 4, Weight/Measure, Journal Code, User, Transaction Number and the Accrual Flag can be viewed through the additional columns provided to the right of the Source Code column within the sliding screen.

Activity Query

Account	Name	Opening Balance	Debit Activity	Credit Activity	Closing Balance
1000.100	Bank of America (Operating)	0.00	1,603.90	2,623.45	-1,019.55
1000.200	Bank of America (Payroll)	0.00	234.00	123.00	111.00
1100.700	FIXED ASSETS	0.00	2,500.00	0.00	2,500.00
1600	WIP - Under Billings	2,520.00	0.00	0.00	0.00
2000.100	Current Payables	0.00	110.70	122,558.57	-122,447.87
2000.200	Retainage Payable	0.00	12.30	12,674.70	-12,662.40
2320	Payroll Insurance Liability	0.00	0.00	202.00	-202.00
2500.100	Interco CA to ZZ	0.00	0.00	0.00	0.00
4000.200	Miscellaneous Income	0.00	0.00	0.00	0.00
4000.600	Equipment Rental Revenue	0.00	0.00	0.00	0.00
5000.100	AP Misc. Expense	0.00	123.45	1,714.90	-1,591.45
5000.103	AP/AR Freight Expense	0.00	634.45	0.00	634.45
5000.107	Purchase Order Variance	0.00	0.00	432.45	-432.45
5200.100	Job Cost Expenses	0.00	0.00	0.00	0.00
5300.400	Equipment Licenses	0.00	0.00	2,083.33	-2,083.33

Pgm: GLCOEXEX – Activity Query

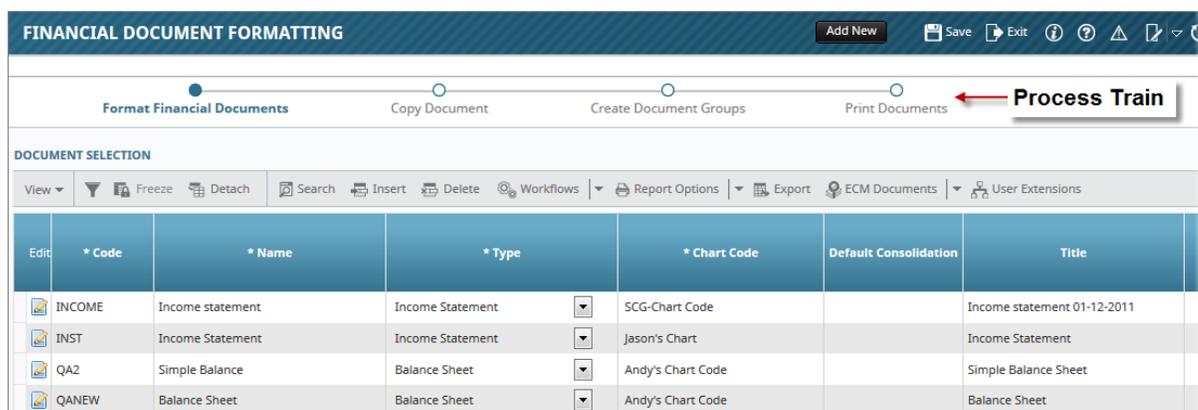
The Activity Query is a tabular query that allows for viewing the data restricted by company and year via multiple options.

These options are:

- By Account
- By Department
- By Period
- By Department and Account
- By Account and Department
- By Department and Period
- By Account and Period
- By Period, Account and Department

Financial Document Formatter

Overview



Sample of Financial Document Formatting screen (standard Treeview path: GL > Reports > Financial Document Formatter)

The Financial Document Formatter screen allows you to design various custom financial document types about account balances beyond the Balance Sheet or Income Statement types. This screen is also used to print these documents either individually or as a group. These operations are performed via the four options in the process train that runs along the top of the screen (shown above).

Format Financial Documents – Process Screen

This screen lists all Documents created using the Financial Document Formatter program. Both copied and new documents are displayed in alphabetical order, by code. Use this screen to make changes to any available Financial Documents, otherwise click [Add New] to create a new document from scratch.

There are two options for creating a new Financial Document:

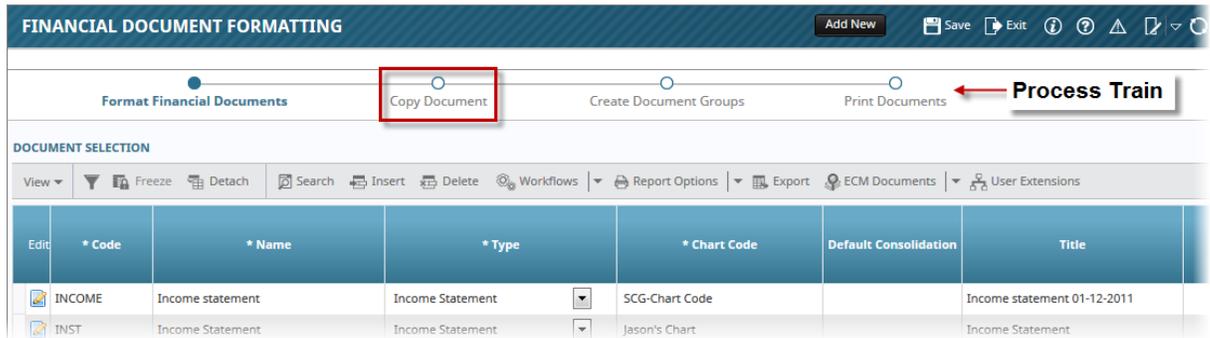
1. Create New Financial Document from Scratch

To do so, click [Add New] along the top of the screen (shown above). See [Create New Financial Document from Scratch](#) section for further details.

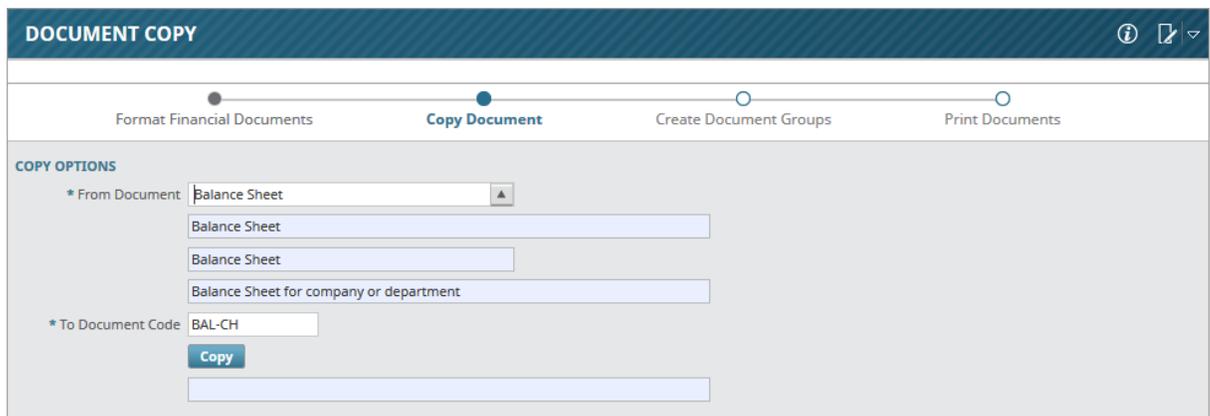
2. Copy Document

Existing Financial Documents may be copied and altered to create variant versions of them (quickest way to create a new Financial Document). This is done via the **Copy Document** option of the process train (shown above).

Copy Document – Process Screen



The Copy Document screen is used to create a copy of an existing document. It is displayed by clicking the Copy Document option of the process train on the top of the Format Financial Documents screen (shown above). The document's defined rows, columns and format are copied to the new document.



Pgm: DOCCOPY – Copy Document screen

This may be required, for instance, if there are multiple companies using the same GL account codes. If different balance sheets and income statements all use the same basic format, it is much easier to create one and then copy that format for all the other companies. After copying, it is easy to pull up the new document and customize it for the company.

This functionality is also required to avoid modifying a currently used Financial Document when changes are required. To avoid corrupting an important Financial Document in use, copy the Financial Document and make changes to the copy before replacing the older version.

In the Copy Document screen shown above, select the Financial Document to copy via the **From Document** field, and enter an identifying code for the new copy via the **To Document Code** field (must be a new code). Then click [**Copy**].

Create Document Groups – Process Screen

DOCUMENT GROUPS MAINTENANCE Save Exit ? ? ? ? ? ? ? ?

Format Financial Documents Copy Document **Create Document Groups** Print Documents

DOCUMENT GROUPS

View ▾ Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export >>

* Code	* Description
DOCGRP	Doc Group
RVGROUP	RV Group of Companies
ZAGROUP	ZA Group
FD-MONTHLY	Financial Documents to Print Monthly

groups

DOCUMENTS

View ▾ Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export >>

* Code	Name
QANEW	Balance Sheet
INCOME	Income statement
QA2	Simple Balance

members of selected group

Pgm: DOCGROUP – Document Groups

Document Groups are a way to group individual financial documents together so that they can be easily selected as a group for printing. For instance, a batch of reports can be grouped by departments. This is an optional aspect to printing financial documents designed to make it easier to select the exact reports needed. For example, you may have a document group of working reports and one of final reports. When you print by document group, the screen will only see those reports included in the group. Also, this feature allows the same report to be included in one or more Document Groups.

The upper section, **Document Groups**, lists all the document groups and the lower section displays the documents that belong to the group selected in the upper section.

Print Documents – Process Screen

DOCUMENT PRINTING

Format Financial Documents Copy Document Create Document Groups **Print Documents**

PRINTING OPTIONS

Year Period
FD-MONTHLY
Group
Save Description
 Suppress Zero Detail Lines Suppress Zero Total Lines

DOCUMENTS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Code	* Name	Type	Year	Period	Print
INCOME	Income statement	Income Statement	2015	1	<input checked="" type="checkbox"/>
QA2	Simple Balance	Balance Sheet	2015	1	<input type="checkbox"/>
QANEW	Balance Sheet	Balance Sheet	2015	3	<input type="checkbox"/>

View Log Description Modify Process

Pgm: DOCPRINT – Document Printing

Use this screen to print selected Financial Documents created through the Financial Document Formatter screen. All documents created for every company will be displayed under the **Documents** section.

Printing financial documents can be done for any period, regardless of the current fiscal period or current date. The printing will define the current year and period as the period that you enter on this screen, and from that it calculates the year to date, prior year, and prior period as per the definitions of the report.

Printing Options – Section

Year

Enter the relevant year.

Period

Enter the fiscal period that will be considered the "current" period for the purposes of the document(s) being printed. If the document includes information from the current period, the system will use the information for the period entered in this field.

The entry in this field will not affect document columns based on specific period balances or activity. If a specific period was entered on the document, the specific period entered on the document format will be used for those columns. The system will default the current period to this field.

Group

If using Document Groups (see [Create Document Groups](#) section for details), enter or select the Group of Reports that are required to be processed, like a batch process.

Suppress Zero Detail Lines

Check if you do not want detail lines on the document printed when the amounts to be displayed for the lines are all zeros.

Suppress Zero Total Lines

Check to permit the total line amounts having zero values to be printed on the document. If un-checked, all the GL account amounts being sub-totaled that add to zero on the sub-total line will be displayed.

Documents – Section

All documents for all companies are displayed in this section. For each document, the last time it was printed is recorded by the **Year** and **Period** fields.

Year

Displays year in which document was last printed.

Period

Displays period in which document was last printed.

Print – Flag

Check to select document for printing.

[View Log] – Button

Displays a log of printed documents. The log displays the number of documents printed, deleted, saved, and their JOBID numbers.

[Description] – Button

Used to provide a description when saving a generated document.

[Modify] – Button

Used to modify the document's four title lines, for printing purposes only. Also, for printing purposes, used to modify the document's sequence number's Consolidation Codes, and its top and bottom headings.

[Process] – Button

Generates the documents with the **Print** flag checked.

Create New Financial Document from Scratch

Each new document is created by defining three different areas, the Header, the Rows and the Columns. The following steps are required to create a Financial Document from scratch:

[Part 1: Create Initial Layout](#)

[Part 2: Define Document Header](#)

[Part 3: Document Row Formatting](#)

[Part 4: Document Column Formatting](#)

[Part 5: Hide Specific Cells or Reverse Sign \(Optional\)](#)

Part 1: Create Initial Layout

To avoid common setup problems, the layout of the statement should be determined before working with accounting data, and the sequence numbers should be set in multiples of 10 so that rows can be easily inserted should the need arise. Before deciding which accounts to display, create a layout for the document's **Rows** by using only text fields, as shown in the following screenshot.

TIP: To have more viewing area while setting up the layout, click the **[Detach]** button under the **Document Row Formatting** section.

Detached Table

View ▾ | Freeze | Detach | Search | Insert Record | Insert Multiple Records | Delete Record | Work

* Sequence Number	Function	Descriptive Text	Edit
100	Text	ASSETS	Edit
102	Text	BANKS	Edit
109	Text		Edit
110	Text	EQUIPMENT	Edit
119	Text		Edit
150	Text	ACCOUNTS RECEIVABLE	Edit
159	Text		Edit
160	Text	WIP - UNDER BILLINGS	Edit
169	Text		Edit
170	Text	INVENTORY	Edit
179	Text		Edit
197	Double Line		Edit
198	Text	Total Assets	Edit
199	Text		Edit
200	Text	LIABILITIES	Edit
201	Text	ACCOUNTS PAYABLE	Edit

Once the general format has been established, go to the **Print Documents** process screen, check the Print checkbox for the document you created, and click **[Process]** to verify your layout:

Standard Balance Sheet				
Current Year vs Previous Year				
	Actuals	Actuals	Variance	Variance
	YTD	Previous Year	\$	%
ASSETS				
BANKS				
EQUIPMENT				
ACCOUNTS RECEIVABLE				
WIP - UNDER BILLINGS				
INVENTORY				
Total Assets	=====	=====	=====	=====
LIABILITIES				
ACCOUNTS PAYABLE				
TAXES PAYABLE				
PAYROLL LIABILITY				
WIP - OVER BILLINGS				
Total Liabilities	=====	=====	=====	=====
Owners Equity				
Total Equity	=====	=====	=====	=====

Part 2: Define Document Header

The screenshot shows the 'DOCUMENT SELECTION' screen in the Financial Document Formatting application. The interface includes a top navigation bar with 'Table Mode', 'Save', and 'Exit' buttons. Below this is a progress indicator showing three steps: 'Format Financial Documents' (current), 'Copy Document', and 'Create Document Groups'. The main form area contains several fields for document configuration: a text field for '* Code' (BALANCE), a text field for '* Name' (Balance Sheet), a dropdown for '* Type' (Balance Sheet), a dropdown for '* Chart Code' (KJ), a dropdown for 'Default Consolidation', and a multi-line text area for 'Title' (Standard Balance Sheet, 2015 vs 2014, Current Year vs Previous Year, As of DD-MM-YYYY). There are also dropdowns for 'Accounts selected by Account Code' and two checkboxes: 'Eliminate Inter-Company Accounts' (checked) and 'Eliminate Controlling Accounts'. At the bottom of the form are 'Rows' and 'Columns' buttons.

Pgm: DOCFRM2 – Financial Document Formatting – Document Selection

To create a new Financial Document, click [Add New] along the top of the Financial Document Formatting screen while it is in Table Mode.

Code

Enter a code that represents the report - this must be a unique code to identify the document. Lowercase letters will be converted to uppercase in the **Code** field.

Name

Enter the working name for the report. The name does not print on the report, but is used to describe and identify the report on the Print Document screen.

Type

Document Types are used to group documents so they can be selected by their type. They are only used to organize documents, and are not associated to any pre-defined layouts.

Chart Code

Select the Account Chart Code that this report will be using. The Chart Code determines the accounts that will be used within the report, and which companies can use the report.

Default Consolidation

Select relevant Consolidation Code. See the [Consolidations Codes](#) section or [Detailed Consolidation Codes](#) section for details.

Title

The document's title is composed of four lines. Enter the heading lines for the top of each page of the document. This heading can be updated when you go to print the document so that you can include date information such as "As of DD- MM- YYYY".

Account Range Selection (not labeled) – Dropdown

To facilitate the selection of accounts to include in the report, you must indicate how you want to select the accounts. The options are as follows:

1. **Accounts selected by Sequence Number:** select accounts by sequence numbers when building document; this field automatically defaults to this option
2. **Accounts selected by Account Code:** select accounts by account numbers when building document; select this option only when your account numbers and sequence numbers are different, or if the document will be using individual accounts for calculations

Eliminate Inter-Company Accounts – Flag

This flag is applicable when the document being created includes a full set of related companies.

Check this flag to exclude the inter-company accounts that have their **Inter-company Account** flag checked (flag on Maintain Accounts screen) from documents that consolidate companies with inter-company transactions.

If checked, any account that has the **Inter-company Account** flag checked, on Maintain Accounts screen, will not be used when the report is generated.

Leave this box unchecked if you want to see the inter-company accounts on documents that consolidate companies with inter-company accounts.

Eliminate Controlling Accounts – Flag

Check the Eliminate Controlling Accounts box if you only want to see low level accounts within the financial document that you are creating. Leave this field blank if you want to see both the control and detail accounts within the financial document that you are creating.

In other words, if the chart of accounts uses controlling accounts, and you do not want to see these in the report, then this field should be checked. Controlling Accounts allow you to group like accounts: for example, you may have a Controlling Account 1000 for Banks and all your different Bank Accounts may be linked to the Controlling Account 1000 (Controlling Accounts do not allow transactions). When this flag is checked, the account 1000 will not be included in the document.

Part 3: Document Row Formatting

* Sequence Number	Function	Descriptive Text	Edit
100	Text	ASSETS	Edit
150	Text	ACCOUNTS RECEIVABLE	Edit
155	Account		Edit
160	Total		Edit

Pgm: DOCFRM2 – Financial Document Formatting – Rows Tab

If you think of the report as a spreadsheet, this section is regarding the rows of the sheet. It is where you define the layout of the report, and the order in which accounts, text and totals will display.

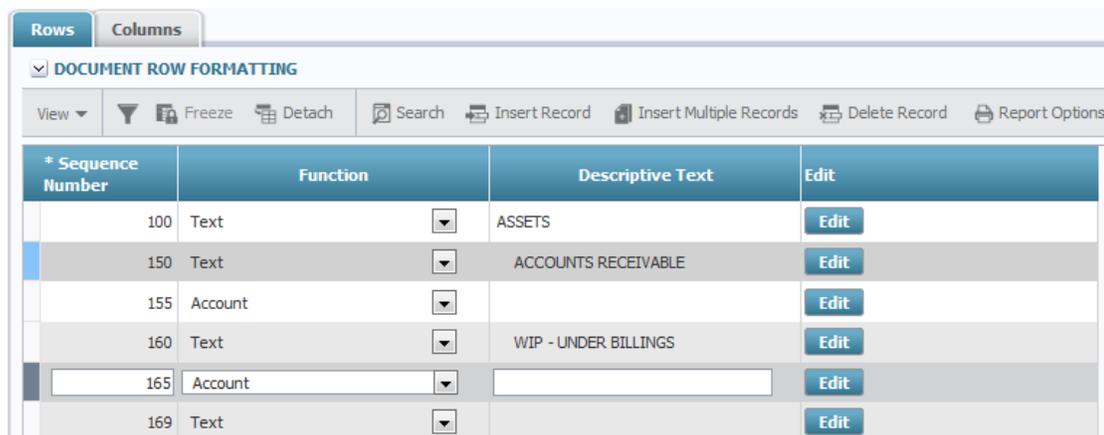
Each row has a sequence number and a function; the **Sequence Number** field is used as the row number when printing, and the **Function** field determines what the row prints. Set sequence numbers in multiples of 10 so that rows can be inserted in between already existing rows should the need arise, since sequence numbers cannot be modified.

Also, to provide much more viewing area, click the **[Detach]** button on the Block Toolbar to work with the table under the **Document Row Formatting** section via a large pop-up.

The following table provides details about the options available for the **Function** field:

Text Functions	
Text	Print user defined text.
Underline	Print single underline for each column of the document.
Double Underline	Print double underline for each column of the document.
Page Break	Generate page break.
Account Functions	
Account	Print single account or range of accounts.
Range	Print sum of a range of accounts.
Total	Print total for a series of accounts.
Math Functions	
Addition	Print addition of two stored variables.
Division	Print outcome from the division of two stored variables.
Multiply	Print outcome of multiplying two stored variables.
Subtract	Print outcome of subtracting two stored variables.
Percentage	Print outcome of calculating a percentage of two stored variables.

Text Row – Creation



Select the **Rows** tab, and click the Block Toolbars **[Insert Record]** button to create a new row. Enter a sequence number, which determines the order of the row. It is best to space them out in case it is necessary to later add in rows in-between two sequences.

Next, select one of the following **Function** options:

Function	Use
Text	Used if you want to create a heading for a section of the report or add a notation in a specific area.

Underline	This will print a single underline for each column of the document - usually used just before you create a total row.
Double Underline	Prints a double underline for each column of the document - usually used just after you have created a grand total row.
Page Break	Generates a page break.

If you selected **Text**, enter the text you want to see printed on the report in the Descriptive Text field. If you selected any of the other of the three options, you will probably want to leave this field blank as there is usually no need to print text associated with these other options.

Account Row – Creation

Click [**Insert Record**] to create a new row, and enter a sequence number.

For the **Function** field, select **Account** to print each account individually, and enter a description regarding the account(s) to be printed. This text will not print on the report, but is useful when reviewing the rows; the actual name of the account(s) will print on the report.

Press the [**Edit**] button to open the Details pop-up, as shown below:

The screenshot shows a dialog box titled "FINANCIAL DOCUMENT FORMATTING" with a sub-tab "DOCUMENT ROW FORMATTING". The fields are as follows:

- Sequence Number: 155
- Function Name: Account
- Descriptive Text: (empty)
- Starting Account: 1500
- Ending Account: 1691
- Consolidation Name: (empty)
- Print:
- Match:
- Reverse Sign:
- Close button

Pgm: DOCFRM2 – Financial Document Formatting – Rows Tab – [Edit] button

Enter the starting and ending accounts for which you want to print details. If these fields are left blank, the first and last accounts are used, and to print the document for a single account, enter the same ending account as the starting account.

Leave the **Consolidation Name** field blank and the report will use the one defined on the header.

Check **Reverse Sign** if you want the system to reverse the sign for the amount that will print. This is usually used to reverse credit accounts so that they do not show as negative numbers, e.g. liabilities and revenues.

Close the window and click [**Save**].

Range of Accounts Row – Creation

Click [**Insert Record**] to create a new row, and enter a sequence number.

For the **Function** field, select **Range** to print a range of accounts summed into one line (one amount).

For the **Descriptive Text** field, enter descriptive text to print as the **Name** for this range of accounts. For example, you could elect to print all the accounts considered as current receivables as a range - in this case you may want to name the group Current Receivables.

Next, click the **[Edit]** button to open the Detail pop-up, as shown below:

The screenshot shows a window titled "FINANCIAL DOCUMENT FORMATTING". At the top, there is a header "Ending Account". Below this, a section titled "DOCUMENT ROW FORMATTING" contains the following fields and controls:

- Sequence Number: 156
- Function Name: Range
- Descriptive Text: Current Receivables
- Starting Account: 1100
- Ending Account: 1116
- Consolidation Name: (empty)
- Print:
- Reverse Sign:
- Close button

Enter the starting and ending accounts to be grouped as one. If these fields are left blank, the first and last accounts are used.

Check **Reverse Sign** if you want the system to reverse the sign for the amount that will print, then close the window and click **[Save]**.

Total Row – Creation

The system has 5 running totals that can be used. Each total starts to accumulate from the first row of the report, and only resets to zero each time it is used, therefore the same total can be used more than once.

Click **[Insert Record]** to create a new row, and enter a sequence number.

For the **Function** field, select **Total** to print a total.

For the **Descriptive Text** field, enter descriptive text for the total. This text will not be printed, but it is useful when reviewing the re-setting of total rows.

Next, click **[Edit]** button to open the Detail pop-up, as shown below:

The screenshot shows a window titled "FINANCIAL DOCUMENT FORMATTING". At the top, there is a header "Total Number". Below this, a section titled "DOCUMENT ROW FORMATTING" contains the following fields and controls:

- Sequence Number: 159
- Function Name: Total
- Descriptive Text: Total Assets - T1
- Total Number: 1
- Store Variable: (empty)
- Ratio Code: (empty)
- Print:
- Reverse Sign:
- Close button

For the **Total Number** field, enter the total number that you want to print - valid total numbers are 1 through 5.

Check **Reverse Sign** if you want the system to reverse the sign for the amount that will print, then close the window and click **[Save]**.

Simple Example

To demonstrate how totals work, here is how to have three totals, with one total including the two other Account Range Totals:

Row 1	Text	Assets
Row 2	Account Range	1000 – 1999
Row 3	Total 1	Assets
Row 4	Text	Liabilities
Row 5	Account Range	2000 – 2999
Row 6	Total 2	Liabilities
Row 7	Text	Owners/Shareholder's Equity
Row 8	Account Range	3000 – 3999
Row 9	Total 3	Owners/Shareholder's Equity

One might think that it is necessary to subtract liabilities from assets, in accordance with the formula $A - L = O$, but because liabilities have a credit account balance, this is represented by a negative value in our system, and summing the accounts achieves the desired effect.

Reset Total

If you need more than five total lines, you can reset a total to zero. Follow the steps in the previous section, *Total Row - Creation*, but uncheck the **Print** checkbox. This will tell the system that you want to reset the total to zero, but not print it on the report.

FINANCIAL DOCUMENT FORMATTING

Print Flag

DOCUMENT ROW FORMATTING

Sequence Number

Function Name

Descriptive Text

Total Number

Store Variable

Ratio Code

Print

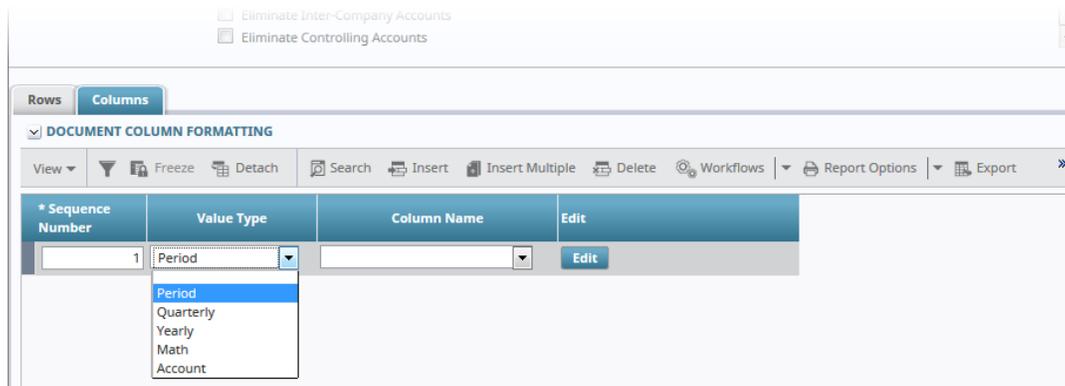
Reverse Sign

Example: Reset a Total

Row 1	Text	Assets
·	·	·
·	·	·
Row 20	Total 5	
Row 21	Total 1	<i>set Total 1 to not print to reset it to zero</i>

Row 22	Account Range	6000 – 6999
Row 23	Total 1	<i>this will total the above account range</i>

Part 4: Document Column Formatting



Document columns define the type of data that is to be printed in the columns of the document.

A column's **Sequence Number** determines its order when printing, and is used as the row number. A column's **Value Type** declares its data type, which can be **Period**, **Quarterly**, **Yearly**, or **Account** financial data, or data calculated via a **Math** function.

The following table provides descriptions about the options available for the **Value Type** (types of functions) field. For information about the options for the **Column Name** field, please refer to the relevant section.

Value Types (Function Types)	
Period	Generate financial data for current period
Quarterly	Generate quarterly financial data
Yearly	Generate yearly financial data
Math	Perform mathematical operation on 2 column values
Account	Print account numbers for the column, except for account numbers where Range option to sum multiple accounts has been used

Period Financial Data Column – Creation

The following table provides descriptions about the options available for the **Column Name** field, for the **Period** function type selected via the **Value Type** field:

Column Name – Field (Functions)	
Current Period Balance	Period balance for current period
Current Period Budget	Budget for current period
Specific Period Balance	Balance for specific period
Specific Period Budget	Budget for specific period
PRPERIOD Current Balance	Previous period balance
PRYR Current Period Balance	Pervious year current period balance

To define a new column, click [**Insert Record**] on the **Columns** tab's Block Toolbar.

Enter a **Sequence Number** for the column, and select **Period** for its **Value Type**. For the **Col Name** field, select the type of period data.

Next, click [**Edit**] to open the Detail pop-up, shown below:

The fields shown on the Detail pop-up depend on the type of period financial data selected via the **Col Name** field. The following table provides details about the editable fields in this window for all the period data types selected for the **Col Name** field:

Field	Available for Following Col Name Values	Description
Consolidation Name	ALL	Select Consolidation Code to specify relevant companies and departments for column
Budget Code	Current Period Budget, Specific Period Budget	Select relevant Budget Code to use
Year	Specific Period Budget, Specific Period Balance	Select year the period is in
Period	Specific Period Budget, Specific Period Balance	Select the desired period
Top Description Line	ALL	Enter top (primary) title for column

Bottom Description Line	ALL	Enter bottom (secondary) title for column																		
Print – Flag	ALL	If unchecked, column hidden when printing																		
Units – Flag	ALL	Check if instead of dollar amounts, this column's value represents unit amounts																		
Number Format	ALL	Select number format for column's value																		
Scale	ALL	Select printing scale for column's value; following illustrates how a value of 1,000,000 is displayed for each Code: <table border="1"> <thead> <tr> <th>CODE</th> <th>SCALE</th> <th>APPEARANCE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1,000,000</td> </tr> <tr> <td>2</td> <td>10</td> <td>100,000</td> </tr> <tr> <td>3</td> <td>100</td> <td>10,000</td> </tr> <tr> <td>4</td> <td>1000</td> <td>1,000</td> </tr> <tr> <td>5</td> <td>10000</td> <td>100</td> </tr> </tbody> </table>	CODE	SCALE	APPEARANCE	1	1	1,000,000	2	10	100,000	3	100	10,000	4	1000	1,000	5	10000	100
CODE	SCALE	APPEARANCE																		
1	1	1,000,000																		
2	10	100,000																		
3	100	10,000																		
4	1000	1,000																		
5	10000	100																		
Conversion Factor	ALL	If you have two companies that operate with different currencies, for example US Dollars and Euros, you can apply a conversion factor to the column that prints the Euro based company so that you can view the numbers in approximate US dollars.																		
Ownership%	ALL	This can be used if you are keeping the books for a joint venture, but want to view only your own % of the amounts. If a % is entered in this field, the column the report will print this percent of the actual amount. NOTE: Currency conversion factors are calculated before the ownership % is applied.																		

Quarterly Financial Data Column – Creation

The following table provides descriptions about the options available for the **Column Name** field, for the **Quarterly** function type selected via the **Value Type** field:

Column Name	Field (Functions)
QTD Balance	Activity for the current quarter
QTD Budget	Current quarter budget
Specific QTD Balance	Specific quarter balance; period entered used to determine quarter
Specific QTD Budget	Specific quarter budget
PRQTD Balance	Previous quarter balance
PRYR QTD Balance	Previous year quarter balance

To define a new column, click [**Insert Record**], on the **Columns** tab's Block Toolbar.

Enter a **Sequence Number** for the column, and select **Quarterly** for its **Value Type**. For the **Col Name** field, select the type of quarterly data.

Next, click [**Edit**] to open the Detail pop-up, shown below:

FINANCIAL DOCUMENT FORMATTING ? 📄 ↕

Print Column Y/N

COLUMN

* Sequence Number

Value Type

Col Name

Consolidation Name

Top Description Line

Bottom Description Line

Print
 Units

Number Format

Scale

Conversion Factor

Ownership%

The fields shown on the Detail pop-up depend on the type of quarterly financial data selected via the **Col Name** field. The following table provides details about the editable fields in this window for all the quarterly data types selected for the **Col Name** field:

Field	Available for Following Col Name Values	Description
Consolidation Name	ALL	Select consolidation code to specify relevant companies and departments for column
Budget Code	QTD Budget, Specific QTD Budget	Select relevant budget code to use
Year	Specific QTD Budget, Specific QTD Balance	Select year the period is in
Period	Specific QTD Budget, Specific QTD Balance	Select the desired period
Top Description Line	ALL	Enter top (primary) title for column
Bottom Description Line	ALL	Enter bottom (secondary) title for column
Print – Flag	ALL	If unchecked, column hidden when printing
Units – Flag	ALL	Check if instead of dollar amounts, this column's value represents unit amounts
Number Format	ALL	Select number format for column's value

Scale	ALL	<p>select printing scale for column's value; following illustrates how a value of 1,000,000 is displayed for each Code:</p> <table border="1"> <thead> <tr> <th>CODE</th> <th>SCALE</th> <th>APPEARANCE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1,000,000</td> </tr> <tr> <td>2</td> <td>10</td> <td>100,000</td> </tr> <tr> <td>3</td> <td>100</td> <td>10,000</td> </tr> <tr> <td>4</td> <td>1000</td> <td>1,000</td> </tr> <tr> <td>5</td> <td>10000</td> <td>100</td> </tr> </tbody> </table>	CODE	SCALE	APPEARANCE	1	1	1,000,000	2	10	100,000	3	100	10,000	4	1000	1,000	5	10000	100
CODE	SCALE	APPEARANCE																		
1	1	1,000,000																		
2	10	100,000																		
3	100	10,000																		
4	1000	1,000																		
5	10000	100																		
Conversion Factor	ALL	<p>If you have two companies that operate with different currencies, for example US Dollars and Euros, you can apply a conversion factor to the column that prints the Euro based company so that you can view the numbers in approximate US Dollars.</p>																		
Ownership%	ALL	<p>This can be used if you are keeping the books for a joint venture, but want to view only your own % of the amounts. If a % is entered in this field, the column the report will print this percent of the actual amount.</p> <p>NOTE: Currency conversion factors are calculated before the ownership % is applied.</p>																		

Yearly Financial Data Column – Creation

The following table provides descriptions about the options available for the **Column Name** field for the **Yearly** function type selected via the **Value Type** field:

Column Name	Field (Functions)
YTD Balance	Year to date balance
YTD Budget	Year to date budget
Specific YTD Balance	Specific year balance
Specific YTD Budget	Specific year budget
PRPERIOD YTD Balance	Previous period year to date balance
Prior yr period balance	Previous year period balance
Prv Yr End M.T.D	Previous year-end month-to-date
Prv Yr End Balance	Previous year-end balance
Prv Yr End Q.T.D	Previous year end quarter-to-date

To define a new column, click [**Insert Record**] on the **Columns** tabs' Block Toolbar.

Enter a **Sequence Number** for the column and select **Yearly** for its **Value Type**. For the **Col Name** field, select the type of yearly data.

Next, click [**Edit**] to open the Detail pop-up shown below:

The fields shown on the Detail pop-up depend on the type of yearly financial data selected via the **Col Name** field. The following table provides details about the editable fields in this window for all the yearly data types selected for the **Col Name** field:

Field	Available for Following Col Name Values	Description
Consolidation Name	ALL	Select Consolidation Code to specify relevant companies and departments for column
Budget Code	YDT Budget, Specific YDT Budget	Select relevant Budget Code to use
Year	Specific YDT Budget, Specific YDT Balance	Select year the period is in
Period	Specific YDT Budget, Specific YDT Balance	Select the desired period
Top Description Line	ALL	Enter top (primary) title for column
Bottom Description Line	ALL	Enter bottom (secondary) title for column
Print – Flag	ALL	If unchecked, column hidden when printing
Units – Flag	ALL	Check if instead of dollar amounts, this column's value represents unit amounts
Number Format	ALL	Select number format for column's value

Scale	ALL	Select printing scale for column's value; following illustrates how a value of 1,000,000 is displayed for each Code: <table border="1"> <thead> <tr> <th>CODE</th> <th>SCALE</th> <th>APPEARANCE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1,000,000</td> </tr> <tr> <td>2</td> <td>10</td> <td>100,000</td> </tr> <tr> <td>3</td> <td>100</td> <td>10,000</td> </tr> <tr> <td>4</td> <td>1000</td> <td>1,000</td> </tr> <tr> <td>5</td> <td>10000</td> <td>100</td> </tr> </tbody> </table>	CODE	SCALE	APPEARANCE	1	1	1,000,000	2	10	100,000	3	100	10,000	4	1000	1,000	5	10000	100
CODE	SCALE	APPEARANCE																		
1	1	1,000,000																		
2	10	100,000																		
3	100	10,000																		
4	1000	1,000																		
5	10000	100																		
Conversion Factor	ALL	If you have two companies that operate with different currencies, for example US Dollars and Euros, you can apply a conversion factor to the column that prints the Euro based company so that you can view the numbers in approximate US dollars.																		
Ownership%	ALL	This can be used if you are keeping the books for a joint venture, but want to view only your own % of the amounts. If a % is entered in this field, the column the report will print this percent of the actual amount. NOTE: Currency conversion factors are calculated before the ownership % is applied.																		

Math Column – Creation

The following table provides descriptions about the options available for the **Column Name** field for the **Math** function type selected via the **Value Type** field:

Column Name	Field (Functions)
Addition	Add value of 2 columns together
Division	Divide the amount in one column by the amount in another. If column 1 contained the number of units produced and column 2 contained the individual expense amounts, column 3 could divide column 1 by column 2 to return a cost/unit for each expense category.
Multiply	Multiply the amount in one column by the amount in another. If column 1 contained amounts and column 2 contained percentages, column 3 could multiply columns 1 by column 2 to return the amount represented by the percentage.
Percent Variance	Calculate the percentage of one column in relation to another. If column 1 contains budget amounts and column 2 contains actual amounts, column 3 could calculate the percentage of budget represented by the actual amounts.
Ratio	Calculate the ratio between two columns. If column 1 contains budget amounts and column 2 contains actual amounts, column 3 could calculate the ratio between budget and actual amounts.
\$Variance	Displays the difference between the amount in one column and the amount in another. If column 1 contains amounts for one company and column 2 contains amounts for another company, column 3 could show the variance (difference) between the amounts in column 1 and column 2.

To define a new column, click **[Insert Record]** on the **Columns** tab's Block Toolbar.

Enter a **Sequence Number** for the column and select **Math** for its **Value Type**. For the **Col Name** field, select a math function.

Next, click [**Edit**] to open the Detail pop-up, shown below:

The screenshot shows a window titled "FINANCIAL DOCUMENT FORMATTING" with a sub-section for "COLUMN". The fields are as follows:

- * Sequence Number: 1
- Value Type: Math
- Col Name: Addition
- Consolidation Name: ALT Consolidation
- Calculation Column 1: (empty)
- Calculation Column 2: (empty)
- Top Description Line: (empty)
- Bottom Description Line: (empty)
- Print:
- Units:
- Number Format: 999999.9999
- Scale: (empty)
- Conversion Factor: (empty)
- Ownership%: (empty)

A "Close" button is located at the bottom of the window.

The following table provides details about the editable fields in this window:

Field	Description
Consolidation Name	Select Consolidation Code to specify relevant companies and departments for column
Calculation Column 1	Enter the relevant column's Sequence Number (order matters for division based calculations)
Calculation Column 2	Enter the relevant column's Sequence Number (order matters for division based calculations)
Top Description Line	Enter top (primary) title for column
Bottom Description Line	Enter bottom (secondary) title for column
Print – Flag	If unchecked, column hidden when printing
Units – Flag	Check if instead of dollar amounts, this column's value represents unit amounts
Number Format	Select number format for column's value

Select printing scale for column's value; following illustrates how a value of 1,000,000 is displayed for each Code:

	CODE	SCALE	APPEARANCE
Scale	1	1	1,000,000
	2	10	100,000
	3	100	10,000
	4	1000	1,000
	5	10000	100

Conversion Factor

If you have two companies that operate with different currencies, for example US Dollars and Euros, you can apply a conversion factor to the column that prints the Euro based company so that you can view the numbers in approximate US dollars.

Ownership%

This can be used if you are keeping the books for a joint venture, but want to view only your own % of the amounts. If a % is entered in this field, the column the report will print this percent of the actual amount.
NOTE: Currency conversion factors are calculated before the ownership % is applied.

Account Numbers Column – Creation

This function prints the account numbers for the column except for account numbers where the **Range** option to sum multiple accounts has been used. There is only one function available for the **Value Type** (function type) of **Account**, being **Account Code**.

To define a new column, click [**Insert Record**], on the **Columns** tab's Block Toolbar, to create a new column.

Enter a **Sequence Number** for the column, and select **Account** for its **Value Type**. For the **Col Name** field, select **Account Code**.

Next, click [Edit] to open the Detail pop-up, shown below:

The screenshot shows a window titled "FINANCIAL DOCUMENT FORMATTING" with a sub-section for "COLUMN". The fields are as follows:

- * Sequence Number: 1
- Value Type: Account
- Col Name: Account Code
- Consolidation Name: ALT Consolidation
- Ratio Code: (empty)
- Top Description Line: (empty)
- Bottom Description Line: (empty)
- Print:
- Units:
- Number Format: 999999.9999
- Scale: (empty)
- Conversion Factor: (empty)
- Ownership%: (empty)

A "Close" button is located at the bottom of the window.

The following table provides details about the editable fields in this window:

Field	Description																		
Consolidation Name	Select Consolidation Code to specify relevant companies and departments for column																		
Top Description Line	Enter top (primary) title for column																		
Bottom Description Line	Enter bottom (secondary) title for column																		
Print – Flag	If unchecked, column hidden when printing																		
Units – Flag	Check if instead of dollar amounts, this column’s value represents unit amounts																		
Number Format	Select number format for column’s value																		
Scale	Select printing scale for column’s value; following illustrates how a value of 1,000,000 is displayed for each Code: <table border="1"> <thead> <tr> <th>CODE</th> <th>SCALE</th> <th>APPEARANCE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1,000,000</td> </tr> <tr> <td>2</td> <td>10</td> <td>100,000</td> </tr> <tr> <td>3</td> <td>100</td> <td>10,000</td> </tr> <tr> <td>4</td> <td>1000</td> <td>1,000</td> </tr> <tr> <td>5</td> <td>10000</td> <td>100</td> </tr> </tbody> </table>	CODE	SCALE	APPEARANCE	1	1	1,000,000	2	10	100,000	3	100	10,000	4	1000	1,000	5	10000	100
CODE	SCALE	APPEARANCE																	
1	1	1,000,000																	
2	10	100,000																	
3	100	10,000																	
4	1000	1,000																	
5	10000	100																	
Conversion Factor	If you have two companies that operate with different currencies, for example US Dollars and Euros, you can apply a conversion factor to the column that prints the Euro based company so that you can view the numbers in approximate US dollars.																		

Ownership%

This can be used if you are keeping the books for a joint venture, but want to view only your own % of the amounts. If a % is entered in this field, the column the report will print this percent of the actual amount.

NOTE: Currency conversion factors are calculated before the ownership % is applied.

Hide a Column

Sometimes it is necessary to create a column whose only purpose is to be used within a Math function. This can be done by un-checking the **Print** checkbox on the Details popup (launched by clicking column's **[Edit]** button, on **Columns** tab of the main screen).

The screenshot shows the 'FINANCIAL DOCUMENT FORMATTING' dialog box with the 'COLUMN' tab selected. The 'Print' checkbox is checked and highlighted with a red box. Other fields include: * Sequence Number (1), Value Type (Account), Col Name (Account Code), Consolidation Name (ALT Consolidation), Ratio Code, Top Description Line, Bottom Description Line, Units (unchecked), Number Format (999999.9999), Scale, Conversion Factor, and Ownership%. A 'Close' button is at the bottom.

Part 5: Hide Specific Cells or Reverse Sign (Optional)

Sometimes it is necessary to hide a specific cell, or in other words, a specific row's column (column headings and row descriptions will still appear).

For example, if showing calculated ratios for a couple accounts, it may be necessary to hide other ratios to not clutter up the ratio column.

As another example, there may be a column that displays a dollar rate per unit. In a previous column, the dollar amount is displayed, and in another, the unit represented by those dollars. The rate per unit will be valuable information for expenses and revenue accounts, but may be less meaningful for certain asset and liability accounts. This block can be used to prevent a rate per unit figure from appearing for those accounts.

* Sequence Number	Function	Descriptive Text	Edit
100	Text	ASSETS	Edit
102	Text	BANKS	Edit

To hide a specific cell, first click the **Rows** tab (on the main screen). Then, click the relevant row's **[Edit]** button (shown above) to launch the Details pop-up. In the Details pop-up, sample shown below, click **[Suppress]**.

FINANCIAL DOCUMENT FORMATTING

▼ DOCUMENT ROW FORMATTING

Sequence Number

Function Name

Descriptive Text

Print

In the following pop-up, sample shown below, click the Block Toolbar's **[Insert]** button to insert a new row. For the **Column** field, select the relevant column, and for the **Line Number** field, select the relevant row's Sequence Number.

The following screenshot shows a set up that hides line 103 in column 4:

FINANCIAL DOCUMENT FORMATTING

Save ⓘ ? ⚠

Reverse Sign Flag Y-Reverse Sign, N-Suppress Column

TO SUPPRESS COLUMN PRINTING OF RATIOS ON A ROW BASIS, ENTER THE VALUES BELOW:

* Column	Name	* Line Number	Description	Reverse Sign
4 ▲	Variance %	103 ▲	TD Account 1010 and 1020	<input type="checkbox"/>

However, if **Reverse Sign** is checked (far right column), the cell will not be hidden. Instead, its value is reversed.

The purpose of this functionality was to allow users to display variance, whether as a percentage or dollar amount, in opposite ways. For example, if there is \$1000 budgeted for Revenue, and \$1000 budgeted for

Expenses, then if the actuals are \$900 for both revenue and expenses, per a simple calculation, there is -\$100 variance and -10% variance. However, \$-100 for Expenses is a good thing. Therefore, some users reverse the sign for variance against Credit Normal Balance accounts.

How to Use Math Functions

Step 1 – Create Stored Variables for Calculations

Math functions operate on stored variables. If you want to subtract, add or multiply accounts, the account amounts must first be stored in variables.

As listed in the below screenshot, any row with the function **Total**, **Range**, **Account**, or with any **Math** function, can have its associated amount saved in a stored variable.

* Sequence Number	Function
466	Text
100	Account
110	Range
120	Total
130	Addition
140	Division
150	Multiply
160	Subtract
170	Percentage

Find the first row that you want to store in a variable and click **[Edit]** to open the Detail pop-up, shown below:

FINANCIAL DOCUMENT FORMATTING

Store Variable

DOCUMENT ROW FORMATTING

Sequence Number

Function Name

Descriptive Text

Total Number

Store Variable

Ratio Code

Print

Reverse Sign

Close

There are 10 Stored Variables that you can use: A, B, C, D, E, F, G, H, I, J. Enter a variable in the **Store Variable** field. Each time you assign a variable it is reset.

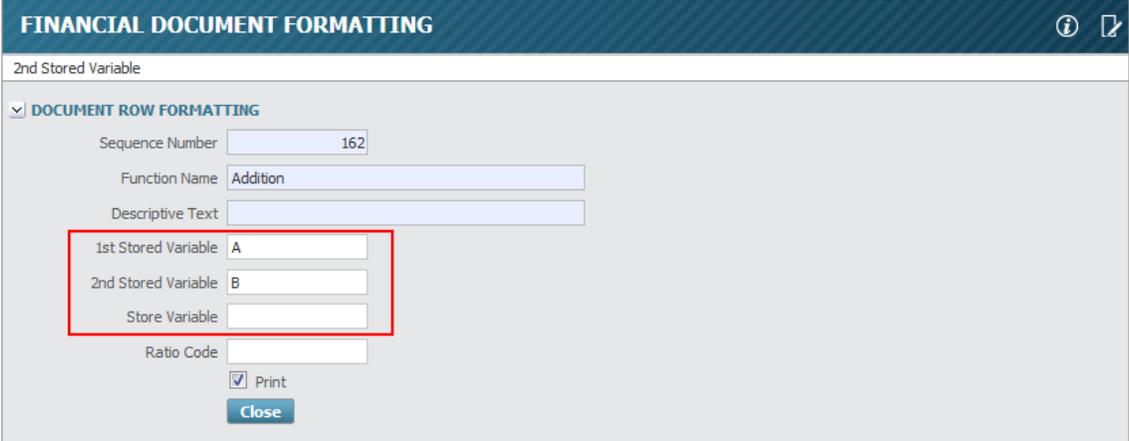
Find the second row that want to store in a variable, and enter a different variable for the **Store Variable** field. Close the window and click **[Save]**.

Step 2 - Create Math Row Using Stored Variables

Click [**Insert Record**] to create a new row. Verify that the sequence number of the new row is correct, and change it if necessary (sequence number determines the order of the row).

Select the type of Math Function required: Addition, Division, Subtract etc.

Enter descriptive text you want to see on the report about what is being printed. Press the [**Edit**] button to open the Detail pop-up.



The screenshot shows a window titled "FINANCIAL DOCUMENT FORMATTING" with a sub-header "2nd Stored Variable". Below this is a section titled "DOCUMENT ROW FORMATTING" with a dropdown arrow. The form contains the following fields and controls:

- Sequence Number: 162
- Function Name: Addition
- Descriptive Text: (empty)
- 1st Stored Variable: A
- 2nd Stored Variable: B
- Store Variable: (empty)
- Ratio Code: (empty)
- Print
- Close button

The fields for "1st Stored Variable" and "2nd Stored Variable" are highlighted with a red rectangular box.

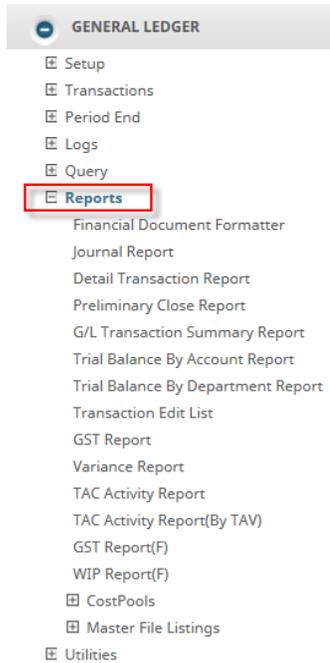
For the **1st Stored Variable** and **2nd Stored Variable** fields, enter the two variables created in step one. The order in which you enter the variables will make a difference for the Division and Percentage functions.

If you also want to save the output of this function so it can be used by another function, enter a 3rd variable in the **Store Variable** field.

Close the window and click [**Save**].

Reports

Overview – Reports



This General Ledger program offers reports that can be produced to examine Transaction Activity, Balances, and general summaries within the GL.

NOTE: Some reports are designed to be printed on landscape Legal sized paper, and in Adobe Reader, they can be printed from the Preview to either Legal or Letter size (reduced text size).

Common Output Parameters – Reports

Sample of Printing Options screen for parameter entry

The following table provides details about the parameters in the Output Parameters section (lower, unlabeled section), which are common to all Printing Options screens:

Output Parameters	
Destination	The Destination field is used to specify the report's output. Preview displays the report on a new tab of your web browser, and the browser is used to print the report, set printer settings if necessary, or to save (download) the report to a desired location. Email brings up an Email window for emailing the report. Further details are provided in the following Report Outputs section.
Output Format	The Output Format field is used to specify the report's file format.
Locale	Select the language in which column names are to be displayed.

Report Outputs: Preview, Print, Email, & Save to File

Ensure your web browser is set to allow pop-ups for the server running CMiC Enterprise, as reports are displayed in new windows.

Preview & Print

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select its printing option to bring up the print settings window to print the report.

Preview & Save Report to File

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select the save or download option, depending on your browser, to bring up a window to navigate to a location to save the report.

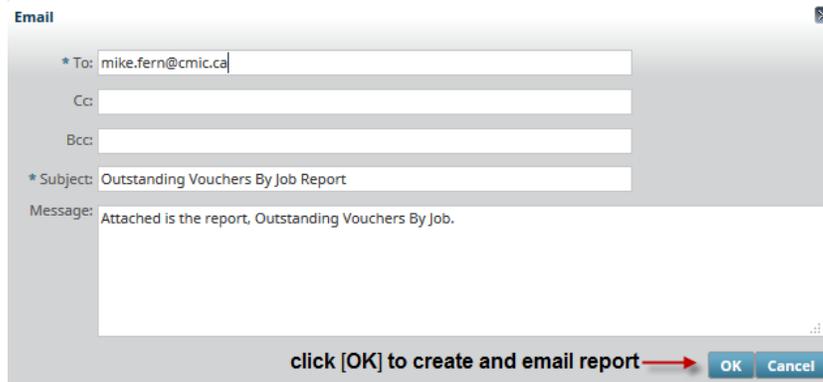
[Run Report] – Button

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [Run Report].

[Edit Defaults] – Button

For more details, please see the [Jasper Report Parameters Customization](#) section of this manual.

E-Mail Report



Select **E-Mail** from the **Destination** drop-down list of the Reporting Options window, and select the report's format (PDF, HTML, Excel, RTF, CSV) using the **Output Format** drop-down list. Next, click the [**Run Report**] button to bring up the Email window, as shown above to enter the email information. To enter more than one address, use a comma as a separator. Click [**OK**] to create and send the report via Email.

Common Report Parameters

The following table defines the parameters you may encounter for reports. If non-mandatory “**From ...**” fields are left blank, their value is taken to be the first listed item, by code. If non-mandatory “**To ...**” fields are left blank, their value is taken to be the last listed item, by code.

Field	Description
Company	Select the Company for the report data. If non-mandatory Company fields are left blank, all companies within the users' security clearance will display.
TAC	Select the Transaction Allocation Code associated with this transaction and account.
For Account Type	Select the Account Type for this report.
Where Variance Amount Prc Greater Than	Select a Variance Amount Percent that will display amounts equal and greater to this amount.
Where Variance Dollars Greater Than	Select an amount to display variances greater than this amount.
From Department	Select a department. If left blank, their value is taken to be the first listed item, by code
To Department	Select a department. If left blank, their value is taken to be the last listed item, by code.
From Date	Select a starting date. If left blank, their value is taken to be the first listed date.

To Date	Select an ending date. If left blank, their value is taken to be the last listed date.
AP Tax Credit	Select either Y/N to either display Only Non-Credit Taxes or Only Credit Taxes.
AP Direct Pay	Select either Y/N for Only Direct Taxes (Payable to Government by Buyer), or Only Taxes Payable to Vendor by Buyer
Tax Code	Select a Tax Code to display specific tax data on the report.
Batch Type	Select either Posted or Unposted batch type.
GL Batch Number	Enter the GL Batch Number for the report data.
Department Detail	Select either Details or Summary to display for departments.
From Journal	Specifies which Journal to start with. If left blank, taken to be the first listed Journal, by code.
To Journal	Specifies which Journal to end with. If left blank, taken to be the last listed Journal, by code.
Year	Enter the year for the posting report data. If left blank, taken to include all years for the selected company/companies.
Period	Select a period for the report data. If left blank, taken to include all periods.
Print Department Details	Select to either Print Details or No Details.
From Batch	Specified which batch to start with, in numeric order. If left blank, taken to be the first batch, by numeric order.
To Batch	Specifies which batch to end with. If left blank, taken to be the last batch, by numeric order.
Account By	The way in which Accounts with be displayed – either by Code or Sequence.
From Account Code	Specifies which Account to start with, by account number. If left blank, taken to be first Account, by account number.
To Account Code	Specifies which Account to finish with, by account number. If left blank, taken to be last Account, by account number.
Fiscal Year	Select the Fiscal Year for the report data.
From Period	Select the starting period for the report.
To Period	Select the ending period for the report.
From Account Sequence	Specifies which Account Sequence to start with, by account number. If left blank, taken to be first account sequence.
To Account Sequence	Specifies which Account Sequence to end with, by account number. If left blank, taken to be last account sequence.
From Post Date	Select the starting post Date you wish the report to display.
To Post Date	Select the latest Post Date you wish the report to display up to and including.
Show TAC Details	Select either Yes/No for the report to display TAC details.
Show Sub-Totals	Choose Y/N to show Sub-Totals on the report.
Show Accounts with 0 Activity	Choose Y/N to show Zero Accounts.
Show Transaction Detail	Select either Yes/No for the report to display transaction details.
Order By	Choose a value from the LOV in which to organize the data on the report.

Financial Document Formatter

For details, please see the [Financial Document Formatter](#) section of this manual.

Journal Report

The Journal Report (GL1003) is a summary report which lists batches within specific journals, and their respective Debit and Credit transactions within the defined Post Date parameters.

Enter Parameters for: Journal Report (GL1003) ✕

Company	CCC ▲	CMIC Test Construction Company
From Journal	AJ ▲	Adjustment Journal
To Journal	EC ▲	Equipment Costing
From Department	00 ▲	Company Level
To Department	100040 ▲	Purchasing Department
From Batch		
To Batch		
* Account By	C ▲	Code
From Account Code	▲	
To Account Code	▲	
From Account Sequence	▲	
To Account Sequence	▲	
* From Post Date	02/10/2014 🗓	
* To Post Date	02/09/2017 ✕ 🗓	
* Show TAC Details	N ▲	Do Not Show Tac Details
* Show Transaction Detail	Y ▲	Show Transaction Detail

Destination: Preview ▼ Locale: English US ▼

Output Format: PDF ▼

[Edit Defaults](#) [Run Report](#) [Cancel](#)

CCC - CMIC Test Construction Company
GENERAL LEDGER - JOURNAL REPORT
From Feb 03, 2015 To Date: Feb 13, 2017

Page: 1 of 185
Date: Feb 13, 2017
Time: 12:31 PM EST

JR	Batch No.	Ref. Date	Post Date	Trans Number	Source Code	Dept	Ref. Code	Description	Debit	Credit
Account		1000.100	Bank of America (Operating Ac)							
JC	26677	Apr 23, 2015	Apr 23, 2015	20736	00			0.00	750.00
JC	27955	Jul 06, 2015	Jul 06, 2015	21894 OPGN01	00	OPGN01	OPGN01	0.00	1,000.00
JC	27967	Jul 06, 2015	Jul 06, 2015	21901	00			0.00	250.00
JC	28006	Jul 07, 2015	Jul 07, 2015	21930	00			0.00	3,200.00
JC	28029	Jul 08, 2015	Jul 08, 2015	21951 OPGN07	00	OPGN07	OPGN07	0.00	250.00
JC	28032	Jul 08, 2015	Jul 08, 2015	21957 OPGN08	00	OPGN08	OPGN08	0.00	1,350.00
JC	28035	Jul 08, 2015	Jul 08, 2015	21966 OPGN09	00	OPGN09	OPGN09	0.00	700.00
JC	28038	Jul 08, 2015	Jul 08, 2015	21972 OPGN10	00	OPGN10	OPGN10	0.00	700.00
JC	28917	Aug 18, 2015	Aug 18, 2015	22760	00			120.00	0.00
JC	28917	Aug 18, 2015	Aug 18, 2015	22760	00			110.00	0.00
JC	28917	Aug 18, 2015	Aug 18, 2015	22760	00	IMPORTED JC	JC Foreign Batch Import	0.00	4,530.00
JC	28917	Aug 18, 2015	Aug 18, 2015	22760	00			100.00	0.00

Sample GL Journal Report (GL1003)

Detail Transaction Report

The Detail Transaction Report (GL1000) is used to display Transaction data within Departments. The report is sorted by Department and lists the Debit and Credit transactions for the Post Date range specified on this report's parameters screen. If the Post Date report parameters are left blank, this report will display all Transaction Details for the company selected up to and including the current date.

Enter Parameters for: Detail Transaction Report (GL1000)

* Company: CMIc Test Construction Company

* Department Detail: Details

From Department:

To Department:

* Account By: Code

From Account Code:

To Account Code:

From Post Date:

To Post Date:

* Show TAC Details: Do Not Show Tac Details

* Show Sub-Totals: Show Sub-Totals

* Show Accounts with 0 Activity: Do Not Show Zero Accounts

* Order By: Post Date

Destination: Locale:

Output Format:

CCC - CMIc Test Construction Company									
GENERAL LEDGER - G/L TRANSACTION DETAIL REPORT									
								Page: 1 of 1	
								Date: Feb 10, 2017	
								Time: 10:45 AM EST	
<i>JR</i>	<i>Post Date</i>	<i>Batch</i>	<i>Debit</i>	<i>Credit</i>	<i>Source Code</i>	<i>Source Description</i>	<i>Ref. Code</i>	<i>Ref. Description</i>	<i>Ref. Date</i>
Department 00 - Company Level									
1000.100	Bank of America (Operating Ac)					Opening Balance	-8,418.66	Closing Balance	-7,659.67
GJ	Feb 03, 2017	40564	758.99	0.00	REF1	REFERENECE1			Feb 03, 2017
Total for period: 2017 - 2			758.99	0.00		Opening Balance	-8,418.66	Closing Balance	-7,659.67
Total for Account: 1000.100			758.99	0.00					
5000.100	AP Misc. Expense					Opening Balance	0.00	Closing Balance	-758.99
GJ	Feb 03, 2017	40564	0.00	758.99	REF1	REFERENECE1			Feb 03, 2017
Total for period: 2017 - 2			0.00	758.99		Opening Balance	0.00	Closing Balance	-758.99
Total for Account: 5000.100			0.00	758.99					
Total for Department: 00			758.99	758.99					
Grand Total:			758.99	758.99					

Sample GL Transaction Detail Report (GL1000)

Preliminary Close Report

The Preliminary Transaction (Close) Report (GL800) lists the Batch Posting Amounts within respective Departments, Accounts and Journals as per the selected Yea, Period and Reporting Currency. Source and Reference Descriptions as well as the User and Reference Dates are also listed on this report.

Enter Parameters for: Preliminary Close Report (GL800)

Company	CCC	CMiC Test Construction Company
From Department	00	Company Level
To Department	00	Company Level
Year	2016	
Period	7	07/01/2016 07/31/2016
Reporting Currency	HOME	US - US Dollars

Destination	Preview	
Output Format	PDF	Locale English US
Run Report Cancel		

G/L Transaction Summary Report

The GL Transaction Summary Report (GL1000s) displays all Debit and Credit transactions from the Opening Balance to the Closed Balance within a Department against the GL, and is listed by Account Code or Sequence (defaults to Code).

Enter Parameters for: G/L Transaction Summary Report (GL1000s)

* Company	CCC	CMiC Test Construction Company
* Department Detail	Details	
From Department		
To Department		
* Account By	Code	
From Account Code		
To Account Code		
From Account Sequence		
To Account Sequence		
* From Post Date	02/01/2016	
* To Post Date	02/10/2017	
* Show Sub-Totals	Show Sub-Totals	
* Show Accounts with 0 Activity	Do Not Show Zero Accounts	

Destination	Preview	Locale English US
Output Format	PDF	
Edit Defaults Run Report Cancel		

CMiC Test Construction Company
General Ledger- G/L Transaction Summary Report

Page: 1 of 6
 Date: Feb 10, 2017
 Time: 10:48 AM EST

Account	Account Name	Opening Balance	Debit	Credit	Closing Balance
Department 00 - Company Level					
1000.100	Bank of America (Operating Ac)	-159,355.99	763,463.08	601,726.76	-7,659.67
	Period 2016 - 2	-159,385.99	225.00	100.00	-159,260.99
	Period 2016 - 3	-159,260.99	777.00		-159,260.99
	Period 2016 - 4	-159,260.99	0.00	245,684.62	-404,945.61
	Period 2016 - 5	-404,945.61	291,143.59	69,114.67	-182,916.69
	Period 2016 - 6	-182,916.69	75,500.00	251,500.00	-358,916.69
	Period 2016 - 7	-358,916.69	220,300.00	1,234.56	-139,851.25
	Period 2016 - 8	-139,851.25	164,169.50	0.00	24,318.25
	Period 2016 - 9	24,318.25	0.00	32,069.92	-7,751.67
	Period 2016 - 10	-7,751.67	579.00	789.99	-7,962.66
	Period 2016 - 11	-7,962.66	0.00	456.00	-8,418.66
	Period 2017 - 2	-8,418.66	758.99	0.00	-7,659.67
1000.200.0123456	BOA (Payroll) long code	0.00	200.00	0.00	200.00
	Period 2016 - 8	0.00	200.00	0.00	200.00
1000.350	AMEGY Bank	-1,127,354.88	0.00	235.00	-1,127,659.88
	Period 2017 - 1	-1,127,354.88	0.00	235.00	-1,127,589.88
1000.700	For test	0.00	456.78	0.00	456.78
	Period 2016 - 5	0.00	456.78	0.00	456.78
1000.775	BMO-Harris Bank	-232,568.59	100.00	101.77	-232,670.36
	Period 2016 - 4	-232,568.59	0.00	101.77	-232,670.36
	Period 2016 - 12	-232,568.59	100.00	0.00	-232,468.59
1000.777	United Bank - Checking	75,000.00	123.45	0.00	75,123.45
	Period 2016 - 5	75,000.00	123.45	0.00	75,123.45

Sample GL Transaction Summary Report (1000s)

Trial Balance by Account Report

The Trial Balance by Account Report (GL2000) is a list of all accounts within the GL of the company selected, sorted by Account for the selected Fiscal Year and Period range.

Enter Parameters for: Trial Balance By Account Report (GL2000)

Company:

Company Group Code:

* Department Detail:

From Department:

To Department:

From Account:

To Account:

* Fiscal Year:

* From Period:

* To Period:

* Show Accounts with 0 Activity:

Destination: Locale:

Output Format:

CCC - CMIC Test Construction Company
GENERAL LEDGER - TRIAL BALANCE REPORT
Year 2017 - From Period 1 To 2

Page: 1 of 3
 Date: Feb 10, 2017
 Time: 10:50 AM EST

Account	Account Name	Opening Balance	Debit	Credit	Ending Balance
Account Type: Assets					
Department 00 - Company Level					
1000.100	Bank of America (Operating Ac)	-8,418.66	758.99	0.00	-7,659.67
1000.200.0123456	BOA (Payroll) long code	200.00	0.00	0.00	200.00
1000.350	AMEGY Bank	-1,127,354.88	0.00	235.00	-1,127,589.88
1000.355	Fifth Third Bank	-6,556,124.87	0.00	0.00	-6,556,124.87
1000.400	BOA Payroll	-207.56	0.00	0.00	-207.56
1000.555	Charter 1 RBS Bank	-194,688.66	0.00	0.00	-194,688.66
1000.650	RBC - Royal Bank of Canada	-26,901.00	0.00	0.00	-26,901.00
1000.675	Bancomer Bank - Net Cash	-7,909,223.38	0.00	0.00	-7,909,223.38
1000.775	BMO-Harris Bank	-232,568.59	0.00	0.00	-232,568.59
1000.777	United Bank - Checking	78,000.00	0.00	0.00	78,000.00
1000.850	Sovereign Bank	0.00	0.00	88.35	-88.35
1000.877	Nicolet Bank Main Branch	-264.60	0.00	0.00	-264.60
1000.900	Bank of Ireland (Operating)	2,000.00	0.00	0.00	2,000.00
1500.100	Current Receivables	5,215,351.90	0.00	0.00	5,215,351.90
1500.200	Retainage Receivable	478,623.62	0.00	0.00	478,623.62
1500.400	AR Illinois State Tax Payable	-48,226.15	0.00	0.00	-48,226.15
1500.600	AR Deposits	-215,485.67	0.00	0.00	-215,485.67
1700.100	Inventory Asset	96,893.00	0.00	0.00	96,893.00
1700.400	Inventory Suspence	-9,053,856.31	0.00	0.00	-9,053,856.31
1700.500	Inventory Variance	9,618,769.18	0.00	0.00	9,618,769.18
1800.001	Intercompany ZZ	-1,473.25	0.00	0.00	-1,473.25
1800.002	Intercompany VA	4,355.37	0.00	0.00	4,355.37
Total for Department 00 - Company Level		-9,880,600.51	758.99	323.35	-9,880,164.87
<small>Department 100010 - Accounting Department</small>					

Sample GL Trial Balance Report (2000)

Trial Balance by Department Report

The Trial Balance by Department Report (GL2000D) lists all the GL accounts within the company selected, sorted by Department and Group Code, for the selected Fiscal Year and Period range.

Enter Parameters for: Trial Balance By Department Report (GL2000D)

Company:

Company Group Code:

* Department Detail:

From Department:

To Department:

From Account Code:

To Account Code:

* Fiscal Year:

* From Period:

* To Period:

* Show Accounts with 0 Activity:

Destination: Locale:

Output Format:

[Edit Defaults](#) [Run Report](#) [Cancel](#)

CCC - CMIC Test Construction Company
GENERAL LEDGER - TRIAL BALANCE REPORT
Year 2017 - From Period 1 To 12

Page: 1 of 3
 Date: Feb 10, 2017
 Time: 10:56 AM EST

Account Type	Account	Account Name	Opening Balance	Debit	Credit	Ending Balance
Department 00 - Company Level						
Assets						
	1000.100	Bank of America (Operating Ac)	-8,418.06	758.99	0.00	-7,659.07
	1000.200.0123456	BOA (Payroll) long code	200.00	0.00	0.00	200.00
	1000.350	AMEGY Bank	-1,127,354.88	0.00	235.00	-1,127,589.88
	1000.355	Fifth Third Bank	-6,556,124.87	0.00	0.00	-6,556,124.87
	1000.400	BOA Payroll	-207.56	0.00	0.00	-207.56
	1000.555	Charter 1 RBS Bank	-194,688.06	0.00	0.00	-194,688.06
	1000.650	RBC - Royal Bank of Canada	-26,901.00	0.00	0.00	-26,901.00
	1000.675	Bancomer Bank - Net Cash	-7,909,223.38	0.00	0.00	-7,909,223.38
	1000.775	BMO-Harris Bank	-232,568.59	0.00	0.00	-232,568.59
	1000.777	United Bank - Checking	78,000.00	0.00	0.00	78,000.00
	1000.850	Sovereign Bank	0.00	0.00	88.35	-88.35
	1000.877	Nicolet Bank Main Branch	-264.00	0.00	0.00	-264.00
	1000.900	Bank of Ireland (Operating)	2,000.00	0.00	0.00	2,000.00
	1500.100	Current Receivables	5,215,351.90	0.00	0.00	5,215,351.90
	1500.200	Retainage Receivable	478,623.62	0.00	0.00	478,623.62
	1500.400	AR Illinois State Tax Payable	-48,226.15	0.00	0.00	-48,226.15
	1500.600	AR Deposits	-215,485.07	0.00	0.00	-215,485.07
	1700.100	Inventory Asset	96,893.00	0.00	0.00	96,893.00
	1700.400	Inventory Suspence	-9,053,856.31	0.00	0.00	-9,053,856.31
	1700.500	Inventory Variance	9,618,769.18	0.00	0.00	9,618,769.18
	1800.001	Intercompany ZZ	-1,473.25	0.00	0.00	-1,473.25
	1800.002	Intercompany VA	4,355.37	0.00	0.00	4,355.37
	Total for Assets		-9,880,600.51	758.99	323.35	-9,880,164.87
Liabilities						
	2000.100	Current Payables	-1,270,120,311.76	0.00	0.00	-1,270,120,311.76
	2000.200	Retainage Payable	-829,558.06	0.00	0.00	-829,558.06
	2000.300	Pre-paid AP (Deposits)	-653.00	0.00	0.00	-653.00
	2000.400	Non Inventory - PO Suspence	-31,083,592.64	0.00	0.00	-31,083,592.64

Sample GL Trial Balance Report (2000D)

Consolidated Trial Balance Report

The GL Consolidated Trial Balance Report (GL2100) groups Account Types to display Total Amounts for Opening Balance, Debits, Credits, and Ending Balances for the specified range of Accounts.

Enter Parameters for: Consolidated Trial Balance Report (GL2100)

Company: CCC (CMiC Test Construction Company)

Company Group Code: []

Company Detail: Y (Yes)

Department Detail: D (Details)

From Department: []

To Department: []

Department PickList: []

From Account: []

To Account: []

Fiscal Year: 2017

From Period: 1 (01-Jan-2017 to 31-Jan-2017)

To Period: 12 (01-Dec-2015 to 31-Dec-2015)

Show Accounts with 0 Activity: N (Do Not Show Zero Accounts)

Destination: Preview

Output Format: PDF | Locale: English US

Run Report | Cancel

CCC - CMiC Test Construction Company
GENERAL LEDGER - CONSOLIDATED TRIAL BALANCE REPORT
Year 2017 - From Period 1 To 4

Page: 1 of 3
 Date: Apr 07, 2017
 Time: 1:53 PM EDT

Co.	Account	Account Name	Opening Balance	Debit	Credit	Ending Balance
Account Type: Assets						
ALT	1000.100	Bank of America	-1,812.87	0.00	4,114.00	-5,926.87
ALT	1700.500	Inventory Variance	1,347,505.63	4,800.00	0.00	1,352,305.63
		Total for Department 00 - Company Level	1,345,692.76	4,800.00	4,114.00	1,346,378.76
		Total for Company ALT - Andy's Company ALT	1,345,692.76	4,800.00	4,114.00	1,346,378.76
QAT	1000.100	Bank of America	-454,258.13	19,802.39	152,903.90	-587,359.64
QAT	1000.101	AMBANK	-3,486.22	0.00	5.63	-3,491.85
QAT	1500.100	Current Receivables	274,202.81	41,237.43	12,145.21	303,295.03
QAT	1500.200	Retainage Receivable	38,803.88	1,793.33	660.00	39,937.21
QAT	1500.400	AR Illinois State Tax Payable	-20,037.02	32.16	3,361.75	-23,366.61
QAT	1500.600	AR Deposits	-710.00	0.00	4,026.00	-4,736.00
QAT	1700.100	Inventory Asset	-38,782.00	54,000.00	2,600.00	12,618.00
QAT	1700.400	Inventory Suspense	-20,049.35	0.00	5,000.00	-25,049.35
		Total for Department 00 - Company Level	-224,316.03	116,865.31	180,702.49	-288,153.21
		Total for Company QAT - QA Test Company	-224,316.03	116,865.31	180,702.49	-288,153.21
		Total for Account Type Assets	1,121,376.73	121,665.31	184,816.49	1,058,225.55
Account Type: Expenses						
ALT	5000.100	AP Misc. Expense	0.00	4,114.00	0.00	4,114.00
ALT	5200.100	Job Cost Expenses	0.00	4,800.00	4,800.00	0.00
		Total for Department 00 - Company Level	0.00	8,914.00	4,800.00	4,114.00
		Total for Company ALT - Andy's Company ALT	0.00	8,914.00	4,800.00	4,114.00
QAT	5000.100	AP Misc. Expense	0.00	36,873.73	5,274.60	31,599.13
QAT	5000.104	AP/AR Insurance Expense	0.00	395.00	0.00	395.00
QAT	5000.106	AP/AR Discounts Lost/Taken	0.00	101.48	2,791.78	-2,690.30

Sample GL Consolidated Trial Balance Report (GL2100)

Transaction Edit List

Transaction Edit List Reports (GL310) are used to verify Batch details before posting, to prevent issues such as Closed Fiscal Period, Security Privileges and others. The report can be ordered by Transactions, Accounts, Sources or Accounts/Departments.

NOTE: You must have your batch number on hand as there is no LOV to select from.

Enter Parameters for: Transaction Edit List (GL310)

Company

Department

* Batch Type

* GL Batch Number

* Order By

* Show TAC Details

Destination Locale

Output Format

[Edit Defaults](#) [Run Report](#) [Cancel](#)

Multiple Companies											
General Ledger Unposted Transaction Edit List											
Batch 40704 - KAIT 2017-02-08 T											
Page: 1 of 1											
Date: Feb 10, 2017											
Time: 11:07 AM EST											
Journal	Entry Num	Ref Date	Post Date	Accrual							
AJ	31215	Feb 10, 2017		N							
Comp.	Dept.	Account	Account Name	Debit	Credit	Units	WM	Source	Source Description	Reference	Reference Description
CCC	100020	1000.175	TD Canada Trust Bank	4,880.00	0.00	1	NA	VFX234			
CCC	100020	1000.777	United Bank - Checking	0.00	4,880.00	1	NA	VFX234			
Transaction Total				4,880.00	4,880.00						
Report Total				4,880.00	4,880.00						

Sample GL Unposted Transaction Edit List (GL310)

GST Report

The GST Report (GL950) displays Invoice, Retainage and Net Taxable Amounts for specified Customers and their GST Business Number, by Batch number.

Enter Parameters for: GST Report (GL950)

Company

From Date

To Date

AP Tax Credit

AP Direct Pay

Tax Code

Destination Locale

Output Format

[Edit Defaults](#) [Run Report](#) [Cancel](#)

CCC - CMiC Test Construction Company
General Ledger - Goods & Services Tax Detail Report

Page: 1 of 2
 Date: APR 07, 2017
 Time: 01:25 PM

Invoice No.	Date	Batch	Invoice Amt	Retainage Amt	Net Taxable Amt	GST Amt	Description
Customer ABC100 ABC100 Customer Name Update			GST Business Number: 953689478				
WB-000037	20-MAY-15	27072	8,901.17	890.12	8,011.05	163.51	JB Draw 1 -
WB-000037	19-JUN-15	27570	-8,901.17	-890.12	-8,011.05	-163.51	Void JB Draw 1 Revis
WB-000052	03-NOV-15	30425	8,901.17	890.12	8,011.05	163.51	JB Draw 1 -
Customer Total: ABC100			<u>8,901.17</u>	<u>890.12</u>	<u>8,011.05</u>	<u>163.51</u>	
Customer Grand Total :			<u>8,901.17</u>	<u>890.12</u>	<u>8,011.05</u>	<u>163.51</u>	
End of Billed Tax							

Sample GL Goods & Services Tax (GST) Detail Report (GL950)

Variance Report

The Variance Report (GL5000) is used to compare costs and revenues, and displays a +/- amount as well as a % difference in Current versus Last Year's balance. This report is sorted by Account for the defined Year and Period.

Enter Parameters for: Variance Report (GL5000)

* Company: CMiC Test Construction Company

For Account Type:

Where Variance Amount Prc Greater Than:

Where Variance Dollars Greater Than:

* Year:

* Period:

Print Department Details:

Destination: Locale:

Output Format:

[Edit Defaults](#) [Run Report](#) [Cancel](#)

CCC - CMiC Test Construction Company
GENERAL LEDGER - VARIANCE REPORT

Page: 1 of 4
 Date: Feb 10, 2017
 Time: 11:16 AM EST

Type	Account	Account Name	Current Year Balance	Last Year Balance	Variance Dollars +/-	Variance Amt % +/-
A	1000.100	Bank of America (Operating)	-161,837.99	-1,177,934.07	1,016,096.08	86.26
A	1000.125	Mexican Bank Account	-1,293.26	-1,293.26	0.00	0.00
A	1000.200.012345	BOA (Payroll) long code	0.00	0.00	0.00	0.00
A	1000.350	AMEGY Bank	-1,127,354.88	-1,121,205.91	-6,148.97	0.55
A	1000.355	Fifth Third Bank	-6,556,124.87	-6,556,124.87	0.00	0.00
A	1000.400	BOA Payroll	-207.56	-207.56	0.00	0.00
A	1000.555	Charter 1 RBS Bank	-194,688.66	-199,233.46	4,544.80	2.28
A	1000.650	RBC - Royal Bank of	-26,901.00	-26,944.44	43.44	0.16
A	1000.675	Bancomer Bank - Net Cash	-7,909,223.38	1,000.00	-7,910,223.38	791,022.34
A	1000.700	For test	0.00	0.00	0.00	0.00
A	1000.775	BMO-Harris Bank	-232,568.59	-232,568.59	0.00	0.00
A	1000.777	United Bank - Checking	78,000.00	3,000.00	75,000.00	2,500.00
A	1000.850	Sovereign Bank	-88.35	0.00	-88.35	0.00
A	1000.877	Nicolet Bank Main Branch	-264.60	-264.60	0.00	0.00
A	1000.900	Bank of Ireland (Operating)	2,000.00	2,000.00	0.00	0.00
A	1050.200	FEX: Bank Of America	0.00	0.00	0.00	0.00
A	1050.750	FEX: Mexican Bank	1,193.26	1,193.26	0.00	0.00
A	1500.100	Current Receivables	5,215,351.90	3,993,929.67	1,821,422.23	53.67
A	1500.200	Retainage Receivable	478,623.62	350,456.10	128,167.43	36.57

Sample GL Variance Report (GL5000)

TAC Activity Report

The Transaction Allocation Code (TAC) Activity Report (GL2500) is used to display data for one or all TACs, for one or all Companies, sorted by Department.

Enter Parameters for: TAC Activity Report (GL2500)

Company

TAC

Starting Department

Ending Department

Starting Account

Ending Account

Year

Period

Destination Locale

Output Format

TAC Activity Report (By TAV)

The TAC Activity Report (GL2501) by Transaction Allocation Values (TAV) is used to display TAC activity within accounts in the GL.

Enter Parameters for: TAC Activity Report(By TAV) (GL2501)

Company

TAC

Starting Department

Ending Department

Starting Account

Ending Account

Year

Period

Destination Locale

Output Format

WIP Report (Forms)

The JC Work in Progress (WIP) Report, which runs from a Forms parameters screen, displays the range of selected Jobs, by Job Number. Their Contract Amount and the Total Billed and Incurred Costs for each project are also listed, as are Projected Margin, Percent Complete and Recognized Margin data. Accrued and Total Revenue, and Accrued and Total Costs are also listed for each project.

CCC - CMIc Test Construction Company

JC - WORK IN PROGRESS REPORT

Page 1 of 1
APR 07, 2017
12:36 PM

Job #	Job Description	Contract Amount	Projected Margin	% Compl	Recognized Margin	Billed To Date	Accrued Revenue	Total Revenue	Incurred Costs	Accrued Costs	Total Costs
1486344	1486344 - Owner Change Order D	1,300,000	0	0	0	0	0	0	0	0	0
1487331	1487331 - HUNTCG Issue for Con	146,200	0	1	0	150	1,175	1,325	1,325	0	1,325
1488395	1488395 - PCI Detail Billing	2,000,000	0	1	0	0	18,000	18,000	18,000	0	18,000
1486344S	1486344S - Sub Job For Owner Cl	1,010,000	0	0	0	0	0	0	0	0	0
1488395-1	1488395 - PCI Detail Billing	2,000,000	0	3	0	0	56,743	56,743	56,743	0	56,743
1488395-1S	1488395 - PCI Detail Billing	2,920,000	0	2	0	0	44,400	44,400	44,400	0	44,400
Grand Totals:		9,376,200	0		0	150	120,318	120,468	120,468	0	120,468

END OF REPORT

Report Parameters

Company:	CCC	Run Date:	APR 07, 2017
Job Pick List:		Run Time:	12:36 PM
Starting Job:	1486344	User:	KAIT
Ending Job:	1488395-1S	Report Code:	JC2700
To Date:	07-APR-17		

Sample JC Work in Progress (WIP) Report (JC2700)

Cost Pools

Schedule G Allocation Reports (Forms)

The Schedule G Report is driven by control department to derive 2 report sets for DCA compliance. Each report set will be broken down by Control Accounts. Each control account will be composed of allowable (allocable)

and non-allowable (non-allocable) expenses to 1 of the 3 control departments called “Office”, “Field” and “Overhead”. For the Division Reports, a Detailed Consolidation Structure will be used to define the control accounts in each division. There will be a separate division report for each control department % split defined on the cost pool allocation rule. Each report will report on the % split of the cost pool, defining overhead expenditures, plus the current charges to date in the office and field control departments.

Master File Listings

Master File Listings are read-only listings of data within defined report parameters.

The following table defines the parameters you may encounter for reports; if **From** fields are left blank, it is taken to be the first listed item. If **To** fields are left blank, they are taken to be the last items.

Field	Description
From Chart Code	Specifies which Chart Code to start with, by Code. If left blank, taken to be first Chart of Accounts, by code.
To Chart Code	Specifies which Chart Code to end with, by Code. If left blank, taken to be last Chart of Accounts, by code.
Type	Choose either Detail or Summary for the type
Low Level	Select Y/N for low level.
From Account	Specifies which Account to start with, by Code. If left blank, taken to be first Account.
To Account	Specifies which Account to end with. If left blank, taken to be last Account.
Print TAC	Select Y/N to print TACs
From Company	Specifies which Company to start with, by Code. If left blank, taken to be first Company.
To Company	Specifies which Company to end with. If left blank, taken to be last Company.
Include Address Information	Select Y/N to display address information on the report.
From Consolidation Code	Specifies which Consolidation Code to start with, by Chart Code. If left blank, taken to be first Consolidation Code.
To Consolidation Code	Specifies which Consolidation Code to end with, by Chart Code. If left blank, taken to be last Consolidation Code.
Include valid Accounts	Select Y/N to include valid Accounts.
Sort By	Select a sequence type to sort and display the data.

Chart Codes Listing

The Chart Code Listing Report (GL851) is used to display a list of Chart Codes and their respective Max Periods, Account Hierarchy and TACs. If **From Chart Code** field is left blank, it is taken to be the first Chart Code, by code. If **To Chart Code** field is left blank, it is taken to be the last Chart Code, by code.

Enter Parameters for: Chart Codes Listing (GL851)

From Chart Code

To Chart Code

Destination Locale

Output Format

[Edit Defaults](#) [Run Report](#) [Cancel](#)

GENERAL LEDGER - CHART CODES LISTING							
<u>Chart Code</u>	<u>Name</u>	<u>Max Period</u>	<u>Account Hierarchy</u>	<u>TAC Code1</u>	<u>TAC Code2</u>	<u>TAC Code3</u>	<u>TAC Code4</u>
ZA1CHAR	ZA chart code	12	Yes				
ZZCHART	ZZ- Test CMiC Chart Code	12	No	CURRENCY	BUSTAX	DEPREC	REVTYP

Page: 1 of 1
 Date: Apr 06, 2017
 Time: 2:23 PM EDT

Sample Chart Codes Listing (GL851)

Chart of Accounts Listing

The Chart of Accounts Listing Report (GL850) is used to display Accounts within a Chart Code, as selected in the parameters screen. If **From Account** field is left blank, it is taken to be the first Account, by account number. If **To Account** field is left blank, it is taken to be the last Account, by account number.

Enter Parameters for: Chart of Accounts Listing (GL850)

Chart Code:

Type:

Low Level:

From Account:

To Account:

Print TAC:

Destination: Locale:

Output Format:

[Edit Defaults](#) [Run Report](#) [Cancel](#)

GENERAL LEDGER - CHART OF ACCOUNTS LISTING										Page: 1 of 22 Date: Apr 06, 2017 Time: 2:26 PM EDT		
Account	Account Name	Seq Num	WM	Type	Currency	FX Account	Subledger	Normal	Long Code	Reg	Val	Edt
1000.001.0123456	BOA-Primary Checking Account	1000	NA	A	Assets			Debit	1000.001.0123456			
1000.002.0123456	Bank of America - Mexican Curr	1000	NA	A	Assets			Debit	1000.002.0123456			
1000.002.1234567	Wells Fargo 1000.002.1234567	1000	NA	A	Assets			Debit	1000.002.1234567			
1000.002.1234568	JPM CHASE BAN 1000.002.1234568	1000	NA	A	Assets			Debit	1000.002.1234568			
1000.003.0123456	BOA - GBP Account	1000	NA	A	Assets			Debit	1000.003.0123456			
1000.005.0123456	Cahrter 1 RBS bank account	1000	NA	A	Assets			Debit	1000.005.0123456			
1000.100	Bank of America (Operating Ac)	1000	NA	A	Assets	US	1050.100	XX	Debit	1000.100		
1000.100.12345	14 Characters Cash Account	1000	NA	A	Assets			Debit	1000.100.12345			
1000.100.123456	15 Characteres Bank Account	1000	NA	A	Assets			Debit	1000.100.123456			
1000.100.7365465	Bank of America LARGE GL ACCT	1000	NA	A	Assets	US	1050.100.736		Debit	1000.100.7365465		
1000.125	Mexican Bank Account	1000	NA	A	Assets			Debit	1000.125 Mexican			
1000.175	TD Canada Trust Bank	1000	NA	A	Assets			Debit	1000.175			
					Currency Code	CA	Canadian Dollars			N	N	N
					Depreciation	STRAIGHT	Straight Line Method			N	N	N
1000.199	UMB Bank Account - Checking	1000	NA	A	Assets			Debit	1000.199			
1000.200	Bank of America (Payroll)	1000	NA	A	Assets	US	1050.200		Debit	1000.200		
1000.200.0123456	BOA (Payroll) long code	1000	NA	A	Assets			Debit	1000.200.0123456			
1000.250	Mexican Bank	1000	NA	A	Assets			Debit	1000.250 Mexican			
1000.299	BOA -CASH PRO	1000	NA	A	Assets			Debit	1000.299			
1000.300	Banamex	1000	NA	A	Assets	MX	1050.300		Debit	1000.300		

Sample Chart of Accounts Listing (GL850)

Company Listing

The Company Listing Report (GL854) is used to display the companies that the user has security clearance for, with the option to display Address Information. If **From Company** field is left blank, it is taken to be the first company, by code. If **To Company** field is left blank, it is taken to be the last company, by code.

Enter Parameters for: Company Listing (GL854) ✕

From Company

To Company

Include Address Information

Destination

Output Format Locale

GENERAL LEDGER - COMPANY LISTING		
		Page: 1 of 1 Date: Apr 06, 2017 Time: 2:34 PM EDT
Company	Chart Code	Consolidation Code
ZZ - CMiC Construction Inc. 7500 Georgetown Drive Chicago IL USA Phone: 312-298-3000 Fax: 312-298-5307	ZZCHART - ZZ- Test CMiC Chart Code	ZZ

Sample Company Listing (GL854)

Consolidation Codes Listing

The Consolidation Codes Listing Report (GL852A) is used to display Consolidation Codes within a range of Chart Codes defined in the parameters screen. If left blank, all Consolidation Codes within ALL available Chart Codes will be displayed.

Enter Parameters for: Consolidation Codes Listing (GL852A) ✕

From Chart Code

To Chart Code

Destination Locale

Output Format

GENERAL LEDGER - HIERARCHICAL CONSOLIDATION CODES LISTING			
			Page: 1 of 2
			Date: Apr 06, 2017
			Time: 2:45 PM EDT
<u>Consolidation Code</u>	<u>Name</u>	<u>Controlling Code</u>	<u>Low Level</u>
Chart Code CCCCC - CCCCC - CMIc Test Company 5Cs			
01	Consolidation Code 1	ALL	Yes
Chart Code CCHART - CCS - Cmic Chart Code			
CCALL	CCS Consolidation Code	ALL	Yes
Chart Code DACHART - DA Chart			
DA-CDN	DA Canadian Companies	DA-ALL	Yes
DA-US	DA US Companies	DA-ALL	Yes
Chart Code DHCHART - DH - Chart Code			
00	Main - Consolidated	ALL	Yes
Chart Code GLCHART - GL			
10	Master Consolidation Code	ALL	Yes
30	Lowest Lvl Consolidation Code	ALL	No

Sample GL Hierarchical Consolidation Codes Listing (GL852A)

Detail Consolidation Codes Listing

The Detail Consolidation Codes Listing (GL852B) report is used to display the details within selected Consolidation Codes, including Company, Name, Control Department and Department Code, Name.

Enter Parameters for: Detail Consolidation Codes Listing (GL852B)

From Consolidation Code

To Consolidation Code

Destination Locale

Output Format

GENERAL LEDGER - DETAILED CONSOLIDATION CODES LISTING							
							Page: 2 of 6
							Date: Apr 06, 2017
							Time: 2:52 PM EDT
<u>Bus Unit</u>	<u>Name</u>	<u>Company</u>	<u>Name</u>	<u>Control Dept</u>	<u>Name</u>	<u>Dept Code</u>	<u>Name</u>
Consolidation CONSOLW - Consolidation Code Sewer							
17	Sewer Construction Unit	SC	Sewer Construction Group	00	Company Level		
28	Pump Installation Unit	SC	Sewer Construction Group	00	Company Level		
30	Laboratory	SC	Sewer Construction Group	00	Company Level		
		17	Sewer Construction Group	00	Company Level		
		SC	Sewer Construction Group	00	Company Level		
Consolidation DA-CDN - DA Canadian Companies							
		MAHADEO	Mahadeo Builders Inc.				
Consolidation FHCC - FH Consolidation Code							
		CFAR	Farnaz Canada				
		UFAR	Farnaz US				
Consolidation IHNEW - IHNEW							
00	Non Business	IH2T	IH US Company				
27	Irina's R&D	IH2T	IH US Company	00	Company Level	01	R&D for IH US Company

Sample GL Detailed Consolidation Codes Listing (GL852B)

Department Listing

The Department Listing Report (GLM001) is used to display the Companies within sorted Departments and Business Units with the option to include both address and valid account information. If the **Company** field is left blank, it is taken to include all companies within a users' security clearance.

Enter Parameters for: Department Listing (GLM001)

Company

Include Address Information

Include Valid Accounts

Sort By

Destination Locale

Output Format

[Edit Defaults](#) [Run Report](#) [Cancel](#)

VA - Vacuum Trucks VA						Page: 1 of 1
DEPARTMENT LISTING						Date: Apr 06, 2017
						Time: 3:01 PM EDT
<u>Department</u>	<u>Control Department</u>		<u>Business Unit</u>	<u>Closing Account</u>	<u>Clearing Account</u>	
00 Company Level	00	Company Level	00 Non Business	00	3000.100	
20 Equipment/Shop	00	Company Level	00 Non Business	00	3000.100	
30 Jobs	00	Company Level	00 Non Business	00	3000.100	

Sample Department Listing (GLM001)

Transaction Allocation Codes Listing

The Transaction Allocation Codes Listing Report (GL853) is used to display TACs within specified Chart Codes. If left blank, all Chart Codes and their respective TACs will be displayed, sorted by Chart Code.

Enter Parameters for: Transaction Allocation Codes Listing (GL853)

From Chart Code

To Chart Code

Destination Locale

Output Format

[Edit Defaults](#) [Run Report](#) [Cancel](#)

GENERAL LEDGER - TRANSACTION ALLOCATION CODES LISTING

<u>Value Code</u>	<u>Name</u>		
Chart Code: ZZCHART - ZZ- Test CMIC Chart Code			
Transaction Allocation	BUSTAX - Business Tax	Validated Against	User extension Valid Values for field : <BUSTAXCLA>
BUSTAXCLA	Building materials & hardware		
BUSTAXCLA	Contractors or sell of farm products		
BUSTAXCLA	Farm, nursery & related products		
BUSTAXCLA	Food or beer for home consumption		
BUSTAXCLA	Industrial loan and thrift companies		
BUSTAXCLA	Natural Gas Marketers		
BUSTAXCLA	Retail of gasoline, diesel & motor oils		
BUSTAXCLA	Sales of tangible personal property		
BUSTAXCLA	Service Business		
BUSTAXCLA	Wholesale of gasoline, diesel & motor oils		
Transaction Allocation	DEPREC - Depreciation Method	Validated Against	Transaction Allocation Code Valid Values
DECLINE	Declining Method		
HIGH	Inclining Method		
STRAIGHT	Straight Line Method		

Sample Transaction Allocation Codes Listing (GL853)

Utilities

Bank Reconciliation

The screenshot shows the 'BANK RECONCILIATION' screen with the following data:

BANK ACCOUNT	
Bank Code	BARC Barclays Bank
Account Number	3659874 Currency: US <input type="checkbox"/> Closed
Enter Statement Date	23/Oct/2013 RV TEST2
<input type="button" value="Import"/> <input type="button" value="Print"/> <input type="button" value="Open/Close"/> <input type="button" value="Display Data"/>	

BANK	
Statement Balance	7,750,000.00
Outstanding AR Deposits	0.00 <input type="button" value="Details"/>
Outstanding AP Checks	0.00 <input type="button" value="Details"/>
Outstanding PY Checks	0.00 <input type="button" value="Details"/>
Miscellaneous Adjustments	582.00 <input type="button" value="Details"/>
Adjusted Bank Balance	7,750,582.00

BOOK	
Cash Account Balance	-2,400.00
Unposted Adjustments	<input type="button" value="Details"/> Batch Number: 16013
Adjusted Book Balance	-2,400.00
Prior Period Adj Variance	78,950.00

Pgm: BANKRECFM; sample of Bank Reconciliation Import screen

The purpose of reconciliation is to account for differences between the actual bank balance and the balance recorded in your accounting system. This is done by reviewing AP and AR Checks to determine which were not deposited, and by entering adjusting transactions to make the book cash account balance equal to the bank balance. AP and AR Clerks can manually flag checks and receipts as reconciled within the AP and AR modules, or alternatively, bank reconciliation can be performed by a GL administrator using the **Import** function in this GL program. Depending on your organization’s practices, Bank Reconciliation can be performed 3 ways:

AP/AR/PY Clerk Manual Reconciliation – Method 1

The AP, AR and PY modules require that clerks manually flag checks, vouchers and receipts to be reconciled. Within the Bank section of the Bank Reconciliation screen, the GL administrator can see if there are any Outstanding AR Deposits, AP Checks, PY Checks or Miscellaneous Adjustments, and have the clerks reconcile these amounts within their respective screens.

GL Manual Reconciliation – Method 2

GL administrators can use the Bank Reconciliation program to manually reconcile any outstanding AR Deposits, AP Checks and PY checks by selecting the [**Details**] button on the Bank Reconciliation screen (Bank section) and manually flagging the boxes to reconcile.

GL Import – Method 3

The Import function in the GL Bank Reconciliation program allows the GL administrator to Import Electronic Bank Reconciliation files and statements for processing, overriding the manual entry of reconciling checks and receipts. Select the Bank you are reconciling for and click the **[Import]** button to upload the file. Click **[Process]** to process the reconciliation. The **Alert** and **Status** fields display messages to verify that the import and process ran successfully, or if there is an error.

This guide shows how to carry out the steps of reconciliation within the Enterprise system:

How to Reconcile AP Checks

RECONCILE CHECKS

Bank Cash Account Code

SELECTION CRITERIA

- * Company: CCC (CMIC Test Construction Company)
- * Statement Date: 13/Sep/2016
- * Cash Account: 00 (1000.390) (CASS Bank)
- Bank: CASS Bank (Checking Account: 10 7766443)

Unreconciled | **Reconciled**

View | Freeze | Detach | Search | Workflows | Report Options | Export | Attachments | Notes | ECM Documents | User Extensions

Vendor	Vendor Name	Check Date	Amount	R	Check Number	Check Type	Reference
A1CEMENT	A1 CEMENT INDUSTRIES.	18/Apr/2016	2,227.50	<input type="checkbox"/>	90000005621		
A1DOORS	A1DOORS' - 'Company RRR'	18/Apr/2016	900.00	<input type="checkbox"/>	90000005622		
A1DOORS	A1DOORS' - 'Company RRR'	18/Apr/2016	1,273.24	<input type="checkbox"/>	90000005623		
A1DOORS	A1DOORS' - 'Company RRR'	18/Apr/2016	4,669.76	<input type="checkbox"/>	90000005624		
A1HVAC	A1 Heating and Cooling	18/Apr/2016	1,147.50	<input type="checkbox"/>	90000005627		
A1MARBLE	A1MARBLE	18/Apr/2016	373.50	<input type="checkbox"/>	90000005628		
A1MARBLE	A1MARBLE	18/Apr/2016	42,750.00	<input type="checkbox"/>	90000005629		
A1ELEC	A1ELECTRIC Company	18/Apr/2016	745.00	<input type="checkbox"/>	90000005630		
			54,086.50				

Pgm: APCHQREC – Reconcile Checks; standard Treeview path: AP > Check > Reconcile Checks.

This screen is used to flag unreconciled checks as reconciled, and for checks that have been previously flagged as reconciled (mistakenly), it can be used to flag them as unreconciled.

Per the entered parameters in the **Selection Criteria** section, this screen lists unreconciled AP Checks on the **Unreconciled** tab, and AP Checks that have been flagged as reconciled (either manually via this screen, or automatically via the Import functionality of the Bank Reconciliation screen) on the **Reconciled** tab.

This screen is used in conjunction with the Bank Reconciliation screen of the GL module, if AP clerks are responsible for manually flagging AP Checks as reconciled. If all relevant AP Checks are flagged as reconciled through this screen, then the **Outstanding AP Checks** field on the Bank Reconciliation screen will display **0.00**. Otherwise, there are unreconciled AP Checks making up the outstanding balance, which can be viewed on the **Unreconciled** tab of this screen.

Step 1: Verify/Modify Company Code

Step 2: Verify Statement Date

This should be the date on the bank statement you are trying to reconcile. This date will limit the display of un-reconciled checks to checks that were issued on or before the entered **Statement Date**.

Step 3: Verify Cash Account

The system will default the standard bank account for this company to this field.

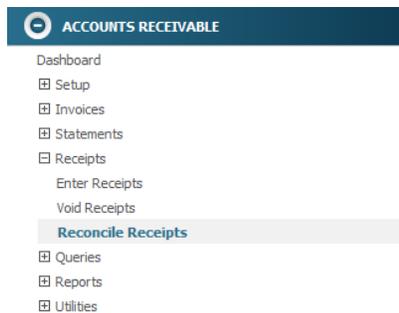
Step 4: Select Checks to Reconcile

Once the previous information has been entered, the **Unreconciled** tab displays all the checks that match the selection criteria. Check the **Reconcile** box beside each check that is to be marked as reconciled and click [**Save**].

To view checks that have been previously reconciled, use the **Reconciled** tab. This tab allows you to un-reconcile a check that has been previously marked as reconciled either manually or by the system during the check posting process.

How to Reconcile AR Receipts

Step 1: Open Reconcile Receipts Screen on the AR Receipts Menu



Step 2: Verify/Modify the Company Code

Step 3: Verify the Statement Date

This should be the date on the bank statement you are trying to reconcile. This date will limit the display of un-reconciled checks to checks that were issued on or before the statement date.

Step 4: Verify the Cash Account

The system will default the standard bank account for this company to this field.

RECONCILE RECEIPTS

SELECTION CRITERIA

Company: HC | Hikuu Construction Ltd

* Statement Date: 01-Dec-2013

* Cash Account: 00 | * 1000 | Checking Account #1

Unreconciled | **Reconciled**

View | Freeze | Detach | Search | Report Options | Export | Attachments

Customer	Check Date	Number	Check Amount	Curr	Deposit Date	Reconcile
ELDR01	30-Nov-2013	98765	500	USD	30-Nov-2013	<input type="checkbox"/>
ELDR01	01-Dec-2013	8776564	500	USD	01-Dec-2013	<input type="checkbox"/>
ELDR01	01-Dec-2013	87654	500	USD	01-Dec-2013	<input type="checkbox"/>
			1,500			

Date: 30-Nov-2013

Daily Total: 500

Running Total: 0

Total Amount: 0

Pgm: ARCHQREC – Reconcile Receipts; standard Treeview path: AR > Receipt > Reconcile Receipts

Step 4: Select Receipts to Reconcile

Once this information has been entered, the **Unreconciled** tab displays all the receipts that match the criteria. You now need to indicate which receipts are to be reconciled - to do this, check the **Reconcile** box beside each receipt that is being marked as reconciled and click [**Save**].

To view receipts that have been previously reconciled, switch to the **Reconciled** tab, which displays all the receipts that have already been reconciled. This tab allows you to un-reconcile a receipt that has been previously marked as reconciled.

Full Reconciliation

Checks and receipts can be manually reconciled in AP and AR, but the full Bank Reconciliation process must be performed in the Bank Reconciliation program found in **GL > Utilities > Bank Reconciliation**.

Initially, the **Bank Reconciliation Query** program will open the first account within the query, which lists all accounts by Bank Code alphabetically. Select [**Table Mode**] to view the full list of available Bank Reconciliation Statements:

BANK RECONCILIATION Table Mode Save Exit ? ? ? ? ? ? ? ?

BANK ACCOUNT

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Bank Code: BARC Barclays Bank

Account Number: 3659874 Currency: US Closed

Enter Statement Date: 10/23/2013 RV TEST2

Import Print Open/Close Display Data

BANK

Statement Balance: 7,750,000.00

Outstanding AR Deposits: 0.00 [Details](#)

Outstanding AP Checks: 0.00 [Details](#)

Outstanding PY Checks: 0.00 [Details](#)

Miscellaneous Adjustments: 582.00 [Details](#)

Adjusted Bank Balance: 7,749,427.00

Pgm: BANKRECFM; standard Treeview path: GL > Utilities > Bank Reconciliation

Now, either click [**Add New**] or select a statement from the list.

If you add a new statement: Select the bank, the account number and enter the statement date and a description. The statement date and statement balance come from the statement that you have received or printed and are using to perform the reconciliation.

Once saved, the data auto-populates. Verify/Enter the statement balance and press [**Display Data**]. This will populate the figures for outstanding checks:

BANK RECONCILIATION

BANK ACCOUNT

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Bank Code: BARC Barclays Bank

Account Number: 3659874 Currency: US Closed

Enter Statement Date: 10/23/2013 RVTST

Import Print Open/Close Display Data

BANK

Statement Balance: 7,750,000.00

Outstanding AR Deposits: 0.00 [Details](#)

Outstanding AP Checks: 0.00 [Details](#)

Outstanding PY Checks: 1,155.00 [Details](#)

Miscellaneous Adjustments: 582.00 [Details](#)

Adjusted Bank Balance: 7,749,427.00

Pgm: BANKRECFM – Bank Reconciliation; standard Treeview path: System > Global Tables > Banking > Electronic Reconciliation > Bank Reconciliation Query

The AR, AP and PY Reconciliation popups can be launched through the **[Details]** buttons:

Select the checks to reconcile. They will be reconciled as of the statement date. Press **[Save&Close]** to apply changes:

BANK RECONCILIATION

OUTSTANDING AR DEPOSITS

View Freeze Detach Search Report Options Export User Extensions

Recon	Comp	Customer	Check Date	Check Number	Check Amount	Deposit Date
<input type="checkbox"/>	KJ	SC	May 19, 2015	05192	1,000.00	May 19, 2015
<input type="checkbox"/>	KJ	SC	May 19, 2015	191503	1,000.00	May 19, 2015
					2,000.00	

Customer Name:

Check Desc:

Save&Close

Enter Miscellaneous Adjustments that will not be posted as transactions (e.g. bank errors) through the Miscellaneous Adjustments popup:

Miscellaneous Adjustments **Details**

BANK RECONCILIATION Save ?

MISCELLANEOUS ADJUSTMENTS

View Freeze Detach Search Insert Record Insert Multiple Records

Note	Amount
Bank Error -of \$0.09. \$5.10 was entered instead of \$5.01. Will call to resolve on Monday.	-0.09
	-0.09

Save&Close

Adjusting transactions are entered for miscellaneous GL journal entries for such item as bank fees, interest income or foreign exchange. Initiate adjusting transactions through the details popup, next to the unposted adjustments field:

BOOK

Cash Account Balance

Unposted Adjustments **Details** Batch Number

Adjusted Book Balance

Prior Period Adj Variance

The **Unposted Adjustments** field's **[Details]** button opens the Enter Transactions popup, which allows the entry of GL Transactions. Once the transactions are saved, their Batch must be posted using the Enter Transactions screen (Enterprise standard path: *GL > Transactions > Enter Transactions*; Cloud standard path: *GL > Processing > Enter Transactions*).

It is only possible to link to one batch of adjusting transactions. Thus, it is preferable that the adjustment batch only be posted after the reconciliation process is complete. If the adjustment batch is posted before the reconciliation process has been completed, and it turns out that additional adjustments are required, then the

adjustments can be entered through the Enter Transactions screen. The batch will not be linked to the bank rec, but it will have the desired effect of making the required adjustments.

It is not possible to unlink an adjustment batch number, except by deleting a bank reconciliation record. Fortunately, deleting a bank reconciliation record does not reverse any of the work that was done (i.e., marking checks as reconciled or unreconciled).

In bank accounts that have large numbers of transactions, there might often be a small unaccounted variance between the book and bank balance. The Miscellaneous Adjustments popup is intended to record specific adjustments, their amounts and the reason. If no reason can be discovered for the variance, note the variance in the “**Prior Period Adj Variance**” field and it will be carried forward into each bank reconciliation until it can be addressed. As usually happens, there will continue to be unaccounted variances, and over time they may cancel out. This field does not create a journal entry and is not calculated.

BANK	
Statement Balance	7,750,000.00
Outstanding AR Deposits	0.00 Details
Outstanding AP Checks	0.00 Details
Outstanding PY Checks	1,155.00 Details
Miscellaneous Adjustments	582.00 Details
Adjusted Bank Balance	7,749,427.00

BOOK	
Cash Account Balance	-2,400.00
Unposted Adjustments	0.00 Details Batch Number <input type="text" value="16013"/>
Adjusted Book Balance	-2,400.00
Prior Period Adj Variance	582

Pgm: BANKRECFM – Bank Reconciliation; standard Treeview path: GL > Utilities > Bank Reconciliation

When entering a value into **Prior Period Adj Variance**, it will carry forward to future bank reconciliations. When you are finished a bank reconciliation and you are ready to close it, enter the **Prior Period Adj Variance**. Click [**Display Data**] – if the prior bank reconciliation value is 0, it will wipe out the amount you’ve entered.

The [**Open/Close**] button can be used to freeze the bank reconciliation record at any time.

When performing the next month’s bank reconciliation, insert a new row and repeat the above steps.

The checks that appear in the [**Details**] popup are those that were unreconciled as of the statement date. In the below example, the statement date is May 31st, 2015. Therefore, the popup shows any currently unreconciled checks, or checks that were reconciled after May 31st:

BANK RECONCILIATION

BANK ACCOUNT

Bank Code: Bank Name:

Account Number: Currency:

Enter Statement Date:

BANK

Statement Balance	<input type="text" value="0.00"/>	
Outstanding AR Deposits	<input type="text" value="0.00"/>	<input type="button" value="Details"/>
Outstanding AP Checks	<input type="text" value="18,675.00"/>	<input type="button" value="Details"/>
Outstanding PY Checks	<input type="text" value="0.00"/>	<input type="button" value="Details"/>
Miscellaneous Adjustments	<input type="text"/>	<input type="button" value="Details"/>
Adjusted Bank Balance	<input type="text" value="-18,675.00"/>	

Any checks that are already reconciled cannot be unreconciled from this program. Instead, use their respective programs for reconciling or un-reconciling AP and AR checks in the AP and AR user guides.

If the Import functionality of the Bank Reconciliation screen is used, which imports a bank statement for the reconciliation process, then this screen (Reconcile Checks) would not be used to manually flag checks as reconciled, since the Import functionality would automatically flag checks as reconciled. This screen could, however, be used to manually adjust any checks that should or should not be reconciled. To access this screen from the Bank Reconciliation screen, click the [Details] button that corresponds to the **Outstanding AP Checks** field (shown above).

The reconciled date displays on the far right. The checkbox to reconcile checks is disabled for checks that have already been reconciled:

BANK RECONCILIATION							
BANK RECONCILIATION							
OUTSTANDING AP CHECKS							
Recon	Comp	Vendor	Date	Amount	Check	Type	Reconciled Date
<input type="checkbox"/>	KJ	SV9	Mar 16, 2015	1,231.00	123	Manual Check	Jul 16, 2015
<input type="checkbox"/>	KJ	SV9	Mar 16, 2015	1,000.00	1234	Manual Check	Jul 16, 2015
<input type="checkbox"/>	KJ	CS	May 20, 2015	500.00	20051501	Manual Check	Jul 16, 2015
<input type="checkbox"/>	KJ	CS	May 20, 2015	6,020.00	20051502	Manual Check	Jul 16, 2015
<input type="checkbox"/>	KJ	CS	Jul 29, 2015	9,000.00	23423	Manual Check	Jul 16, 2015
<input type="checkbox"/>	KJ	AARON	Sep 22, 2015	234.00	234234	Manual Check	
<input type="checkbox"/>	KJ	BRENDAN	Sep 22, 2015	345.00	345	Manual Check	
<input type="checkbox"/>	KJ	BRENDAN	Sep 22, 2015	222.00	656	Manual Check	
<input type="checkbox"/>	KJ	BRENDAN	Dec 31, 2014	123.00	21123	Manual Check	
				18,675.00			

Reports – Bank Reconciliation

During the process of reconciliation, a report can be printed using the **[Print]** button. There are also two reports available to show reconciled and unreconciled checks and deposits, in the Reports sub-module of AR and AP:

ACCOUNTS RECEIVABLE	ACCOUNTS PAYABLE
<ul style="list-style-type: none"> Setup Invoices Statements Receipts Logs Queries Reports <ul style="list-style-type: none"> Aged Report Aged Report Summary Check Reconciliation Report 	<ul style="list-style-type: none"> Setup Invoices Payments Logs Queries Reports <ul style="list-style-type: none"> Aged Report Aged Report Summary Aged Payables By Job Report Outstanding Vouchers By Job Report Cash Requirements By Cash Amount Report Check Register Report

The only required field is the company. To show both reconciled and unreconciled AR Deposits, change the value of the field, “Show Non-Reconciled Only”.

Importing Bank Reconciliation Files

CMiC supports many bank file formats for the reconciliation of checks. If you are going to be using this feature, please contact us to arrange for a session to review the process for using EFT files. The bank file format is specified for each bank in Maintain Bank Accounts:

General Import File Layout Specifications

The import file must have a blank line at the top. It does not work in the same way as the Forms version.

Supported Bank Formats

ACH

AMEGYBANK

BANK OF AMERICA

BANK OF CALIFORNIA

BANK OF MONTREAL

BBT

BMO_HARRIS

CAPITAL ONE

CHASE

CHITTENDEN

CIBC

CITYNATION

FHAWAIBANK

FTB

HARRIS

JPB CHASE BANK

JPM-CHASE2

LASALLE

NICOLETBNK

WELFARGO_2

WELLSFARGO

TEXAS BANK

PRIVATE BANK 1& 2

ROYALBANK

SOUTHTRUST

SOVEREIGN

UMB BANK

WACHOVIA

BANK OF THE WEST

HAWAII BANK

CITIZENS BANK

UNITEDBANK

US BANK

Bank Reconciliation Example (Citizen's Bank)

Here is an example of a bank reconciliation performed using a file supplied by Citizen Bank:

Specifications of File Layout

These are the specifications received from Citizen Bank:

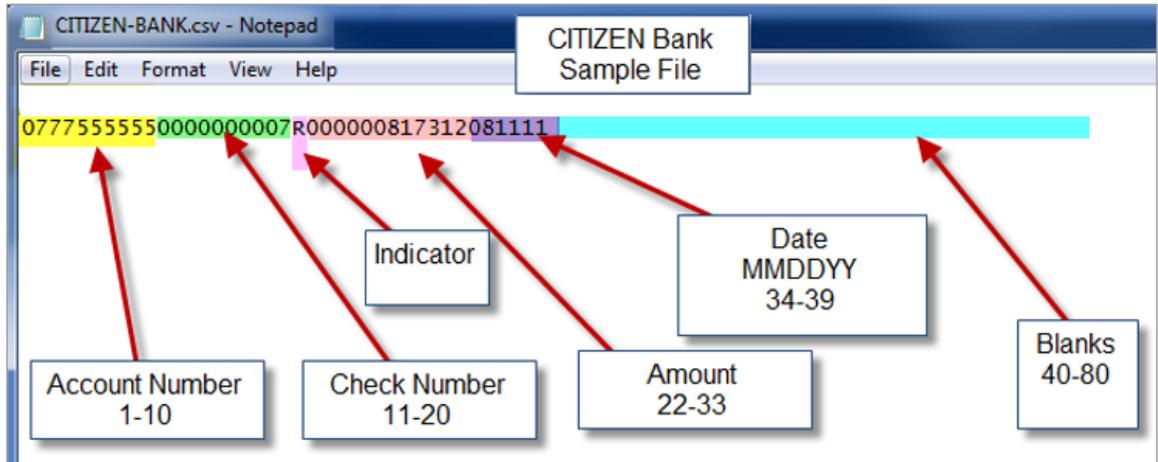
<i>Receive 1/10/11</i>			
Citizens Bank Customer Reconciliation			
STANDARD Paid Item Record Layout			
Positions	Length	Description	Comment
01-10	10	Account Number	Right justified, left zero filled
11-20	10	Serial Number	Right justified, left zero filled
21-21	1	Item Indicator	R = Reconciled
22-33	12	Dollar Amount	Right justified, left zero filled
34-39	6	Paid Date	MMDDYY
40-80	41	Filler	Space filled
Record Size	80		

Sample Data

Here is an example of a typical file that would be supplied by The Citizen's Bank:

```
00120469730000100001R000000712837101101
00120469730000100002R000000707009101201
00120469730000100003R000000345276101101
00120469730000100004R000000368646101801
00120469730000100007R000002005087102901
00120469730000100103R000000125336101601
00120469730000100104R000000199692101501
00120469730000100105R000000122396101801
00120469730000100106R000000108637101501
```

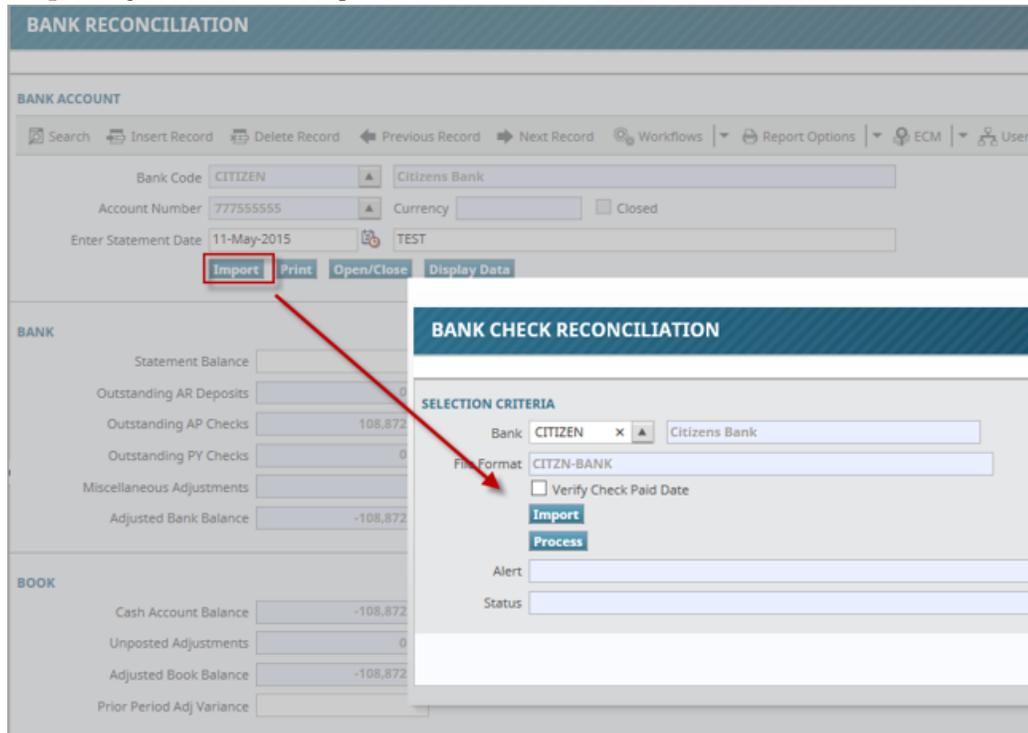
Following is the file used in this example:



NOTE: The file must be saved as a CSV file. This is the mapping of the above data to The Citizen's Bank's specifications. In ADF, but not Forms, it is necessary to have the first line be blank:

Steps to Reconcile

Go to the **Bank Reconciliation Query** program and press **[Import]** to launch the import popup. Press **[Import]** again to select the import file:



Once Reconciled, the record is removed from the outstanding checks popup:

The screenshot shows the 'BANK RECONCILIATION' window. On the left, there are fields for 'BANK ACCOUNT' (Bank Code: CITIZEN, Account Number: 77755555) and 'BANK' (Statement Balance, Outstanding AR Deposits: 0.00, Outstanding AP Checks: 108,872.99, etc.). The main area is titled 'OUTSTANDING AP CHECKS' and contains a table with columns: Reconc, Comp, Vendor, Date, Amount, Check, and Reconciled Date. A yellow callout box points to the table with the text: 'Once Reconciled Successfully, the record is taken out of the outstanding AP Checks screen.'

Reconc	Comp	Vendor	Date	Amount	Check	Reconciled Date
<input type="checkbox"/>	CCC	A1ELEC	11-Aug-2011	5,781.97	8	
<input type="checkbox"/>	CCC	A1FLOOR	11-Aug-2011	1,543.50	9	
<input type="checkbox"/>	CCC	A1GARDEN	11-Aug-2011	6,762.00	10	
<input type="checkbox"/>	CCC	A1MECH	11-Aug-2011	10,980.90	11	
<input type="checkbox"/>	CCC	A1ROOF	11-Aug-2011	75,631.50	12	
				100,699.87		

Opening Balance

The screenshot shows the 'ENTER TRANSACTION' window. It includes sections for 'SELECTION CRITERIA' (Batch: 40460, KAIT 2017-01-26 T) and 'TRANSACTION' (Journal: AP, Accounts Payable, Post Date: 02/15/2017, Ref: 02/15/2017). The 'DETAIL' section shows a table with columns: * Company, * Dept, * Account, Account Name, Debit, Credit, Units, WM, Source Code, and Source Desc.

* Company	* Dept	* Account	Account Name	Debit	Credit	Units	WM	Source Code	Source Desc
CCC	00	4343434	Kait Test Subledger Account	1000		1	\$		
				1000.00					

Additional fields include Company Name: CMIC Test Construction Company, Dept. Name: Company Level, Current Period: 2, Start Date: 02/01/2017, and End Date: 02/28/2017.

Pgm: TRANENT – Enter Transaction; standard Treeview path: GL > Utilities > Opening Balance

Opening Balances can be performed using this program or the Enter Transactions program. The Opening Balance screen allows you to post to Sub-Ledger accounts, whereas the Enter Transaction program will prompt you with a warning message stating you have chosen to post to a Sub-Ledger. If the user performing this transaction has proper security clearance, either program can be used. Without the proper security clearance, neither program can be used to post to sub-ledger accounts. Which program you choose to use is your choice.

Copy Dept/Account Security

Pgm: ACCSEC – Copy Dept. /Acct. Security

This program should be used to copy the Account Security from one company/department to another.

Enter the required **Copy From** and **Copy To** information. The **To** Company can be the same as the **From** Company, if required. When done, use the [**Copy**] button to start the process.

The **Message** field will display the amount of record(s) and access group(s) copied.

Print Posting Reports

* Batch	Name	* User	* Date
40266	Oats Accrual	RAJV10X	01/18/2017
40265	Test by Oats	RAJV10X	01/18/2017
40263	Oats Accrual	RAJV10X	01/18/2017
40262	Test by Oats	RAJV10X	01/18/2017
39729	DF	RAVI	01/04/2017
39650	Oats Accrual	RAJV10X	01/04/2017
39649	Test by Oats	RAJV10X	01/04/2017
39617	RVHQ1001 20171	RAVI	01/04/2017
39616	GL Transaction Entry	RAVI	01/04/2017
39592	RAJNEESH 2016-12-22 T	RAJNEESH	12/22/2016
39590	RAJNEESH 2016-12-22 T	RAJNEESH	12/22/2016
39589	aaa	RAJNEESH	12/22/2016

Pgm: SYSRUN – Print Posting Reports

Use this utility to manage the printing and deleting of posting reports within your system. Companies that post large volumes of data and do not want their system tied up during the day with printing processes most often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During the posting process, you have the option to print your reports immediately or print them later using this utility. If you leave the **Print Reports Immediately** option blank during the posting process, you can return to this utility later and select a range of posting reports that can be printed at one time.

Now you can also re-print posting reports, as well as delete those reports that are no longer required.

When the screen first displays all posting reports for all companies within the system, they will be sorted by batch number. The screen can be queried to limit the list.

Select the batch, or batches, to be printed.

Press the **[Process]** button to begin the process of printing the selected posting reports.

Recalculate Balances

BALANCE RECALCULATION

Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Company ZZ CMiC Construction Inc.

Department 50 Inventory

Starting Year 2016

Starting Period 6 06/01/2016 06/30/2016

Ledger transactions from to 01/31/2016

Open Balance Year 2016 Period 5 05/01/2016 - 05/31/2016

Current Year 2016 Period 6 06/01/2016 - 06/30/2016

Process

Pgm: GLRECBAL – Recalculate Balances

When this procedure is run, the system will re-calculate the opening and closing balances in every GL account from the start period and year specified, to the end of the current year. This procedure is mostly used during the startup of the CMiC system and when transactions are being imported.

This procedure may be run as many times as required.

Enter the company to be re-calculated. The department field can be left blank, signifying all departments. The starting year and period must be entered. Use the **[Process]** button to begin the re-calculation.

The system will recalculate all balances starting from the year and period specified in these fields, up until the current year and period.

NOTE: There is a database scheduled job as well for recalculating the GL balances for ALL companies at once, on a regular basis. For example, users may prefer to run the database job on a nightly or weekly basis. It must be noted that running for all companies in one job may affect the performance, and users may have to adjust their scheduling accordingly.

Inter Departmental Clearing

The screenshot shows the 'INTER DEPARTMENTAL CLEARING' application window. The title bar includes 'INTER DEPARTMENTAL CLEARING' and standard icons for Save, Exit, Help, and Refresh. The main content area is titled 'BATCH DETAIL' and contains the following fields and buttons:

- Company:** CC (dropdown), CMIC Construction (text)
- Batch:** 10436 (dropdown), Inter-departmental clearing (text), **Create Batch** (button)
- Batch User:** RAFID (text)
- Journal Code:** GJ (dropdown), General Journal (text)
- Transaction Date:** 22-May-15 (calendar icon)
- Year:** 2015 (text), **Per:** 5 (text)
- Source Code:** (empty text field)
- Source Description:** (empty text field)
- Reference:** (empty text field)
- Reference Description:** (empty dropdown), **Create Transactions** (button)

Below the 'Reference Description' field is a large, empty light-blue rectangular area.

Pgm: GLCLRDP – Inter-Department Clearing; standard Treeview path: GL > Utilities > Inter Departmental Clearing

Use the Inter-Departmental Clearing screen to generate an inter-departmental clearing transaction at period end.

Inter-Departmental Clearing requires that one department be declared as the operating department at the company level, while the other departments are declared as “self-balancing” at the department level. At the end of a period, the Inter-Department Clearing procedure is run to generate a balancing transaction from the Inter-Departmental Clearing account of the “self-balancing” department to the Inter-Departmental Clearing account of the “operating” department.

Company Code

Verify / Modify the Company Code and create a batch for clearing by using the [**Create Batch**] button next to the batch field.

Journal Code

Enter the appropriate journal code to which you wish to have the inter-departmental transaction posted.

Transaction Date

This is the transaction date that will be applied.

Year and Period

Enter the year and period in which the Inter-Departmental Clearing transaction will be calculated and posted.

Source Code and Source Description

Enter the source code and source description that you want to apply to the inter-departmental clearing transaction that will be generated from this process.

Reference Code and Reference Description

Enter the reference code and reference description that you want to apply to the Inter-Departmental Clearing transaction that will be generated from this process.

Press the [**Create Transaction**] button to begin the process.

Reverse/Recreate Posted Transactions

REVERSE/RECREATE POSTED TRANSACTIONS

POSTED BATCH

Batch: 10422 | GL Reverse Accrual | Post Date: 22-May-15 | Journal Code: GJ

* Choose Action: Reverse Recreate Both

TRANSACTION HEADER

Select	Journal Code	* Transaction Num	Post Date	Reference Date	Accru	Source Code	Source Description	Reference Code	Reference Description
<input type="checkbox"/>	GJ	7190	22-May-15	22-May-15	N				

Process Message

DETAIL

Company	Department	Account	Debit	Credit	Unit	WM	Curr	Source Code	Reference Code	Exchange Amt	* Reference Date	Disc Code	Exchange Rate	TAV Code1	TAV Code2	TAV Code3
CC	00	1000.100		2,500.00		NA					22-May-15			JC		
CC	00	1100.700	2,500.00			NA					22-May-15					

Account Name: Bank of America (Operating) | Source Description: | Reference Description: |

Pgm: GLTRNSC– Revert / Recreate Posted Transactions

This utility allows the user to quickly reverse or recreate the posted GL transactions without retyping the transaction details. The GL batches which were created within GL are only available for this functionality. Once processed and a batch is created from this utility, these batches are available for further processing, such as editing the transaction details and viewing the Print Edit List. Also, the batches can be posted immediately, if required. The reference date for these batches is defaulted from the system date at the time of entry, and the post date is copied from the original transaction. This Post Date can be modified in the GL transaction entry screen, if needed.

Batch

Select a GL batch from the List of Values. The GL batches created from Job Costing, Equipment Costing etc. will not be available for selection. Also, only the GL batches for which the user has access will be available for selection.

Choose Action

Select one of the three options from the radio group – Revert, Recreate, or Both.

Journal Code

Enter a valid journal code or choose from the List of Values.

Check Box

Select the GL transaction lines by checking the check box to the left. The **Details** block shows the transaction details for the selected lines in **Transaction Header**.

Process

The [**Process**] button, when pressed, performs the action as per the criteria, and displays a message that the batch is created with an appropriate system-generated batch name.

Balance Table Verification

The screenshot shows the 'GL SUMMARY TABLE VERIFICATION' utility window. The title bar includes 'Save', 'Exit', and help icons. The main area is titled 'SELECTION CRITERIA' and contains several input fields: '* Company' (CCC), 'From Department' (00), 'To Department' (100030), 'Year' (2017), 'Period' (2), 'From Account' (1000.001.0123456), and 'To Account' (1000.003.0123456). Each field has a dropdown arrow and a corresponding label: 'CMiC Test Construction Company', 'Company Level', 'Operations Department', 'BOA-Primary Checking Account', and 'BOA - GBP Account'. A 'Verify' button is located at the bottom of the form.

Pgm: GLSUMVRF – GL Summary Table Verification

This utility is used to verify that the GL Summary Table amounts are consistent with GL Department and Account data. This can be run at any time, and is used primarily after import/conversions and or any data corrections that may have been made in tables directly.

Delete Batches

The screenshot shows the 'DELETE UNPOSTED GL BATCHES' utility window. The title bar includes 'Save', 'Exit', and help icons. The main area is titled 'SELECTION CRITERIA' and contains two input fields: '* From Batch' (2040) and '* To Batch' (2376). Both fields have dropdown arrows and labels: 'Transfer won bid cost'. A 'Delete' button is located at the bottom of the form.

Pgm: DELBAT – Delete Batches

A batch can only be deleted if it is not posted. If the batch has transactions entered, then the deletion must be done via this Delete Batch utility in the Utility Menu. The Unposted Batch Deletion program allows the user to remove old, unposted batches from the system. This routine will remove the Batch and its related unposted transactions from the system.

The user is only allowed to delete their user batches. Only users who have the privilege to see other user's batches will be able to delete batches created by other users.

For more information about working with batches, see the [Working with Batches](#) section of this user guide.

Reinstate Posting Reports

RE-INSTATE POSTING REPORTS

SELECT PARAMETERS

* Batch 32898 ADF mthly exp mar8

Message: Reports for Batch 32898 Reinstated Successfully

Create

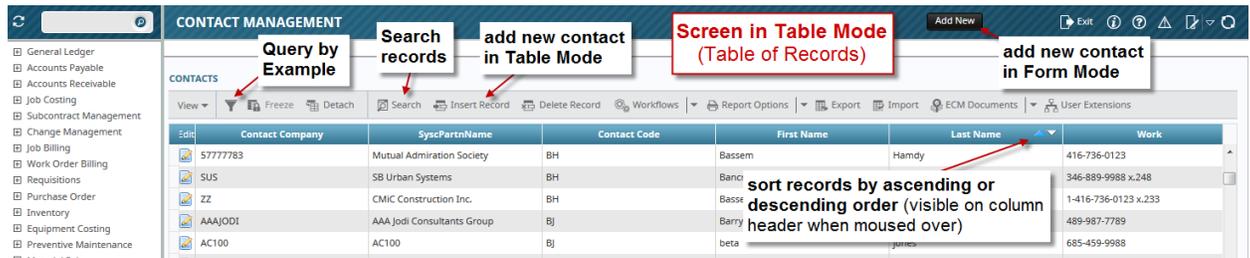
Pgm: GLMISBCH – Reinstate Posting Reports; standard Treeview path: GL > Utilities > Reinstate Posting Reports

To restore posting reports for a batch, select the batch from the LOV and click [**Create**]. A message will display in the Message box to indicate that your reports have been reinstated successfully.

Appendix

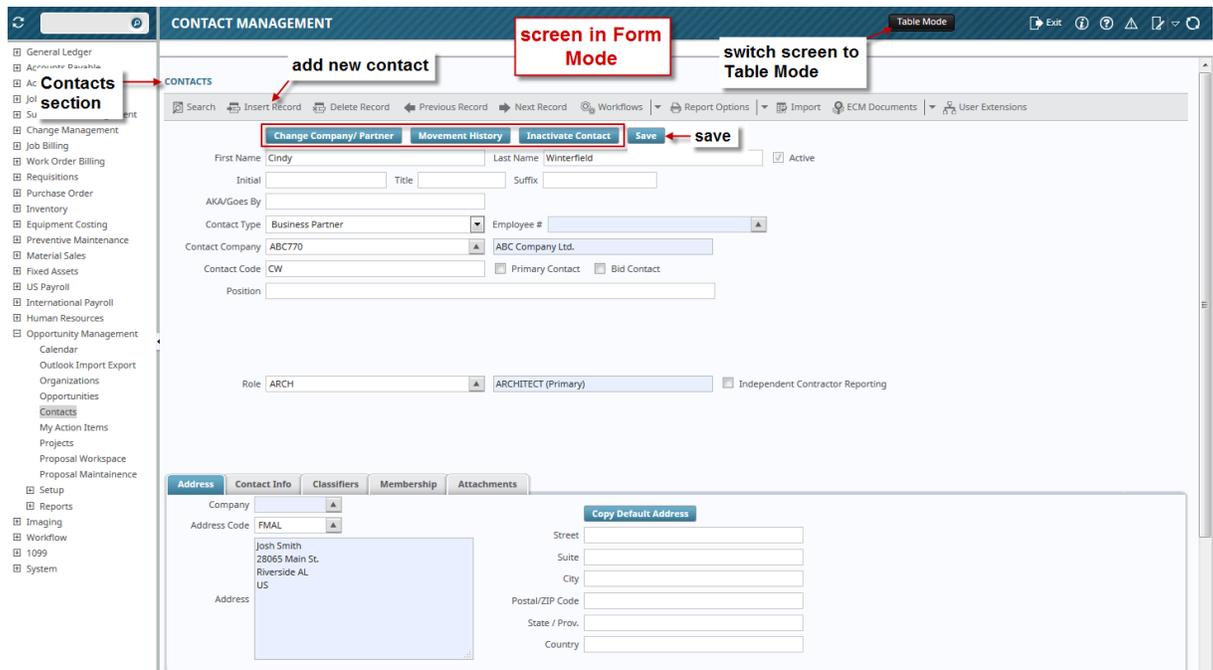
Contacts – Screen

Overview – Contacts



Sample of Contacts screen in Table Mode.

NOTE: If **Enable De-Duplication Searching Function** is being used, new entries cannot be made when the screen is in Table Mode.



Sample of Contact screen in Form Mode

The Contact screen is used to create, view and manage Contact records, which can be associated to Business Partner, Vendor, and Customer records.

Contacts – Section

The **Contacts** section displays the contact's basic information. The following table describes this section's fields:

Field	Description
First Name	Contact's first name.
Last Name	Contact's last name.
Active	Indicates if Contact record is active; NOTE: When a Contact's Contact Company is changed, the contact's previous record is saved as a separate record and its status is set to inactive.
Initial	Contact's middle name initial.
Title	Title applicable to contact.
Suffix	Suffix applicable to contact's name.
AKA/Goes By	Alternative name by which contact is also known.
Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Employee #	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field is enabled for you to enter an employee number, or to search for and select the contact's employee number.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. The value selected by the Contact Type field determines what values are available in this list.
Contact Code	Code to identify this contact record.
Primary Contact	Indicates if contact is the primary contact for organization specified by Contact Company field.
Bid Contact	Indicates if contact is a Bid Contact for an opportunity's bid process.
Position	Position within organization specified by Contact Company field.
Role	Project Management role contact performs. Maintenance screen: Job Costing > Setup > Local Tables > Project Management Roles.
Independent Contractor Reporting	Indicates if contact is an independent contractor, who services need to be reported on 1099-MISC tax forms. Also, it can indicate that this contact is an independent contractor whose information must be reported to California's Employment Development Department (Independent Contractor Reporting).

Address – Tab

The screenshot shows the 'Address' tab of a software interface. At the top, there are five tabs: 'Address', 'Contact Info', 'Classifiers', 'Membership', and 'Attachments'. The 'Address' tab is active. Below the tabs, there are several fields and a button. On the left, there is a 'Company' dropdown menu, an 'Address Code' dropdown menu set to 'FMAL', and a large text area for the 'Address' containing the text: 'Josh Smith, 28065 Main St., Riverside AL, US'. To the right of these fields is a blue button labeled 'Copy Default Address'. Below the button are several input fields for 'Street', 'Suite', 'City', 'Postal/ZIP Code', 'State / Prov.', and 'Country'.

This tab displays a contact's address, and the following table describes this section's non-standard fields:

Company

If contact's **Contact Type** is Company (their company is also your company or a company that is a member of your company's group), this field displays the contact's company. Also, this field determines what values are available for the **Address Code** field.

Address Code

Contact's address code, which populates the **Address** field. Lists all of Address records that have been created for the contact's affiliated organization.

When a new contact is created, the **Address** field (display only) gets automatically populated with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Manually Enter Address

Use the address fields under the [**Copy Default Address**] button to manually change the contact's address.

Overwrite Address to Organization's Default Address

Use the [**Copy Default Address**] button to overwrite the contact's address with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Use Organization's Address Records to Set Contact's Address

Use the **Address Code** drop-down list to select an address that has been entered for the contact's affiliated organization. To create a new address record for the organization, which can then be selected from this field, use the affiliated organization's **Addresses** tab.

Contact Info – Tab

This tab displays a contact's standard contact information, except the **Send Email as HTML** flag. This flag indicates if e-mails sent to the contact need to be in the HTML format.

After any entries or edits are made, click the Main Toolbar's [**Save**] button.

Classifiers – Tab

If set up for your company, this tab displays the user defined classifiers.

Membership – Tab

* Association	Name	* Membership Type	Description	Membership No	Start Date	Renewal Date	Renewal Cost
AMINARCH	American Inst. of Architects	FULLMEM	Full Member	AA687544	06/Jul/1998	30/Jul/2018	
ALT-UNION	ALT Union	FULLMEM	Full Member				

This tab displays any professional associations or organizations to which the contact belongs.

The following table describes the fields on this tab:

Field	Data
Association	Professional association or organizations to which the contact belongs. Maintenance screen's standard path: Human Resources > Setup > Local Tables > Organizations.
Name	Name of association or organizations.
Membership Type	Select membership type from list of values. Maintenance screen's standard path: Human Resources > Setup > Codes > Membership Types.
Description	Description of Membership Type.
Membership No	Membership number.
Start Date	Date membership was issued.
Renewal Date	Date membership needs to be renewed.
Renewal Cost	Cost of renewing membership.

Add Entry

To add a new record, click the **[Insert Record]** button, enter the details, and click **[Save]**.

Delete Entry

To delete a record, select its row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Export Membership Records to File

To create an XLSX (spreadsheet) file of the contact's membership records, click the **[Export]** button. You can then use your web browser to specify where to save the file, or use it to open and print the file.

Attachments – Tab

This tab displays attachments added to this contact record. If there are any added attachments, the Block Toolbar's **Attachments** option will indicate how many.

For details about this tab, which is common to various screens of the Opportunity Management module, please refer to the *Attachments Tab* sub-section of the *Common Icons & Functionality* section in the OM user guide.

Add New Contact

Ensure Contact Has Not Already Been Added

First, it is necessary to ensure that the contact about to be entered does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. Refer to the sub-section *Search for Record* under the *Common Functionality* section for instructions on how to search for a record to ensure that it does not already exist.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-Duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the *System Options* section are: *Enable De-Duplication Searching Function and De-Duplication Searching Function – Parameter List*.

NOTE: If the **Enable De-Duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-Duplication Searching function.

Add Contact

There are two options to create a contact through the Contact screen, one option is available when the screen is in Table Mode (listing all contacts), and the other when the screen is in Form Mode (displaying a single contact). The creation of contact records can also be initiated through the Organizations and Opportunities screens, and when these options are used, the new record's **Contact Type** and **Contact Company** fields are automatically populated.

To add a contact when the Contact screen in Table Mode, click the Main Toolbar's **[Add New]** button, as shown in the first screenshot of this section. This will switch the Contact screen to Form Mode, for the entry of the contact's information. If the Block Toolbar's **[Insert Record]** button is used, the entry of the contact's information is done while the screen is in Table Mode. Click **[Save]** when finished the contact's data entry.

To add a contact when the Contact screen is in Form Mode, click the Block Toolbar's **[Insert Record]** button. Click **[Save]** when finished.

For details about the fields in the **Contacts** section and on each tab, please refer to the relevant sub-sections of this section.

View Contacts Associated to Record

If you got to the Contacts screen through a screen for records that can have associated Contact records, such as the Business Partner, Vendor, or Customer screens, you can view the list of Contacts associated to the record in Table Mode, or you can move from one Contact to another in Form Mode.

Table Mode

Edit	Contact Company	SyscPartnName	Contact Code	First Name	Last Name	Work
	FRSHMART	Freshmart Groceries Inc.	JML	Jameel	Mahat	451-688-8899
	FRSHMART	Freshmart Groceries Inc.	JSM	Frank	Herbert	
	FRSHMART	Freshmart Groceries Inc.	JSMITH	Josh	Smith	999-888-9999
	FRSHMART	Freshmart Groceries Inc.	JW	Jennifer	Winters	(788) 542 9988
	FRSHMART	Freshmart Groceries Inc.	OB	Oliver	Bonski	

Sample of Contacts screen in Table Mode, listing all Contact records associated to a Business Partner record.

The Contacts screen in Table Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, lists all the Contacts associated to the record. For instance, if the Contacts screen is launched through a Business Partner record, in Table Mode it will list all the Contacts associated to the Business Partner.

If the screen is in Form Mode, click the **[Table Mode]** button to switch it to Table Mode, as shown in the following screenshot.

Form Mode

CONTACT MANAGEMENT Table Mode Save Exit ? ? ? ? ? ?

CONTACTS

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

Change Company/ Partner Movement History Inactivate Contact

First Name Jennifer Last Name Winters Active

Initial Title Suffix

AKA/Goes By

Contact Type Business Partner Employee #

Contact Company FRSHMART Freshmart Groceries Inc.

Contact Code JW Primary Contact Bid Contact

Position Development Manager

Role MNGR PROJECT MANAGER Independent Contractor Reporting

Address Contact Info Classifiers Membership Attachments

Company Address Code FMLA Copy Default Address

Jennifer Winters
476 Second St.
Fairview LA
US

Street
Suite
City
Postal/ZIP Code
State / Prov.
Country

Sample of Contacts screen in Form Mode, displaying a single record associated to a Business Partner record.

The Contacts screen in Form Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, displays the first Contact associated to the record.

If the screen is in Table Mode, click a record's corresponding Edit icon, as shown in the screenshot in the preceding *Table Mode* section, to switch the screen to Form Mode.

Navigate between Contact Records

To move between the Contact records, use the [Next Record] and [Previous Record] buttons on the Block Toolbar, as shown in the above screenshot. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking [Previous Record] does not change the record.

Change Contact's Company

The screenshot shows a form titled "CONTACT MANAGEMENT" with a sub-section "SELECT COMPANY/PARTNER". The form contains the following fields: First Name (Jameel), Initial (empty), Last Name (Mahan), Contact Type (Business Partner), Contact Company (empty), and Contact Code (JML). There are "Process" and "Cancel" buttons at the bottom. A red rectangle highlights the "Change Company/Partner" button in the original image.

To change the company with which the contact is affiliated, click the [Change Company/Partner] button (within red rectangle on second screenshot of this section).

NOTE: This operation cannot be done for inactive records.

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, but its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). To view the history of changes to the contact's **Contact Company**, click the [Movement History] button.

The following table describes the non-name fields on this screen:

Field	Data
Contact Type	Contact type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. Value selected by Contact Type field determines what values are available in this list.
Contact Code	Code to identify contact.

To save any changes, click the [Process] button.

View Contact's Movement History

* Date	Contact Company	Type	* Contact Code
15/Sep/2015	A & G Incorporated	Business Partner	CW
31/Aug/2015	ABC Company Ltd.	Business Partner	CW

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, and its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). Also, the contact's previous Contact Company, Contact Type, and Contact Code, along with the date that the change was made, is saved as a Movement History record.

To view a contact's Movement History records, click the [**Movement History**] button (within red rectangle on second screenshot of this section).

Make Contact Inactive or Active

To make an active contact record inactive, click [**Inactivate Contact**] (within red rectangle on second screenshot of this section). The system will then ask you to confirm the inactivation. Click [**Yes**] and the contact will be inactivated, or click [**No**] to abort. This will set the record's **Active** flag, in the **Contacts** section, to false.

To make an inactive contact record active, click the [**Activate Contact**] button. Click [**Yes**] and the contact will be activated, or click [**No**] to abort. This will set the record's **Active** flag to true.

NOTE: Inactivated contact records stay in the database, but you will not be able to see them if you do not have security rights to view inactive contact

Jasper Report Parameters Customization – Quick Guide

Overview – Jasper Report Parameters Customization

The screenshot shows a dialog box titled "Enter Parameters for: Contract Status Report (JC7006)". It contains the following fields and controls:

- * Company: [Text Field]
- Job Pick List: [Text Field]
- From Job: [Text Field]
- To Job: [Text Field]
- * Date: [Text Field]
- Roll-in Sub-Jobs: [Dropdown: N] [Text: Do Not Roll-In Sub-Jobs]
- Include Closed Jobs: [Dropdown: N] [Text: Do Not Include Closed Jobs]
- Suppress Zero Lines: [Dropdown: Y] [Text: Suppress Zero Lines]
- Include Taxes In Contract Amount: [Dropdown: Y] [Text: Include Taxes]
- Destination: [Dropdown: Preview]
- Locale: [Dropdown: English US]
- Output Format: [Dropdown: PDF]
- Buttons: Edit Defaults (highlighted with a red box), Run Report, Cancel

Sample of ADF Enter Parameters popup for Jasper Reports

This documentation provides details about editing the report parameters on Enter Report Parameters screens (ADF only; sample shown above). To edit a report’s parameters, the Report Definition screen launched via the **[Edit Defaults]** button is used.

Access to the **[Edit Defaults]** button is granted via a Configuration Privilege. Please refer to the [Security](#) section in this guide for details.

Security – Allow Users to Edit Report Parameters

The screenshot shows the 'USER MAINTENANCE' interface for user 'MIKE'. The 'Configuration Privileges' tab is active, displaying a table of privileges. The 'UIREPPRMMD' privilege is highlighted with a red box. Below the table is the 'EDIT PRIVILEGE LEVELS' section, which is currently empty.

* Code	* Name	* Levels Required	Select
CONSOLEDT	CONSOLE: Allow User To Edit Console Definition.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIHTMLREG	CONSOLE: Allow to create/edit region with embedded HTML.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UILOUTEDT	UI Layout Builder: Allow User To Edit Layout Definition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIADDEUDF	UI Lite Editor: Allow User To Add User Defined Fields Via Lite Editor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIRLITEEDT	UI Lite Editor: Allow User To Edit Program Definition Via Lite Editor.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIMOVECUST	UI Lite Editor: Allow User to Move Customizations To Other Levels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UILOGCRT	UI Logs: Allow User To Create A New Log.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UILOGSRC	UI Logs: Allow User To Register New Log Data Source.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UILOGEDT	UI Logs: Allow User To Save Log Layout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIPRBCRT	UI Process Builder: Allow User To Create/Edit Custom Process Defini	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIPRGEDT	UI Program Builder: Allow User To Edit Program Definition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UIREPPRMMD	UI Report: Allow User To Modify Report Parameters Definition	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Level Type	Level Name
No rows yet.	

To grant a user access to the **[Edit Defaults]** button, the user needs to be granted the **UIREPPRMMD** Configuration Privilege, as shown above.

The **UIREPPRMMD** Configuration Privilege can only be granted at the Site/Client Level, and it is not necessary to enter a Privilege Level in the **Edit Privilege Levels** section, as it is automatically set to the Site/Client Level.

Report Definition (Edit Report Parameters) – Screen

Report Definition Search | Commit | Customization Level: STANDARD

* Report URI /CMIC_REPORTS/AP/AP1500
 * Workspace CMICSTANDARD
 Application Code AP

populate Input Controls

Name	Visible	Require	Letter Case Code	Default Value Type	Default Value	LOV Value Attribute	LOV Display in List	LOV Display on Page	LOV Column Header in List
P_COMP_CODE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upper	SQL	select apset_comp_code from da.apset where apset_user = nvl(sys_context('USER_CONTEXT', 'SEC_USER'), user)		COMP_CODE,COMP	COMP_CODE,COMP	Company,Name
P_FROM_JOB_CODE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter			JOB_CODE,JOB_NA	JOB_CODE,JOB_NA	Job,Name
P_TO_JOB_CODE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter			JOB_CODE,JOB_NA	JOB_CODE,JOB_NA	Job,Name
P_JOB_PICKLIST_COD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter			SDPICKH_CODE,SDP	SDPICKH_CODE,SDP	Job List,Name
P_AGING_DATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter					
P_CUTOFF_DATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter					
P_SHOW_VOUCHER_D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter	Y		LAB_CODE,LAB_DES	LAB_CODE,LAB_DES	Lab,Description
P_ORDER_BY_VEN_CC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter	Y		LAB_CODE,LAB_DES	LAB_CODE,LAB_DES	Lab,Description
P_SHOW_CLOSED_VOI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter	Y		LAB_CODE,LAB_DES	LAB_CODE,LAB_DES	Lab,Description
P_SHOW_ZERO_TOTA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper	Liter	N		LAB_CODE,LAB_DES	LAB_CODE,LAB_DES	Lab,Description

Shown above is a sample of the Report Definition screen used to edit the report parameters on Enter Report Parameters screens.

To launch the Report Definition screen for a report, click the **[Edit Defaults]** button on the report's Enter Report Parameters screen, as shown below:

Include Taxes In Contract Amount Y

Destination Preview Locale English US

Output Format PDF

NOTE: Any changes made to a report's Enter Report Parameters screen are saved at the User level.

Report Definition – Section

The following are details about the fields and buttons in this section.

[Search] – Button

Select Customization Level

Customization Level STANDARD

Match All Any

Report URI

Workspace

Application Code

Report URI	Workspace	Application Code
/CMIC_REPORTS/AP/AP1500	CMICSTANDARD	AP
/CMIC_REPORTS/AP/AP1500B	CMICSTANDARD	

This button's popup is used to select the desired report URI.

The **Customization Level** field should be set to **Site**, as changes to the report's parameters are always saved at the Site/Client Level.

Use the **Match**, **Report URI**, **Workspace** and **Application Code** fields, and the **[Search]** button to search for the desired URI. All matches will be listed under the **Report URI** column.

Once the desired URI is found, select it and click **[Select Report]**.

Report URI

Uniform Resource Identifier (URI) for selected report. To select a different URI, use the **[Search]** button.

Workspace

Workspace in which report is stored (a Workspace is a container to group and store reports).

Application Code

Enterprise module (GL, AP, AR, JC ...) in which report is available.

[Populate Input Controls] – Button

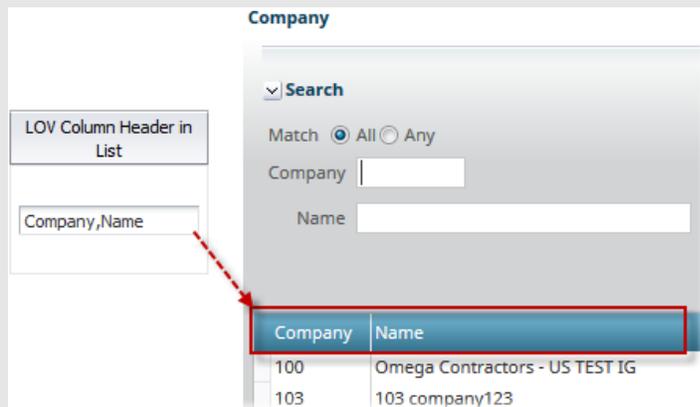
Click to populate the **Input Controls** section with the selected report's parameters.

Input Controls – Section

The following are details about the fields and buttons in this section:

Column/Field	Description
Name	Name of report parameter.
Visible	If checked, parameter is visible.
Required	If checked, parameter is required to run the report.
Letter Case Code	Select if text is to be lower or upper case.
Default Value Type	If Literal is selected, a literal value is entered in the Default Value field. If SQL is selected, an SQL statement is entered the Default Value field (result must be a single value).
Default Value	Default value for the parameter.
LOV Value Attribute	*advanced functionality: value should not be changed.
LOV Display in List	*advanced functionality: value should not be changed.
LOV Display on Page	*advanced functionality: value should not be changed.

LOV Column Header in List



Column headers for parameter in LOV popup; use a comma to separate the titles for each column.

New Company Setup – Quick Guide

This section provides an overview of the preliminary steps required before creating a new Company, which would be created via the Company Setup screen (program: *COMPSETUP*). These steps must be followed in the order given, as certain processes require information from previous steps:

NOTE: Most of the following screens can be accessed from the following standard Treeview path: *GL > Setup > Global Tables*.

Define Business Units

* Code	Business Unit Reporting Name	Business Unit Manager
00	Non Business	
02	VR Unit 02	
03	VR Unit 03	
04	VR Record 04	
10	Hospitality	Sam Smith
11	JD Business Unit	Jason
17	Sewer Construction Unit	Olesia Tomshinsky
18	v10x18	test

Pgm: BUFRM – Business Units; standard Treeview path: GL > Setup > Global Tables > Business Units

Business units are used to group companies and departments within an organization into reporting units.

If you will be using departments but will not be requiring business units, enter one “master” business unit on the Business Unit Entry form now. When you set up your departments, you will associate all your departments with this one code. Otherwise, enter the business units required for your organization now.

For more details on Business Units, see the [Business Units](#) section of this user guide.

Define Chart Code

Code	Name	Maximum Periods	Update Control Account	Open Period
15CHART	15Chart	12	N	Y
19CHART	Test INC chart	12	Y	Y
1CHART	REGRESSION CHART CODE BY OATS	12	Y	Y
4444	4444	12	Y	Y
445TEST	Testing with a 445 schedule	13	Y	Y
5CHART	5chart testing	12	Y	Y
ABCCHAR	ALMN Construction Inc	12	N	Y
ABITAT	ABITAT CATALOGO	12	Y	Y

Pgm: CONSCHFM – Chart Codes; standard Treeview path: GL > Setup > Global Tables > Chart Codes

Chart Codes define groups of GL accounts. Each Chart Code could be considered the “name” of the master chart of accounts list that will be used for a specific company or department. This “name” will be entered when you set up each company. Also, when actual GL accounts are entered and periods are created, they must be associated with a specific Chart Code.

For more details on Chart Codes, see the [Chart Codes](#) section of this user guide.

Define Period Dates

PERIOD DATES Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Chart of Accounts: GLCHART

* Fiscal Year: 2017 Fiscal Year Start Date: 01/01/2017 **Create Periods**

PERIOD DATES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Period	Start Date	End Date	Adj	Open Period
1	01/01/2017	01/31/2017	N	Y
2	02/01/2017	02/28/2017	N	Y
3	03/01/2017	03/31/2017	N	Y
4	04/01/2017	04/30/2017	N	Y
5	05/01/2017	05/31/2017	N	Y
6	06/01/2017	06/30/2017	N	Y
7	07/01/2017	07/31/2017	N	Y
8	08/01/2017	08/31/2017	N	Y
9	09/01/2017	09/30/2017	N	Y
10	10/01/2017	10/31/2017	N	Y
11	11/01/2017	11/30/2017	N	Y
12	12/01/2017	12/31/2017	N	Y
13			Y	Y

Pgm: PERIOD – Period Dates; standard Treeview path: GL > Setup > Global Tables > Period Dates

A fiscal year is divided into smaller portions called periods. The total number of periods per year is specified for each company based on the company's Chart Code.

For this reason, you must define the periods of the current and previous fiscal year for the Chart Code created in step #2.

For more details on Period Dates, see the [Period Dates](#) section of this user guide.

Define Company Consolidation Codes (Optional)

CONSOLIDATION CODES Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Chart Code: CCCCC | CCCCC - CMIC Test Company 5Cs

CONSOLIDATION CODES

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents | User Extensions

* Code	Consolidation Name	* Control Code	Control Consolidation Name	* Low Level
01	Consolidation Code 1	ALL	ALL	<input checked="" type="checkbox"/>
02	CC 2	ALL	ALL	<input type="checkbox"/>
03	Code 3	ALL	ALL	<input type="checkbox"/>
04	CC 4	01	Consolidation Code 1	<input checked="" type="checkbox"/>

Pgm: CONSHIER – Consolidation Codes; standard Treeview path: GL > Setup > Global Tables > Consolidation Codes

This is where you define your consolidation rollups. Company Consolidation Codes allow you to group the access, display and reporting of company data within a hierarchical structure. Each company created within the system will automatically generate a consolidation code. If you do not wish to create specific consolidation codes, the system will default to “ALL”.

For more details on Consolidation Codes, see the [Consolidation Codes](#) section of this user guide.

Enter Account Structure for GL Accounts

ACCOUNT STRUCTURE Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Chart of Accounts: GLCHART | GL

ACCOUNT TYPE

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents | User Extensions

* Account Type	Name	* Base Account Type Code	Seq	Low Acc Sequence	High Acc Sequence	Bal Type	WM Code	Clear Flag
A	Assets	Assets	1	1000	1999	D	NA	<input type="checkbox"/>
L	Liabilities	Liabilities	2	2000	2999	C	NA	<input type="checkbox"/>
O	Equity	Owners Equity	3	3000	3999	C	NA	<input type="checkbox"/>
R	Revenues	Revenue	4	4000	4999	C	NA	<input checked="" type="checkbox"/>
E	Expenses	Expenses	5	5000	8999	D	NA	<input checked="" type="checkbox"/>
X	Conversion Accounts	Assets	6	9000	9999	D	NA	<input type="checkbox"/>

Pgm: ACCTYPM – Account Structure; standard Treeview path: GL > Setup > Global Tables > Account Structure

Account numbers set up in the General Ledger must be associated with a sequence number that corresponds to the desired order of different types of GL accounts. Enter these sequence number ranges now.

For more details on Account Structure, see the [Account Structure](#) section of this user guide.

Enter Chart of Accounts

Edit	* Account Code	Ctrl Acct	Controlling Account Name	Account Long Code	Sequence Number	Level	Name	Low	Weight Measure	Name
	1000.001.0123456	1000	BANKS s	1000.001.0123456	1000	2	BOA-Primary Checking Account	Y	NA	Not Applic
	1000.002.0123456	1000	BANKS s	1000.002.0123456	1000	2	Bank of America - Mexican Curr	Y	NA	Not Applic
	1000.002.1234567	1000	BANKS s	1000.002.1234567	1000	2	Wells Fargo 1000.002.1234567	Y	NA	Not Applic
	1000.002.1234568	1000	BANKS s	1000.002.1234568	1000	2	JPM CHASE BAN 1000.002.1234568	Y	NA	Not Applic
	1000.003.0123456	1000	BANKS s	1000.003.0123456	1000	2	BOA - GBP Account	Y	NA	Not Applic
	1000.005.0123456	1000	BANKS s	1000.005.0123456	1000	2	Cahrtre 1 RBS bank account	Y	NA	Not Applic
	1000.100	1000	BANKS s	1000.100	1000	2	Bank of America (Operating Ac)	Y	NA	Not Applic
	1000.100.12345	1000	BANKS s	1000.100.12345	1000	2	14 Characters Cash Account	Y	NA	Not Applic
	1000.100.123456	1000	BANKS s	1000.100.123456	1000	2	15 Characters Bank Account	Y	NA	Not Applic
	1000.100.7365465	1000	BANKS s	1000.100.7365465 Bank	1000	2	Bank of America LARGE GL ACCT	Y	NA	Not Applic
	1000.125	1000	BANKS s	1000.125 Mexican Bank Ac	1000	2	Mexican Bank Account	Y	NA	Not Applic
	1000.175	1000	BANKS s	1000.175	1000	2	TD Canada Trust Bank	Y	NA	Not Applic
	1000.199	1000	BANKS s	1000.199	1000	2	UMB Bank Account - Checking	Y	NA	Not Applic

Pgm: ACCFRM – Maintain Accounts; standard Treeview path: GL > Setup > Maintain Accounts

G/L accounts must be entered as part of the initial set up of new companies because G/L accounts must be entered on many Setup forms in the General Ledger and other applications. At this point, you must set up at least the **Retained Earnings** account.

For more details on the Chart of Accounts, see the [Maintain Accounts](#) section of this user guide.

Create New Company

MAINTAIN COMPANIES

Enter Company Code

COMPANY DETAIL

* Company Code

Copy Company Data

General Information | Departments | Security

Street

Suite

City State

Country Zip

Phone Number

Fax Number

* Chart of Accounts

* Currency Code

* Fiscal Year * Current Period

* Income Close Dept * Income Close Account

Company Detail | Contacts

Pgm: COMPSETUP – Maintain Companies; standard Treeview path: GL > Setup > Company Setup

You will be required to give your new company an identifying code on this form. This code will be used to identify this company in all applications once it has been set up.

For more details on Creating a New Company, see the [Company Setup](#) section of this user guide.

Assign Company Consolidation Code to User Security (Optional)

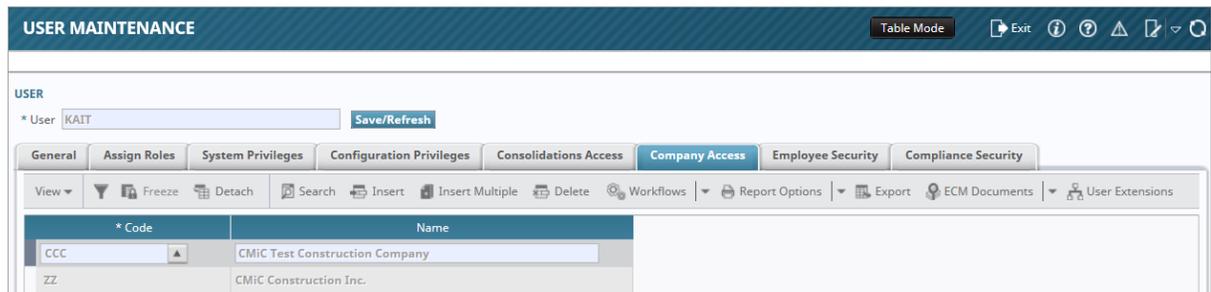
Please refer to the *Consolidations Access* and *Company Access* sections of the System Data user guide for further information.

Company access can be assigned through Consolidation Access codes, or directly through Company Access codes, as described in the next step. When granting a user access to a Company using Consolidation Access codes, the user will receive access to all the companies within the consolidation hierarchy.

If your security clearance is not high enough, your Database Administrator or Business Consultant may have to assist with this step.

NOTE: This is only relevant during New User Setup. When a user is setting up a company, the system automatically makes the association between the company code and the user setting up the company.

Add Company Code to User Security Profiles



The screenshot shows the 'USER MAINTENANCE' application interface. At the top, there's a 'Table Mode' button and several utility icons. Below that, the 'USER' section shows a search field with '* User KAIT' and a 'Save/Refresh' button. A series of tabs are visible: 'General', 'Assign Roles', 'System Privileges', 'Configuration Privileges', 'Consolidations Access', 'Company Access' (which is selected), 'Employee Security', and 'Compliance Security'. Below the tabs is a toolbar with various actions like 'View', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', 'ECM Documents', and 'User Extensions'. The main area displays a table with two columns: '* Code' and 'Name'. The table has two rows: one with 'CCC' and 'CMiC Test Construction Company', and another with 'ZZ' and 'CMiC Construction Inc.'.

Pgm: ADUSRMNT – User Maintenance; standard Treeview path: System > Security > Users > User Maintenance

Please refer to the CMiC System Data Guide for further information. Associate this company code with all the User-IDs who will be working with this company's data. If your security clearance is not high enough, your Database Administrator or Business Consultant may have to help with this step.

NOTE: This is only relevant when setting up new users. When a user is setting up a company, the system automatically makes the association between the company code and the user setting up the company.

Set User Defaults for GL Module

Use the Set User Defaults screen to set the user's default Company. Setting the default Company will make it harder to make a mistake and enter data for the wrong Company and Department.

For more details on Set User Defaults, see the [Set User Defaults](#) section of this user guide.

Set Up Required Weight Measures & Conversions

WEIGHT/MEASURE Save Exit ? ? ? ? ? ? ? ?

WEIGHT/MEASURE

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

* Code	* Name
\$	Dollars
AD	ADD
BX	Box WM
CA	Can dollar
CM	Cm
CY	Cubic Yard
DY	Day
EA	Each
G	Gramm
GL	Gallons
HR	Hour
JR	Jour/Day
KG	Kilogram
KM	Kilometers
LF	Linear FT

CONVERSION

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

* To Code	Name	Conversion Factor	Inverse Conversion Factor
NA	Not Applic	1	1
DY	Day	1	1
HR	Hour	1	1
\$	Dollars	1	1

Pgm: WGTMESFM – Weight Measure; standard Treeview path: System > Global Tables > Weight Measure

Enter all the different units of measure you will require for processing in the applications you will be using. Be sure to set up one unit of measure for dollars, because every G/L account you enter must be associated with a unit of measure. If you are going to be using payroll, be sure to set up a unit for hours. If you are going to be using Job Costing or Equipment Costing, be sure to set up all the different units used to measure materials and parts, as well as at least one unit designating “Lump Sum” quantities. The system requires that every unit set up have at least one conversion defined. If you do not require unit conversions, simply enter the unit codes specifying a conversion factor of “1”.

Define Departments

MAINTAIN DEPARTMENTS Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company Code CCC CMIC Test Construction Company

Department Details Access Groups

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Department Code 100020 Projects Department Active Flag

Controlling Department 00 Company Level

Business Unit 00 Non Business

Pgm: DEPTFRM – Maintain Departments; standard Treeview path: GL > Setup > Local Tables > Maintain Departments

If you will not be using departments to group your accounting activity into different divisions, this step is not required.

If you will be using departments, note that the controlling department "00" is already set up for you. It may not be used as a department code, but may be used as a controlling department for any department you wish to set up.

NOTE: The **Departments** tab of the *Company Setup* screen can also be used to enter a Company's Departments.

For more details on Departments, see the [Maintain Departments](#) section of this user guide.

Enter Journal Codes & Names

JOURNAL NAMES Save Exit ? ? ? ? ? ? ? ?

JOURNALS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Code	Name	Transaction Num	Access Via GL
AJ	Adjustment Journal	48	<input checked="" type="checkbox"/>
AP	Accounts Payable	5979	<input type="checkbox"/>
AR	Accounts Receivable	2662	<input type="checkbox"/>
BK	Bank Transfer Journal	10	<input checked="" type="checkbox"/>
CD	Cash Disbursements	1659	<input type="checkbox"/>
CR	Cash Receipts	179	<input type="checkbox"/>
EC	Equipment Costing	580	<input type="checkbox"/>
FA	Fixed Assets	71	<input type="checkbox"/>
FC	Financial Charges	94	<input type="checkbox"/>
GJ	General Journal	2982	<input checked="" type="checkbox"/>

Pgm: JOURFRM – Journal Names; standard Treeview path: GL > Setup > Global Tables > Journal Names

If you are setting up the first company on your system, you must access this option to create the different journals required for your account activity. If you already have companies set up on your system, the required journals may already exist.

For more details on Journal Codes & Names, see the [Journal Names](#) section of this user guide.

Enter Currency Codes & Conversions

* Code	* Name
CA	Canadian Dollars
EUR	Euro
GBP	British Pound Sterling
MX	Mexican Pesos
SGD	Singapore Dollars
US	US Dollars

Pgm: BACURR – Currencies; standard Treeview path: System > Global Tables > Banking > Currencies

Each company you set up must be associated with a currency code. If you will be working with more than one currency, be sure to enter codes for all of them now. The system requires that every currency set up have at least one conversion defined. If you do not require currency conversions, simply enter a conversion factor of “1”.

Add Correct Accounts & Currency to Company Setup

Access the Company Setup screen again and recall the new company you have set up. Be sure to enter the correct currency code and the correct income summary account. If you will be processing inter-company transactions and have already set up the other companies, then you can also enter the correct departments and accounts for inter-company transactions now.

Enter Accounts by Department (Optional)

ACCOUNT BY DEPARTMENT Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Comp Code ZZ CMIc Construction Inc.

* Dept Code 10 Accounting

ACCOUNTS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Account Code	Account Name
4000.550	Unbilled Revenue Reserve Limit
1050.200	FEX: Bank Of America Payroll
1050.100	FEX: Bank Of America Operation
1000.600	Bank of Montreal (CDN)
1000.200	Bank of America (Payroll)
1000.100	Bank of America (Operating Ac)

TAC

Pgm: ACCBYDEP – Account by Department; standard Treeview path: GL > Setup > Local Tables > Account by Department

The Chart of Accounts is applied to departments in their entirety, allowing all departments’ access to the Chart of Accounts without the necessity of entering each department’s accounts repeatedly. The Account by Department was created for those companies who would like to limit access to the accounts a department may use.

For more details on Account by Department, see the [Account by Department](#) section of this user guide.

Set Up Transaction Allocation Codes (Optional)

TRANSACTION ALLOCATION CODES Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Chart Code ZZCHART ZZ-Test CMIc Chart Code

ALLOCATION CODES

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

Code	Name	User Defined Field	Required	Validated	Editable	Active
TAC 1	Analysis Code 1	GLTAV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TAC 2	Revenue Type	GLTAV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TAC 3	Applicant Type	APL_TYPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CO	Comp Code	COMP_CODE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pgm: GLTACFM – Transaction Allocation Codes; standard Treeview path: GL > Setup > Global Tables > Transaction Allocation > Transaction Allocation Codes

Transaction Allocation Codes (TACs) provide a supplementary method to track and summarize dispositions posted to the various accounts in the General Ledger. TACs are user defined, and each code is assigned a set of values. These values define the attributes to be allocated to every disposition.

For more details on Transaction Allocation Codes, see the [Transaction Allocation](#) section of this user guide.

Enter Region Codes

* Province/State Code	Name	Compliance Code
IL	Illinois	CXRULE
AZ	Arizona	EQUIP
MA	Massachusetts	KEYS GIVEN
CA	California	NO DAMAGE
AR	Arkansas	SITE OFF
VA	Virginia	WAIVER
NY	New York	WORKCOMP
NT	Northwest Territories/Nunavut	
AL	Alabama	

Pgm: REGFM – Region Code; standard Treeview path: System > Global Tables > Region Codes

The system requires the entry of geographical regions on many forms for address information. These codes are used to reference provinces/states throughout the system.

Enter Text Types and Text Codes (Optional)

* Type	* Code	Description	Print Order
ZZ-MISC	ZZ-MISC1	Miscellaneous 1 (ZZ)	7
ZZ-PMSC	ZZ-JAK	JAK Test Text code	1
ZZ-PMSC	ZZ-PM001	Subcontracts are not valid without notarized signatures.	1
ZZ-PURCH	ZZ-ACC	Accounting Copy	1
ZZ-PURCH	ZZ-PO#	Ensure PO Number is shown on invoice	1
ZZ-PURCH	ZZ-VNDR	Vendor Copy	2
ZZ-PURCH	ZZ-FILE	File Copy	3
ZZ-PY	ZZ-TC	Change in Trade	1
ZZ-PY	ZZ-PM	Promotion	2

Pgm: TEXTFM – Text Code; standard Treeview path: System > Global Tables > Text Code

Text types and text codes are used on transaction entry forms to produce pre-defined messages. Within the General Ledger, you have the option to enter a text code in the reference description field so that a pre-defined description will default.

Inter-Company Transactions – Quick Guide

Setup

This Quick Guide describes the setup required before Inter-Company Transactions can be entered. The steps are as follows:

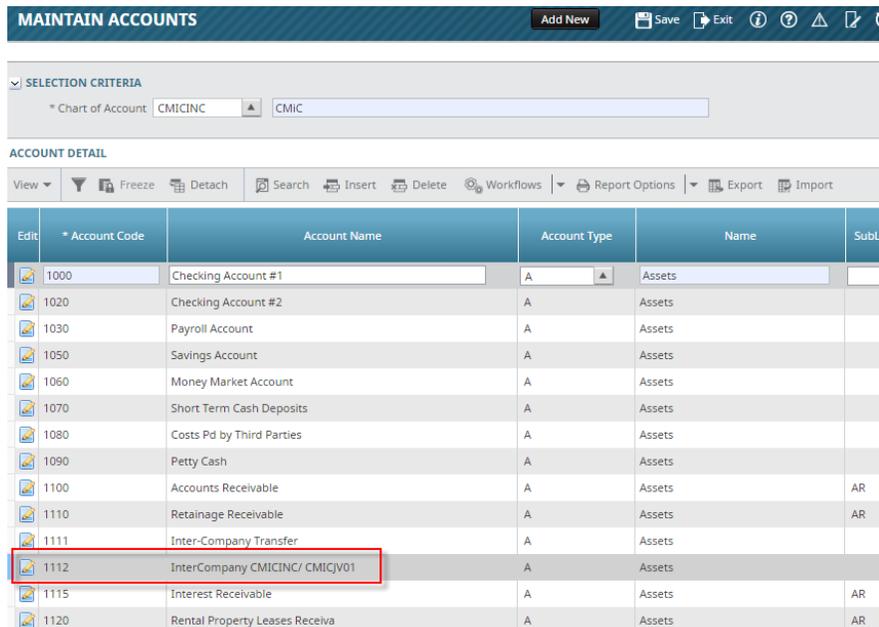
Step 1 – Access Account Maintenance Screen

From the GL menu, open **Maintain Accounts** under the **Setup** menu:



Step 2 – Create Inter-Company Account

Find or create the Inter-Company Account then use the **Edit** icon to swap to **[Table Mode]**:



Pgm: ACCFRM – Maintain Accounts; standard Treeview path: GL > Setup > Maintain Accounts

Step 3 – Check Inter-Company Account Checkbox

Check the **Inter-Company Account** field and [Save] the change. If this field is not visible use the Lite Editor to add the field:

The screenshot shows the 'MAINTAIN ACCOUNTS' interface. At the top, there is a 'Table Mode' button and a 'Save' button highlighted with a red box. Below this, there is a section for 'SELECTION CRITERIA' with a dropdown for 'Chart of Account' set to 'CMICINC' and a search field containing 'CMIC'. The 'ACCOUNT DETAIL' section contains various fields: 'Account Code' (1112), 'Account Name' (InterCompany CMICINC/ CMICJV01), 'Account Type' (A), 'Normal Balance' (D), and 'SubLedger Control'. The 'Inter-Company Account' checkbox is checked and highlighted with a red box. Below this is the 'FX ACCOUNTS' section with 'Account Currency' and 'Foreign Exchange (FX) Account' fields.

Pgm: ACCFRM – Maintain Accounts; standard Treeview path: GL > Setup > Maintain Accounts

Step 4 – Access Company Maintenance Screen

Open the **Maintain Companies** option from the **General Ledger Setup** menu:

The screenshot shows the 'GENERAL LEDGER' menu with a minus sign icon. Underneath, there is a 'Setup' section with four options: 'Maintain Companies' (highlighted with a red box), 'Maintain Accounts', and 'Maintain Budgets'.

Select one of the companies then press [Company Detail]:

The screenshot shows the 'MAINTAIN COMPANIES' interface. At the top, there is a 'Table Mode' button and 'Save' and 'Exit' buttons. Below this, there is a section for 'COMPANY DETAIL' with a dropdown for 'Company' set to 'CMICINC' and a search field containing 'CMIC'. The 'General Information' tab is selected, showing fields for 'Street' (4850 Broadwalk Dr.), 'Suite', 'City' (Los Angeles), 'State' (CA), 'Country' (United States of America), 'Zip' (90210), 'Phone Number' (310), 'Phone Number' (555-1212), 'Fax Number' (310, 555-1215), '* Chart of Accounts' (CMICINC, CMIC), '* Currency Code' (USD, US Dollar), '* Fiscal Year' (2017), '* Current Period' (1), '* Income Close Dept' (00), and '* Income Close Account' (3030). The 'Company Detail' button is highlighted with a red box.

Pgm: COMPFRM – Company Setup; standard Treeview path: GL > Setup > Local Tables > Maintain Companies

Step 5 – Click on [Inter-Company Setup]:

COMPANY SETUP Table Mode Save Exit

COMPANY DETAIL

Search Delete Previous Next Workflows Report Options Attachments Notes

* Company Code

* Chart Code

* Consolidation Code

Street

Suite

City

State/Province

Country Zip Code

Phone Number

Fax Number

* Currency Code

* Fiscal Year * Current Period

* Archive Date

Legal Name

Tax Registration1

Tax Registration2 Number of Employees

Web Site

Contact Name

Report Logo URL Browse

Invoice Logo Browse

Income Closing Account Ownership %

Inter-Company Setup Address Codes

Pgm: COMPFRM – Company Setup; standard Treeview path: GL > Setup > Local Tables > Maintain Companies

Step 6 – Insert Details

Insert a new row and enter the **Company Code**, **Department** and **Account**. This specifies which department and account will be used as the transfer department and account for inter-company transactions between these two companies:

COMPANY SETUP Info Print

INTER-COMPANY ACCOUNT

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows

* Comp	* Transfer Dept	* Transfer Account	Revenue Dept	Revenue Account	Recovery Dept	Recovery Account
CMIC2016	00	1111				
CMICJ01	00	1112				

Transfer Account

Revenue Account

Recovery Account

Close

Step 7 – Repeat Preliminary Steps for Second Company

Return to **Maintain Companies** and select the second company then repeat the process. Open the **[Company Detail]** window, then press **[Inter-Company Setup]**:

The screenshot shows the 'COMPANY SETUP' window with the 'COMPANY DETAIL' section expanded. The 'Inter-Company Setup' button is highlighted with a red box. The window title is 'COMPANY SETUP' and it includes a 'Table Mode' button and 'Save', 'Exit', and 'Print' icons. The 'COMPANY DETAIL' section includes a toolbar with 'Search', 'Delete', 'Previous', 'Next', 'Workflows', 'Report Options', 'Attachments', 'Notes', and 'ECM D'. The form fields are as follows:

- * Company Code: CMICJV01 (text), CMIC Joint Venture 01 (text)
- * Chart Code: CMICINC (dropdown), CMIC (text)
- * Consolidation Code: ALL (dropdown)
- Street: (text)
- Suite: (text)
- City: (text)
- State/Province: (dropdown)
- Country: (text), Zip Code: (text)
- Phone Number: (text)
- Fax Number: (text)
- * Currency Code: USD (dropdown), US Dollar (text)
- * Fiscal Year: 2017 (dropdown), * Current Period: 1 (text)
- * Archive Date: Dec 31, 2016 (text)
- Legal Name: (text)
- Tax Registration1: (text)
- Tax Registration2: (text), Number of Employees: (text)
- Web Site: (text)
- Contact Name: (text)
- Report Logo URL: (text), Browse (button)
- Invoice Logo: (text), Browse (button)
- Income Closing Account: 3000 (text), Ownership %: (text)

Buttons at the bottom: Inter-Company Setup (highlighted), Address Codes.

Pgm: COMPFM – Company Setup; standard Treeview path: GL > Setup > Local Tables > Maintain Companies

Insert a new row and enter the **Company Code**, **Department** and **Account** then **[Close]** the window. The setup is now complete:

The screenshot shows the 'COMPANY SETUP' window with the 'INTER-COMPANY ACCOUNT' section expanded. The 'Inter' button is highlighted with a red box. The window title is 'COMPANY SETUP' and it includes an information icon and a share icon. The 'INTER-COMPANY ACCOUNT' section includes a toolbar with 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Inter' (highlighted), 'Insert Multiple', 'Delete', and 'Workflows'. The table below has the following columns and data:

* Comp	* Transfer Dept	* Transfer Account	Revenue Dept	Revenue Account	Recovery Dept	Recovery Account
CMICINC	00	112				

Below the table are text fields for 'Transfer Account' (InterCompany CMICINC/ CMICJV01), 'Revenue Account', and 'Recovery Account'. A 'Close' button is highlighted with a red box at the bottom.

Pgm: COMPFM – Company Setup; standard Treeview path: GL > Local Tables > Maintain Companies > Inter-Company Setup – pop-up

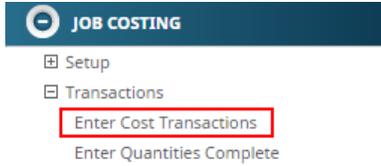
Entry

Inter-Company Transactions can be entered in a variety of screens, including **Invoice Entry** and **Job Cost Transaction Entry**. Before Inter-Company Transactions can be entered and posted, the Inter-Company Setup must have been completed.

In this Quick Guide, we are using the **Job Cost Transaction** screen to enter a “G” type transaction but it can also be done using any transactions type. The process is as follows:

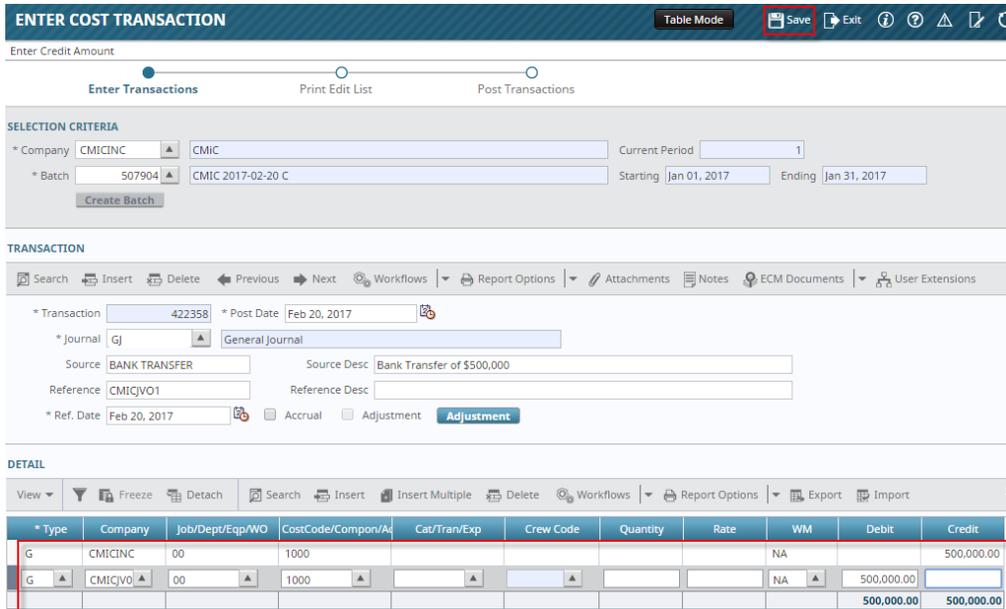
Step 1 – Access Transaction Entry Screen

Open the Enter Cost Transactions screen from the Transactions menu of Job Cost:



Step 2 – Enter the Transaction Details

Enter the **Transaction** header as you normally would. In the **Detail** section of the screen, enter the distribution to more than one company by selecting the **Company Code** and then entering the details. **[Save]** when finished:



Pgm: JCTRNT – Enter Cost Transaction; standard Treeview path: JC > Transactions > Enter Cost Transaction

The **Transaction Edit List** does not include any automatically generated Inter-Company transactions as these are created during the posting process:

CMICINC - CMiC														Page: 1 of 1	
JOB COSTING - TRANSACTION EDIT LIST														Date: Feb 20, 2017	
Batch 507904 - CMIC 2017-02-20 C														Time: 4:42 PM EST	
Journal	Transaction	Transaction	Accrual	Currency											
GJ	422358	Feb 20, 2017	N	USD											
Tm	Type	Comp	Dept	Account	Job/Eqp/Wor k Order	Phase_SLAS H_LF_Work BLANK Item	Cat/Tr/Exp	Quantity	WM	Contract	Debit	Credit	Source	Reference	Reference Date
C	G	CMICINC	00	1000					NA		0.00	500,000.00	BANK	CMICJVO1	Feb 20, 2017
C	G	CMICJVO1	00	1000					NA		500,000.00	0.00	BANK	CMICJVO1	Feb 20, 2017
									Total by Transaction		422358	500,000.00	500,000.00		
									Total by Batch Number:		507904	500,000.00	500,000.00		

Sample JC Transaction Edit List

Step 3 – Post Batch

Post the Batch and the system creates and posts the Inter-Company Transactions:

<p style="text-align: center;">General Ledger Posting Report Batch 507904 - CMIC 2017-02-20 C</p>										Page: 1 of 1
										Date: Feb 20, 2017
										Time: 4:46 PM EST
Department	Account	Account Name	Post Date	Source	Reference	Debit	Credit	Exchange Amount	Currency	Rate
Company CMICINC - CMIC										Currency USD
00	1000	Checking Account #1	Feb 20, 2017	BANK TRANSFER	CMICJVO1	0.00	500,000.00	-500,000.00	USD	1.0000
00	1112	InterCompany CMICINC/ CMICJV01	Feb 20, 2017	BANK TRANSFER	CMICJVO1	500,000.00	0.00	500,000.00	USD	1.0000
Total for Company CMICINC - CMIC						500,000.00	500,000.00			
Company CMICJV01 - CMIC Joint Venture 01										Currency USD
00	1000	Checking Account #1	Feb 20, 2017	BANK TRANSFER	CMICJVO1	500,000.00	0.00	500,000.00	USD	1.0000
00	1112	InterCompany CMICINC/ CMICJV01	Feb 20, 2017	BANK TRANSFER	CMICJVO1	0.00	500,000.00	-500,000.00	USD	1.0000
Total for Company CMICJV01 - CMIC Joint Venture 01						500,000.00	500,000.00			
Total for Currency USD						1,000,000.00	1,000,000.00			

Sample GL Posting Report

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