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Operations Guide: GENERAL LEDGER

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Version 10.0
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GL10U 7/12

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General Ledger Operations Guide

Introduction

Welcome to CertiflexDimension General Ledger!

This *Operations Guide* is designed to help you get started using the program. It is organized for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help you with day-to-day processing.

To get the most out of CertiflexDimension General Ledger and guard against wasted time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the General Ledger program.

What You Need To Know First

CertiflexDimension General Ledger is a Microsoft Windows® application. You must be familiar with Windows before using the General Ledger program.

Before you begin working, make sure you have correctly installed CertiflexDimension. To install the program, refer to the Installation Instructions included in your package.

Start-Up Cycle

You are ready to begin processing after you:

- Installed CertiflexDimension
- Read the *CertiflexDimension System Manager Operations Guide*,
- Read the *General Ledger Operations Guide*, and

- Add Companies to the System

Please use the following schedule of events as a guide for the proper steps to use the CertiflexDimension General Ledger program.

- **Design your company's chart of accounts numbering scheme on paper.** Read **Maintain Lists, Accounts** to fully understand how CertiflexDimension numbers accounts and what numbering scheme is best for your company's needs.
- **Create your company files.** Before the system will allow you to do anything in CertiflexDimension General Ledger for your company, you must first create your company files. Refer to the **System Manager Guide, Create New Company** section to properly create your company files.
- **Define the Master Data.** A part of creating your company files is to define your company's Master Data. These instructions are found in the **Defining the Master Data** section. You must properly define the Master Data before you begin adding accounts.
- **Gather your company's account information.** This step is very important and is fairly involved. Please take the time to gather the information suggested in this step. It will make the account setup faster and easier.
 - You must first prepare a year-to-date Trial Balance. A year-to-date Trial Balance is simply a listing that contains the account number, account name and year-to-date account balances (debit or credit) for each account on the company's chart of accounts. The Trial Balance must balance to zero.
 - Depending on the start-up date selected and your method of processing, you may also need to prepare a quarter-to-date Trial Balance.
 - Do not attempt to use a Balance Sheet or Income Statement for this process. You should use a balanced Trial Balance.
 - Make sure that you have all the information you will need when defining the ledger accounts. When you define the ledger accounts, the system will ask you for the following information about each account:
 - Ledger Account Number
 - Account Name
 - Financial Statement Line Number
 - Print Status
 - Year-to-Date Account Balance (Prior Year is optional)
 - Budget Amounts for each period in the fiscal year (optional)

NOTE: This step is not necessary if you are converting from an older version, as the Chart of Accounts should transfer over. However, we do recommend that you compare the information in CertiflexDimension with that of your older software to insure that the data converted correctly.

- **Add the ledger accounts.** Use the information you gathered in the step above to add the accounts. Refer to **Maintain Lists, Accounts** for instructions on adding ledger accounts.

NOTE: This step is not necessary if you are converting from an older version, as the Chart of Accounts should transfer over. However, we do recommend that you compare the information in CertiflexDimension with that of your older software to insure that the data converted correctly.

- **Print a General Ledger Chart of Accounts and Budget Maintenance Report.** Print these reports to verify that the information you entered for each account is correct.
- **Make a Backup.** You have now added a great deal of information into the CertiflexDimension General Ledger system. It is very important that you make a backup of the data files now to guard against the possibility of losing your work.

Optional Start-Up Steps

The steps described below are entirely optional, depending on your processing methods and the features used. You can perform these steps as part of the startup process or at any time after you are processing and familiar with the system.

- **Change Your Company's Financial Statement Formats.** When you create your company's ledger files, the system will automatically assign the standard financial statement formats included with the system. These formats are quite comprehensive. However, if you have special needs for your financial statement presentation that go beyond the scope of the financial statement line number and print status assignments defined for each ledger account, you can make more detailed changes to the formats.

This step can involve simple to complex changes to the different options found in **Financial Statements**. Please be sure to read and fully understand this chapter before you attempt to make any changes to the financials.

- **Define One or More Consolidation Entities.** This step allows you to obtain a consolidated financial statement. The consolidation feature is very useful to users who process partnership accounting, joint venture accounting or accounting for holding companies.

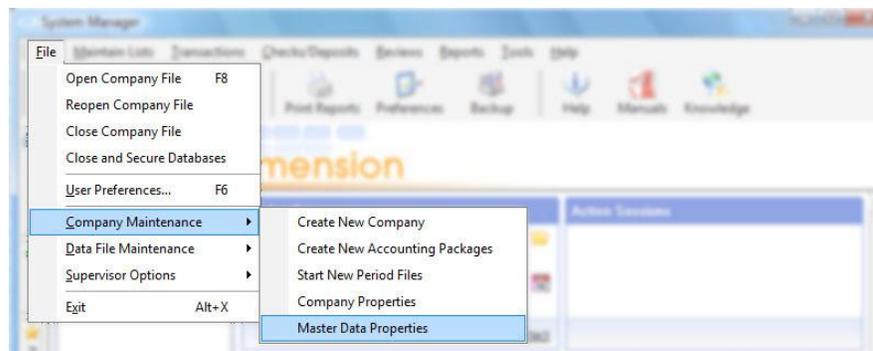
Consolidation entity definition is described in **Consolidate Ledgers**. Please be sure to read and fully understand this chapter before attempting to add and use consolidation entities.

Defining the Master Data – General Ledger

Company Master Data

Company Master Data allows you to configure the General Ledger system to fit your individual company's needs. The Master Data settings dictate how the system performs certain operations. Please read and understand this section so that you may define the Master Data in the manner best suited for your company.

To open the Master Data, click **>File >Company Maintenance >Master Data Properties**.



At the **Master Data Settings** screen, click on the **General Ledger** button.

Main

Select the **Main** tab to define the company's standard Master Data options.

The screenshot shows the 'General Ledger Master Data' dialog box with the 'Main' tab selected. The dialog contains the following fields and options:

- Name:** DIVERSIFIED SYSTEMS
- Access Key:** Account Number (dropdown)
- Ending Period:** 5/31/2009 - Period 5 (dropdown)
- First I/S Line No.:** 500 (spin box)
- Default F/S Line Type:** Summarized (dropdown)
- Default Accounts:**
 - Default Cash: 100000 (spin box) | Cash on Hand (text)
 - Intercompany: 9990 (spin box) | Intercompany (text)
 - JC Intercompany: (empty spin box) | (empty text)
- Options:**
 - Use Advanced Financials
 - Multiple Company J/E
 - Allow Prior Period
 - Auto Lower Case Names

Buttons: OK, Cancel

- **Name:** Enter or change the name of the company.
- **Access Key:** Throughout the program the system prompts you for General Ledger accounts. You can define the way the accounts are asked for (indexed). Select the format you want to use for the main, primary account index.
- **Ending Period:** This field displays the ending date of the current processing period. The system will update this field automatically when you start files for a new period. You would normally not change the ending period for this field. If you do, you could drastically affect all transaction processing.
- **First Income Statement Line Number:** In the standard Income Statement line listing, the first Income Statement line number is 500. The system will default to this line number when you open this screen for the first time.

If you make changes to the standard line number file, you must change this field accordingly to obtain correct financial statements for the company.

The system also uses this field setting to determine which accounts to close to Retained Earnings when you perform the fiscal year-end close. All accounts assigned to a line number equal to or greater than the number you enter here are closed to Retained Earnings.

The system also uses this field for the proper printing of the Statement of Cash Flows report.

- **Default Financial Statement Line Type:** Select the print type you want the system to automatically define to accounts when you add new accounts to the system.

The system uses the print type on each account to determine whether to present the account in a detailed or summarized format on the financial statements. If an account is set to Summarized, its balance is added with all other accounts sharing the same financial statement line number and print status of Summarized. This total is printed on a line by itself on the financial statements. The description that prints for this account is the name defined for the financial statement line number.

If the print status for an account is set to Detailed, the account prints separately on the financial statements, with account names and balances shown.

As an example, suppose we have checking accounts at five banks, and a different General Ledger account number on their chart of accounts for each. We set each of these five accounts to line number 10 (Cash on Hand) and give each a print type of Summarized. The balance in each account is \$1,000.00. The information for these five accounts appears on the Balance Sheet as:

Cash On Hand	\$5,000.00
--------------	------------

Given the same example except that each account has a print type of Detailed, the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00

Normal presentation assigns Balance Sheet accounts a print type of Summarized and Income Statement accounts a print type of Detailed.

- **Default Cash Account:** Select the main General Ledger cash account. The account you define here is used by the system when you balance a check type journal entry in **Record Journal Entries**.

NOTE: If you do not have a main cash account previously defined in the chart of accounts, go to the **Maintain Ledger Accounts** section and define the information for this account.

- **Default Intercompany Account:** Select the General Ledger intercompany account. The account you define here is used by the system to make proper multiple company journal entries to keep the companies in balance.

It is important that this field be defined with the same intercompany account number for all companies that you plan to post multiple company journal entries for.

If you do not plan to use the intercompany feature, the system still requires the intercompany account to be defined. If this is the case, we suggest you define the intercompany account with a valid account that is not used in the normal ledger transactions.

NOTE: If you do not have the intercompany account defined in the chart of accounts, go to the **Maintain Ledger Accounts** section and define the information for this account.

- **Job Cost Intercompany Account:** Select the General Ledger intercompany account you wish to use for Job Cost. The account you define here is used by the system to make proper Job Cost journal entries, keeping your main company and all Job Ledgers in balance.

NOTE: If you leave this account blank, the system will use the default Intercompany account defined previously to balance all intra-company and Job Cost entries.

- **Use Advanced Financials:** Select this check box if you want the system to use the advanced financial printing features. If you do not select this check box, the system will use the standard printing features.

Selecting this check box gives you the ability to create financial statements in an almost unlimited number of formats. This feature also gives you the ability to report up to eight years of information on one report.

NOTE: If you originally created this company using the advanced financial features AND you manually deleted financial reports 10, 20, and 30, if you change this company to use standard financials, the financial system will not operate. When setting a company to use standard financials, reports 10, 20, and 30 must exist for the company. If these reports were deleted, they must be re-added before you change the company to use standard financials.

- **Multiple Company J/E:** If you select this check box, the system will allow you to make journal entries between companies (debit to one company and a credit to another) during **Record Journal Entries** and in other General Ledger systems that support multi-company entries.
- **Allow Prior Period:** Select this check box if you want the system to allow you to process the General Ledger in prior periods. You would normally have this check box selected.
- **Auto Lower Case on Names:** Select this check box if you want the system to automatically convert new account names entered as all caps into upper/lower case format.

Alert Memos/User Key

Select the **Alert Memos/User Key** tab to define the memo field headings.

The screenshot shows a dialog box titled "General Ledger Master Data" with three tabs: "Main", "Alert Memos/User Key", and "Reporting". The "Alert Memos/User Key" tab is selected. The dialog contains a section titled "Alert Memo Descriptions and Access Levels" with the following fields:

Memo	Description	Security Access Level
Memo One	Alert One	1
Memo Two	Alert Two	1
Memo Three	Alert Three	1
Memo Four	Alert Four	1
User Key	User Key	

At the bottom of the dialog are "OK" and "Cancel" buttons.

- **Memos:** The program allows you to maintain up to four lines of information on each account that the program does not already have a field for. Memos can be used for reminders, special notes, etc.
This screen allows you to define the headings of the four alert memo lines.
- **Security Access Levels:** For each memo line, you can set a security access level so only people with the appropriate access level can modify and add the alert memos. Refer to the *CertiflexDimension System Manager Guide* for detailed information on access levels.
- **User Key:** The program also allows you to define a user key. This key is used to title accounts with code words that are easier to remember than their name or number. You can then index the system to locate accounts by the user key. On this screen, you define the title for the user key.

Reporting

Select the **Reporting** tab to define General Ledger printing information.

The screenshot shows the 'General Ledger Master Data' dialog box with the 'Reporting' tab selected. The 'Audit Trail' section contains the following settings: 'Audit Trail Type' is set to 'Two Column', 'Consolidate Checks' is set to 'Don't Consolidate', 'Consolidate Main Accounts Payable Account' is unchecked, and 'Print One Account Per Page' is checked. The 'Supporting Schedules' section contains the following settings: 'Print Support Schedules' is checked, 'Print Account Numbers' is unchecked, 'Page Eject After' is unchecked, and 'Print Defaults Only' is unchecked. The 'OK' and 'Cancel' buttons are visible at the bottom right.

- **Audit Trail Type:** Select the way you want the company's audit trail report to print. Select between **One Column**, **Two Column**, or **One Column with Running Balances**.
- **Consolidate Checks:** Specify how you want check information printed on the audit trail. Select between **Don't Consolidate** (all check entries will print individually on the audit trail), **Consolidate All** (all check entries will consolidate into one transaction), and **Consolidate Cash** (all check entries in the cash account only will consolidate into one transaction).
- **Consolidate Main Accounts Payable Account:** Select this check box if you wish to consolidate Accounts Payable transactions to the main Accounts Payable account into one transaction on the audit trail.
- **Print One Account Per Page:** Select this check box if you want each account included on the company's audit trail report to always begin printing on a new page. This is useful for account reconciliation purposes but causes the report to be very long.
- **Print Support Schedules:** Select this check box if you want the system to generate and automatically print supporting schedules when printing financials.
- **Print Account Number:** Select this check box if you want the system to include the account numbers on the supporting schedules.
- **Page Eject After:** Select this check box if you want the system to print each line number that is defined to print a supporting schedule on a separate page. If you do not select this check box, all supporting schedules will be included on one report.

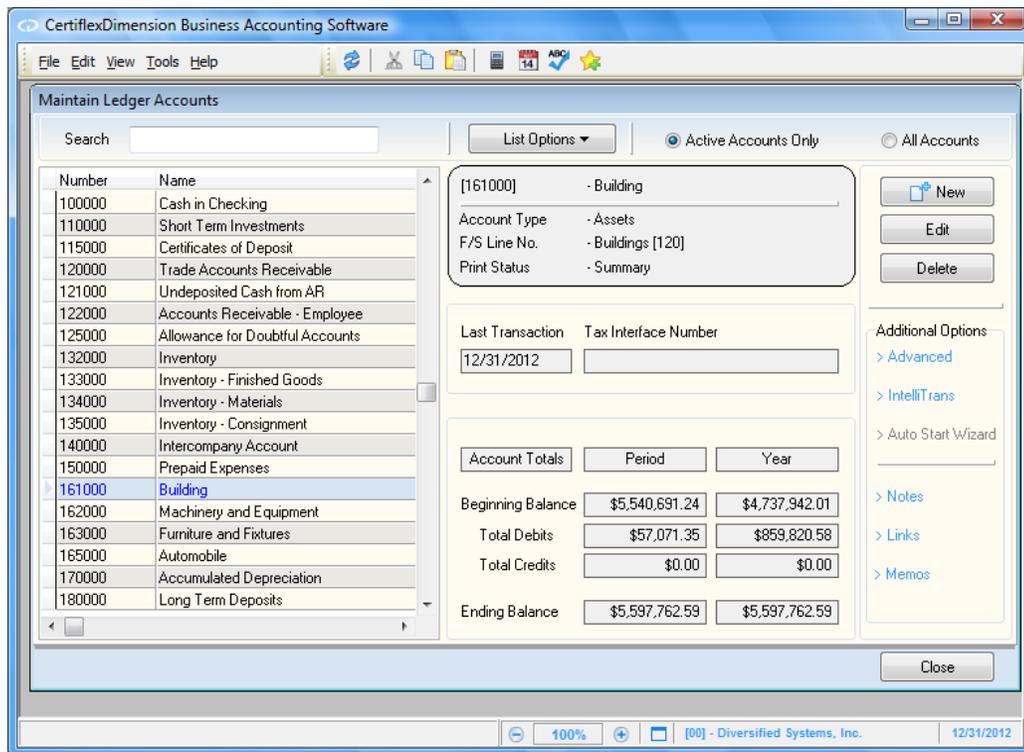
- **Print Defaults Only:** Select this check box if you want the system to allow you to print supporting schedules, but only as defined on the individual line numbers. If you do not select this check box, the system will allow you to specify which line numbers to be included on the supporting schedules.

Maintain Lists – General Ledger

Maintain Ledger Accounts

This section explains how you can create, edit, delete, and renumber General Ledger accounts. To access Maintain Ledger Accounts, click **>Maintain Lists >General Ledger >Ledger Accounts**.

NOTE: If you're just getting started in a newly created company and you need to add accounts and/or balances to your Chart of Accounts, the **Auto Start Wizard** makes adding new accounts quick and easy.



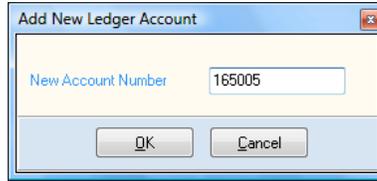
The **Maintain Ledger Accounts** system displays a primary Ledger Account listing that includes the following standard options:

- **Double-Click:** Double-click on a record to edit.
- **Search:** Enter a character string for the record you are searching for. The character search string must coincide with how the **Sort By** option is defined.

- **List Options –  Sort By:** Select the column you wish to sort your listing by. If your record listing is using the indirect access method, you can sort in ascending or descending order. You can optionally select a column to sort by clicking on the column heading.
- **List Options –  Locate:** To refine your record search, you can find matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** You can filter any listing so that only matching records appear (i.e. Show only Ledger Accounts that contain the word “Payable” in their Account Name). For more information on using the CertiflexDimension Filter dialog, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Active Accounts Only:** Select this option to include only active accounts in the account list.

Adding a General Ledger Account

To add a new account, click **>New**. You will be prompted for the following:



- **Number:** Enter the number for the account you wish to add.

General Ledger account numbering is very flexible. Up to 12 alphanumeric characters are permitted for the account number.

CertiflexDimension's financial statement formatting is not dependent on this numbering scheme. This means that you can probably use your existing General Ledger account numbering scheme. However, before using your existing account numbering scheme, we recommend you read the following rules. You may decide to change your existing account numbering scheme to take advantage of some special features in the system.

CertiflexDimension General Ledger account numbering rules:

- The maximum length allowed for a General Ledger account is 12 alphanumeric characters. The minimum length allowed is 3 characters.
- The way the financial statements print (positioning, summarization, headings, totaling, etc.) is entirely independent of the numbering scheme. Printing financial statements in the exact format desired is discussed in detail in the **Financial Statements** section.
- As mentioned above, you should be able to use an existing chart of accounts with no changes. However, if you want to take advantage of the departmental financial statement feature, you may need to alter the account numbering scheme before you define the chart of accounts.
- You can gain access to departmental financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows) simply by using one or more characters of the account number to designate departments. A simple example with Income Statement accounts illustrates how this works.

Below is an excerpt of a company's Income Statement accounts:

610000	Sales
710000	Cost of Sales
800000	Salaries
810000	Rent
820000	Utilities
830000	Depreciation
840000	Interest Expense
850000	Postage
860000	Misc. Expense

- The company has two divisions - the Eastern region and the Western region. All sales and expenses for both regions are currently booked to the accounts shown above with no divisional breakdown. At the end of the month, their Income Statement shows a profit or loss for the two divisions combined. They would like to see Income Statements for each region separately, as well as together.

NOTE: If you use the departmental feature, you may want to take advantage of **Master Accounts**.

- This can easily be accomplished by defining their accounts differently to take advantage of the departmental financial statement capability. Using an account suffix of 1 to indicate the Eastern region and 2 for the Western region, Income Statement accounts are defined as follows:

610001 Sales-East
 610002 Sales-West
 710001 Cost of Sales-East
 710002 Cost of Sales-West
 800001 Salaries-East
 800002 Salaries-West
 810001 Rent-East
 810002 Rent-West
 820001 Utilities-East
 820002 Utilities-West
 830001 Depreciation-East
 830002 Depreciation-West
 840001 Income Expense-East
 840002 Income Expense-West
 850001 Postage-East
 850002 Postage-West
 860001 Misc. Expense-East
 860002 Misc. Expense-West

- Using this account numbering scheme, each division's sales and expenses will be booked to different accounts and separate Income Statements can be prepared. The combined statement can still printed as before.
- The company can use this same method regardless of the number of departments or divisions as long as the 12 character maximum account length is not exceeded.
- In the example, all Income Statement accounts have department designations. If you choose not to allocate rent and utilities to the two divisions, you could:
 - Leave the rent and utilities account numbers as 810000 and 820000, or...
 - Assign them to another department (i.e. 8100 and 8200) and simply not print a separate Income Statement for that department.

The example above shows only the Income Statement accounts. You can perform the same type of departmentalization for the Balance Sheet accounts.

The use of a single numeric digit as a suffix is not fixed. You can use multiple characters (numbers and letters) to designate departments. You can place the departmental designation in any position you choose in the account number. You can also use a separating character. For example, you could separate the department designation in the account numbers with a dash, resulting in account numbers 610000-1, 610000-2 or 1-610000, 2-610000, etc.

NOTE: If you use the departmental designation feature, make sure the position of the designator is in the same position for each account in which it is used.

- When you configure the financial statements for the company or print the Audit Trail, you can specify the account mask and select the accounts to print.
- In the example above, to get financial statements or an audit trail for the Western division, specify the account mask to consider only accounts with a 2 in the fourth position of the account number. If our account numbering scheme is more elaborate, we could specify a 2 in the fourth position, a 3 in the fifth position, and an A in the eighth position, as an example.
- All reports printing in account number order (i.e. Trial Balance, Chart of Accounts, Audit Trail, etc.) use the operating system's normal sort sequence to determine the print order of the accounts. In general, this sort sequence reads special characters first (*, -, /, etc.), then numerical digits, and then alpha characters. The system left justifies when sorting accounts. For example, the computer would sort these account numbers in the following order:

/560000
100000
750000-03
850001
925000
A650-001-01
R90000
- Unless you are going to use an existing chart of accounts exactly as it is currently used, we recommend that you do at least some preliminary account number design on paper before setting up the accounts in General Ledger. This can eliminate inconvenience and additional setup time caused by changing the numbering scheme after account balances and histories have already been established.

Once the account number has been assigned, click **>Ok** and the system will display the **Add New Ledger Account** window.

- **Account Name:** Enter the name for this General Ledger account.
- **Active Account:** The system will only allow you to enter transactions and maintain active accounts. Check this box to activate the account.

If there are transactions associated with an account for the current fiscal year, but you no longer plan to post to the account again, you might choose to clear this check box to make the account inactive, rather than deleting it from the system.

Most ledger reports will include an “Include Inactive Accounts” option to insure a full and accurate overview of historical tracking.

NOTE: The system will not allow you to deactivate an account if it is defined in the Master Data as the Cash or Intercompany account.

- **Print Status:** The print status field is used to determine whether to present the account in a summarized or detailed format on financial statements.
 - **Summarized:** The account balance is added with all other accounts sharing the same financial statement line number and summarized print status. This total will print on a line by itself on the financial statement. The description that prints for this financial statement line is the name defined for the financial statement line number used.
 - **Detailed:** The account prints separately on the financial statement, with its account name and balance shown.

For example, suppose we have checking accounts at five banks with a different General Ledger account number assigned for each bank. We set each of these five accounts to financial statement line number 10 (Cash on Hand from the default financial statement line number file) and give each a Summarized print status. The balance in each account is \$1,000.00. The information for these five accounts will appear on the Balance Sheet as:

Cash on Hand	\$5,000.00
--------------	------------

Given the same example, except that each account has a Detailed print status, the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00

In simple account structures, normal financial statement presentation would be to assign Balance Sheet accounts a Summarized print status and Income Statement accounts a detailed print status.

When adding new accounts, the first account added will default to the print status defined in the General Ledger Master Data. For each additional account added during the current session, the system will default to the same print status used for the last account.

- **F/S Line:** Enter the financial statement line for the account. The system uses this field to determine whether an account is an Income Statement account or a Balance Sheet account, and in what order to print the accounts on the financial statements.

For a detailed explanation of financial statement line numbers and their uses, refer to the **Financial Statements** section in this guide.

- **Quick Key:** This is an optional, user definable field. You can use this field as an indexed access key. For example, if you have code words you wish to use when accessing the account, define the key word here. When you access the account list, change the index to **Quick Key** and you will then be prompted for the assigned **Quick Key** to access the account.

Normally, you would only use the **Quick Key** access method for frequently accessed accounts. For example, if you post numerous transactions to Cash, you might define the **Quick Key** for the Cash Account as the letter C. Then, when you need to access the Cash account, change the index to **Quick Key** and enter C. Or, you can input an ***C** to access the account by the **Quick Key** without changing the index.

- **User Key:** This is a user definable field that may be used as an indexed field. For example, if you would like to use code words for the accounts, you can define the code words here. When you access the account listing, you can change the index to **User Key**. Then, instead of accessing the account by number or name, you can access accounts by the code word you've assigned.
- **Tax Interface Number:** This field allows you to define a character code for exporting account balances to a tax preparation program. Each tax program has a unique set of tax interface numbers, so the code you assign depends on the tax program you use. Please refer to your tax software's reference manual for these numbers. These interface numbers are not available from TVG.

- **Transaction Restrictions:** You may optionally wish to restrict access to certain accounts from selection during transaction processing. For example, you may wish to stop all normal users from making journal entries to the “Retained Earnings Account”, but allow higher level users this privilege. In this case, setting the Transaction Restriction for the “Retained Earnings Account” to be “Access Level 9 Required” will accomplish this goal.
- **Beginning of Fiscal Year Account Balance**
Beginning of Fiscal Year Account-to-Date Debits
Beginning of Fiscal Year Account-to-Date Credits

These fields allow you to maintain the beginning account balance as of the beginning of the current fiscal year. You can also maintain the accumulated total debits and total credits for the account since the account was created, or since the company started business, as of the beginning of the fiscal year.

NOTE: Unless you are beginning to process a new company at the start of the fiscal year, you should not use the **Beginning of Fiscal Year Account Balance** field to plug balances for the accounts. You can quickly and easily set accounts’ beginning balances by using the **Auto Start Wizard**.

New Accounts - Additional Options

Alert Memos

Select the **>Alert Memos** option to maintain information that may not already be captured on an account. The headings for the alert memos are defined in the **Master Data**.

- **Memo Lines:** Enter the information in each appropriate field.
- **Alert:** You can use any or all four alert memo fields as automatic reminder fields. If you select the alert check box on any of the four alert memo lines, all text for the memo lines will display on the screen when the account is accessed during a transaction.

Budgets

Select the **>Budgets** option to define the account's budget information.

Because the Balance Sheet always prints ending balances, you must define the budget figures for Balance Sheet accounts in the same way. To define a budget for a Balance Sheet account, enter the amount you expect the balance to be at the end of the period.

The example below anticipates a larger balance during the middle periods of the year.

January	\$30,000.00
February	\$30,000.00
March	\$31,000.00
April	\$28,000.00
May	\$27,000.00
June	\$40,000.00
July	\$45,000.00
August	\$51,000.00
September	\$34,000.00
October	\$30,000.00
November	\$24,000.00
December	\$28,000.00

For Income Statement accounts, budget definition is performed on an individual period basis. For example, an Income Statement account for Rent with a budget of \$2,350.00 per period would be defined as:

January	\$2,350.00
February	\$2,350.00
March	\$2,350.00
April	\$2,350.00
May	\$2,350.00
June	\$2,350.00
July	\$2,350.00
August	\$2,350.00
September	\$2,350.00
October	\$2,350.00
November	\$2,350.00
December	\$2,350.00

If the period type is set to 12 periods, the system will display each month of the year in fiscal year order. If the year-end is December, the periods will list from January to December. If the fiscal year-end is September, the periods will list from October to September.

If the period type is set to any other type, the system will display each period as Period 1, Period 2, Period 3, etc. Period 1 represents the first period of the fiscal year, and so on.

The system displays three columns for budget information as **Original**, **Adjustments**, and **Revised**. You should enter the original budget amounts in the **Original** column. The system will automatically update the **Revised** column for you. If at any time after the budgets are defined you find you need to adjust the budget amounts, make the entries to the **Adjustments** column and the system will automatically update the **Revised** column. Or, make the adjustments to the **Revised** column and the system will update the **Adjustments** column. Original and adjustment entries should be kept in their appropriate columns. The budget reports and budget financial statements allow you to print original budget amounts or the revised budget amounts.

To add a budget amount, click **>Maintain**, or use the budget edit buttons to assist you.

- **Copy to All:** To copy an amount in a period to all periods following the period selected, click the period name (for example Period 3) to copy and then click **>Copy to All**. The system will then replace all periods following the period selected with the amount in the period you selected to copy.

For example, if Period 3 had an amount of \$4,000.00 and you wanted to copy that amount to Periods 4 through 12, you would click Period 3 and then click **>Copy to All**.

- **Split to All:** To split an amount of a period into all periods including and following the period selected, click the period name to split and then click **>Split to All**. The system will then replace the selected period and all periods following the selected period with the calculated amount of the period you selected to split.

For example, if Period 3 had an amount of \$50,000.00 and you wanted the system to split that amount into Periods 3 through 12, you would click Period 3 and then click **>Split to All**. Periods 3 through 12 would then each have a budget amount of \$5,000.00.

- **Copy:** If you want to copy one period to another period in any column of any account, click the period name to copy and then click **>Copy**. The system will store the amount copied on the clipboard. To retrieve this amount, use **Paste**.
- **Paste:** To paste a period, a column or all periods previously copied, click the period or column to copy the information to and click **>Paste**. The system will replace the period, column, or all periods with the amount stored on the clipboard.
- **Paste %:** This allows you to allocate yearly budgets for an account based on the percentage breakdown of the budget information defined for another account. For example, let's say we have an expense account that has a budget setup as follows:

Period 1	\$2,900.00
Period 2	\$5,800.00
Period 3	\$4,060.00
Period 4	\$2,320.00
Period 5	\$4,640.00
Period 6	\$8,700.00
Period 7	\$6,960.00
Period 8	\$5,220.00
Period 9	\$2,900.00
Period 10	\$5,800.00
Period 11	\$5,220.00
Period 12	\$3,480.00

If you total up the period budget amounts for this expense account, you will find an annual budget of \$58,000.00. If you calculate the percentage for each period, you will see a breakdown as follows:

Period 1	5%
Period 2	10%
Period 3	7%
Period 4	4%
Period 5	8%
Period 6	15%
Period 7	12%
Period 8	9%
Period 9	5%
Period 10	10%
Period 11	9%
Period 12	6%

In defining budgets, you may have several expense accounts with the exact same budget distribution between periods based on the above percentage breakdown. The only difference between the accounts is the annual budget amounts. Using the **Paste %** button, you can have the system determine the percentage breakdown by periods on one account and use the same breakdown on other accounts.

To continue our example, we would have the system determine the percentage breakdown of the account above by using the **Copy Column** button. Then move to the next account and click Period 1 of the **Original** column and click **>Paste %**. The system will ask for the base amount or annual budget amount for the account. If you entered \$93,000.00, the system would automatically create an annual budget for the account based on the percentage breakdown above.

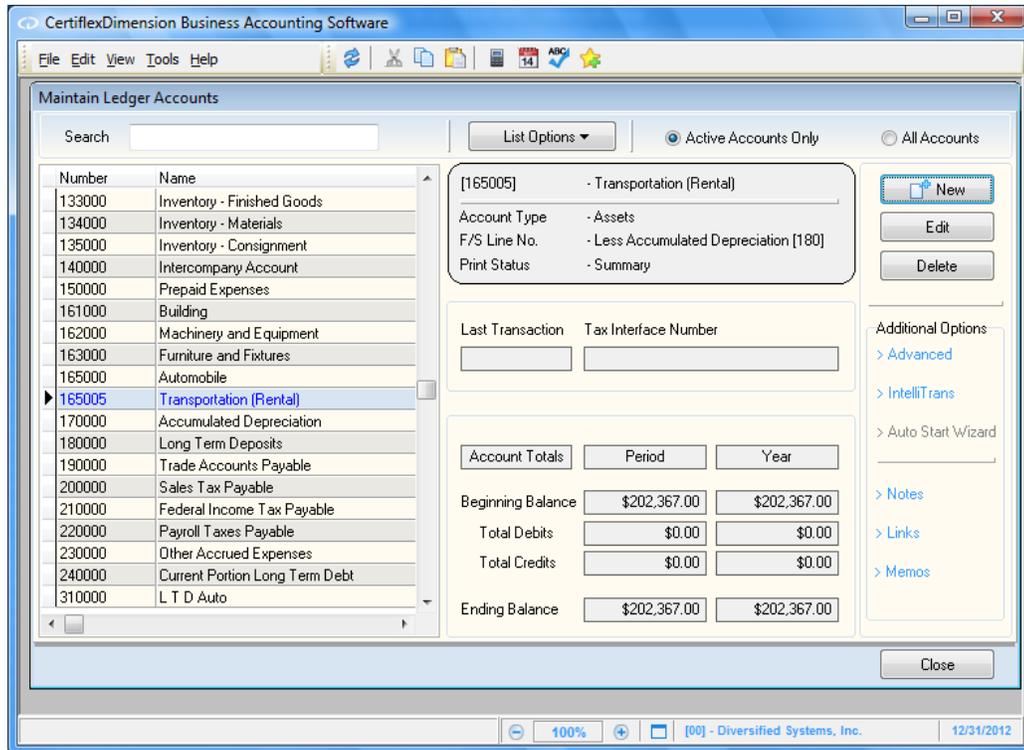
Period 1	\$4,650.00
Period 2	\$9,300.00
Period 3	\$6,510.00
Period 4	\$3,720.00
Period 5	\$7,440.00
Period 6	\$13,950.00
Period 7	\$11,160.00
Period 8	\$8,370.00
Period 9	\$4,650.00
Period 10	\$9,300.00
Period 11	\$8,370.00
Period 12	\$8,580.00

To use **Paste %**, you must first access the account on which you wish to base the percentage distribution. Then move to the **Budgets** screen and click any period in the correct column to use (Original, Adjustments, or Revised). Next, click **>Copy Column**. The next step is to move to the account for which you wish to define budgets. Move to the **Budgets** screen and click the period name in the correct column (Original or Adjustments). Click **>Paste %**. The system will ask for the base amount. Enter the annual budget total. The system will then distribute that amount to each period based on a percentage calculated from the account you copied the column from.

NOTE: Due to rounding differences, percentage amount results may seem inconsistent if the system calculates uneven percentage amounts. The system places any adjustments for rounding in the last period. You may wish to edit the amounts after the allocation is performed.

- **Copy Column:** If you want to copy one column to another column of any account, click the column to copy and then click **>Copy Column**. The column information will be placed on the clipboard. To retrieve this column, use **Paste**.
- **Copy All:** If you want to copy all budget information from one account to another account, click any period name and then click **>Copy All**. The budget information will be placed on the clipboard. To retrieve this account's budget information, use **Paste**.
- **Clear Column:** If you want to delete all budget information for one column, click the column to delete and then click **>Clear Column**. All periods of the column will be set to \$0.00.
- **Clear All:** If you want to delete all budget information for the account, click any period name and then click **>Clear All**. All periods for all columns will be set to \$0.00.

To save the account, click **>Save**.



Changing a General Ledger Account

To change an existing Ledger Account, either double-click the account or highlight the account and click **>Edit**. The system will display the information for the selected account. For detailed information on each field displayed, refer to the **Adding a General Ledger Account** section.

Deleting a General Ledger Account

As a general rule, it is a good idea to delete accounts with a zero balance for a number of years if you do not anticipate ever using the account again. This can help reduce posting errors.

However, if you expect to use the account again, do not delete it. Additionally, you should wait to delete an account until the next fiscal year. For the current year, change the account's status to inactive by clearing the **Active Account** check box.

Use caution when deleting accounts. If you delete an account that does not have activity for the current fiscal year but did have activity in the prior year, and you print comparative financials, the system will not be able to print correct comparative financials for the deleted account.

There are several criteria that must be met before you can delete an account.

- The current period, quarter-to-date, and year-to-date balances for the account must be zero.
- There must be no current fiscal year transaction activity for the account.
- You cannot delete an account defined in the Master Data as the Cash or Intercompany account.

To delete an account, highlight the desired account and click **>Delete**.

Additional Options

Recalculate a General Ledger Account

Each Ledger account tracks an account balance for faster calculations and printing. In normal processing, the account balance is equal to the beginning account balance for the year, plus all the detailed transactions. If the account balance for an account has become inaccurate due to file corruption or partial updating, you may use this feature to recalculate an account's balances. To Recalculate an account, go to **Maintain Ledger Accounts** and select **>Advanced >Recalculate**. Select the Account you wish to recalculate and then click **>Update Now**.

Renumbering a General Ledger Account

You would normally execute this option when first setting up a company or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain Accounts Payable and Payroll reports may continue to show old account numbers if you are interactive with these programs. The audit trail, however, will reflect the new account numbers.

To Renumber an account, go to **Maintain Ledger Accounts** and select **>Advanced >Renumber**. Select the Account you wish to renumber and then enter the new account number. To update the changes, click **>Update Now**.

When you renumber accounts, the option can take some time to process. The account heading information and all historical information (transactions) will be renumbered. The time required depends on the number of historical transactions for this account. If you are operating in a network environment, this process locks all General Ledger transaction files from other users.

NOTE: The system will renumber the account for the current fiscal year only. If you generate comparative financial statements, you may need to renumber this account for each fiscal year for which you report.

Merging General Ledger Accounts

You would normally execute this option when first setting up a company or at the beginning of a new fiscal year. You can execute this option in the middle of a year, but certain Accounts Payable and Payroll reports, if interactive, may continue showing old account numbers. However, the audit trail will reflect the new account numbers.

To merge an account, go to **Maintain Ledger Accounts** and select **>Advanced >Merge**. Select the Account you wish to merge from in the **Select Account** prompt. Select the Account you wish to merge to in the **Merger Account** prompt. To update the changes, click **>Update Now**.

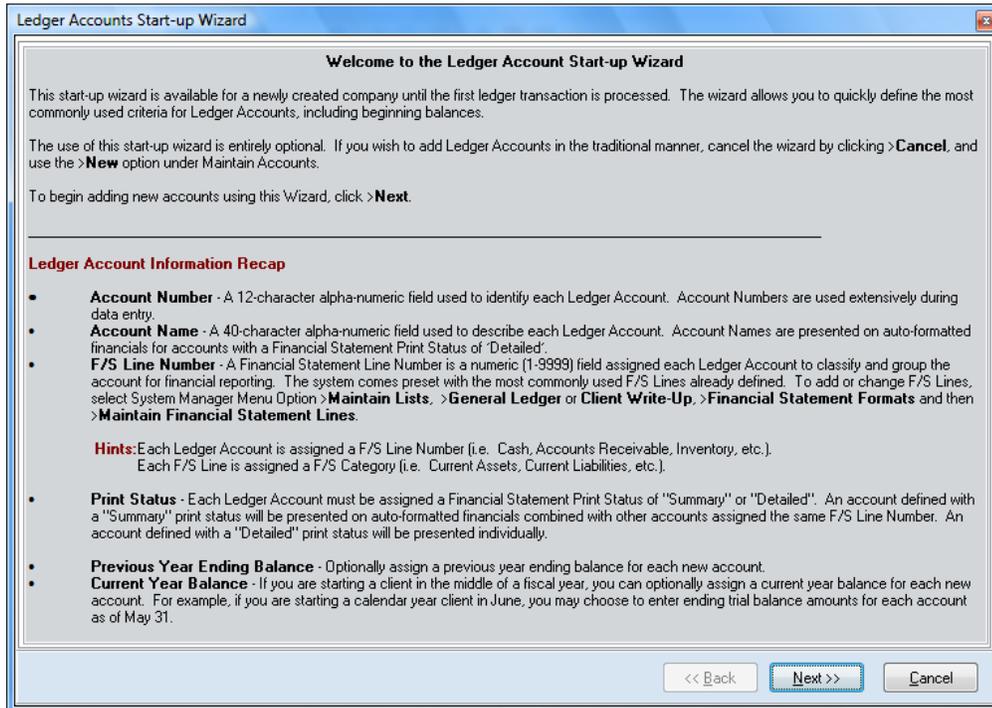
During this process, the account balance and all historical information (transactions) are merged. This may take some time. The length of time required to complete the merge depends on the number of historical transactions associated with the accounts.

Once the merging process is completed, the account you originally selected (**Select Account**) will be permanently removed. If you are operating in a network environment, this process locks all General Ledger transaction files from other users.

IntelliTrans

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to group, add or change Ledger Accounts. For more information on configuring and processing with IntelliTrans, please refer to your *System Manager Operations Guide*.

Ledger Account Start-Up Wizard



After creating a new company, the CertiflexDimension **Ledger Accounts Start-up Wizard** can help you create your Chart of Accounts. Using the wizard is optional, but very convenient. The wizard allows you to set up your ledger accounts and enter ending account balances for the prior year and the current year in an easy, straightforward manner.

To access the **Ledger Accounts Start-up Wizard** after creating a new company, go to **Maintain Ledger Accounts** and select **>Auto Start Wizard**.

- **Account Number:** A 12-character alphanumeric field used to identify each Ledger Account.
- **Account Name:** A 40-character alphanumeric field used to describe each Ledger Account. Account Names are presented on auto-formatted financials for accounts with a Financial Statement Print Status of 'Detailed'.
- **F/S Line Number:** A numeric (1-9999) field associated with each ledger account to classify and group the account for financial reporting. The system comes preset with the most commonly used F/S Lines already defined. To add or change F/S Lines, go to **>Maintain Lists >General Ledger >Maintain Financial Statement Formats** and then select **>Maintain Financial Statement Lines**.

NOTE: Each Ledger Account is assigned an F/S Line Number (i.e. Cash, Accounts Receivable, Inventory, etc.). Each F/S Line is assigned an F/S Category (i.e. Current Assets, Current Liabilities, etc.).

- **Print Status:** Each Ledger Account must be assigned a Financial Statement Print Status of "Summary" or "Detailed". An account defined with a "Summary" print status will be presented on auto-formatted financials combined with other accounts assigned the same F/S Line Number. An account defined with a "Detailed" print status will be presented individually.
- **Previous Year Ending Balance:** Optionally assign the previous year ending balance for each new account.
- **Current Year Balance:** If starting a company in the middle of a fiscal year, you can assign a current year balance for each account. For example, if you are starting a calendar year company in June, you may choose to enter ending balances as of May 31 for each account.

Click **>Next** to access the **Ledger Accounts** page.

Ledger Accounts Start-up Wizard

Ledger Accounts - To add new accounts, type in the new account information and click 'Accept'. To change an existing account, highlight the account you wish to change and select 'Edit'. **Hint:** You may optionally select an account for edit by simply double clicking on the desired account from the account list.

When you are finished, click **>Next** to optionally record account balances.

210000 Federal Income Tax Payable 220 Summary Accept Edit

Account Number	Account Name	F/S Line	Print Status
162000	Machinery and Equipment	130	S
163000	Furniture and Fixtures	150	S
165000	Automobile	140	S
170000	Accumulated Depreciation	180	S
180000	Long Term Deposits	190	S
190000	Trade Accounts Payable	210	S
210000	Federal Income Tax Payable	220	S
220000	Payroll Taxes Payable	220	S
230000	Other Accrued Expenses	230	S
240000	Current Portion Long Term Debt	240	D
310000	L T D Auto	250	S
320000	L T D Mortgage	250	S
400000	Capital Stock	290	S
410000	Paid in Capital in Excess of Par	310	S
450000	Retained Earnings	320	S
600000	Sales	500	D
604000	Services	500	D

<< Back Next >> Cancel

This page allows you to add, edit or delete accounts. As you are entering account information, click **>Accept** to save the information and move to the next account. If you are entering an account and need to make changes before accepting the line, click **>Clear** to remove any information entered on the current account.

To edit a line that has already been accepted, you can either double-click on the account, or highlight the account and click **>Edit**.

To delete an account, highlight the account from the list and click **>Delete**.

Once you have added your ledger accounts, click **>Next**. The system will prompt you to enter account balances.

The **Account Balances** page allows you to easily enter last year's and this year's ending balances. If you have entered last year's balances, the system will perform a fiscal year end close at the completion of the wizard.

Ledger Accounts Start-up Wizard

1 Ask Both Prior and Current Balances
 2 Ask Prior Year Ending Balance Only
 3 Ask Current Year Balance Only

Account Balances

Account	Account Name	F/S Line	Last Year Ending Balance	This Year Current Balance
100000	Cash on Hand	40	\$1,956,139.41	\$1,870,790.11
110000	Short Term Investments	60	\$595,300.00	\$204,451.27
115000	Certificates of Deposit	50	\$78,450.00	\$104,006.97
120000	Trade Accounts Receivable	70	\$637,986.46	\$1,036,232.25
125000	Allowance for Doubtful Accounts	70	\$45,029.00	\$39,875.45
▶ 132000	Inventory	80	\$193,991.45	\$745,700.49
150000	Prepaid Expenses	90		
161000	Building	120		
162000	Machinery and Equipment	130		
163000	Furniture and Fixtures	150		
165000	Automobile	140		
170000	Accumulated Depreciation	180		
180000	Long Term Deposits	190		
190000	Trade Accounts Payable	210		
210000	Federal Income Tax Payable	220		
220000	Payroll Taxes Payable	220		
230000	Other Accrued Expenses	230		
240000	Current Portion Long Term Debt	240		
310000	L T D Auto	250		
320000	L T D Mortgage	250		
Total Number of Accounts [55]			\$3,506,896.32	\$4,001,056.54

When you are finished adding balances, click **>Next** to access the **Ledger Accounts Start-Up Wizard Finish** page.

Ledger Accounts Start-up Wizard

Ledger Accounts Start-up Wizard Finish

The system is prepared to create new Ledger Accounts for this company/client based on your selections. Answer any applicable additional information requested below and click **Finish** to create a new or updated Chart of Accounts.

Primary Cash Account

Main Cash Account Number: 100000

Prior Year Journal Entry

If you have entered Prior Year Ending Balances, the system will automatically perform a Fiscal Year closing. Please identify the Retained Earnings Ledger Account for this company. You can also change the prior year journal entry description.

Retained Earnings Account Number: 450000

Prior Year Journal Entry Description:

Current Year Journal Entry

If you have entered Current Year Balances, please enter the date for the ending balances within the current fiscal year.

Date of Current Year Entry: 12/31/2012

Current Year Journal Entry Description:

On this screen, you will be prompted for the following information:

- **Main Cash Account:** Enter the primary cash account for the company. The account defined here is used when you balance a check type entry.
- **Retained Earnings Account Number:** If you have entered prior year balances for the company, a fiscal year closing will be performed automatically. Enter the account number of your Retained Earnings account in this field.
- **Prior Year Journal Entry Description:** If you have entered prior year balances for the company, a fiscal year closing will be performed automatically. Enter the description for this fiscal year closing transaction. This description will appear on your ledger reports.
- **Date of Current Year Entry:** If you have entered current year balances for the company, an automatic journal entry will be recorded to set the balance for each account. Specify the date for these entries in this field.
- **Current Year Journal Entry Description:** If you have entered current balances for the company, an automatic journal entry will be recorded to set the balance for each account. Enter the description for these transactions in this field. This description will appear on your ledger reports.

Once you have set this information, click **>Finish**. Ledger accounts are now set up. You can begin processing ledger transactions.

NOTE: This account setup wizard is available in **Maintain Accounts** as long as there are no transactions on file. Should you need to access the wizard again, select **>Auto Start Wizard** from the main account window.

>Notes and >Links

The **>Notes** and **>Links** options allow you to organize and access additional account information. Notes can be used to document internal account information or additional descriptions on expense accounts. Links can be used to connect to budget analysis spreadsheets and account activity databases.

You can add Notes and Links in **Maintain Ledger Accounts** and review notes and links in **Review Ledger Accounts**. For detailed steps on adding Notes and Links, refer to the *CertiflexDimension System Manager Guide*.

>Memos

Memos can be used to track reminders, special notes, secondary contacts, etc. Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

NOTE: Memo labels, order and security access levels are all maintained within the CertiflexDimension **Configure Memos** option. To define memo configuration, click **>File >Supervisor Options >Configure Memos**. You must have Supervisor rights (access level 10) to be able to modify the memo headings in the **Configure Memos** option.

Maintain Ledger Master Accounts

The purpose of master accounts is to promote easy definition and management of more complicated chart of account designs. *More complicated* refers to very large charts of accounts with integral departments, regions, locations, etc.

The CertiflexDimension master accounts system, when properly used, will greatly reduce account definition time, account definition errors, and inconsistencies. Whether there are two departments in one location, or multiple departments, each in multiple locations, you will find master accounts saving valuable time and disk space.

Each of the various sections of the account (department, location, region, etc.) is referred to in the master accounts as a **Category**. Master accounts supports up to nine separate categories, each of which is easily configured to your specifications. Master Accounts lets you tell the system how to separate the accounts into categories.

Because the innovations in master accounts are so unique, they may seem confusing at first. We recommend you browse this section to get a general idea of the concept involved. After you are more comfortable with other features and capabilities of CertiflexDimension General Ledger, you should carefully read this section again and experiment with the Sample Company's data files in order to fully learn this system. The proper use of master accounts can save you time during account setup. You will find that the chart of accounts will be much cleaner, easier to read, more accurate and considerably more professional in scope and appearance if you make full use of Ledger Master Accounts.

While initially, the concepts and configurations of master accounts may appear complex, its power lies in its simplicity, which can best be explained in an example.

Company A has 4 departments with each department having 100 possible revenue and expense accounts. In order to define Company A's chart of accounts without the master accounts, you would have to add 400 accounts (100 for each department). As Company A grew and added more departments, you would continually have to add 100 accounts to the chart. Not only is this time consuming, but invariably errors and inconsistencies will appear in the chart of accounts. Account number 7203 might be named "Repairs and Maintenance - Dept. #3" and a year later when the same account is added for department 6 (account 7206), it could easily be identified as "Dept 6 - Repairs & Maint." This may seem a bit trivial at first, but when you review an audit trail for 600 accounts all identified in a slightly different manner, it becomes annoying and portrays confusion and a lack of professionalism.

To effectively use master accounts for the above example set up two categories. The first category could be called “Account Number”, and the second could be “Department”. How you identify the categories is completely your choice for internal use only. Make the first three digits of the General Ledger accounts reflect the Account Number and the next digit reflect the Department. Configure Category 1 (Account Number) a length of 3 characters and Category 2 (Department) a length of 1 character, making the total account number length 4 characters. Then add the 100, 3-character account numbers to the master accounts system in Category 1 (Account Number) and the 4 departments in Category 2 (Department).

Now you have defined the master accounts and are ready to post transactions. When you first access an account, the system will automatically add the actual General Ledger account based on the definition in master accounts, and each account will be consistent with all others. Instead of adding 400 accounts to the chart of accounts, we only added 104 accounts to master accounts (100 accounts and 4 departments).

Now, as Company A grows and adds 2 new departments, instead of adding 200 accounts to the chart, we simply add the new department to the master accounts system. Once the accounts are accessed the first time, they are automatically added to the General Ledger and treated as any other account.

In the example, the master accounts saved the time of manually adding nearly 300 accounts to the chart by adding 104 master accounts in lieu of 400 regular accounts. This would have saved countless hours of setup time.

The more complicated the account structure, the more powerful master accounts becomes. For example, suppose Company B operates in each of the 48 contiguous states with an average of 8 offices in each state with each office doing full cost accounting for 6 different departments. There are 150 possible expense accounts for each department, although no single department would ever use all 150. However, if the company wanted to have every possible General Ledger expense account, you would have to add 345,600 accounts (48 x 8 x 6 x 150). Using the master accounts system, you would only add 212 (48 + 8 + 6 + 150).

While Company B’s example is obviously a stretch, you can begin to recognize the many reasons to use master accounts when possible.

To access Maintain Master Accounts, click **>Maintain Lists >General Ledger > Master Accounts.**

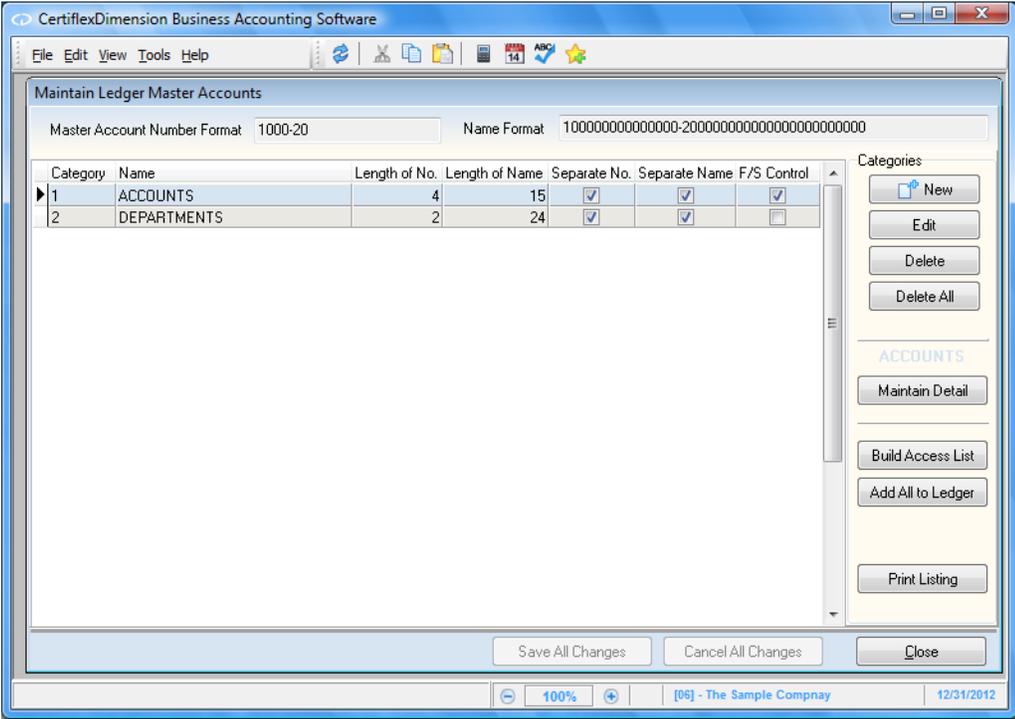
NOTE: The Master Account system works on a universal update method. This means that individual changes are not saved until you select **>Save All Changes.** Due to the nature of this type of updating, only one user should update master accounts at a time.

Configuring Master Account Categories

Categories allow you to separate the accounts by sections meaningful to you. These sections might represent departments, regions, locations, or partners and the main account number. You can define up to nine different categories provided the final account number does not exceed the 12-character maximum.

850-85-A

For example, in the above account, **850** represents the account number, **85** represents the region and **A** the department. Each of these three sections requires a category. Therefore, for this example, we would define three categories, Account Number, Region, and Department.



To add a new category, click **>New**. The system will automatically activate the next available unused category number. These numbers will be assigned in sequence, and cannot be reused.

NOTE: The order you define the categories here will define the General Ledger account number order. For example, if category number 1 is to be the Account Number and category number 2 the Region and category number 3 the Department, the system will create General Ledger account numbers in account number, region, and department order. If you prefer the account number to be last and the department number first, you must add the categories in that order.

- **Category Name:** Enter the name for the category. This could be Dept., Department, Region, Location, Account Number, etc. The name you enter is for internal use and reference only.
- **Need Financial Statement Controls:** One of the categories will be used to add F/S lines and print status to the new Ledger Accounts. Select this option for the category that needs to control these setting. This is normally the “Account Number” category.
- **Number Length:** Enter the number of characters the category will occupy in the account number. Keep this number to a minimum so the account numbers do not grow too large.

For example, if this category is the Department section and you only have a total of five departments then this number length would be 1, because all of the department numbers are only one digit in length. If you would prefer the department numbers to be listed as 01, 02, etc., this field would then be 2.

- **Use Number Separator:** When adding master accounts, you can specify a number separator. If this check box is selected, the system will also allow you to define the separator character. In the example for account number 850-85-A above, we are using number separators. If the account’s name was Postage Expense-Region 85-Dept-A, this would indicate that we are also using name separators.
- **Master Name Length:** Enter the number of character spaces for the names used in the account number for this category. If this category is Department and you are going to name all departments as Dept-1, Dept-2, etc. then the length for this field would be set to 6.

NOTE: The total master name length for all categories combined cannot exceed the 50-character limit for General Ledger account names.

- **Use Name Separator:** When adding master accounts, you can specify a name separator. If this check box is selected, will also allow you to define the separator character. If the account's name was Postage Expense-Region 85-Dept-A, this would indicate that we are also using name separators.
- **Order Number of Account Name:** When you add categories, the account numbers are created in the order that the categories are listed. This field allows you to change the order of the category names only, without affecting the order of the category numbers.

From our example above, we have three categories defined in this order, Account Number, Region, and Department. The accounts would print **850-85-A**, where **850** represents an expense account such as Postage Expense, **85** represents region 85 and **A** for department A. With this configuration, the account name would also print as **Postage Expense-Region 85-Dept-A**.

If we preferred this account to be listed as **850-85-A, Region 85-Postage Expense-Dept-A**, we would assign the category for Account Number with an **Order Number of Account Name** as 2, Region as 1, and Department as 3.

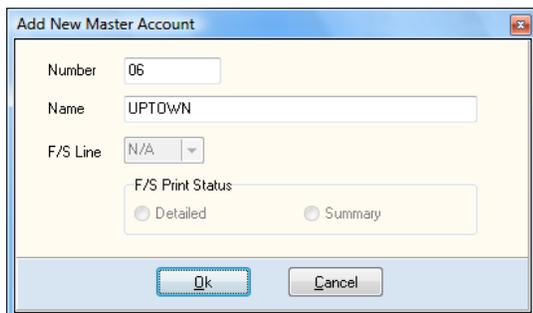
After the definition of this category completed, click **>Ok** to continue.

To edit an existing category, highlight the desired category and click **>Edit**. To delete a single category, highlight the category to delete and click **>Delete**. If you wish to delete all categories and start over, click **>Delete All**.

NOTE: Warning! Deleting a master account category will also delete all master account detail assigned to that category.

Adding Master Account Detail

To add master account detail to a specific category (i.e. Add a list of your locations to the location category), highlight your desired category and click **>Maintain Detail**.



NOTE: Categories must be defined before the system will allow you to add master accounts. If the categories are not defined, refer to **Configuring Master Accounts**.

When a category is selected, click **>New** to add master accounts to that category. In the example above, we would select category Account Number to add master account numbers 850, 860, 870, etc., category Region to add master account numbers 85, 86, 87, etc., and category Department to add master account numbers A, B, C, etc.

- **Number:** Enter the new master account number for the selected category. The system allows a maximum equal to the number of characters you specified for the account number when you configured this category.
- **Account Name:** Enter the new master account number's name. The system allows a maximum equal to the number of characters you specified for the name when you configured this category.

If the category you are using includes the option for financial report controls, you will be prompted for the following:

- **F/S Line Number:** Enter the appropriate financial statement line number for the new account. The system uses this field to determine whether an account is an Income Statement account or a Balance Sheet account. It also determines how accounts are grouped on the applicable financial statements. The way the system determines how to print the financial statements are described in detail in the **Financial Statements** section. If you do not understand how financial statement line numbers are used, please review this section before continuing.
- **Print Status:** The system uses the print status field for each account to determine whether to present the account in a summarized or detailed format on the financial statements.

- **Summarized:** Account balance is added with all other accounts sharing the same financial statement line number (and print status of Summarized). This total will print on a separate line on the financial statement. The description that prints for this financial statement line is the same as defined for the financial statement line number.
- **Detailed:** The account prints separately on the financial statement, with the unique account name and balance shown.
- For additional information and examples of the uses of the print status options, refer to the **Formatting Financial Statements** section.

After completing the definition of this master account detail. Click **>Ok** to continue.

Editing and Deleting Master Account Detail

To edit an existing master account detail, highlight the desired master account and click **>Edit**.

To delete a single category, highlight the desired record and click **>Delete**.

You may optionally import and/or export existing master account detail using Windows clipboard. These import/export options are designed to work with a spreadsheet type application that uses tabbed delimited data for columns.

Saving Categories and Master Account Detail

The Ledger Master Account system uses a universal update method. This means that individual changes are not saved until you select **>Save All Changes**. Due to the nature of this type of updating, only one user should update master accounts at a time.

If you wish to cancel all changes without saving, click **>Cancel All Changes**.

Ledger Master Account Methods

After configuring your master account categories and defining your master account detail, you must decide how you wish to integrate these master accounts into your system. There are two methods to choose from.

The first method builds an access list of all available master account combinations, but does not add these accounts to the existing chart of accounts. Any request for an account that exists in the Master Account Access List, but that is not yet available in the chart of accounts, will trigger the master account system to seamlessly create the requested account. This method builds a shorter chart of accounts since accounts are added from the Master Account Access List only as they are requested. To implement this method, click **>Build Access List**.

The second method immediately adds all available master account combinations to the existing chart of accounts. To implement this method, click **>Add all to Ledger**.

Print Master Account Listing

To print a listing of all Master Account Categories and Account Detail, click **>Print Listing**.

Maintain Recurring Entries

This section explains how to define and maintain automatic recurring and reversing entries. Recurring and reversing entries are journal entries that you repetitively post for each accounting period.

With this option you add the entry once. The entry is then posted each time you perform the **Post Recurring Transactions** option.

To access the Maintain Recurring Entries feature, click **>Maintain Lists >General Ledger >Recurring Entries**.

Adding a Recurring Entry

To add a new recurring entry, click **>New**.

Company/Job	Account No.	Account Name	Debit	Credit
▶ 00	100000	Cash in Checking		\$10,000.00
00	132000	Inventory	\$10,000.00	
2 Line(s)		Balance	[\$0.00]	
			\$10,000.00	\$10,000.00

The system will prompt you for the following:

- **Number:** Enter the new recurring entry number.

NOTE: This is the number referred to when prompted for the beginning and ending entry number as you post recurring or reversing journal entries through **Post Transactions**. This field allows you to assign a unique number to each entry.

- **Reference:** Enter the new recurring or reversing entry reference number. The number you enter here is the reference number posted to the General Ledger each time you perform the automatic posting.
- **Posting Period:** Select the posting frequency for the recurring or reversing entry - **Monthly**, **Quarterly**, or **Yearly**.
- **Entry Description:** Enter the description for the entry. If you leave this field blank, the system will use Recurring Entry as the description. If you wish to enter additional descriptive information, click **>Add Description** or press **[F4]** and enter the additional description.
- **Last Recurring Post Date:** Enter the date the recurring entry was last posted. This field will be automatically updated each time the entry is posted.
- **Last Reversing Post Date:** Enter the date the reversing entry was last posted. This field will be automatically updated each time the entry is posted.

- **Reversing Entry:** Select this check box if the entry is to be a recurring reversing entry.

Edit Journal Entry

Click this button to add or change the General Ledger account distribution for the entry. Each line of the journal entry distribution will contain a company number, account and amount.

If you have the **Master Data** set to allow multiple-company ledger input, or have Job Cost available, the **Ask Company**, **Ask Job**, and **Current Company** buttons will be active.

- Click **>Ask Company** if you want to enter multiple company ledger transactions.
- Click **>Ask Job** if you want to allocate an entry to a job.
- Click **>Current Company** if the entries are for the current company only.

If you click **>Ask Company** or **>Ask Job**, the system will allow you to change the company ID or job number for each journal entry leg.

The following is an example of a multiple company journal entry. Assume you have a Company 00 and a Company DS. Company 00 represents the main company and pays all bills for Company DS.

If you were to record a journal entry for rent for Company DS, you would enter it as shown below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The following shows how the system actually makes the journal entries for the example.

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two companies for you through the intercompany account.

For additional details on allocations to jobs, please refer to the CertiflexDimension Job Cost User's Guide.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press **[F5]**. To display a list of General Ledger accounts, press **[F6]**.
- **Debit/Credit Amount:** Enter the current journal entry amount in the correct field.
- **Accept:** Click **>Accept** to validate the entry leg.
When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.
- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

Once the journal entry is balanced, click **>Save** to validate and save the journal entry.

Edit Amounts Only

This allows you to change dollar amounts only on journal entry legs, not accounts or descriptions.

Clear Journal Entry

This will clear all journal entry legs for the current entry.

After entering all information for a recurring entry, click **>Save** to update and return to the main recurring entry screen.

Changing a Recurring Entry

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to change in the **Recurring Entry** field or highlight the entry in the list. Click **>Edit** to change the recurring entry. For detailed information on each field displayed, refer to the **Adding a Recurring Entry** section.

Deleting a Recurring Entry

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to delete in the **Recurring Entry** field or highlight the entry in the list. Click **>Delete** to delete the selected recurring entry.

Copying a Recurring Entry

When the Maintain Recurring Entries screen is displayed, enter the recurring entry number to copy from in the **Recurring Entry** field or highlight the entry in the list that you wish to copy. Click **>Copy** to copy the selected entry. The system will prompt for the new recurring entry number to copy the information to.

Maintain Percentage Entries

This section explains how you define and maintain the automatic percentage entries. Percentage entries are journal entries that you continuously post for each accounting period, but the amounts differ each period depending on the balance (monthly, quarterly, or yearly) of any given account.

Examples would be a recurring accrual of compensation expense as a percentage of sales, or a recurring accrual of workman compensation expense as a percentage of payroll expenses by department.

With this option you add the entry once, then the entry is posted each time you perform the **Post Percentage Entries** option.

To access the Maintain Percentage Entries feature, click **>Maintain Lists >General Ledger >Percentage Entries**.

Adding a Percentage Entry

To add a new percentage entry, click **>New**.

Company/Job	Account No.	Account Name	Debit	Credit
00	100000	Cash in Checking	100.0000%	
00	115000	Certificates of Deposit		50.0000%
00	110000	Short Term Investments		25.0000%
00	163000	Furniture and Fixtures		25.0000%
4 Line(s) Balance			[0.0000%]	100.0000%

The system will prompt you for the following:

- **Number:** Enter the new percentage entry's number.

NOTE: When you post the percentage entries through **Post Transactions**, the system will prompt you for a beginning and ending entry number. The system is referring to this number. This field allows you to assign a unique number to each entry.

- **Reference:** Enter the new percentage entry's reference number. The number you enter is the reference number posted to the General Ledger each time you perform the auto posting.
- **Posting Period:** Select the posting frequency for this percentage entry - **Monthly, Quarterly, or Yearly**.
- **Based On:** Select what you want this percentage entry to be based on.

- **Fixed Amount:** Select this option if you want the system to ask you for the dollar amount to base the percentage entry on.
- **MTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Month-to-Date balance of the assigned account.
- **QTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Quarter-to-Date balance of the assigned account.
- **YTD Account Balance:** Select this option if you want the system to ask you for the account to base the percentage entry on. When you post percentage entries, the system will base the percentage for this entry on the Year-to-Date balance of the assigned account.
- **Ask at Post Time:** Select this option if you want the system to ask you for the amount to base the percentage entry on at the time you post percentage entries.
- **Amount/Account:** If this percentage entry is based on **Fixed Amount**, the system will prompt you for the dollar amount. If this percentage entry is based on the **MTD, QTD, or YTD Account Balance** or on **Ask at Post Time**, the system will prompt you for the account to base the percentage entry on.
- **Entry Description:** Enter the description for the entry. If you leave this field blank, the system will use Recurring Entry as the description. If you wish to enter additional description information, click > the Additional Description option or press F4, and enter the additional transaction description.
- **Last Entry Post Date:** Enter the date this percentage entry was last posted. As this percentage entry is posted to the system, the system will update this field automatically.

Edit Journal Entry

Click this button to add or change the General Ledger Account Distribution for this entry. Each line of the journal entry distribution will contain a company number, account and percentage amount.

If you have the **Master Data** set to allow multiple-company ledger input, or if you have Job Cost available, the **Ask Company, Ask Job, and Current Company** buttons will be active.

- Click **>Ask Company** if you want to enter multiple company ledger transactions.
- Click **>Ask Job** if you want to make an entry to a job.
- Click **>Current Company** if the entries are for the current company only.

If you click **>Ask Company** or **>Ask Job**, the system will allow you to change the company ID or job number for each journal entry leg.

Following is an example of a multiple company journal entry. Assume you have a Company 00 and a Company DS. Company 00 represents the main company and pays all bills for Company DS.

If you were to record a journal entry for rent for Company DS, you would enter it as shown below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		62.00%
DS	820000 Rent	62.00%	

The following shows how the system actually makes the journal entries for the example.

ID	Account	Debit	Credit
00	100000 Cash on Hand		62.00%
00	140000 Intercompany	62.00%	
DS	140000 Intercompany		62.00%
DS	820000 Rent	62.00%	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two companies for you through the intercompany account.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit Amount:**
Credit Amount: Enter the current journal entry leg's percentage in the correct field.

- **Accept:** When an amount is entered, click **>Accept** to validate the entry leg.

When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.

- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **>Save** to validate and save the journal entry General Ledger account distribution.

Edit Amounts Only

This allows you to change the percentage amounts only on journal entry legs, not the accounts or descriptions.

Clear Journal Entry

This will clear all journal entry legs from the current entry.

Once you have entered all the information for a recurring entry, click **>Save** to update your entry and return to the main percentage entry screen.

Changing a Percentage Entry

When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to change in the **Percentage Entry** field, or highlight the entry in the percentage entry list. Click **>Edit** to change the selected entry. For detailed information on each field displayed, refer to the **Adding a Percentage Entry** section

Deleting a Percentage Entry

When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to delete in the **Percentage Entry** field, or highlight the entry in the percentage entry list. Click **>Delete** to delete the selected entry.

Copying a Percentage Entry

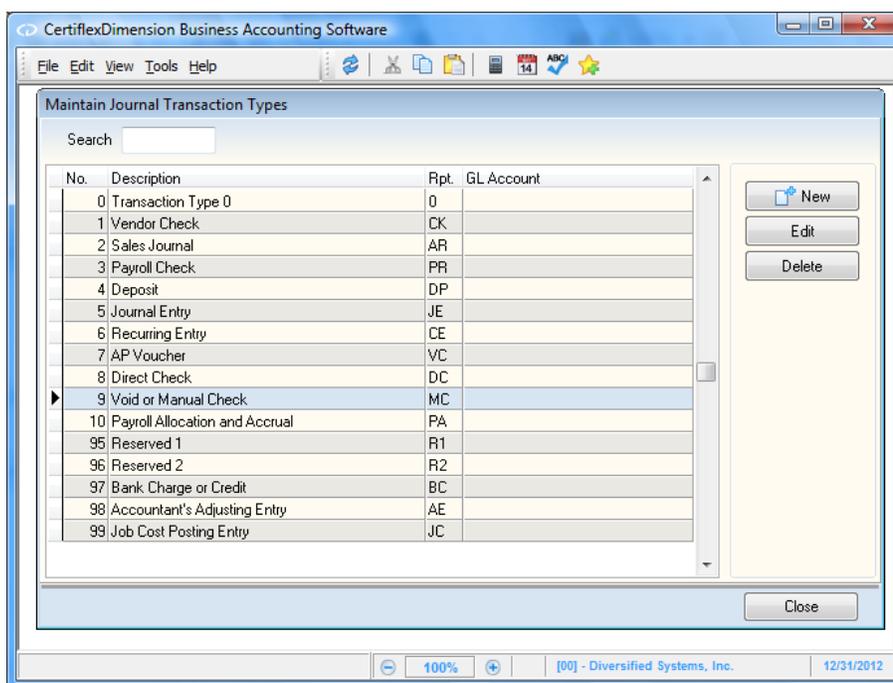
When the Maintain Percentage Entries screen is displayed, enter the percentage entry number to copy from in the **Percentage Entry** field, or highlight the entry in the percentage entry list that you wish to copy. Click **>Copy** to copy the selected entry. The system will prompt you for the new percentage entry number to copy the information to.

Maintain Journal Transaction Types

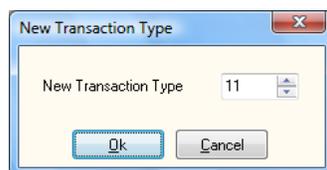
The system uses transaction types when you post ledger transactions. The system also uses transaction types to group like transactions together. You are allowed to define up to 99 different transaction types.

To access the Maintain Transaction Types feature, click **>Maintain Lists >General Ledger >Journal Transaction Types**

Adding a Transaction Type

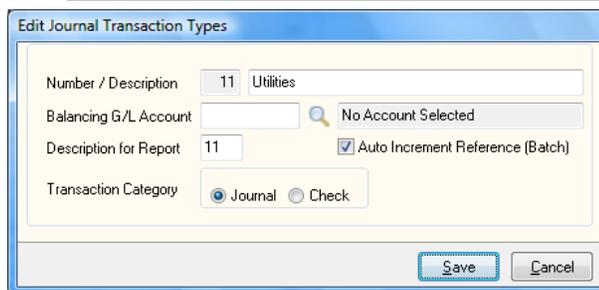


To add a new transaction type, click **>New**. The system will prompt you for the following:



- **Number:** Enter a new transaction type number between 11 and 94. The system will then display the **Edit Journal Transaction Types** window.

NOTE: Transaction types 1 through 10 and 95 through 99 are reserved by the system.



- **Description:** Enter the description for this transaction type. This is the description you will see on the transaction type listing screens.
- **Balancing G/L Account:** If you want a balancing General Ledger account assigned to this transaction type, define that account here. The default account is used when you choose to balance journal entry transactions.

If you do not want a default General Ledger account assigned to this transaction type, leave this field blank.

- **Description for Reports:** This field is used in the detailed General Ledger reports as an abbreviation for the transaction type.
- **Transaction Category:** Each transaction type must be set to one of two categories: **Journal** or **Check**. Check the appropriate category for this transaction type.

Transaction types assigned to a **Journal** category will print on the General Journal report. Transaction types assigned to the **Check** category will print on the Check Register report.

For these reports to print the correct transaction type information, be sure you assign the new transaction type to the correct category.

- **Auto Increment Reference (Batch):** Select this check box if you want the system to automatically increment non-check reference numbers during batch transaction entry.

Once the information is defined, click **>Save** to validate and save the new transaction type.

Changing a Transaction Type

When the Maintain Transaction Types screen is displayed, enter the transaction type number to change in the **Transaction Type** field. When a valid transaction type number is entered, the system will display the transaction type's information. For detailed information on each field displayed, refer to the **Adding a Transaction Type** section.

NOTE: When you change transaction types 1-10 and 95-99, the system will only allow you to change the **Transaction Description**, the **Default General Ledger Account**, and the **Description for Batch** fields. Transaction types 1-10 and 95-99 are preset and required by the system.

If you change the **Transaction Description** for transaction types 1-10 or 95-99, you will not change the transaction type's function. For example, if you changed the description for transaction type 1 from Vendor Checks to Deposits, the system will still treat transaction type 1 as vendor checks; however, vendor check descriptions printed on the check registers will say Deposits.

You may wish to change the **Transaction Descriptions** of transaction types 1-10 or 95-99 to more closely match your terminology.

Deleting a Transaction Type

When the Maintain Transaction Types screen is displayed, enter the transaction type number to delete in the **Transaction Type** field. When a valid transaction type number is entered, the system will display the information for the selected transaction type. Click **>Delete**.

NOTE: The system will not allow you to delete transaction types 1-10 or 95-99.

Format Financial Statements Overview

The CertiflexDimension General Ledger program is unique in that the structure of the financial statements is entirely independent of the chart of accounts numbering scheme. In most accounting software, you are required to assign account numbers in a way that defines an account's type (Current Assets, Liability, etc.) and determines where the account will print on the financials.

The CertiflexDimension Standard Report Generator allows for complete flexibility, providing fully customizable financial statement report types, line listings and grouping files. You can define the chart of accounts in whatever manner you like. Financial statement presentation is controlled elsewhere. This means that you can use the existing chart of account numbers when you use CertiflexDimension General Ledger, or you can redesign the numbering scheme to take advantage of other special features in the system, such as departmentalization.

Formatting the Balance Sheet, Income Statement, and Statement of Cash Flows in the CertiflexDimension General Ledger system can be as simple or as complicated as your circumstances and professional preference dictate. When you begin using the CertiflexDimension General Ledger system, you are provided with standard formats for each of these statements (via the standard financial statement line number listing and standard financial statement grouping files, which are discussed below). Using these standard formats is the simplest method.

You can customize these formats by defining your own financial statement lines and groupings. Between the two extremes is a middle ground, wherein you make changes to the standard formats without scrapping them entirely.

The majority of CertiflexDimension General Ledger users can use the standard format without having to make many changes to it. This is because the standard format is designed to cover a wide variety of report situations. Also, you can determine the financial statement line number and print status that is assigned to each ledger account. The ability to define these two items (discussed in detail below), plus the comprehensive nature of the standard format, makes the system suitable for most of your needs.

While CertiflexDimension financial statements are completely customizable, more harm than good could come from attempting to make multiple adjustments to your financial statement formats before you have a full, working comprehension of the system. Therefore, we strongly recommend using the standard default formats before making any significant alterations to the structure of your financial statements. This will save you a great deal of time and effort in both initial definition and future usage.

Financial Statement Formatting Considerations

It is extremely important to understand how financial statement formatting is accomplished in CertiflexDimension General Ledger. The purpose of this section is to familiarize you with how this function works.

There are four initial considerations that determine how the format of the Balance Sheet and Income Statement will print. These four components are interrelated, and are discussed below:

- **The list of available financial statement line numbers:** Financial statement line numbers determine how accounts are grouped on the financial statements. The system comes with a standard list of financial statement line numbers, a copy of which is in the **Standard Sample Listing** section. You can make changes to this standard list if necessary. You can also create your own list of financial statement line numbers from scratch.

NOTE: If you create a new financial statement line number file, you might also need to create a new financial statement groupings file to accommodate it. Remember to take advantage of the auto-format financials option located in **Maintain Financial Statement Lines** when you are done adding your financial statements lines.

- **The financial statement line numbers assigned to each account:** Each ledger account must be assigned a valid financial statement line number. You are asked for the financial statement line number each time you add a new account to the chart of accounts. How you assign these numbers will determine what accounts are grouped together on the Balance Sheet and Income Statement and in what order the groupings are printed. You can assign any number of General Ledger accounts the same financial statement line. Conversely, you do not need to use all the financial statement line numbers to produce a complete financial statement.

For example, if you have five cash accounts, you would probably assign each of them to the financial statement's Petty Cash line number (line 30 in the standard list). If you do not have Inventory related accounts, you would probably not have any accounts assigned to the financial statement's Inventory line number (line 80 in the standard list). All of this holds true whether you are using the standard list of financial statement line numbers, have made changes to the standard list, or generated your own list of financial statement line numbers.

- **The print status you assign to each account in the chart of accounts:** In addition to assigning a financial statement line number to each account, the system also prompts you to define an account's financial statement print status as either **Detailed (D)** or **Summarized (S)**. The print status determines whether accounts with the same financial statement line number are listed individually (each one's account name and balance listed) or summarized (balances are added together and printed with the financial statement line number description as the caption).

For example, suppose we have checking accounts at five banks and a different General Ledger account number on the chart of accounts for each one. We set each of these five accounts to the financial statement line number associated with Petty Cash (line 30 in the standard list) and give each one a print status of S (Summarized). The balance in each account is \$1,000.00. The information for these five accounts appears on the Balance Sheet as:

Petty Cash	\$5,000.00
------------	------------

Given the same example except that each account has a print status of D (Detailed), the Balance Sheet would show:

Cash - Bank A	\$1,000.00
Cash - Bank B	\$1,000.00
Cash - Bank C	\$1,000.00
Cash - Bank D	\$1,000.00
Cash - Bank E	\$1,000.00

Regardless of the print status, accounts with the same financial statement line numbers are listed together on the financial statements.

- **The financial statement groupings that are defined:** The system includes a financial statement groupings file that gives the system more detailed information about how the Balance Sheet and Income Statement are formatted. You can define up to 9,999 groupings for each financial report.

Each grouping is a collection of financial statement line numbers or ledger accounts. As mentioned previously, the system comes with a standard grouping file defined. This standard grouping file uses the financial statement line numbers in the standard list, and is listed in the **Standard Sample Listing** section. You can make changes to the standard grouping file as well as the standard financial statement line number file. You do not need to do anything to use the standard grouping file, as the system will define it for each new company automatically.

If you used the standard list of financial statement line numbers and the standard grouping file to print the Balance Sheet and Income Statement and you determine that they are not printing exactly as you want, how can you make changes so that the financial statements will print as desired?

Making Changes to Financial Statement Printing

If you determine that some changes are required to meet your needs, you should do the following:

- **Make sure you have used the standard formats correctly:** First, make sure that you have assigned the most logical financial statement line number to each account in the chart of accounts so that the accounts are grouped properly on the Balance Sheet and Income Statement.
Second, make sure that you used the print status specification on each account (Detailed or Summarized) to your best advantage. For example, if the statements are showing too much or not enough detail, the problem is most likely the print status you assigned to individual accounts.
If you determine that you would like to change the financial statement line number or print status on one or more accounts, all you have to do is change it and reprint the financial statements. You can change this data and reprint the financial statements at any time.
- **Make changes to the financial statement line listing, the groupings file, or both:** The most common change you will make to the standard grouping file for a company is to change grouping headings and sub-total or running total captions. If you need to, you can change the financial statement line numbers included in what groupings, add your own groupings, or even change the grouping file completely.

- **Create your own financial statement line number listing and grouping file from scratch:** There is normally only one circumstance that would cause you to go to this step. No matter how you change the standard grouping file or the standard line number file for a company, you cannot get the financials to look the way you want them. In short, you need a completely customized list of financial statement line numbers and groupings.

To do this, select the option to create a financial statement line file from scratch for the company currently loaded. Then select the option to create a financial statement grouping file from scratch. You must define all financial statement line numbers you want to use, plus format the financial statements by defining all financial statement groupings. You must perform these steps for each company that is to have a custom financial statement line number and grouping file. You may still use the standard for any other company you wish, as changes made in this program will only affect the formats of one company at a time.

Recap - Formatting Financial Statements

When you create each company's ledger files, the system will automatically assign the financial statement formats via a financial statement line listing file, a financial statement grouping file, and a financial statement reports file. If the company's ledger files are created from scratch, it is given the files for the standard financial statement formats. If the feature to copy an existing chart of accounts to a new company was used, the new company is given the same financial statement formats as the company used to copy from.

The system uses the following components to determine how the financial statements are printed:

- The financial statement line listing
- The financial statement line number assigned to each account in the chart of accounts
- The print status assigned to each account in the chart of accounts
- The financial statement groupings file
- The financial statement reports file
- The financial statement types file

These components (except for the types file) may be totally unique for each of the company's files, if necessary.

We recommend that you initially use the standard financial statement formats included in the system. If changes are necessary, try to keep them as simple as possible until you become familiar with all the features in the system.

If you need or want to design a new financial statement or make changes to an existing report, there are three components that make up how the report prints.

- The column definitions are controlled by the types file. The types file specifies what type of information will print in each column. For example, the types will specify a column as a text information column, Year-to-Date amounts column, variance percentage column, etc.

- The title of the report and how the title is displayed and the footnotes that print on the report and how they are displayed and controlled by the reports file.
- The information that is printed for each row is controlled by the groupings file. The groupings file tells the system whether to print a title, a total, a sub-total, or whether to group financial statement line numbers or accounts together for dollar amount printing.

When designing or working on an existing report, we recommend that you sketch out how you want the report to look and map out where the amounts are coming from. If you have the report sketched on paper before you start on the system, it can save you some frustrations and definition time.

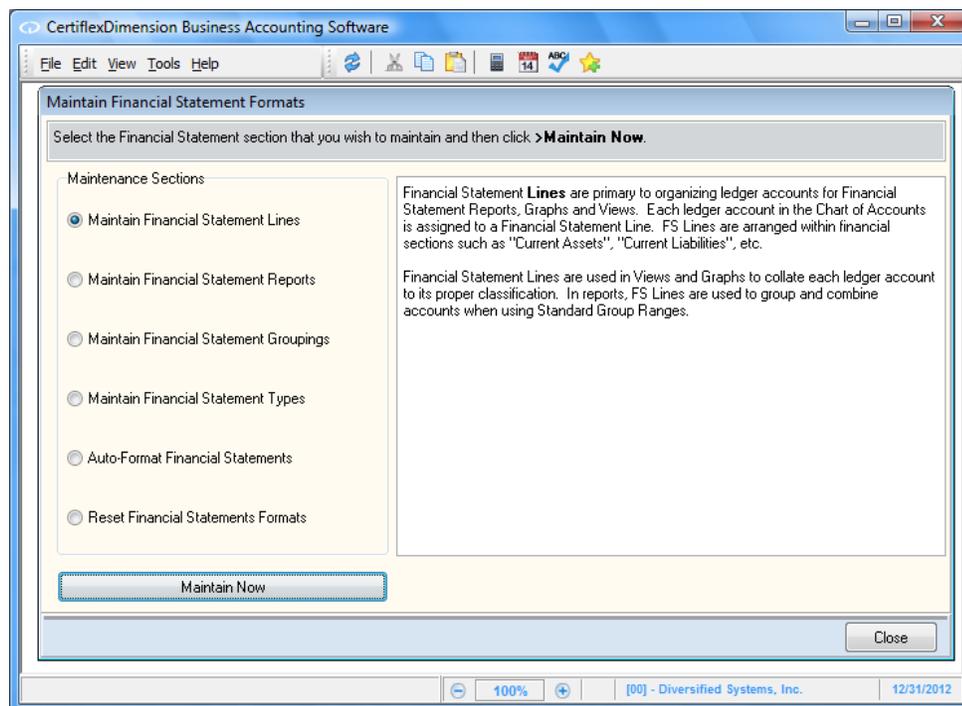
When defining a financial statement report from scratch, we also recommend that you define the types file first, then the reports file, then the groupings file, and then make changes, if necessary, to the line number file.

Maintain Financial Statement Formats

All options for maintaining Financial Statement formats are located in one application. To access the Financial Statement format options, click **>Maintain Lists >General Ledger >Financial Statement Formats**.

The **Maintain Financial Statement Formats** program is made up of six sections:

- **Maintain Financial Statement Lines**
- **Maintain Financial Statement Reports**
- **Maintain Financial Statement Groupings**
- **Maintain Financial Statement Types**
- **Auto-Format Financial Statements**
- **Reset Financial Statement Formats.**



Select the desired **Maintenance Section** and click **>Maintain Now**.

Financial Statement Lines

A standard set of financial statement line numbers is provided for you when you begin using the CertiflexDimension General Ledger. When you create a company, the system will also assign financial statement line numbers and grouping files for the new company which will tell the system how the company's financial statements are to print. The system will normally assign the standard (default) financial statement line and grouping files for the new company, unless you are copying an existing chart of accounts to a new company and desire to use another company's special format.

As explained in the previous section, the list of available financial statement line numbers is used with the financial statement grouping file to determine how financial statements are formatted. Among other things, the grouping file defines the meanings of groups of financial statement lines.

For example, in the standard grouping file, grouping number 70 is defined "Current Assets" and includes financial statement lines 30-90. Therefore, you must be careful when adding or changing financial statement lines to ensure that you do so within the parameters of the existing grouping file (or change the grouping file, if necessary). In short, the two work together, so be careful when changing either one.

Before we describe the mechanics of changing a financial statement line, a general explanation of the use of financial statement lines is first.

How Financial Statement Lines Are Used

The CertiflexDimension General Ledger system uses the financial statement line numbers you assign to each account in the chart of accounts to determine how to group accounts on the financial statements.

Once the list of financial statement line numbers is set, you must determine what accounts to assign to what line numbers. (The financial statement line number is asked each time you define a new account to the chart of accounts.)

There is no limit to the number of accounts you can assign to the same financial statement line number. You can also have financial statement lines defined that have no accounts assigned to them. Let's show two examples, assuming you have decided to use the standard list.

- **Example 1**

On the standard list, line number 30 is Petty Cash. The company maintains five checking accounts. When defining the accounts in the chart of accounts, we could specify line 30 as the financial statement line number for each of the five checking accounts.

- **Example 2**

Line 60 in the standard list is Marketable Securities. The company has no accounts that fit this category, so no account in our chart of accounts is assigned a financial statement line number 60. There is no need to delete this line number from the standard list simply because we do not use it, unless we want to use line 60 for something else. If we did give another name to line 60 and assigned accounts to it, their balances would be in the Current Assets section between Savings & Certificates of Deposit (line 50) and Accounts Receivable (line 70).

In the standard grouping, all accounts with the same financial statement line numbers are grouped together on the financial statements. Whether accounts with the same financial statement line numbers are listed individually or are summarized on one line depends on the print status (D for detailed or S for summarized, specified at the time the account is defined).

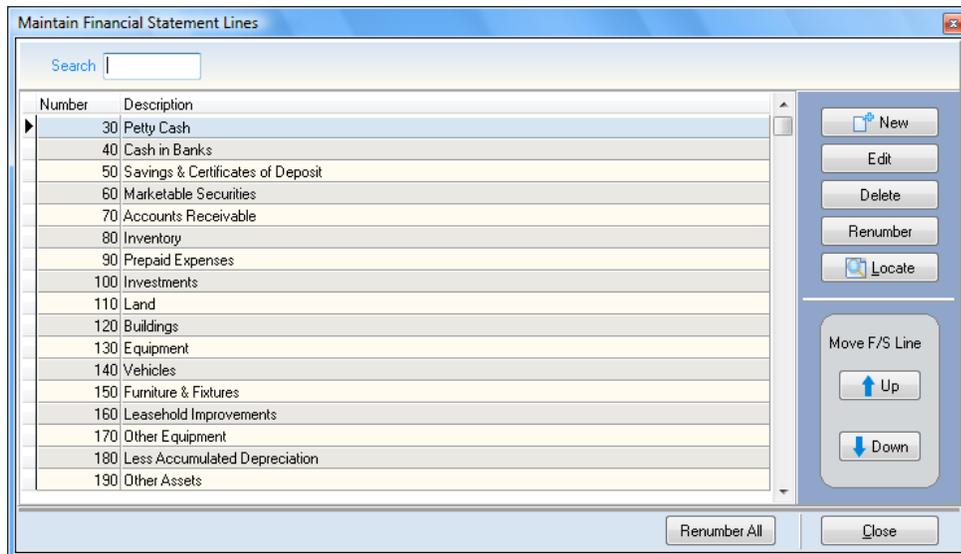
For instance, in Example 1 above, we have five checking accounts all assigned to Petty Cash, financial statement line number 30. If every one of these accounts had S (summarized) as its print status, the Balance Sheet would print Petty Cash followed by the total of the balances in the five accounts.

On the other hand, if every account had D (detailed) as its print status, each one would print separately with its account name and balance, but they would all print together before anything else on the Balance Sheet (since financial statement line 30 is the first line number on the standard list). This would be true even if the accounts involved were spread throughout the chart of accounts. Accounts that share the same financial statement line number do not have to be grouped together in the chart of accounts.

NOTE: You can change the list of financial statement lines, the grouping file, an accounts' financial statement line number or its print status at any time.

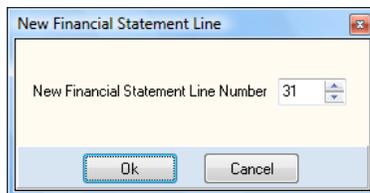
If you have multiple accounts assigned to the same financial statement line number and each account has a print status of Detailed (D), the accounts will print together on the financials in account number order.

To maintain financial statement lines, select **>Maintain Financial Statement Lines** option and then click **>Maintain Now**.

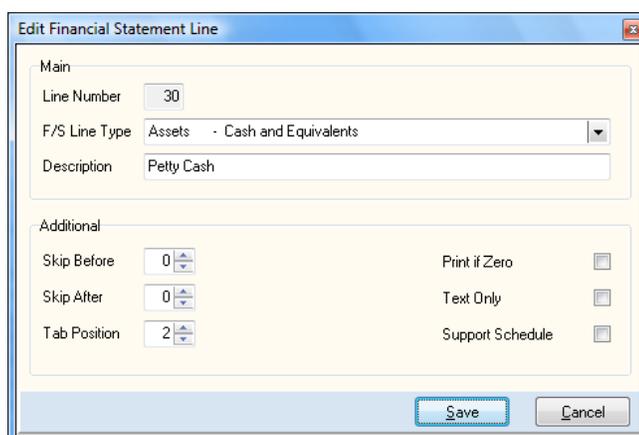


Adding a Financial Statement Line

To add a new financial statement line, click **>New**. The system will prompt you for the following:

A dialog box titled "New Financial Statement Line" with a close button in the top right corner. It contains a text input field labeled "New Financial Statement Line Number" with the value "31" and a small up/down arrow icon to its right. At the bottom, there are two buttons: "Ok" and "Cancel".

- **Line:** Enter a new financial statement line number and click **>Ok**.

A dialog box titled "Edit Financial Statement Line" with a close button in the top right corner. It is divided into two sections: "Main" and "Additional".
The "Main" section contains:
- "Line Number": 30
- "F/S Line Type": Assets - Cash and Equivalents (dropdown menu)
- "Description": Petty Cash (text field)
The "Additional" section contains:
- "Skip Before": 0 (spin box)
- "Skip After": 0 (spin box)
- "Tab Position": 2 (spin box)
- "Print if Zero":
- "Text Only":
- "Support Schedule":
At the bottom, there are two buttons: "Save" and "Cancel".

- **F/S Line Type:** Select the type that best classifies the financial statement line. The F/S Line types are used extensively in auto-formatting financials and printing of financial graphs and views.
- **Description:** Enter the description for the new financial statement line number. The description you enter here will print on the financial statements for any account assigned to this financial statement line number with a print status of summarized.

If the description you enter is the same as an account number name, you can have the system pull that name for you automatically. Simply press the period and type the account number and the system will automatically insert that account's name.

- **Skip Before:** Select the number of lines you want skipped on the financial report BEFORE this financial statement line number. You can use this option to place extra lines between the other financial statement line numbers. This is beneficial in creating a customized financial statement.

If you select 99, it indicates to the system that you want the line number to begin printing on a new page.

- **Skip After:** Select the number of lines you want skipped on the financial report AFTER this financial statement line number. You can use this option to place extra lines of space between the other financial statement line numbers. This is beneficial in creating a customized financial statement.

If you select 99, it indicates to the system that you want the line number to begin printing on a new page.

NOTE: The lines you enter for **Skip Before** and **Skip After** are for this line number only. If this line number is used in a grouping that also has skip lines associated with them, the system will skip those lines in addition to the lines you specify here.

- **Tab:** This option allows you to define the tab position for this financial statement line number's description on the financial statements. For customizing the financial statements, you can assign tab positions for selected financial statement lines to indent the description for visual groupings.

Using a tab position of zero will left justify the description. The tab position you assign here only affects the financial statement line's description. The dollar amount associated with this line will remain in its proper column.

The maximum input here is the number of character positions the reports file will support for the description type column.

NOTE: This tab position number is added to the tab position for the financial statement line's grouping. Normally you will customize the tab position in the grouping file and leave the tab position for the financial statement line number set to 0.

- **Print If Zero:** Select this check box if you want the system to print this line number's information even if the line number's balance equals zero.
- **Text Only:** Select this check box if you want this financial statement line number to be used for text purposes only. You can use text only lines as section headings, additional descriptions for a prior line, etc.

NOTE: The system will not allow you to assign accounts to a text only financial statement line number. If you have accounts assigned to a line number and you change the line number to **Text Only**, the financials may go out of balance.

- **Support Schedules:** Select this check box if you want this line number to be included on the default supporting schedule reports.

Changing a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number you wish to change from the F/S Line listing and click **>Edit**. The system will display the information for the selected line. For detailed information on each field displayed, refer to the **Adding a Financial Statement Line** section.

Deleting a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number to delete from the **F/S Line** the F/S Line listing. The system will display the information for the selected line. Click **>Options** and then click **>Delete This F/S Line**.

NOTE: Before deleting any financial statement line, you should first make sure that none of the ledger accounts are assigned to that financial statement line number. You will not be able to obtain financial statements if any ledger accounts are defined with an invalid (non-existing) financial statement line number.

It is not necessary for you to delete financial statement lines for those lines that have no General Ledger accounts assigned to them.

Renumbering a Financial Statement Line

When the Maintain Financial Statement Lines screen is displayed, select the line number to renumber from the F/S Line listing. The system will display the information for the selected line. The system will allow you to renumber lines in two ways. You can renumber a specific line to a new number or you can renumber all the lines.

If you need to renumber the current line to a new line number, click **>Renumber**. The system will prompt you for the new line number.

If you need to renumber all lines, click **>Renumber All**. The system will prompt you for the first line number to use, in what increment to renumber the lines, and what line number represents the first Income Statement line number. This option is used when you need to insert new lines, but do not have available line numbers between existing lines.

NOTE: If you renumber all financial statement lines, the system will give you the option to automatically renumber the financial statement lines defined on the ledger accounts also. However, you may need to modify the groupings for those groupings using the financial statement line numbers that were renumbered.

Moving a Financial Statement Line

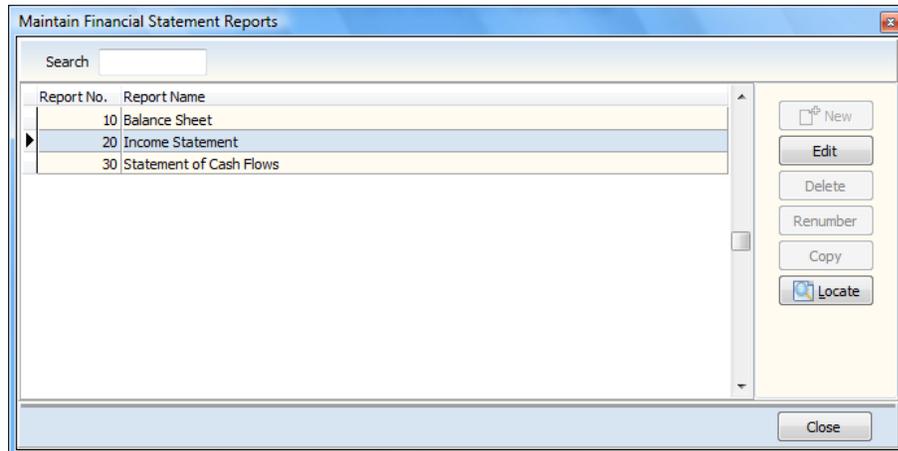
When the Maintain Financial Statement Lines screen is displayed, select the line number to move. Then click **>Up** or click **>Down** until the selected line reaches the desired location.

Financial Statement Reports

Use financial statement report files to define how and where the heading and footnote information will print on each report. The operation of this program will depend on whether you have **Advanced Financials** selected in the General Ledger Master Data.

If **Advanced Financials** is selected, the system will allow you to add, change, delete, renumber, and copy report files.

To maintain financial statement report, select **>Maintain Financial Statement Reports** and then click **>Maintain Now**.



Adding a New Financial Statement Report

To add a new financial statement report, click **>New**. Only advanced financials allow adding new reports. The system will prompt you for the following:

- **F/S Report Number:** Enter the new financial statement report number.
- **F/S Report Name:** Enter the name for this report. The name you enter here is for your use only and is used in the near match lists for identification purposes. This name will not display on the financial reports.
- **Assign Report Grouping:** Select the predefined report groupings to be assigned to the new report.

NOTE: If you choose **40 – None (Manually Add All)**, then the report’s general format will be established, but no groups will be associated. You would then have to create or copy the groupings in a separate step. See **Adding a Financial Statement Grouping** for detailed information on this process.

Line	Heading Information	Justification	Font
1	{COMPANY}	Center	
2	Balance Sheet	Center	
3	as of {LONGDATE}	Center	
4		Center	
5		Center	

Line	Footnote Information	Justification	Font
1	See Accountants' Compilation Report	Center	
2		Center	
3		Center	
4		Center	
5		Center	

- **F/S Report Type:** Select the appropriate report type for this report file. The report types are maintained in the **Adding a Financial Statement Type** section.

- **Rounding Financial Statement Line:** This field allows you to specify what financial statement line number the accumulated rounding difference should apply to for this report, if this report is rounding the amounts.

The line number you specify here must exist in the financial statement groupings that print on the financial statement reports. We recommend you select a line number that any rounding difference will not overly affect the grouping's total. Such as Owner's Equity or Capital Stock. You would not use the cash grouping line number for the rounding difference. In addition, if you use a line number that is not assigned to any accounts appearing on the financial statement or to a line number that calculates a zero balance and zero balances are being suppressed from the financial statement, the rounding difference will not appear on the financial statement, causing the financial statement to be out of balance.

- **Landscape:** Select this option if you wish to change the page orientation to landscape when this report is printed.
- **Auto Print:** Select this check box if you want the system to automatically print this report when you choose to print the financials. This allows you to group together reports that you always want to print when you print the financial statements, eliminating the need to print them individually.

Headings and Footnotes

Click the **Headings** and **Footnotes** tab to define how the headings and footnotes will print for this report.

- **Heading and Footnote Information:** The system will allow you to enter up to six lines of information with 72 characters allowed per line. If 72 characters per line is not enough for your needs, you can enter the pipe symbol (|), the shift of the backslash key on most keyboards, at the end of a line. This will cause the system to merge the line with the next line not to exceed a total print capacity of 254 characters.

The system will allow you to use keywords in the report heading and footnotes. Keywords are merge commands you can use with the heading and footnote information. When you print the report, the system will merge the appropriate responses for the keywords with the other information. For example, if we have a heading of

```
{COMPANY}
Balance Sheet
{DATE}
```

and we printed the report; the system will automatically insert the company name and the processing date for the two keywords. This lets you define one report heading and footnote shell that you can use for any company.

Available keywords include:

Keyword	Used In
{DATE}	B
{LONGDATE}	B

{YEAR}	B
{MONTH}	B
{PERIODS}	B
{LONGPERIOD}	B
{LONGPERIODS}	B
{DESIGNATION}	B, FCS
{COMPANY}	B, FCS
{CONTACT}	B, FCS
{PHONE}	B, FCS
{FAX}	B, FCS
{ADDRESSLINEONE}	B, FCS
{ADDRESSLINETWO}	B, FCS
{CITY}	B, FCS
{STATE}	B, FCS
{ZIP}	B, FCS
{MISC}	B, FCS
{FEDERALTAXID}	B, FCS
{SALESTAXID}	B, FCS
{PERIOD}	B, FCS
{NOTES1}	B, FCS
{NOTES2}	B, FCS
{NOTES3}	B, FCS
{NOTES4}	B, FCS
{NOTES5}	B, FCS
{BLANKLINE}	B
{DAY}	CL
{LMONTH}	CL
{ACTUALDATE}	CL
{PAGE}	F/S
{RUNDATE}	F/S
{TIME}	F/S
{USER}	F/S
{PRINTEXTRA}	<i>F/S - the system will print the extra text line entered in the Additional Subtitle field of the print dialog box.</i>
{PRINTTYPE}	<i>F/S - the system will print words such as Comparative or Budget when printing these types of reports. The words that will print are defined on the Adjust Titles field discussed below.</i>

{DMDATE}	<i>F/S - the system will print the current processing date instead of the period ending date.</i>
{LONGDATE}	<i>F/S - the system will print the current processing date in the long format instead of the period ending date.</i>
{DM}	<i>F/S - Used for departmental column masking. This allows you to have a multiple column financial with a different department in each column. The {DM} keyword is placed in the F/S Report field when maintaining the financial statement Reports file. Under the Masking tab, you would enter a masking for each department to include on the report.</i>

Used In

B	These keywords are available for both the financial statements and cover letters.
FCS	These keywords are maintained in the File Control System.
CL	These keywords are only available for cover letters. They are not available for financial statements.
F/S	These keywords are only available for financial statements. They are not available for cover letters.

- **Justification:** This field allows you to define the justification for each line headings and footnote line. The justification choices are:
 - **Center:** This will center the line on the page.
 - **Center 80:** This will center the line within the first 80 characters of a page. This allows for wide reports to be folded to 8½” wide and the line to be centered on the visible page.
 - **Left:** This will print the line flush left.
 - **Right:** This will print the line flush right.
 - **Right 80:** This will print the line flush right at the 80th character position.
 - **Lean Left:** This will print the line centered between the paper center and the left margin
 - **Lean Right:** This will print the line centered between the paper center and the right margin.
 - **Tab Position:** This will print the line at a specific location that you define.
- **Font:** This field allows you to define which font to use for the selected line. You can choose to use the normal font or custom fonts 1, 2, or 3. Custom fonts are described below.

NOTE: To see an example of how keywords will be presented in heading and footing, click **>Sample Heading and Footings.**

Maskings

Click the **Maskings** button to define this report to print only for accounts with common digit locations. This way you can print reports for departments.

The system will allow you to assign up to 10 different maskings per report. If you leave this section blank, the system will print for all accounts.

For example, if you need a report that will print for all accounts that have a 3 for the fifth digit in the account number, you will define **Account Mask 1** as _ _ _ _ 3 with a **Type** of **Normal**.

If you needed a report that will print all accounts except those with a 3 for the fifth digit, you will define **Account Mask 1** as _ _ _ _ 3 with a **Type** of **Filter**.

If you need a report that will print all accounts with a 3 in the fifth digit that also have an A in the sixth digit, but that do not have a 1 in the first digit, you will define the mask as follows:

Account Mask	Type	Account Mask	Type
1 3	Filter	6	
2		7	
3		8	
4		9	
5		10	

5

Ok

NOTE: The system will allow you to override the masking defined here when you print the financials.

Prefixes

A prefix is used to print as a leader phrase in front of the currently defined grouping type title for this report. You can set a prefix to print for each grouping on this report.

Prefixes are usually used in the Statement of Cash Flows report.

Fonts

- **Report Main Font:** Select the default font to use for the financial statement if a Report Font 1, 2, or 3 was not specified for the report in the Headings, Footnotes, or Groupings. This option is only available if the Master Data field **Use Advanced Financials** is selected.

- **Report Font 1:**
Report Font 2:
Report Font 3:

These are three default fonts that you can assign to each report. The Headings and Footnotes refer to these fonts, as well as the Groupings. However, the Groupings also have the option to use a specific font for each grouping that can be different from these three fonts. These three fonts should be the three most often used fonts for the report, besides the standard default font assigned to the Print Financials program itself, in **Print Reports**.

Changing a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to change and click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Report** section.

Deleting a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to delete and click **>Delete**.

Renumbering a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, select the report you wish to renumber and click **>Renumber**.

Enter the report file number to renumber in the **F/S Reports** field. When a valid financial statement report file number is entered, the system will display the information for the selected report. Click **>Options >Renumber This Report**. The system will prompt you for the new report number.

Copying a Financial Statement Report

When the Maintain Financial Statement Reports screen is displayed, enter the report file number to copy from in the **F/S Reports** field. When a valid financial statement report file number is entered, the system will display the information for the selected report. Click **>Options** and then click **>Copy This Report**. The system will prompt you for the company to copy it to and the new report number.

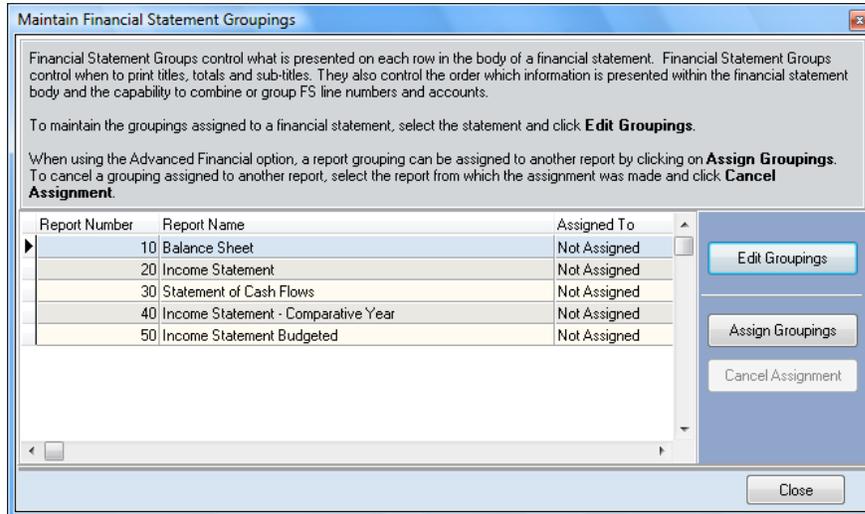
Standard Financials

If the General Ledger Master Data field **Advanced Financials** is not selected, the system will only allow you to define the report file information for the three standard financial statement reports, #10 - Balance Sheet, #20 - Income Statement, and #30 - Statement of Cash Flows. For detailed information on each field displayed, refer to the **Adding a Financial Statement Report** section.

Financial Statement Groupings

Financial statement groupings are used to assign data to print on each line of the financial statements and where the data will print. For example, a grouping can be a title of section. It can be a group of information such as Current Assets. It can be a subtotal of a grouping. Or, it can be a calculated amount of other groupings.

To maintain a financial statement grouping, select **>Maintain Financial Statement Grouping** and then click **>Maintain Now**.

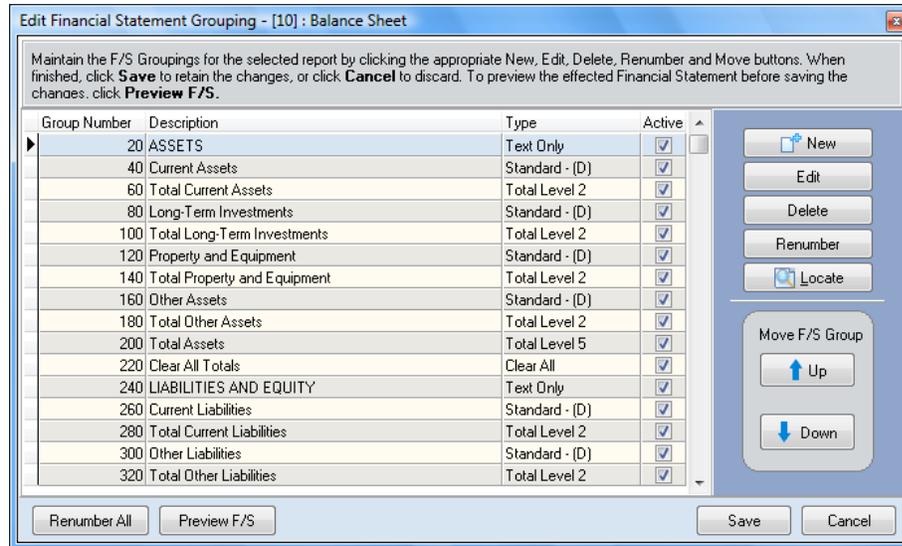


Edit Grouping

To change the grouping of a Financial Statement report, select a report and click **>Edit Grouping**.

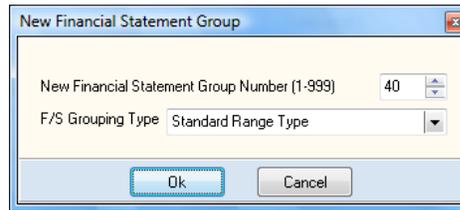
NOTE: You may optionally assign a report grouping to another report. By using this option, if you wish to add or change a grouping that will affect other reports as well, you only have to make the change once to the **Assigned To** report. Any reports that are defined to use that **Assigned To** report will automatically be changed as well. To assign a report grouping to another report, highlight the report you wish to assign and click **>Assign Grouping**. The system will give you a list of reports to choose from. To cancel an assignment, highlight the desired report and click **>Cancel Assignment**.

The Financial Statement Groupings are maintained in a batch update process. All changes and additions to groupings for a specific report are not updated until you select **>Save**.



Adding a Financial Statement Grouping

To add a new financial statement grouping, click **>New**. The system will prompt you for the following:



- F/S Group Number:** Enter the new grouping number.

The number you define here tells the system in what order to include this grouping. When printing a financial statement, the report will print the grouping information in grouping number order. We also recommend that you leave at least a range of ten grouping numbers free between the grouping numbers you add. This allows room for future growth, if needed.
- F/S Grouping Type:** This field allows you to define what type of information this grouping will print. You will usually use **Standard Range Type**, except when you are defining a report similar to the Statement of Cash Flows where each grouping is a different type.
 - Standard Range Type:** Select this type when you are grouping for a range of financial statement line numbers. This type will only group line numbers. Normally, you should use this grouping type as it allows the greatest flexibility with the least amount of formatting using the financial.

NOTE: The column amount styles used with the **Standard Range Type** are defined by the report column type (QTD Ending Balance, YTD Ending Balance, Etc.) If you need to mix multiple styles within a single column (Beginning Balance and Ending Balance), use the Specialized Amount Type described below. For more information on report column types, refer to the **Maintain Financial Statement Types File** section.

- **Heading & Description Type (Text Only):** This grouping is used for lines that are text only lines. This would include the section titles, headings, etc. No amounts will print for these lines.
- **Total Level Type:** Select this type if the grouping is to be followed by a running total or if you are clearing the running total.
- **Specialized Amount Type:** Select this type if the group is to be a specialized amount (Calculated amount, Input Value, Etc). This group type also allows you to override the column defined amount styles and is commonly used in Statement of Cash Flows formatting.
- **Special Toggle Type:** Select this type if the group is to be used to toggle dollar signs, underscores or three-column balance sheet spacing. For a full detail of using special toggles, refer to the **Special Toggle Types** defined below.

- **F/S Group Description:** Enter the name for this grouping. The information you enter here will print on the financial statement for this grouping.

Standard Additional – All Group Types

- **Tab Position:** The tab position is used to indent lines when the report is printed.
- **Percent Group:** This field is used if the current grouping should calculate a percentage based on another grouping. For example, on an Income Statement you might want the current grouping to print a percentage based on Total Sales.

- **Description Prefix:** Prefixes are used to print a leader phrase in front of the current defined grouping type title. This is especially useful in the Statement of Cash Flows report. If no prefix is needed, select **None**.
- **Skip Before:** Select the number of lines you want skipped on the financial report BEFORE this grouping line. This option is most commonly used for the top of a new section or for a totaling line, where you want to skip lines before the current line.

If you select 99, it indicates to the system that you want the current grouping to begin printing on a new page.

- **Skip After:** Select the number of lines you want skipped on the financial report AFTER this grouping. If you select 99, it indicates to the system that you want the next grouping to begin printing on a new page.

NOTE: The lines you enter for **Skip Before** and **Skip After** are for this grouping only. If this grouping will contain financial statement line numbers that also have skip lines associated with them, the system will skip those lines in addition to the lines you specify here.

- **Print if Zero:** Select this check box if you want the system to print this grouping if the grouping's calculations equal zero.
- **Active:** If you clear this check box, the system will set the grouping to inactive. The grouping is not deleted and you may reactivate it again at any time.
- **Change Font:** This button allows you to define which font to use for this grouping.
 - **Font Options:** Select to use the normal report font, custom fonts 1, 2, or 3, or to create a new font specifically for this grouping. Custom fonts 1, 2, and 3 are defined in the **Maintain Financial Statement Reports File** section. If you select "Custom Grouping Font," click **>Define Custom Font** to select the custom font.
 - **Use on Grouping Detail Lines:** Select this check box if you want the system to use the selected grouping font for the detail line information. If this check box is not selected, the system will use the selected grouping font for the grouping heading lines only.
 - **Use on Amount Columns:** Select this box if you want the system to use the selected grouping font for the amounts. If you do not select this check box, the system will use the default report font for amounts.

Additional - Standard Group Type

- **Grouping Type:** You may set a standard Group type to be either **Detailed** or **Summarized**. A standard group type set to "Summarized" will add all accumulators into a single line. A standard group type set to "Detail" will detail all accumulator lines. If accumulator lines include F/S lines that contain ledger accounts with a "Detailed" Print Status, each account will be printed. If the accumulator lines include F/S lines that contain ledger accounts with a "Summarized" Print Status, these accounts will be added together and printed with the description of the F/S line.
- **Accumulators:** The system will allow you to accumulate financial statement lines or accounts to arrive at this grouping's total.

To add a new accumulator line, click **>New**.



- **Type:** This tells the system what you will group together for this accumulator line. Select either **F/S Line Numbers** or **Ledger Accounts**.

NOTE: If the grouping is set to **Standard Range Type**, the system will only accumulate for financial statement lines. Even if you select Ledger Account, and define the ranges, the system will not accumulate for the Ledger Accounts.

- **Beginning Financial Statement Line Number (From):** Select the beginning financial statement line number or ledger account for the range of line numbers or accounts for this accumulator line. If the input is located, its description will display.
- The system WILL allow you to make an entry that does not actually exist on the company's financial statement line listing or the chart of accounts. This is so you can add new line numbers or accounts within the specified range without having to change the report formats.
- **Ending Financial Statement Line Number (To):** Select the ending financial statement line number or ledger account for the range of line numbers or accounts for this accumulator line. If the input is located, its description will display.
- The system WILL allow you to make an entry that does not actually exist on the company's financial statement line listing or the chart of accounts. This is so you can add new line numbers or accounts within the specified range without having to change the report formats.
- **Accumulator Sign:** This option tells the system how to accumulate the amounts. If you select **Use Accumulated Amounts**, when the system computes this accumulator total it will total the amount in the same sign as it was computed. If you select **Reverse Sign On Amount**, when the system computes the accumulator total it will total the amount in the opposite sign as it was computed.
- **Print Sign:** This option tells the system how to print the accumulated amount. If you select **Use Accumulated Amounts**, when the system prints this accumulator total it will print the amount in the same sign as it was computed. If you select **Reverse Sign On Amount**, when the system prints the accumulator total it will print the amount in the opposite sign as it was computed.

NOTE: Normally, the sign for an accumulator adding and printing should be the same, but in certain cases they may need to be opposite to get the desired results.

To change an existing accumulator, highlight the accumulator you wish to change and click **>Edit**. To delete an existing accumulator, highlight the accumulator you wish to delete and click **>Delete**.

Additional - Total Levels

- **Total Level:** Select a total level 1 through 50 or select to clear all total levels.

When the financial report is printed, the total level amounts (for all total levels) are increased by the amount of each grouping line. Each total level is increased by the same amount. The only difference between total levels 1-50 is what happens to them after they are printed or cleared.

Unless a total level is printed or cleared, it will continue to add the amount of each grouping line to its previous total as groupings are encountered. Therefore, depending on how much of the current report's amounts you want included in a total, you should select a total level that was cleared immediately prior to the grouping that should be included in that total.

NOTE: If you assign the Net Income grouping of the Income Statement a total level of 50, the Retained Earnings Statement groupings will not print percentages in the percentage column.

To help illustrate this, suppose that total levels are adding machines and we have 50 adding machines sitting side-by-side on a table. When the system totals a grouping, the system will enter that amount on all 50 adding machines. For example, suppose the total for the first grouping is \$100. The system enters \$100 on all 50 adding machines. The next grouping total is \$50. The system enters \$50 on all 50 adding machines. Now, all 50 adding machines have a total of \$150. Let's say at this point we have a grouping that prints and clears a total. For this, we chose total level 10 (adding machine number 10). The next grouping our system totals is for \$200. The system enters \$200 on all 50 adding machines. Now, adding machines 1-9 and 11-50 have a total of \$350 and adding machine 10 has a total of \$200 because we cleared adding machine number 10 in the last grouping.

- **Print Currency Sign:** Select this check box if you want the system to print the currency sign for the total level if the total level is defined to print an amount.
- **Switch Amount Sign:** Select this check box if you want the system to change the normal print sign for the total level to its opposite sign, if the total level is defined to print an amount. This is useful when you want sales amounts to print as a positive number even though they are typically credit amounts.

- **Print Status:** This section allows you to define what the system should do with this total level when it is encountered. The system will allow you to define this total level to print its total and then clear the total level's balance to zero, to clear the total level's balance to zero but not print the total, or to print the total level's balance but not clear the total level. The last option gives you the ability to print sub-totals.
- **Underscore:** This section allows you to define the underscore printing conventions for this total level, if the total level is defined to print an amount. The system will allow you to select no underscore printing, single underscore printing, or double underscore printing.

Additional - Specialized Amount Types

- **Grouping Type:** Select the specialized grouping type from the following:
 - **Net Activity in Accounts:** If you use this type, the system will calculate the net activity in all accounts and financial statement lines specified. Net activity refers to the difference of total debits less total credits or it refers to the net difference between the beginning balance and ending balance of the account(s).
 - **Beginning Balance:** If you use this type, the system will print the beginning balance for all accounts/financial statement lines specified.
 - **Total Debits:** If you use this type, the system will print the total debits for all accounts/financial statement lines specified.
 - **Total Credits:** If you use this type, the system will print the total credits for all accounts/financial statement lines specified.
 - **Ending Balance:** If you use this type, the system will print the ending balance for all accounts/financial statement lines specified.
 - **Input Value:** If you use this type, the system will ask you to enter the amounts for each column when the option to print this financial report is executed.
 - **Net Income from Income Statement:** If you use this type, the system will print the net income amount from the company's chart of accounts. You must have the company's first income statement line number properly set in the General Ledger Master Data for this type to work correctly.
 - **Calculated Amount:** If you use this type, the system will allow you to define a calculation. You can use the calculated amount types to print ratio reports, if you desire.
 - The system will allow you to add two groupings together, subtract a grouping from another grouping, multiply a grouping by another grouping, divide a grouping by another grouping, total groupings together, or calculate the average of a group of groupings and present the total in dollar amount format.
 - **Retained Earnings Beginning Balance:** This grouping type works like the **Beginning Balance** type described above, except this grouping type will also automatically compensate for the fact that the Net Income for the year to date prior to the current period being printed has not yet been closed to Retained Earnings.

- **Retained Earnings Reconciling Items:** This type is used for the retained earnings statement for items that affect Retained Earnings, Dividends Paid, etc.
- **Accumulators:** The system will allow you to accumulate financial statement lines or accounts to arrive at this grouping's total. For more detail on accumulators please refer to **Standard Group Types** above.

Additional - Special Toggle Types

- **Underscores:** Underscores are normally controlled by total level groups. You can however, override the presentation of underscores by adding a special toggle type and selecting one of the following:
 - **Force Underscore on:** Turn on single underscore.
 - **Suppress Underscore:** Turn off single underscore.
 - **Double Underscore on:** Turn on double underscore.
 - **Suppress Double:** Turn off double underscore.
- **Dollar Signs:** Dollar signs are normally controlled by total level groups. However, you can override the presentation of dollar signs by adding a special toggle type and selecting one of the following:
 - **Force Dollar Sign on:** Turn on dollar sign.
 - **Suppress Dollar Sign:** Turn off dollar sign.
- **Three Column Balance Sheet:** The Financial Generator gives you the ability to print a three column Balance Sheet. You can force amounts to print in the left column, middle column, or right column.
 - **Begin Far Left Column (Bal. Sht.):** Start left most column printing.
 - **End Far Left Column (Bal. Sht.):** Stop left most column printing.
 - **Force Middle Column (Bal. Sht.):** Start middle column printing.
 - **End Force Middle Column (Bal. Sht.):** Stop middle column printing.
 - **Force Right Column (Bal. Sht.):** Start right column printing.
 - **End Force Right Column (Bal. Sht.):** Stop right column printing.

Editing a Financial Statement Grouping

To change an existing Grouping, highlight the Group and click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Grouping** section. To delete an existing Grouping, highlight the Group and click **>Delete**.

To renumber an existing Grouping, highlight the Group and click **>Renumber**. The system will prompt you for the new Group number. You can optionally renumber all groups by clicking **>Renumber All**. The **Renumber All** option will prompt you for the first grouping number to use and in what increment to renumber the groupings. This option is used when you need to insert new groupings, but do not have available grouping numbers between existing groupings.

To move a Grouping, highlight the Group you wish to move and click **>Up** or **>Down**.

Preview Financial Statement

You may preview how your Financial Statement Group changes will look even before saving your changes by clicking **>Preview F/S**. The system will launch the Print Financial Statement application in a special mode which will automatically use the temporary financial formats group files that you are currently working with.

Financial Statement Types

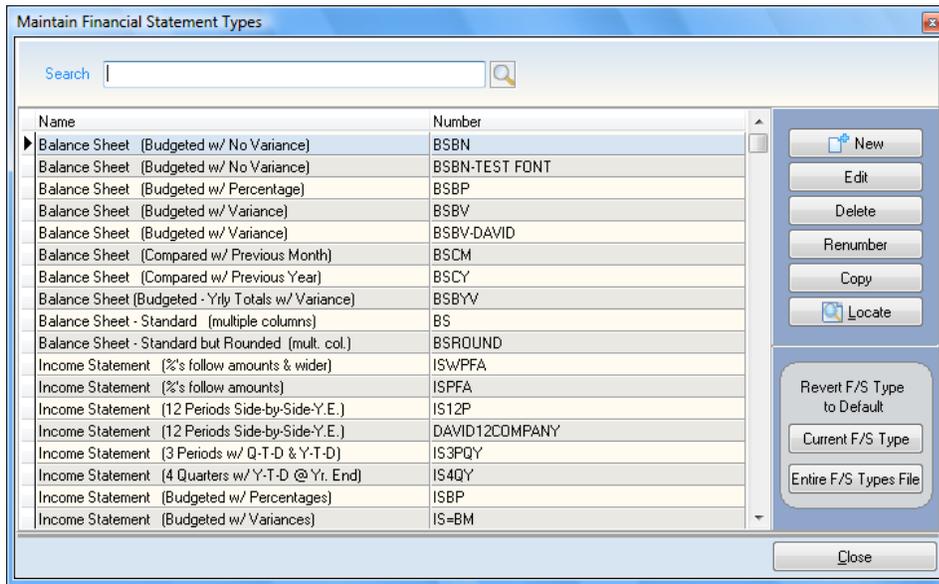
You use financial statement types to define each report column's type, length, location, heading, and what to print for each column. You assign these financial statement types to each report used by the system. You may often have one financial statement type assigned to many reports, but each report defined on the system can only be assigned to one financial statement type.

The CertiflexDimension General Ledger program was shipped with many different financial statement types already created. They are:

TYPE	TYPE DESCRIPTION
BS	Balance Sheet - standard (multiple columns)
BSBN	Balance Sheet - budgeted with no variance
BSBP	Balance Sheet -budgeted with percentage
BSBV	Balance Sheet - budgeted with variance
BSBYV	Balance Sheet - budgeted with yearly totals and variance
BSCM	Balance Sheet - comparative with previous month
BSCY	Balance Sheet - comparative with previous year
BSROUND	Balance Sheet - standard but rounded (multiple columns)
CS	Statement of Cash Flows – standard
CSROUND	Statement of Cash Flows – standard but rounded
IS	Income Statement - standard
IS12	Income Statement - 12 periods side-by-side with year ending totals
IS12PTOT	Income Statement -12 periods side-by-side with totals
IS12PWIDEDESC	Income Statement - 12 periods with wider descriptions
IS3PQY	Income Statement - 3 periods with QTD & YTD
IS4QY	Income Statement - 4 quarters with YTD & year end totals
ISBNOVM	Income Statement - budgeted with no variance, MTD
ISBOVY	Income Statement - budgeted with no variance, YTD
ISBP	Income Statement - budgeted with percentages
ISBV	Income Statement - budgeted with variances
ISBYDEPTMTDP	Income Statement – Depts. side-by-side with percentages, MTD
ISBYDEPTNOP	Income Statement – Depts. side-by-side with no percentages, MTD & YTD
ISBYDEPTYTDP	Income Statement – Depts. side-by-side with percentages, YTD
ISBYV	Income Statement - budgeted, yearly totals with variance
ISCAP	Income Statement - comparative to average with percentage variance
ISCAV	Income Statement - comparative to average with variance

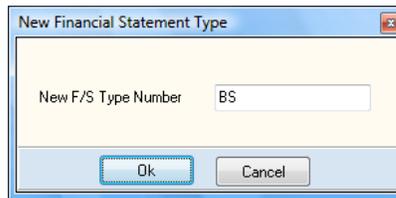
TYPE	TYPE DESCRIPTION
ISCNOVM	Income Statement - comparative with no variance, MTD
ISCNOVY	Income Statement - comparative with no variance
ISCP	Income Statement - comparative with percentages
ISCPV	Income Statement - comparative with percentage variance
ISMQY	Income Statement - MTD, QTD & YTD with percentages
ISNOP	Income Statement - no percentages
ISPFA	Income Statement - percentages follow amounts
ISROUND	Income Statement - standard, rounded with wider descriptions
ISROUNDMOREDESC	Income Statement - standard, rounded with wider description
ISW	Income Statement - standard but wider
ISWMQY	Income Statement - week-to-date, MTD, QTD & YTD
ISWPFA	Income Statement - percentages follow amounts and wider
ISY	Income Statement - YTD only
ISYCP	Income Statement - comparative YTD only with percentages
ISYCV	Income Statement - comparative YTD only with variance

To maintain financial statement types, select **>Maintain Financial Statement Types** and then click **>Maintain Now**.

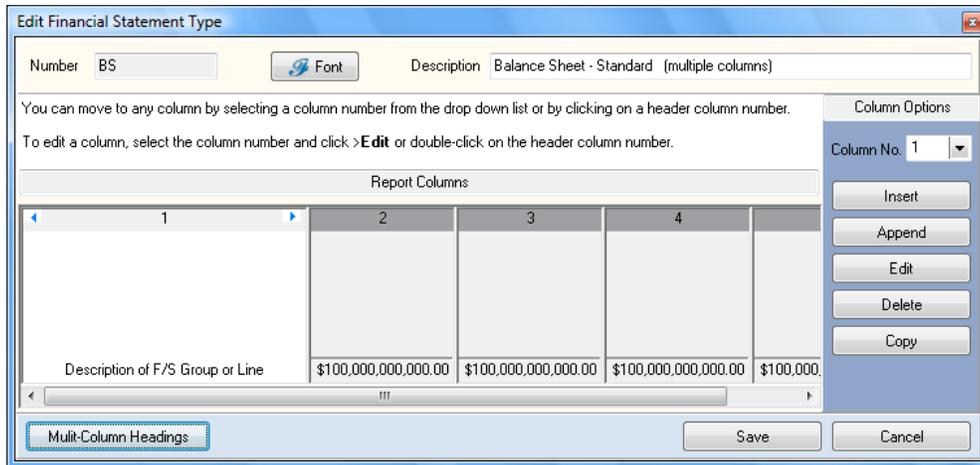


Adding a Financial Statement Type

To add a new financial statement type, click **>New**. The system will prompt you for the following:



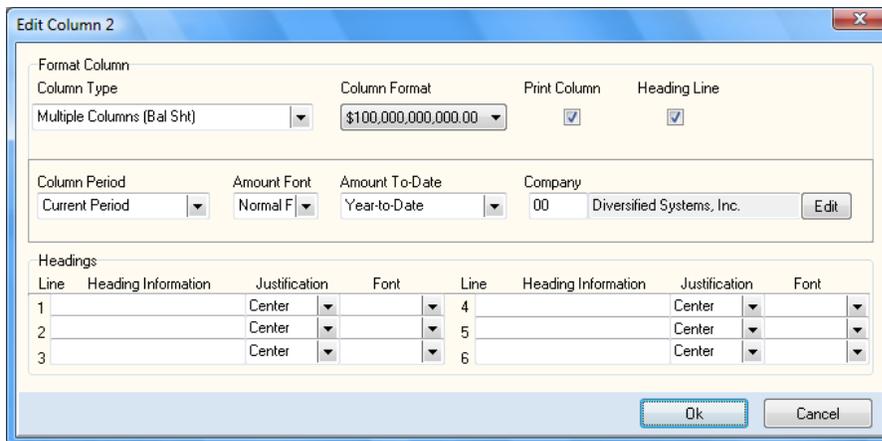
- F/S Type Number:** Enter the new financial statement type number. We recommend that you use alpha abbreviations for the type number. For example, Balance Sheet = BS, Balance Sheet Budgeted with Percentages = BSBP. This allows for all Balance Sheet type reports to begin with BS and be grouped together on the financial statement type listings.



- **Font:** Click **>Font** to define the three custom fonts. The system will allow you to define up to three different fonts for column printing.
- **F/S Type Name:** Enter the name for this report type. The name you enter here is for your use only and is used in the near match lists for identification purposes. This name will not display on the financial reports.

Report Columns

Each Financial Statement Type consists of 1 to 30 columns. To change an existing column, double-click on the header of a column or select the **>Column No.** and then click **>Edit.**



- **Column Type:** This field allows you to define what type this column will be. The system will allow you to select from one of the following:
 - **Net Activity in Account:** Select this type if the column is to display the net activity of the ledger account(s)/financial statement lines specified.
 - Net activity refers to the difference of total debits less total credits or the net difference between the beginning balance in the account(s) and the ending balance.
 - You would use this column type for Income Statement type reports.

- **Beginning Balance:** Select this type if the column is to display the beginning balances of the specified accounts/financial statement lines.
- **Total Debits:** Select this type if the column is to display the total debit amounts of the specified accounts/financial statement lines.
- **Total Credits:** Select this type if the column is to display the total credit amounts of the specified accounts/financial statement lines.
- **Ending Balance:** Select this type if the column is to display the ending balances of the specified accounts/financial statement lines.
- **Percentage Type:** Select this type if the column is to print the amounts in a percentage format.
- **Description Type:** Select this type if the column is to be a text column.

Description type columns are used to print the financial statement line and grouping descriptions as the report is printed. Since the first column is used to set the original report margins, you should always assign the first column as a description type. If you do not want the first column to print, set the **Tab Position** and the **Column Width** of this first column to zero. You may then add an additional description column anywhere in the report.

For example:

Column 1	Column 2	Column 3	Column 4
Description	MTD	Description	YTD

If the descriptions are truncating (dropping characters), you may need to change the column width (explained below).

NOTE: If **Description Type** is used in more than one column, it will still print the same information each time. This allows you to put the **Description Type** column as the first column and as the last column for wide reports so the descriptions will be on both sides, making it easier to read the report, especially if the report is folded.

- **Budget Balances To Date:** Select this type if the column is to print the revised budget balances for the specified accounts/financial statement lines.
- If the report is printing for the fourth period of the year – for example the year-to-date column, the report will print the total for the four periods.
- **Budget Yearly Totals:** Select this type if the column is to print the yearly revised budget total for the specified accounts/financial statement lines.
- This type will print the entire year’s budget amount in the year-to-date column no matter what period is printed. The quarter-to-date column will print the entire quarter also.
- **Original Budget to Date:** Select this type if the column is to print the original budget balances for the specified accounts/financial statement lines, as opposed to the revised budget amounts.

- **Original Budget Yearly Total:** Select this type if the column is to print the yearly original budget total for the specified accounts/financial statement lines, as opposed to the revised budget amounts.
- **Calculated Amount:** Select this type to calculate an amount for multiple columns. When you choose this type, the system will allow you to define a calculation. The system will allow you to add two columns together, subtract a column from another column, multiply a column by another column, divide a column by another column, total a group of columns together, or calculate the average of a group of columns and present the total in dollar amount format. This type of column is used for many purposes, including comparative variances or ratio analysis.
- **Calculated Percentage:** Select this type to calculate a percentage of multiple columns. When you select this type, the system will allow you to define a calculation. The system will allow you to add two columns together, subtract a column from another column, multiply a column by another column, divide a column by another column, total a group of columns together, or calculate the average of a group of columns and present the total in a percentage type format. This type of column is for comparative variance percentages or percentage ratios analysis.
- **Group Defined (Cash Flow):** Select this type if the column is to have different definition types for each line within the same column. If you select this type, the system will use the grouping type assigned to each grouping for this report to decide what to print in the column. This is normally used for a Statement of Cash Flows type report.
- **Multiple Columns (Balance Sheet):** Select this type for a multiple column Balance Sheet type of report (normal amounts in one column and subtotals and totals in another column).
- If you use this type, the system will automatically print a multiple column Balance Sheet. You will only need to define one column for this type of report.
- **Spacer Column:** Since every column automatically retrofits all tabs to the right most setting of the previous column, you may use the Spacer Column type to add blank space between two columns, if desired.

NOTE: In case of conflicts in **Column Type** versus **Grouping Type**, the type you assign here will override the grouping type assigned in **Maintain Financial Statement Groupings** unless you assigned a **Custom Grouping Type** (column defined) type. **Custom Grouping Type** will use the grouping type assigned for each grouping in that report.

- **Column Width:** This field defines the width of the column.

If you are defining a **Description Type** or **Spacer Type** column, the system will ask for the column width. Enter a width that is wide enough not to truncate the descriptions. If you are defining any other type of column, the system will allow you to choose the format of the printing amounts, with or without cents, and the maximum length. The system will allow you to print for a maximum dollar amount of \$999,999,999,999.99 – giving the column a total width of 20 characters. The system will allow you to choose between different amount widths. Therefore, the columns will not have to use the full 20 characters. Select the format that best fits your needs.

You can also adjust the width of the column by clicking the left or right arrow at the heading of each column.

NOTE: Since every column automatically retrofits all tabs to the right most setting of the previous column, you may use the Spacer Column type to add blank space between two columns, if desired.

- **Print Column:** If you select this check box, the system will print the column. If you do not select this check box, the system will not print the column and the column's location is transparent.

You would set a column to not print when you are using that column to gather information for the use of another column. For example, let's say columns, 1, 2, and 3. Column 3 is a calculated column that will print the sum of columns 1 and 2. The information in columns 1 and 2 are not needed for our report, only the sum. Therefore, set column 1 and 2 to not print and set column 3 to print. The information in columns 1 and 2 is still gathered by the system, but not printed.

- **Heading Line:** Select this check box if you want the system to print an underscore between the column heading and the first report line.

NOTE: If you select this check box and you are using a custom report font that is also marked to print an underscore, the report will have two lines printed between the heading and the first report line.

- **Column Period:** This field allows you to define what period this column will print. The system will allow you to print for the current period, the last period, and any prior period up to 98 prior periods.

The system will also allow you to specify a column that is based on the total dollar amount of the transactions in a specified date range. To do this, select **Custom Period**. At the time of financial statement printing, if a **Custom Period** column is detected, the system will automatically prompt you for the date range. The system will only ask for this date range once, so you should have only one **Custom Period** column per financial.

The **Custom Period** feature provides the ability to print weekly, daily, etc. columns on the financials. The date range is limited to the current fiscal year. Using a date range column will take additional time to create the financials. The system will read the actual transactions created on each account to arrive at the final totals. Date range columns are for total transactions only, not for debit or credit only columns.

- **Amount Font:** This field allows you to define which font to use for the dollar amounts printed for this column. You can select to use the normal font or custom fonts 1, 2, or 3. Custom fonts are defined below under **Fonts**.
- **Amount To-Date:** This field allows you to define what types of amounts that will print in the column: **Month-to-Date**, **Quarter-to-Date**, **Year-to-Date**, **Account-to-Date**, or **Not Applicable**. If this column is not printing amounts, such as a **Description Type** column, you can assign this field to **Not Applicable**. For Balance Sheet accounts, refer to the amount for an account that is NOT cleared at year-end closing.
- **Company:** This field allows you to specify which company this column will print for. This option is used for defining financial reports that list different companies' information side-by-side.

NOTE: If you use multiple companies on the financial statement, each company assigned should have the same or similar chart of accounts, financial statement line listing, groupings, etc.

Headings

- **Heading Information:** This section allows you to define the headings for each column. The system will allow you to enter up to 6 lines of information with 15 characters per line for a column.

If 15 characters is not enough for one line, you can enter the pipe symbol | (the shift of the backslash key on most keyboards), at the end of a line. This will cause the system to merge the line with the next line for the column. You can continue this function for a total capacity of 90 characters on one line. However, each heading line can be no wider than the width of the column.

The system will also allow you to use keywords in the column heading. Keywords are merge commands you can use with the column heading information. When you print the report the system will merge the appropriate responses for the keywords with the other column heading information. For example, if we had a heading of
For Period Ending:
{LONGDATE}
the system would automatically insert the processing date for the keyword {LONGDATE}. This allows you to define one column heading shell that you can use for any company and date. For a list of available keywords, refer to the **Maintain Financial Statement Reports** section.
- **Justification:** Use this field to define how you want each line of the heading to be presented on the report.
 - **Center:** This will center the line in the column.
 - **Left:** This will print the line flush left in the column.
 - **Right:** This will print the line flush right in the column.
 - **Lean Left:** This will print the line beginning between the column center and the left margin.
 - **Lean Right:** This will print the line beginning between the column center and the right margin.

- **Font:** This field allows you to define which font to use for each heading line for this column. You can choose to use the normal font or custom fonts 1, 2, or 3. Custom fonts are defined in below.

To insert a new column, click >Insert. The system will insert a column into the Each Financial Statement Type consists of 1 to 30 columns. To change an existing column, **double-click** on the header of a column or select the >**Column No.** and then click >**Edit**.

- **Other Column Options:**
 - **Insert:** Insert a duplicate column at the current column position.
 - **Append:** Add a new column to the end of the column list. To change the newly appended column after adding, click >**Edit**.
 - **Delete:** Delete an existing column.
 - **Copy:** The system will insert a new column at the current column position based on the selected column to copy.
 - **Multiple-Column Headings:** You can make column headings span over multiple columns on the Financial Statements. Column headings are specified in the Financial Statement Types.
 - **Heading:** Type the new heading name.
 - **Heading Line Number:** Select the line number where the heading will be displayed.
 - **Justification:** Select the alignment of the heading.
 - **Font:** Select the font that you want applied to the heading.
 - **From Column Number:** Type the column number where the heading will start.
 - **To Column Number:** Type the column number where the heading will end.

Note: You can define as many column headings (to span over several columns) as you have columns. If you have defined a multi-column heading for certain columns, the system will overwrite the existing heading with the specified multi-column heading. Therefore, you do not need to delete the existing heading.

Changing a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to change and click >**Edit**. For detailed information on each field displayed, refer to the **Adding a Financial Statement Type** section.

Deleting a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to delete and click >**Delete**.

Renumbering a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to change and renumber and click >**Renumber**. The system will next prompt you for the new type number.

Copying a Financial Statement Type

When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to copy and click **>Copy**. The system will prompt you for the new type number.

Reverting to Default

CertiflexDimension General Ledger software was shipped with numerous standard report types already created. A full listing of these standard report types is listed in the **Adding a Financial Statement Type** section. If you made changes to a standard report type and would like to return the type to the format it was in when the software shipped, you would use this option.

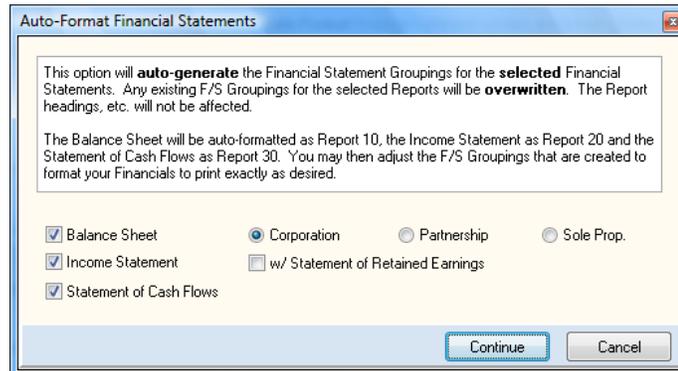
When the Maintain Financial Statement Types screen is displayed, highlight the F/S Type you wish to revert back to the default and click **>Current F/S Type**.

- **Current F/S Type:** Select this option to revert the currently selected type back to the format it was in when the software shipped.
- **Entire F/S Type File:** Select this option to revert all standard report types back to the format they were in when the software shipped. Selecting this option will cancel ALL changes you have made to the financial statement types for ALL companies since the installation of the software. Make sure to have a backup prior to selecting this option.

Auto-Format Financial Statements

The auto-format financials option pulls all the information you set up during the configuring process and creates the F/S groupings and total levels that make up your financial statements based on your current setting.

To Auto-Format Financials, select the option **>Auto-Format Financial Statements** and then click **>Maintain Now**.



This option has the ability to automatically format the grouping and total levels for the following reports:

- 10 - Balance Sheet
- 20 - Income Statement
- 30 - Statement of Cash Flows

You can auto-format the selected report or all reports. However, when you click **>Continue**, the current configuration on the selected report(s) will be overwritten. If you have done any configuring yourself, we strongly recommend making a backup or if you are using advanced F/S copy, the existing reports to unused report numbers before clicking **>Continue**.

If you select to auto-format the Balance Sheet, you have three options: Corporation, Partnership and Sole Proprietorship. The selection you make here determines the descriptions that print in the equity section of the Balance Sheet. The descriptions for each option are:

- Corporation
 - Stockholders' Equity
 - Net Income (Loss) - Y.T.D.
 - Total Stockholders' Equity
- Partnership
 - Partners' Equity
 - Net Income (Loss) - Y.T.D.
 - Total Partners' Equity
- Sole Proprietorship
 - Owners' Equity
 - Net Income (Loss) - Y.T.D.
 - Total Owners' Equity

If you select Income Statement, you have the option to have the system create a Statement of Retained Earnings. If you choose to have the system create a Statement of Retained Earnings for you, the following lines will print at the end of the Income Statement:

- Statement of Retained Earnings
 - Retained Earnings
 - Beginning Balance
 - "F/S Lines Assigned to Retained Earnings"
 - Ending Balance

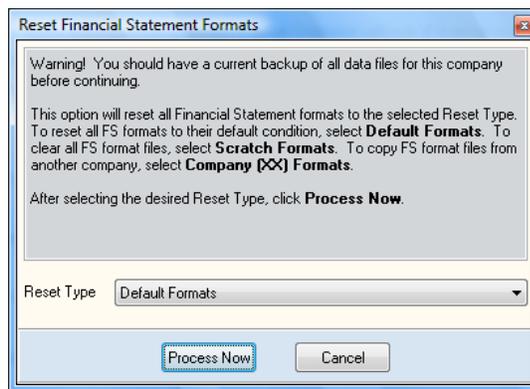
Click **>Continue** after making your selections.

Reset Financial Statement Formats

This option allows you to create a new data file containing the financial statement report information. The system automatically creates the necessary financial statement report data file for you when you create a company. Therefore, you are not required to perform this option.

You would use this option if you have created financial statement reports and elected to scratch all information and start again; if you want to copy the financial statement report information from another company; or if you want to reset all financial statement report information to the way the system was defined when you installed the software.

To reset financial statement formats, select the option **>Reset Financial Statement Formats** and then click **>Maintain Now**.



Select the reset type you wish to perform and then click **>Process Now** to continue.

Format Financial Statements - Putting it all Together

When creating a new financial statement report from scratch, there are certain steps to take to define a new report correctly. In this section we will step you through the process of adding a new report for the Sample Company 00. Instead of stepping through each field that you can access when creating a new report, we will list each field and the input. For example, for a grouping description of ASSETS, we will list:

Grouping Description: ASSETS

When creating reports, you can get extremely creative and complex. For this example, however, we will create a simple Balance Sheet report. The Balance Sheet report we will create is already defined in the system. Therefore, if you follow this example and create this report, you can delete it afterwards.

Our example will be a multiple column Balance Sheet report. Be sure the processing date is set to 12/31/12 as you are accessing the Sample Company. The Sample Company's ID is 00.

Step 1

The first step is to create the financial statement report type. Select **>Maintain Financial Statement Types** and then click **>Maintain Now**.

- **New F/S Type Number:** - EXAMPLE-BS
- **Type Name:** - Example Balance Sheet

Now define the column information for this report type. For this report there are two columns, a text column and an amount column.

COLUMN 1

Column Type:	Description Type
Column Width:	37
Print Column:	✓
Heading Line:	✓

COLUMN 2

Column Type:	Multiple Column (Bal Sht)
Column Format:	\$100,000,000,000.00
Print Column:	✓
Heading Line:	✓
Column Period:	Current Period
Amount Font:	Normal
Amount To-Date	Year-to-Date
Company:	N/A (Default Company)
Headings 1-6:	All blank
Font:	Blank

Step 2

The next step is to add the new report to the reports file. Click **>Maintain Financial Statement Reports** and then click **>Maintain Now**. Next click **>New**.

Report Number: 100

Now, define the different fields for this report. Below are inputs of our report for each of the different fields. Access each field and enter the information as you see it below.

Report Name:	Example Balance Sheet
Report Type:	EXAMPLE-BS
Rounding F/S Line:	30 - Petty Cash
Heading:	{COMPANY} Balance Sheet as of {LONGDATE}
Footnotes:	See Accountant's Compilation Report
Prefixes:	leave as set
Report Main Font:	Normal Financials Main Font

For all heading and footnote lines, set the justification to **Center** and font to **Default**.

Step 3

The next step is to define the grouping lines for this report. Click **>Maintain Financial Statement Groupings** and then click **>Maintain Now**. Highlight report number 100 and click **>Edit Groupings**. Click **>New**. Our example will have several grouping lines. Each of the grouping lines are detailed below. Notice that some of the grouping lines have accumulators. The accumulator information is listed after the grouping information.

Financial Statement Group Number: 50

F/S Grouping Type:

Heading & Description Type (Text Only)

F/S Group Description: ASSETS
F/S Grouping Type:
Heading & Description Type
Tab Position: 4
% Group: 0
Desc Prefix: None
Skip Before: 0
Skip After: 1
Print if Zero: Unchecked
Active: ✓

Financial Statement Group Number: 70

F/S Grouping Type: Standard Range Type

F/S Group Description: Current Assets
F/S Standard Grouping Type: Detailed
Tab Position: 0
% Group: None
Print if Zero: Unchecked
Prefix: None
Skip Before: 1
Skip After: 0
Print if Zero: Unchecked
Active: ✓

ACCUMULATORS (F/S Group #70)

Accumulator Type: Range of F/S Line Numbers
Beginning F/S Line Number (From): 30
Ending F/S Line Number (To): 50
Accumulation Sign: Use Accumulated Amount
Print Sign: Use Accumulated Amount

Financial Statement Group Number: 80
F/S Grouping Type: Total Level Type

F/S Group Description: Total Current Assets
Total Level: Total Level 2
Tab Position:
% Group:
Desc Prefix: None
Skip Before: 0
Skip After: 1
Print if Zero: Unchecked
Active: ✓
Print Currency Sign: Unchecked
Switch Amount Sign: Unchecked
Print Status: Print Total and Clear Balance
Underscore: None

Financial Statement Group Number: 150
F/S Grouping Type: Standard Range Type

F/S Group Description: Property and Equipment
F/S Standard Grouping Type: Detailed
Tab Position: 0
% Group: 0
Desc Prefix: None
Skip Before: 1
Skip After: 0
Print if Zero: Unchecked
Active: ✓

ACCUMULATORS (F/S GROUP #150)

Accumulator Type: Range of F/S Line Numbers
Beginning F/S Line Number (From): 110
Ending F/S Line Number (To): 180
Accumulation Sign: Use Accumulated Amount
Print Sign: Use Accumulated Amount

Financial Statement Group Number: 160
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Property and Equipment
Total Level Type:	Total Level 2
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Balance
Underscore:	None

Financial Statement Group Number: 190
F/S Grouping Type: Standard Range Type

F/S Group Description:	Other Assets (Detail)
F/S Standard Grouping Type:	Detailed
Tab Position:	0
% Group:	0
Desc Prefix:	None
Skip Before:	1
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

ACCUMULATORS (F/S GROUP #190)

Accumulator Type:	Range of F/S Line Numbers
Beginning F/S Line Number (From):	190
Ending F/S Line Number (To):	190
Accumulation Sign:	Use Accumulated Amount
Print Sign:	Use Accumulated Amount

Financial Statement Group Number: 200
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Other Assets
Total Level Type:	Total Level 2
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	Single

Financial Statement Group Number: 230
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Assets
Total Level Type:	Total Level 5
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Balance
Underscore:	Double

Financial Statement Group Number: 240
F/S Grouping Type: Total Level Type

F/S Group Description:	Clear Total Level
Total Level Type:	Clear All Total Levels
Tab Position:	99
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Clear Total Only – Do not Print
Underscore:	None

Financial Statement Group Number: 250
F/S Grouping Type: Heading & Description Type (Text Only)

F/S Group Description:	LIABILITIES & EQUITY
F/S Standard Grouping Type:	Heading & Description Type
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	99
Skip After:	1
Print if Zero:	Unchecked
Active:	✓

Financial Statement Group Number: 260
F/S Grouping Type: Heading & Description Type (Text Only)

F/S Group Description:	Current Liabilities
F/S Standard Grouping Type:	Heading & Description Type
Tab Position:	0
% Group:	0
Desc Prefix:	None
Skip Before:	1
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

Financial Statement Group Number: 270
F/S Grouping Type: Standard Range Type

F/S Group Description:	Current Liabilities
F/S Standard Grouping Type:	Detailed
Tab Position:	2
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

ACCUMULATORS (F/S GROUP #270)

Accumulator Type:	Range of F/S Line Numbers
Beginning F/S Line Number (From):	200
Ending F/S Line Number (To):	240
Accumulation Sign:	Reverse Sign on Amount
Print Sign:	Reverse Sign on Amount

Financial Statement Group Number: 280
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Current Liabilities
Total Level Type:	Total Level 2
Tab Position:	0
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	None

Financial Statement Group Number: 310
F/S Grouping Type: Standard Range Type

F/S Group Description:	Long-Term Liabilities
F/S Standard Grouping Type:	Detailed
Tab Position:	0
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

ACCUMULATORS (F/S GROUP #310)

Accumulator Type:	Range of F/S Lines Numbers
Beginning F/S Line Number (From):	250
Ending F/S Line Number (To):	260
Accumulation Sign:	Reverse Sign of Amount
Print Sign:	Reverse Sign of Amount

Financial Statement Group Number: 320
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Long-Term Liabilities
Total Level Type:	Total Level 2
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	Single

Financial Statement Group Number: 330
F/S Grouping Type: Total Level Type

F/S Group Description:	Clear Total Level
Total Level Type:	Total Level 2
Tab Position:	99
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Clear Total Only – Do not Print
Underscore:	None

Financial Statement Group Number: 350
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Liabilities
Total Level Type:	Total Level 3
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	Single

Financial Statement Group Number: 360
F/S Grouping Type: Heading & Description Type (Text Only)

F/S Group Description:	Stockholder's Equity
F/S Standard Grouping Type:	Heading & Description Type
Tab Position:	0
% Group:	0
Desc Prefix:	None
Skip Before:	1
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

Financial Statement Group Number: 370
F/S Grouping Type: Standard Range Type

F/S Group Description:	Stockholder's Equity
F/S Standard Grouping Type:	Detailed
Tab Position:	2
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

ACCUMULATORS (F/S GROUP #370)

Accumulator Type:	Range of F/S Line Numbers
Beginning F/S Line Number (From):	280
Ending F/S Line Number (To):	330
Accumulation Sign:	Reverse Sign on Amount
Print Sign:	Reverse Sign on Amount

Financial Statement Group Number: 380
F/S Grouping Type: Net Income From Income Statement

F/S Group Description:	Net Income (Loss) - Y-T-D
F/S Standard Grouping Type:	Net Income From Income Statement
Tab Position:	2
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	0
Print if Zero:	Unchecked
Active:	✓

Financial Statement Group Number: 390
F/S Grouping Type: Total Level Type

F/S Group Description:	Total Stockholder's Equity
Total Level Type:	Total Level 2
Tab Position:	4
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	<input checked="" type="checkbox"/>
Print Currency Sign:	Unchecked
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	Single

Financial Statement Group Number: 420

F/S Grouping Type: Total Level Type

F/S Group Description:	Total Liabilities & Equity
Total Level Type:	Total Level 5
Tab Position:	6
% Group:	0
Desc Prefix:	None
Skip Before:	0
Skip After:	1
Print if Zero:	Unchecked
Active:	<input checked="" type="checkbox"/>
Print Currency Sign:	<input checked="" type="checkbox"/>
Switch Amount Sign:	Unchecked
Print Status:	Print Total and Clear Total Balance
Underscore:	Double

Consolidation Ledgers

The consolidation feature allows you to easily generate financial statements that include the balances for more than one ledger. This feature is very helpful for in performing partnership accounting, accounting for joint ventures, or accounting for holding companies. You can also use this feature if the owner or owners of the business own more than one company and need to obtain a consolidated picture of their total holdings.

When using the consolidation feature, you must first define each consolidation entity. Then, normally at the end of each accounting period, you should execute the option to perform the consolidation. You can then print the consolidated financial statements for each entity that was consolidated.

Special Notes about the Consolidation Feature

- CertiflexDimension General Ledger actually uses two different types of ledger files: company ledger files and consolidation entity ledger files. The type here is the consolidation entity ledger files.

When you first define a consolidation entity in this program, the system will ask you to assign it a consolidation entity number. The consolidation entity number is basically the same as the company ID used by company ledger files, and is used by the system to allow access of the consolidation entity type of ledger file. However, to differentiate consolidation entity ledger files from company ledger files, the system requires that you assign consolidation entity files a unique consolidation entity number between 50 and 99. This means that you cannot use a company ID for any of the company files within this special range.

- For each consolidation entity you define, you are allowed to enter up to 100 companies, jobs, or other ledgers to include in the entity. For each ledger, you can specify the percentage of ownership that the entity has for the ledger.

It is important to note that a consolidation entity may include up to 100 different company ledgers, job ledgers, or other consolidation entities. Because you can have up to 50 different consolidation entities, each of which can include up to 100 different company, job, or consolidation entity ledgers, this feature lets you consolidate to virtually any level that you wish.

An example will help illustrate how this works. Let's say that you create three consolidation entities, each of which contains 100 different ledger files. The entity numbers for these entities are 51, 52, and 53. You could then create another consolidation entity (entity number 54) that includes the previous three consolidation entity numbers 51, 52, and 53. Once all the consolidations are performed for 51, 52, and 53, you consolidate entity 54. Entity 54 will contain the financial information for 300 ledgers.

You should also note that you could include an individual ledger in more than one consolidation entity and with different percentages of ownership for each entity, if desired.

In addition, a consolidation entity does not have to be comprised of more than one ledger. For example, if the company is owned by more than one individual and each individual would like a financial statement that reflects only their percentage of ownership, you can define a consolidation entity that has just the one company's ID defined with a percentage of ownership based on a particular owner's percentage of ownership. As an example, let's say we have one company owned by three individuals. We could define entity 51 with a percentage of ownership of 20%, entity 52 with a percentage of ownership of 45% and entity 53 with a percentage of ownership of 35%. You would then consolidate each entity and print the financial statements for each entity to reflect each owner's share of the company.

- All ledgers included in a consolidation entity should share a common, or very similar, chart of accounts because the consolidation process combines the balances of all accounts with the same account number (without regard to the account name). If account 1200 is Accounts Receivable in one ledger and Inventory in another, you will obtain results that are incorrect when the two ledgers are consolidated together.
- All ledgers in a consolidation entity, and the entity itself, should also share a common financial statement format. This means, they should all be using the standard format or custom formats that are very similar, if not identical. For example, if the ledgers to consolidate all have different financial statement line numbers defined, the consolidated financial statement will be incorrect.

When you initially define a consolidation entity from this program, the system automatically creates a financial statement line and grouping file for the ledger designation (entity number). These files are the financial statement line and groupings files of the first ledger that you defined on the entity's setup screen.

Because the consolidation entity files are like any other ledger file, you can make changes to or totally customize their financial statement formats if you choose. When financial statements are generated for a consolidation entity, the system will access its financial statement line and grouping files to determine how to print the financials.

- With regard to financial statement formatting, please note that the consolidation feature provides an added benefit that may not be obvious. If for some reason you would like to have multiple financial statement printing formats for a single general ledger file, you can use this feature to do so. Simply define a consolidation entity that has only that single ledger in it. You can then customize the financial statement printing format for the consolidation entity and consolidate this special consolidation entity each accounting period. The effect will be to simply copy the ledger to a different file designation, which can have its own financial statement line and grouping file.
- The consolidation process performed by this program can consolidate account balances and transactions. You can then print transaction reports for the consolidation entity.

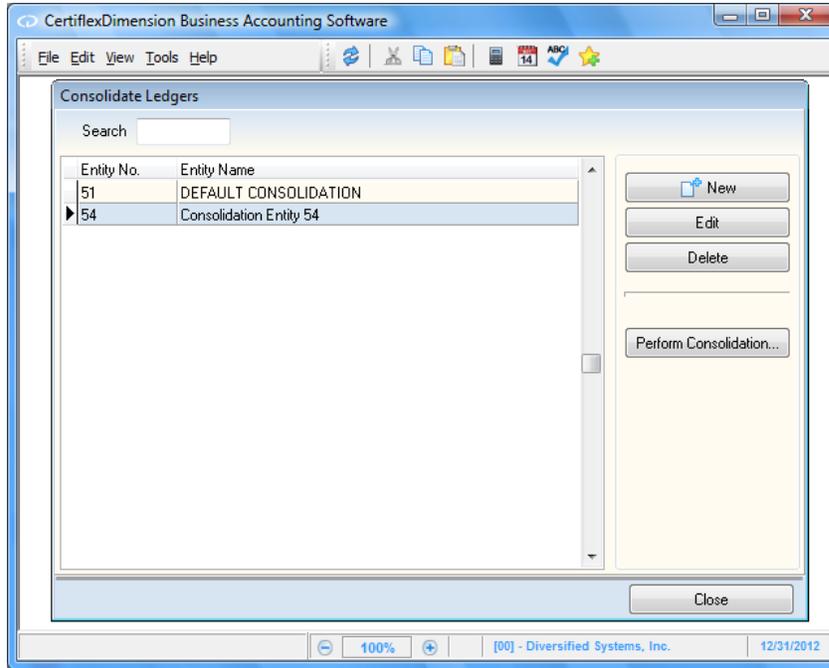
- The system will allow you to post transactions to a consolidated entity. However, you should never do so. A consolidated entity does not have dated files. It only has one set of files. Each time you consolidate, the system deletes the previous consolidated files and creates new ones. If transactions were posted to a consolidated entity, they would be lost when you do the next consolidation for that entity.

If you need to have a way to post to a consolidated entity, we suggest you create an adjusting entry company that is part of the consolidated entity group. When adjustments need to be made to a consolidated entity, you would make the adjustments to the adjusting entry company, and then re-consolidate the entity.

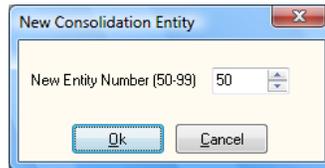
- When you add a new consolidation entity, the system will automatically create the Master Data information and the Control File information for you. In addition, if you delete an entity, the system will automatically remove the Master Data information for the entity from the Control File.
- The use of the consolidation feature is entirely optional. If you are processing a single company on the system or are processing several, but they are unrelated by ownership, you may never need to use this feature.
- When you consolidate ledgers, the system is not checking for the fiscal year end for each ledger. You should make sure that each ledger in an entity has the same fiscal year. If you consolidate ledgers that have different fiscal years, the system will not match period one of one ledger, which might be January, to period one of the next ledger, which could be September. The system will only match January to January and September to September. The system uses the first ledger assigned to an entity as the entity's fiscal year end definition.

To access the Consolidate Ledgers feature, click **>Maintain Lists >General Ledger >Consolidate Ledgers**.

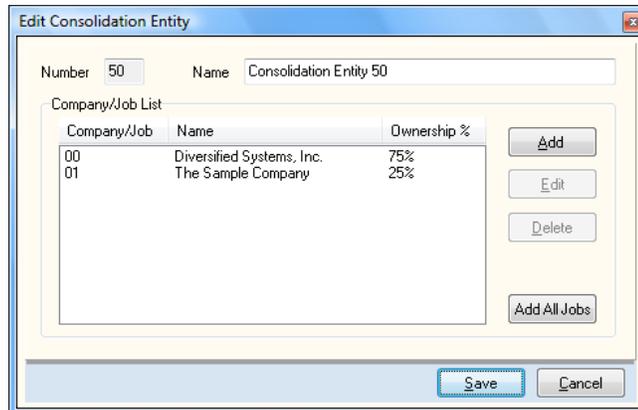
Adding a Consolidation Entity



To add a new consolidation entity, click **>New**. The system will prompt you for the following:



- **Entity Number:** Select an unused entity number between 50 and 99 and click **>Ok**. The system will then display the **Edit Consolidation Entity** window.



- **Name:** Enter the name for this consolidation. The name you enter here will print as the company name on the Control File, Master Data screens and reports.
- **Company/Job List:** This section allows you to define the different companies, jobs, and other consolidation entities to consolidate together. To add a new company, job, or entity ID number to the entity list, click **> Add**.
 - **Type:** Select what type of ID number you wish to add to this entity, either **Company** or **Job**.

NOTE: If you are adding another entity number to this entity, select **Company**.

- **Company/Job Number:** Select or enter the company, job, or entity ID number to add for this entity.
- **Ownership %:** Enter the selected company, job, or entity's percentage of ownership for this ledger. The percentage that you enter here does not have to be a whole percentage. The percentage you enter will determine what percentage of each of the consolidated ledger's account balances will be included when the consolidation is performed.

The system will allow you to enter up to 100 different companies, jobs, or other consolidation entity numbers per entity definition screen.

When you add a new consolidation entity, the system will automatically add the entity to the Control File. You can then access and define the Master Data information for this entity.

To change a company, job, or entity's ledger information, select the company, job, or entity to change and click **>Edit**. To remove a company, job, or consolidation entity from the current consolidation, select the company, job, or entity and then click **>Delete**.

Adding all Jobs to an Entity

When you add a new consolidation entity or change an existing entity, you can easily have the system automatically add all jobs for the current company to the new consolidation entity. This allows you to consolidate all job information into one entity, if needed.

When the Consolidate Ledgers screen is displayed, enter the entity number to change in the **Entity** field. When a valid entity number is entered, click **>Options** and then click **>Add All Jobs**.

NOTE: This option is only available if you process job costing.

Changing a Consolidation Entity

When the Consolidate Ledgers screen is displayed, enter the entity number to change in the **Entity** field. When a valid entity number is entered, the system will display the information for the selected consolidation entity. For detailed information on each field displayed, refer to **Adding a Consolidation Entity** section.

Deleting a Consolidation Entity

When the Consolidate Ledgers screen is displayed, enter the entity number to delete in the **Entity** field. When a valid entity number is entered, the system will display the information for the selected entity. Click **>Options >Delete Entity**.

Performing a Consolidation

Performing a consolidation adds the account balances in all ledgers included in the entities selected for consolidation. Normally, you will only execute this option after all the included ledgers are closed for the period (completely posted). You should normally execute this option one time per month for each consolidation entity.

NOTE: If you perform a consolidation and later make any adjusting entries to any company, job, or other entity assigned to the consolidation entity, you must reconsolidate the entity. Reconsolidating the entity allows the system to bring the adjusting entries for the company, job, or other entity into the consolidated entity's files.

When you perform a consolidation, the system will do the following:

- The system opens the first ledger file that is included in the consolidation entity. Its accounts and account balances are transferred to the new consolidation entity file. The amount of the balances transferred will depend on the percentage of ownership previously specified for this ledger on the entity's definition.
- The system then opens the next ledger defined for the consolidation entity. For each account encountered, the system will check to see if the same account number is already on the consolidation file. If so, it will calculate the percentage of ownership of that balance and add the results to the existing balance on the consolidation file. If there is no such account number on the consolidation file, it will create a new account/financial statement line number on the consolidation file and store the correct percentage balance with it.
- Step 2 is then repeated for each ledger/job/entity defined for the selected consolidation entity. When the process is complete, a new file is created with a ledger designation corresponding to the consolidation entity number. This file is just like any other ledger file. You can print all desired consolidated financial statements using the entity's ID number of 50 to 99.

When the Consolidate Ledgers screen is displayed, click **>Perform Consolidation**.

- **From:** Select the first entity to consolidate.
To: Select the last entity to consolidate.
- **Consolidate Account Detail:** Select this check box if you want the system to consolidate all transactions for each company ledger in addition to the balances. This will allow you to print audit trails for the consolidated entity. This option is not available for job transactions.

NOTE: If this option is selected, the consolidation time can increase significantly. The system has to read through each ledger and entity you are consolidating for. The amount of time this takes depends on the number of entities you are consolidating, the number of ledgers per entity, and the number of transactions per ledger.

- **Non-Posted Job Accounts Only:** Select this check box if you want the system to consolidate only the transactions that have not been posted to the General Ledger for job type ledgers.

Transactions – General Ledger

Record Journal Entries

With Ledger Journal Entries you can post all online transactions into the General Ledger files, with the exception of automatic recurring and reversing entries and percentage entries.

NOTE: If you are operating interactively with other CertiflexDimension programs (Accounts Receivable, Accounts Payable, Payroll, Order Entry, Purchase Order, Inventory, etc.), you would normally have those programs update the General Ledger files and you would not use this option. You use this option to post a journal entry that is not being posted to the General Ledger by some other means.

You would also use this option to record account balances for a new chart of accounts. The system will not allow you to record journal entries that do not balance. Using this option to change account balances ensures that you do not accidentally cause the books to go out of balance.

A special feature in this program allows you to enter a single journal entry to multiple ledgers. The system uses the intercompany account number for each ledger included in the journal entry to keep the individual ledgers in balance.

When you validate each journal entry transaction from this option, the system will immediately update the General Ledger files. This ensures that account balances are always up to date. The system additionally prints each transaction on the Transaction Register Report, to provide a hard copy record of the data entry.

It is extremely important that you have the processing date set correctly when you enter this option. For example, if you are going to enter journal entries for June, the processing date must be set with a June date.

The processing date controls what period the system will update the journal entries to. If you need to enter journal entries for a prior period, change the processing date to that period. When you enter this option with a prior processing date, the system will warn you that all entries made will post to an old period. If you set the processing date to a new period that has not previously been accessed, the system will warn you of this and require you to start files for a new period first. Refer to the *CertiflexDimension System Manager Guide* for more information on the processing date.

To record ledger transactions, click **>Transactions >General Ledger >Record Journal Entries**.

Record Journal Entries

Record Journal Entries

Journal Entry

Reference Number: ADJ-S10 Date: 12/31/2012 Type of Entry: Journal Entry Description: Journal Entry

Journal Entry - Ledger Account Distribution

Diversified Systems, Inc. Ask Company Ask Job Company 00 Only

Company	Account	Account Name	Debit Amount	Credit Amount
00	89500A	Federal Income Taxes	\$ 1,258.10	\$ 0.00
00	8600B	Postage - Dept B	\$9,047.04	
00	8600B	Postage - Dept B		\$7,440.00
00	8700A	Advertising	\$35,836.10	
00	8700A	Advertising		\$6,829.47
00	8800A	Utilities	\$121,362.62	
00	8800A	Utilities		\$79,176.33
00	8850A	Professional Fees	\$50,344.40	
00	8900A	Misc. Expense - Department A	\$81,738.51	
00	8900A	Misc. Expense - Department A		\$1,864.01
00	8900B	Misc. Expense - Department B	\$11,179.20	
00	8950A	Federal Income Taxes	\$1,258.10	
50 Line(s) Balance [\$0.00]			\$9,351,518.05	\$9,351,518.05

Buttons: Accept, Cancel Edit, Delete, Balance, Review JE's, Save, Cancel, Close

Footer: 100% [00] - Diversified Systems, Inc. 12/31/2012

- **Reference:** Enter an alphanumeric reference number for this transaction. The entry here would be a check number, deposit number, journal entry number, etc.
- **Type of Entry:** Select the transaction type you want to use for this journal entry. The journal entry transaction type is saved to the transaction file with each journal entry, and determines which transaction reports the journal entry will be included on. For example, journal entry transaction **Type 1, Check**, will allow you to post journal entries that will be included on the Check Register report.

These transaction types are defined in **Maintain Journal Transaction Types**. The system will allow up to 99 transaction types.

You should define transaction types to group entries together for report printing. For example, you may have four different checking accounts. You may want to set up four different check types, one for each account. Then, when you enter transactions, you would use the check type for the correct account. This would let you print a Check Register per checking account because you can print the Check Register by transaction type.

Transaction types 1-10 and 95 – 99 are reserved by the system. You can change some information on these transaction types, but the system requires that these 15 transaction types remain their assigned types.

The system will also allow you to assign a balancing account for each transaction type. If the transaction type is a check, the system will balance to the cash account if no balancing account is assigned to the transaction type when you use the auto-balancing feature. If the transaction type is a journal entry and you assign a balancing account, the system will auto-balance to it. If a balancing account is not assigned, the system will not allow you to do the auto-balancing.

- **Date:** Enter the date of this transaction. The date entered must be within the current period for this company.
- **Description:** Enter the description for the entry. If you leave this field blank, the system will use the description of the transaction type you are using.

If you wish to enter an additional description, click the  **Additional Description** button or press **[F4]**, and enter the additional transaction description.

- **Attachment:** Select this button if you wish to add an attachment to a journal entry. For more information on how to add advanced objects like video or sound to an attachment, refer to the CertiflexDimension System Manager Guide. Transaction attachments may be displayed later by accessing the General Ledger account detail (Review Accounts).

Journal Entry – General Ledger Account Distribution

Each line of the journal entry distribution will contain a company number, account and amount.

If you have the **Master Data** set to allow for multiple company ledger input or, if you have Job Cost available, the system will activate the **Ask Company**, **Ask Job**, and **Current Company** buttons.

- Click **>Ask Company** if you want to enter multiple company ledger transactions.
- Click **>Ask Job** if you want to make an entry to a job.
- Click **>Current Company** if the entries are for the current company only.

If you click **>Ask Company** or **>Ask Job**, the system will allow you to change the company ID or job number for each individual journal entry leg.

The following is an example of a multiple company journal entry. Assume you have a Company 00 and a Company DS. Company 00 represents the main company and pays all bills for Company DS.

If you were to record a journal entry for rent for Company DS, you would enter it as shown below:

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
DS	820000 Rent	450.00	

The following shows how the system actually makes the journal entries for the example.

ID	Account	Debit	Credit
00	100000 Cash on Hand		450.00
00	140000 Intercompany	450.00	
DS	140000 Intercompany		450.00
DS	820000 Rent	450.00	

You do not have to make the intercompany account entries; the system automatically makes the journal entries between the two companies for you through the intercompany account.

For additional details on allocations to jobs, please refer to the CertiflexDimension Job Cost User's Guide.

- **Company:** Enter the company ID for the selected journal entry leg.
- **Account:** Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press **F5**. To display a list of General Ledger accounts, press **F6**.
- **Debit Amount:**
- **Credit Amount:** Enter the current journal entry leg's amount in the correct field.

You can enter a line for a \$0 transaction. This is useful for recording transactions such as \$0 checks. In order to enter a \$0 journal entry leg, press **[F2]** at this prompt.

- **Accept:** When an amount is entered, click **>Accept** to validate the entry leg.

When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.

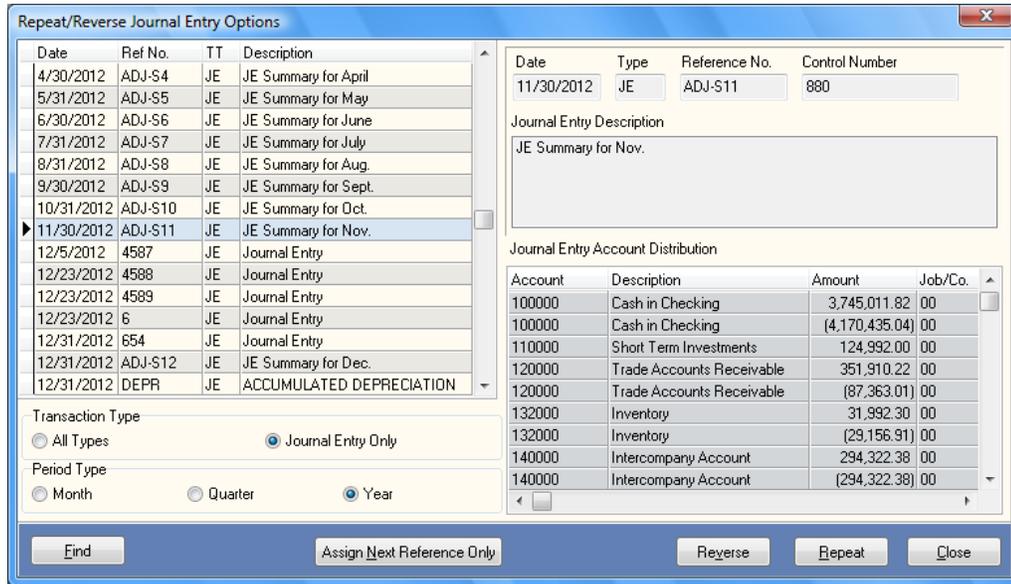
- **Edit:** Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete:** Click **>Delete** to remove the currently selected journal entry leg.
- **Balance:** Click **>Balance** to automatically balance the journal entry.

The use of automatic balancing depends on whether you have assigned a balancing account to the transaction type you are using. If you click **>Balance**, the system will balance the journal entry by applying the remaining debit or credit amount to the automatic balance account number on the transaction type. If you access an account and then click **>Balance** when the cursor is in the **Debit Amount** or **Credit Amount** fields, the system will balance the journal entry by applying the remaining debit or credit amount to the account specified on that leg.

After the journal entry is balanced, the system will allow you to click **>Save** to validate and save the journal entry. The system will then take you back to the **Reference** prompt to continue posting the next journal entry. When finished, the system will automatically print a transaction listing of all posted transactions.

Repeat/Reverse Journal Entries

Within the Record Journal Entries option, you can reverse or repeat prior journal entries made for this company. To select this option, click the  **Repeat/Reverse** button or press **[F3]**. The system will then display the **Repeat/Reverse Journal Entry Options** window:



Date	Ref No.	TT	Description
4/30/2012	ADJ-S4	JE	JE Summary for April
5/31/2012	ADJ-S5	JE	JE Summary for May
6/30/2012	ADJ-S6	JE	JE Summary for June
7/31/2012	ADJ-S7	JE	JE Summary for July
8/31/2012	ADJ-S8	JE	JE Summary for Aug.
9/30/2012	ADJ-S9	JE	JE Summary for Sept.
10/31/2012	ADJ-S10	JE	JE Summary for Oct.
11/30/2012	ADJ-S11	JE	JE Summary for Nov.
12/5/2012	4587	JE	Journal Entry
12/23/2012	4588	JE	Journal Entry
12/23/2012	4589	JE	Journal Entry
12/23/2012	6	JE	Journal Entry
12/31/2012	654	JE	Journal Entry
12/31/2012	ADJ-S12	JE	JE Summary for Dec.
12/31/2012	DEPR	JE	ACCUMULATED DEPRECIATION

Date	Type	Reference No.	Control Number
11/30/2012	JE	ADJ-S11	880

Journal Entry Description
JE Summary for Nov.

Journal Entry Account Distribution

Account	Description	Amount	Job/Co.
100000	Cash in Checking	3,745,011.82	00
100000	Cash in Checking	(4,170,435.04)	00
110000	Short Term Investments	124,992.00	00
120000	Trade Accounts Receivable	351,910.22	00
120000	Trade Accounts Receivable	(87,363.01)	00
132000	Inventory	31,992.30	00
132000	Inventory	(29,156.91)	00
140000	Intercompany Account	294,322.38	00
140000	Intercompany Account	(294,322.38)	00

Transaction Type
 All Types Journal Entry Only

Period Type
 Month Quarter Year

Buttons: Find, Assign Next Reference Only, Reverse, Repeat, Close

A listing of the journal entries for this company will appear on the left. From the list on the left, click on the desired journal entry. Once selected, the entry's detail will appear on the right.

The **Repeat/Reverse Journal Entry Options** window provides the following options:

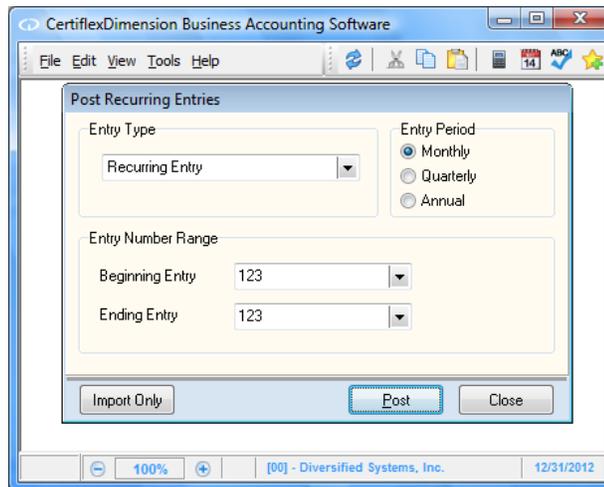
- **Transaction Type:** Select the types of transactions to view for this company. You can view **Journal Entries Only**, or you may view **All Types**.
- **Period Type:** Select the range of entries you wish to view. You can view entries for the **Month**, **Quarter**, or **Year**.
- **Find:** Click this button to search the listing for a particular entry.
- **Assign Next Reference Only:** Once you have selected a journal entry, you may choose enter an entry manually, but use the next reference number in order to keep the entries organized. Click this button to assign the next reference number based on the transaction you have selected.
- **Reverse:** Click this button will reverse the selected journal entry.
- **Repeat:** Click this button will repeat the selected journal entry.
- **Close:** Click this button to close the Reverse/Repeat Journal Entry Options screen.

Once you have selected to repeat or reverse an entry, or to assign the next reference number, you will be returned to the Record Journal Entries screen and your selection will appear. You can click **>Save** to save the entry, or continue entering lines within the journal entry.

Post Recurring Transactions

Post Recurring Journal Entries allows you to post the recurring, reversing, and percentage entries. To post recurring journal entries, click **>Transactions >General Ledger >Post Recurring Transactions**.

Most users post their recurring journal entries on the last day of the period. When you post recurring journal entries with the processing date not set to the last day of the period, the system will display a warning. The system will allow you to continue if you desire.



This option will only post entries not already posted in the current period.

- **Entry Type:** Select to post a **Recurring Entry** or **Reversing Entry**. Reversing entries are not automatically posted when you post recurring entries. The system requires you to select this option and select to post the reversing entries.
- **Entry Period:** Select to post the **Monthly**, **Quarterly**, or **Annual** recurring entries.
- **Entry Number Range:** Select the range of entry numbers to post.

To validate the selection and post the entries, click **>Post**. If all entries are valid, the system will post the entries and print the **Recurring Entry Posting** report. If an entry is invalid, the system will not post any of the entries and print a **Recurring Entry Error** report, identifying invalid entries.

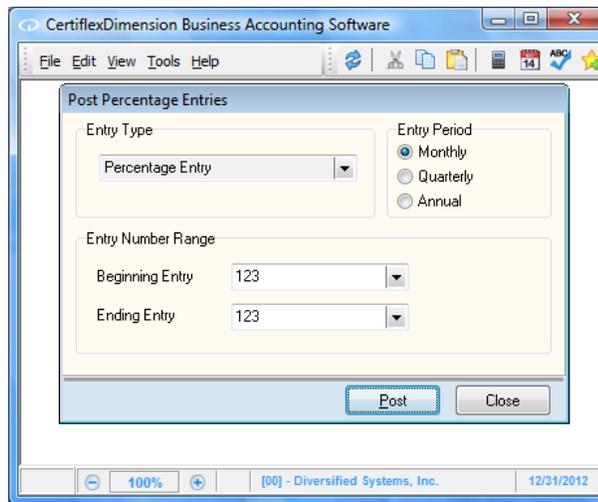
Entries can be imported from other sources to the Post Recurring Journal Entry system. For more information on activating and using the General Ledger transaction import feature, please refer to the **ImportTrn.RTF** file located in the **\Advx\CDmn\Doc** directory.

Post Percentage Entries

Post Percentage Entries allows you to post the recurring percentage entries.

To post percentage journal entries, click **>Transactions >General Ledger >Post Recurring Transactions**.

Most users post their percentage entries on the last day of the period. When you post percentage entries with the processing date not set to the last day of the period, the system will display a warning. The system will allow you to continue if you desire.



This option will only post entries not already been posted in the current period.

- **Entry Period:** Select to post the **Monthly**, **Quarterly**, or **Annual** recurring entries.
- **Entry Number Range:** Select the range of entry numbers to post.

To validate the selection and post the entries, click **>Post**. If all entries are valid, the system will post the entries and print the **Recurring Entry Posting** report. If an entry is invalid, the system will not post any of the entries and print a **Recurring Entry Error** report, identifying the invalid entries.

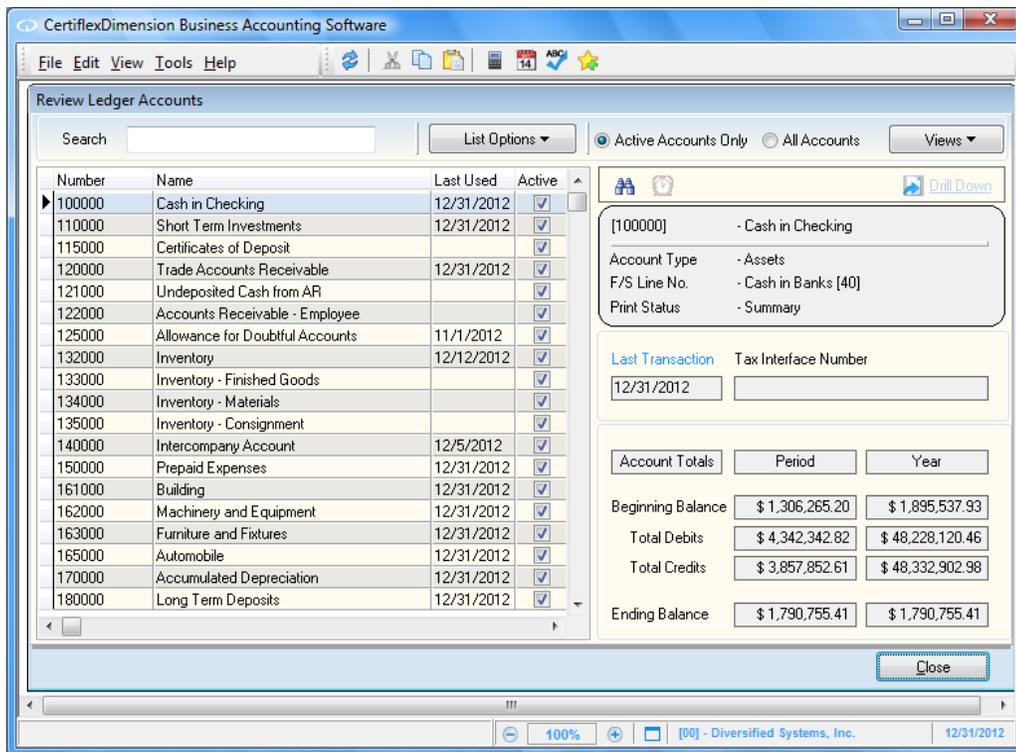
NOTE: If you have any of the percentage entries defined as **Ask at Post Time**, the system will ask you for the base amount during posting.

Reviews – General Ledger

Review Ledger Accounts

Reviewing accounts gives you the ability to look-up and review information about an account without accessing the account from the **Maintain Ledger Accounts** section. When you **Maintain** a ledger account, the system locks that account and prohibits access by other users. When you **Review** a ledger account, other users will continue to have access to the account for transaction entry.

To review accounts, click **>Reviews >General Ledger >Review Ledger Accounts**.



The **Review Ledger Accounts** system displays a primary ledger account listing. The following standard options are available:

- **Double-Click:** You can double-click a record to **Drill Down** to the account detail.
- **Search:** Enter a character string for the record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.

- **List Options –  Sort By:** Select the column you wish to sort your ledger account listing by. If your record listing is using the Indirect Access Method, you can sort in ascending or descending order. Click on the column heading to select a column to sort by.
- **List Options –  Locate:** To refine your record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options –  Filter:** Using the standard CertiflexDimension Filter dialog, you may filter any listing so that only matching records appear (i.e. Show only ledger accounts that contain the word “Payable” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog”.
- **Active Accounts Only:** Select this option to include only active accounts in the account list.
- **EZ-Finder:** EZ-Finder is a unique search program designed to perform fast, efficient data searches from within CertiflexDimension. For step-by-step instructions on using EZ-Finder, click on the **EZ-Finder**  button, then click **>Options >How to Use EZ-Finder**.

NOTE: If the selected ledger account contains alert memos, you can review the memos by clicking the **Alert Memo**  button.

Drill Down

To review an individual account detail and transactions, double-click the account or highlight the account and then click the **Drill Down**  button. The detail account system includes **Budgets, Alert Memos, Notes, Links** and **Memos** options, as well as the following sections:

- **Transactions:** Click this option to review the individual transactions for a fiscal year. You can sort the transactions list by Month-to-Date, Quarter-to-Date, and Year-to-Date. The right side of the detail window displays a list of all transactions for the current account within the selected period. The left side of the account detail window displays the detail associated with the currently highlighted transaction. To review detail from another fiscal year, select **>Fiscal Year** and then click **>Apply**.

NOTE: The transaction **Drill Down** system uses the “Record Listing with Indirect Access Method.” For more details on utilizing this style of listing, please refer to your *System Manager Reference Guide*.

While reviewing an account’s transactions, a **Transaction Attachment**  may be added, edited, viewed, or deleted. To access these options, right-click on the paperclip icon. A drop down menu will appear and display the available options. If no attachment has been made to the selected transaction, you will only have the option to **Add Attachment**. If the transaction has an existing attachment, you will have the options to **View Attachment, Edit Attachment, or Delete Attachment**.

- **Period Totals:** Click this option to review all summarized period totals for a fiscal year. To review totals from another fiscal year, select **>Fiscal Year** and then click **>Apply**.

Views

The **Review Ledger Accounts** system includes a wide variety of alternate listing methods for reviewing your ledger accounts. You can **Drill Down** to any account detail by double-clicking on accounts.

The **Financial - Balance Sheet** and **Financial - Income Statement** views first summarize accounts by their Financial Statement Categories. Categories can be expanded into Financial Statement Lines by clicking on the expander option **[+]**. Double-clicking on a Financial Statement Line will list all Ledger Accounts associated with that line.

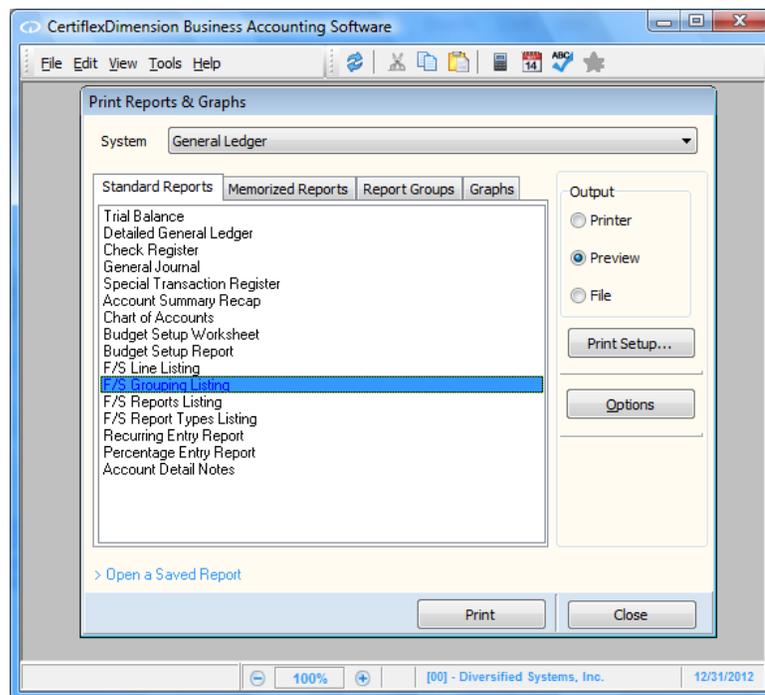
NOTE: The **View** system uses the “Record Listing with Indirect Access Method.” For more details on utilizing this style of listing, please refer to your *System Manager Reference Guide*. Since “Alternate Account Views” contain report totals, these options are only available to user having security access to both the “Review” and “Report” options per accounting system

Printing Reports

General Ledger Reports

Printing reports in CertiflexDimension is an easy, yet powerful element of the program. You can print almost any report based on almost any criteria you desire.

To print a report in General Ledger, click **>Reports >General Ledger >Standard Ledger Reports**.



For detailed explanations of each field on the **Print Reports & Graphs** screen and instructions on how to use the **Sort/Selects** feature, please refer to your *CertiflexDimension System Manager Reference Guide*. Below is a list of General Ledger reports and the **Options: Report Criteria** available for each report.

NOTE: Financial Statements and Cover Letters are not covered in this section. Printing these reports is explained in the **Financial Statements** section.

Trial Balance

The Trial Balance will print each account's total debit and credit amounts for the selected period. The Trial Balance will also include a profit or loss summarization at the end of the report. The system will allow you to print the report in a standard format or in a Working Trial Balance format. The Working Trial Balance report includes debit and credit adjustment columns for notations.

Report Criteria

- **Include Inactives:** Select this check box to include the accounts that are set to inactive.
- **Lines to Skip (working Trial Balance only):** Enter the number of lines you want skipped between each account.
- **Report Type:** Select which type of trial balance to print.
- **Reporting Period:** Select the period to include on the report.

Detailed General Ledger

The Detailed General Ledger (also known as an Audit Trail) is a list of ledger accounts displaying each account's beginning and ending balances and all posted transactions per account.

From an accounting standpoint, transaction reports such as the Audit Trail are very important because they provide documented proof of what makes up an account's ending balance. The Audit Trail also comes in handy if you need to re-enter transactions for any reason.

Additionally, you can review the Audit Trail to detect posting errors. If you find that a posting error has occurred, you should make an adjusting journal entry to correct the affected account balance. We recommend you print the entire Audit Trail at the end of each accounting period to have a permanent record of activity.

In the **General Ledger Master Data**, the system provides several fields that dictate the exact manner in which the Audit Trail report will print. These fields are:

- **Audit Trail Type:** This allows you to specify whether the system will print debit amounts in one column and credit amounts in another column or print all transactions in a single column and the ending balance for each account in another column.
- **One Account Per Page on Audit Trail:** This allows you to dedicate each account to its own page when printing the Audit Trail.
- **Consolidate Checks on Audit Trail:** This allows you to select whether you want check type journal entries for the cash account or both the cash and expense accounts to consolidate into one transaction or if you want check type entries to print in a detailed format.

Review the General Ledger Master Data to ensure that these settings are defined properly.

The Audit Trail report will print XX's beside the ending account balance for any accounts out of balance with the transactions. This will highlight problem accounts. This feature is available only when you print for the Month, Quarter-to-Date, or Year-to-Date. The feature is not available when you print for a range of dates.

As the Audit Trail prints, the system tests each account to verify that the account balance is in agreement with the total transaction balance. If the account is in balance, ** will print next to the ending balance of the account. If XX is printed beside the ending balance of an account, it means that the selected period's account balance and the total of the period's transactions do not agree.

There are two occurrences that might cause an account to be marked as out of balance.

- When you were posting a journal entry, an error may have occurred due to any number of circumstances, such as having a bad spot on your data drive, an unreliable network connection or experiencing a power failure. The system posted the transaction to the account updating the account balance, but was not able to post to the transaction file. This results in the total of the transactions being different from the balance for the account.
- A journal entry was posted to an out of balance account. In this instance, the system is able to post to the transaction file, updating the total period transactions, but is not able to post to the account balance. Therefore, the account's year-to-date and period-to-date balances were not updated.

The system may be able to correct itself when the account balances and the period's transactions do not agree. To attempt to correct an out-of-balance condition, you could execute a ledger recalculation program. We strongly recommend that you call Technical Support for information on running the recalculation program before you use it. Improper use of the recalculation program could cause further damage the data files.

Report Criteria

- **Accounts with Balances but No Activity:** If you do not select this check box, the system will not print any accounts that have a balance but do not have activity for the specified reporting period. If you select this check box, the system will include all accounts, even those with no activity, unless the account has a zero balance.
- **Zero Balance Accounts with No Activity:** If you do not select this check box, the system will not print any accounts with a zero balance that did not have any activity for the specified reporting period. If you select this check box, the system will include all accounts, those with no activity, those with activity, and those with zero balances and zero activity.

NOTE: If you want the system to include all active accounts regardless of whether they have balances or transactions, or if they do not have balances or transactions, select both **Accounts with Balances but Zero Activity** and **Zero Balance Accounts with Zero Activity**.

- **Summarize Prior Month Entries:** This selection is only available for **Quarter-to-Date**, **Year-to-Date** or **Date Range** period types. If you select this check box, the system will summarize all periods for the period type selected, except for the most current period. The most current period will print in a detailed format. If you do not select this check box, all periods will print in a detailed format.

- **Print Monthly Balances:** This option is only available for **Quarter-to-Date**, **Year-to-Date** or **Date Range** period types. Select this check box if you want the system to include monthly balances.
- **Include Batch Transactions:** This option will include any unposted batch transactions. If there is no open batch, this option will not be available.
- **Suppress Additional Description Lines:** This option will prevent any additional description lines from printing on the report.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending dates to be included on the report.
- **Print Index Page:** This option will instruct the system to print an account index at the end of the report.
- **Account Mask:** To report for only the accounts that have a common character(s), such as departmental accounts, place the character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

Check Register

The Check Register prints all check transaction types recorded to the General Ledger regardless of the source. Only transaction types set as a check type are included on this report. Transaction types 1, 3, 8, and 9 are preset by the system as check types. The system will also include any check types added to the system.

Report Criteria

- **Summarize:** If you do not select this check box, the system will print for all accounts that have a check transaction type posted to it. If you select this check box, the system will prompt you to enter the account you want included.
- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Sort by Check Number:** To sort this report by check number.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

General Journal

The General Journal prints all journal entry transaction types recorded to the General Ledger regardless of the source. These are all transaction types except check types.

Report Criteria

- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

Special Transaction Register

The Special Transaction Register allows you to print a transaction register for any specific transaction type.

Report Criteria

- **Summarize:** If you do not select this check box, the system will print for all accounts that have a selected transaction type posted to it during the selected reporting period. If you select this check box, the system will prompt you to enter the cash account to include.
- **Include Intercompany/Job Detail:** To include detail from intercompany accounts or from jobs, select this option.
- **Transaction Type:** Select the individual transaction type to include.
- **Reporting Period:** Select the period to report for. If you choose **Date Range**, the system will prompt you for the beginning and ending inclusive dates.

Account Summary Recap

The Account Summary Recap will show a summary of account debits and credits based on the transaction types involved.

Report Criteria

- **Transaction Type:** Select the individual transaction type to include.

Chart of Accounts

The Chart of Accounts report prints all of the company's account information and financial statement grouping status.

Report Criteria

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Print Detailed Report:** Select this check box to print each account's account number, account name, financial statement line number description, date of last journal entry, print status, and balance. If you want the system to only report each account's number, name, financial statement line number, and print status, do not select this check box.
- **Account Mask:** If you want to report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

Budget Setup Worksheet

You can use this report as a guide for entering budgets to the accounts. This report provides space for you to record the budget amount for each period for each account.

Report Criteria

- **Include Inactive Accounts:** Select this check box if you want the report to include the accounts set to inactive.

- **Account Mask:** If you want to report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

Budget Setup Report

You can use this report to verify that the budget amounts defined for each account are correct. You should print this report periodically to review for accuracy.

Report Criteria

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Account Mask:** To report for only the accounts that have a common character(s), such as departmental accounts, place that character(s) here. For example, if you only want to report for accounts for Department A and all accounts for Department A have an A for the account's sixth position, move to the sixth position and input an A. To report for all accounts, leave this field blank.

F/S Line Listing

The Financial Statement Line Listing prints the detailed information for all of the financial statement line numbers.

F/S Reports Listing

The Financial Statement Reports Listing prints a list of the financial statement reports. This report includes each report number, type, and description.

F/S Groupings Listing

The Financial Statement Groupings Listing prints the detail list of the financial statement groupings, including the accumulator information. When creating or modifying financial statements, this report will aid you in reviewing and locating grouping information, totaling errors, etc.

Report Criteria

- **Include Accumulators:** Select this check box if you want the system to include the accumulator information on the report.

F/S Report Types Listing

The Financial Statement Report Types Listing prints a list of the financial statement types. This report includes each type's report identifier, description, and number of columns.

Recurring Entry Report

This report prints all recurring entries, including the journal entry detail, recorded during the current processing period.

Percentage Entries Report

This report prints all percentage entries, including the journal entry detail, recorded during the current processing period.

Account Detail Notes

The Account Detail Notes report prints detailed notes associated with individual accounts.

Report Criteria

- **Include Inactive Accounts:** Select this check box to include the accounts set to inactive.
- **Date Range:** If you select this check box, the system will prompt you for a date range and only include detail notes within these dates. Leaving the date range blank will print all notes for each account.

Print Financial Statements

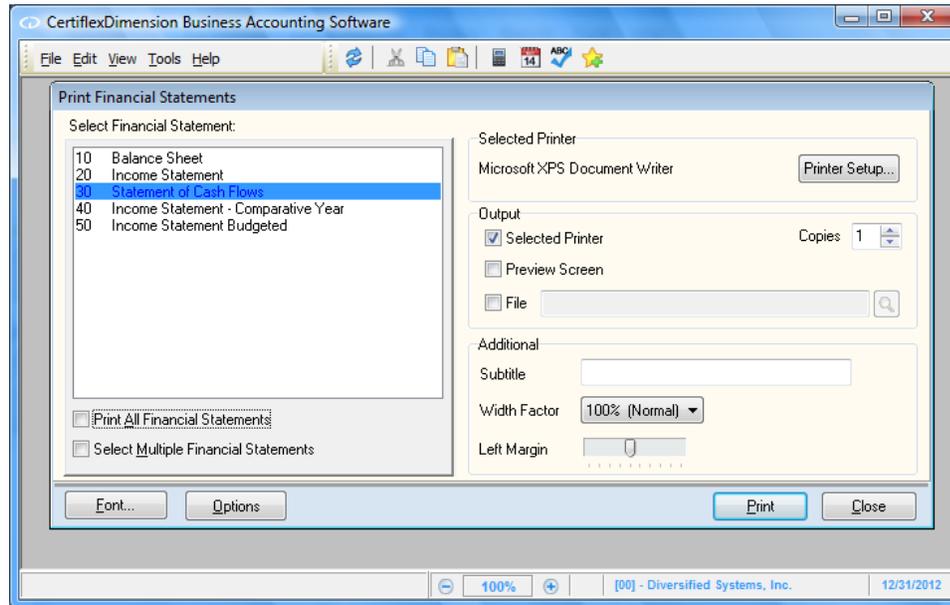
To print financial statements, click **>Reports >General Ledger >Financial Statements**.

If the **Use Advanced Financials** option is enabled in the company's Master Data, the system will display the following screen.

The screen displayed will depend on how the **Use Advanced Financials** Master Data field is set.

Advanced Financials

If the **Use Advanced Financials** Master Data field is selected, the system will display the following screen.



- **Select Financial Statement:** Select the financial statement you want to print. If the desired financial statement is not listed here, you must add the financial statement to the listing.
- **Print All Financial Statements:** Select this check box if you want the system to print all financial statements with **Auto Print** selected (maintained in **Financial Statement Reports**) for the selected company.
- **Select Multiple Financial Statements:** Select this check box if you want the system to print more than one financial statement. If you select this option, the system will allow you to choose multiple financial statements to print. When you begin the printing process, the system will print each financial statement, one after the other.

To select a range of financial statements, hold the **Shift** key and click on the first and last financial statement to print. The system will highlight all financial statements between the two selections.

To select a random order of financial statements, hold the **Ctrl** key and click the various financial statements you wish to print.

- **Selected Printer:** This section displays the currently selected printer. To change this setting, select **Printer Setup**.

- **Report Output:** This section allows you to define where the report will print and the number of copies.
 - **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.
 - **Preview Screen:** Select this check box if you want the system to print the financial statement to screen.

NOTE: The system will allow you to select both check boxes. If you want to review a report to screen first then print a copy, you can do so from the preview screen. When printing from the preview screen, you can print a range of pages in lieu of printing the entire report.

- **Copies:** Enter the number of copies you want printed.
- **Subtitle:** If you want a second report title for the selected financial statement, enter the title here. For example, if you are printing a financial statement masked for a particular department, you may enter a subtitle of *Department 1*.

NOTE: If you enter a report subtitle, the selected financial statement **MUST** have the {PRINTEXTRA} keyword defined in the report header. If the {PRINTEXTRA} keyword does not exist in the report header, the input for this field will not display on the financial statement.

Width Factor

The **Width Factor** option allows you to define the width of the selected Financial Statement in terms of relative percentage: 90% (Narrow), 100% (Normal), or 110% - 150% (Wide).

Left Margin

The **Left Margin** option allows you to adjust the left margin of the selected Financial Statement using a slider control. Move the slider to change the report's left margin accordingly.

Font

This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and select the desired font from the Windows font listing.

NOTE: During maintaining financial statements, the system allowed you to define fonts associated with the financial. If you change the default font here, this setting will not override the fonts defined on the financial statement itself. This setting only changes the font for the sections of the financial statement that do not have fonts associated with it through the definition of the financial statement.

Options

Click **>Options** to define the following:

- **Supporting Schedules:** This section allows you to print supporting schedules. Select to print the supporting schedules after the financial statements print, to print supporting schedules only, or to not print the supporting schedules.

If you select to print the supporting schedules, the system will allow you to define the following:

- **Page Eject After Each F/S Line:** Select this check box if you want the system to print each financial statement line number that is defined to print a supporting schedule on a separate page. If you do not select this check box, the system will include all supporting schedules on one report.
- **Include Account Numbers on Descriptions:** Select this check box if you want the system to include the account numbers on the supporting schedules.
- **Print Schedules for Default Financial Statement Lines:** Select this check box if you want the system to print supporting schedules for all line numbers that have accounts defined as summarized accounts and that have **Supporting Schedule** selected in **Maintain Financial Statement Lines**. Select the individual line number to print a supporting schedule for.

When you click **>Ok** the system will display the **Financial Statement Line Number Listing** screen if the **Print After Financial Statements** or **Print Supporting Schedules Only** is selected.

If you want to print supporting schedules for multiple selected line numbers, select the **Select Multiple F/S Lines to Print** box. With this check box selected, you can select a range of line numbers or a random selection of line numbers. To select a range of line numbers, hold the **Shift** key and click on the first and last line number to include. The system will highlight all line numbers between the two. To print a random selection of line numbers, hold the **Ctrl** key and click the line numbers to include.

- If you wish to print financial statements for a range of companies, select **Print Range of Companies**. The system will then prompt you for the beginning and ending range of companies to include. **Financial Statement Summary/Detailed Options:** This section allows you to tell the system to override the summarized or detailed print status assigned to each account. Select **Print Summary/Detailed as Normal** to print the financial statements using the print status defined on each account. Select **Override as All Summarized** to print the financial statements in the print status of Summarized for each account no matter what the account's print status is. Select **Override as All Detailed** to print the financial statements in the print status of Detailed for each account no matter what the account's print status is.
- **Company Options:** This section allows you to define what companies to print financial statements for. Select **Print Current Company Only** to print financial statements for the currently loaded company.

To print financial statements for all companies within a specified class number, select **Print Companies in Selected Class**. The system will prompt you for the class number at the bottom of this section.

To print financial statements for a consolidated entity, select **Print Consolidated Entity Members**. The system will prompt you for the consolidation entity number.

- **Masking Options:** This section allows you to define exactly which accounts to include on the financial statements. If you do not select the **Override Normal Report Masking** check box, the system will use the masking defined in the Report File for the selected financial statements. To override the masking defined in the Report File for this printing only, select this check box.

When you select **Override Normal Report Masking**, the system will prompt you to use a temporary normal masking or a temporary filtered masking. A normal masking will include all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts that have an A in the sixth digit of the account number, you would select **Use Temporary Normal Masking** and place an A in the sixth position of the **Account Mask**.

A filtered masking will exclude all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts except for those that have an A in the sixth digit of the account number, you would select **Use Temporary Filtered Masking** and place an A in the sixth position of the **Account Mask**.

- **Currency Conversion:** This section allows you to convert the currency for the financial statements into other printing denominations.

If you want the financial statements to print in another currency, select the **Use Currency Exchange Rate** check box. The system will then prompt you for the exchange factor of the US dollar into the foreign currency at the time of printing. The system will also allow you to select the currency sign. Select either the dollar (\$), the pound (£). If you select to not print a currency sign, we recommend that you add the appropriate printing terms for the selected currency in the heading of the financial statement. For example, you might want to use a heading similar to "The following financial statement is printed in Yen."

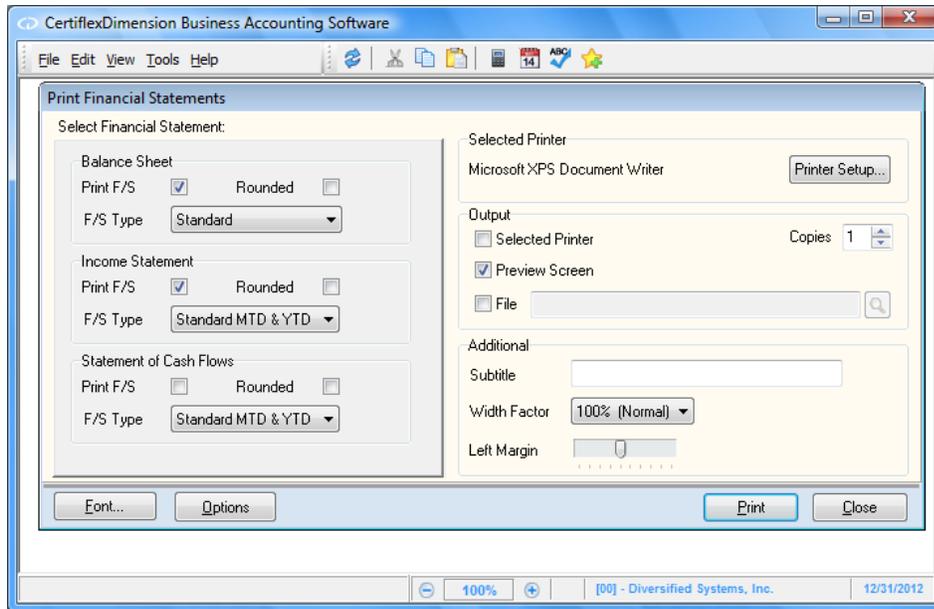
If you want the financial statements to print the amounts in a different format, select **Convert to Hundreds**, **Convert to Thousands**, **Convert to Ten Thousands**, **Convert to Hundred Thousands**, or **Convert to Millions**.

For example, if the financial statement amounts are in the millions and you wish to convert to millions, the system will print the following amounts as:

\$3,650,00.00	=	\$3.65
\$5,275,000.00	=	\$5.28
\$10,000,000.00	=	\$10.00

Standard Financials

If the **Use Advanced Financials** option is disabled in the company's Master Data, the system will display the following screen.



- **Balance Sheet:** To include the Balance Sheet in the printing of the financial statements, select the **Print F/S** box. If you want the Balance Sheet to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In this **F/S Type** field, select the type of Balance Sheet to print. You can select from a Standard Balance Sheet, Comparative MTD amounts, Comparative QTD amounts, Comparative YTD amounts, or a Budgeted Balance Sheet.
- **Income Statement:** To include the Income Statement in the printing of the financial statements, select the **Print F/S** box. If you want the Income Statement to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In this **F/S Type** field, select the type of Income Statement to print. You can select from standard MTD & YTD amounts, standard QTD & YTD amounts, standard YTD amounts only, comparative MTD & YTD amounts, comparative QTD & YTD amounts, comparative YTD amounts only, budgeted MTD & YTD amounts, budgeted QTD & YTD amounts, budgeted YTD amounts only, standard four QTD & YTD amounts, standard MTD, QTD & YTD amounts, and standard 12 periods.
- **Statement of Cash Flow:** To include the Statement of Cash Flows in the printing of the financial statements, select the **Print F/S** check box. If you want the Statement of Cash Flows to print the amounts rounded to the nearest whole dollar, select the **Rounded** check box. In the **F/S Type** field, select the type of Statement of Cash Flow to print. You can select from a Standard MTD & YTD amounts, Standard QTD & YTD amounts, and Standard YTD amounts only.
- **Selected Printer:** This section displays the printer currently selected to print to. To change this setting, click **>Printer Setup**.

- **Report Output:** This section allows you to define where the report will print and the number of copies to print.
 - **Selected Printer:** Select this check box if you want the system to print the financial statement to the selected printer.
 - **Preview Screen:** Select this check box if you want the system to print the financial statement to screen.

NOTE: The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report.

- **Copies:** Enter the number of copies you want printed.
- **Report Subtitle:** If you want a second report title for the selected financial statement, you can enter that title here. For example, if you are printing a financial statement masked for a particular department, you may enter a subtitle of *Department 1*.

NOTE: If you enter a report subtitle, the selected financial statement **MUST** have the {PRINTEXTRA} keyword defined in the report header. If the {PRINTEXTRA} keyword does not exist in the report header, the input for this field will not display on the financial statement.

Width Factor

The **Width Factor** option allows you to define the width of the selected Financial Statement in terms of relative percentage: 90% (Narrow), 100% (Normal), or 110% - 150% (Wide).

Left Margin

The **Left Margin** option allows you to adjust the left margin of the selected Financial Statement using a slider control. Move the slider to change the report's left margin accordingly.

Font

This button allows you to define which default font to use for this report. If you want to change the default font for this financial statement, click **>Font** and select the desired font from the Windows font listing.

NOTE: During maintaining financial statements, the system allowed you to define fonts associated with the financial. If you change the default font here, this setting will not override the fonts defined on the financial statement itself. This setting only changes the font for the sections of the financial statement that do not have fonts associated with it through the definition of the financial statement.

Options

Click **>Options** to define the following:

- **Supporting Schedules:** This section allows you to print supporting schedules. Select to print the supporting schedules after the financial statements print, to print supporting schedules only, or to not print the supporting schedules.

If you select to print the supporting schedules, the system will allow you to define the following:

- **Page Eject After Each F/S Line:** Select this check box if you want the system to print each financial statement line number that is defined to print a supporting schedule on a separate page. If you do not select this check box, the system will include all supporting schedules on one report.
- **Include Account Numbers on Descriptions:** Select this check box if you want the system to include the account numbers on the supporting schedules.
- **Print Schedules for Default Financial Statement Lines:** Select this check box if you want the system to print supporting schedules, but only as defined on the individual line numbers.

When you click **>Ok**, the system will display the **Financial Statement Line Listing** screen if the **Print After Financial Statements** or **Print Supporting Schedules Only** option is selected. Select the individual line number to print a supporting schedule for.

If you want to print supporting schedules for multiple selected line numbers, select the **Select Multiple F/S Lines to Print** check box. With this box checked, you can select a range of line numbers or a random selection of line numbers. To select a range of line numbers, hold the **[Shift]** key and click on the first and last line number to include. The system will highlight all line numbers between the two selected. To select a random selection of line numbers, hold the **[Ctrl]** key and click on the various line numbers to include.

- **Financial Statement Summary/Detailed Options:** This section allows you to tell the system to override the summarized or detailed print status assigned to each account. Select **Print Summary/Detailed as Normal** to print the financial statements using the print status defined on each account. Select **Override as All Summarized** to print the financial statements in the print status of Summarized for each account no matter what the account's print status is. Select **Override as All Detailed** to print the financial statements in the print status of Detailed for each account no matter what the account's print status is.
- **Masking Options:** This section allows you to define exactly which accounts to include on the financial statements. If you do not select the **Override Normal Report Masking** check box, the system will use the masking defined in the Report File for the selected financial statements. To override the masking defined in the Report File for this printing only, select this check box.

When you select **Override Normal Report Masking**, the system will prompt you to use a temporary normal masking or a temporary filtered masking. A normal masking will include all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts that have an A in the sixth digit of the account number, you would select **Use Temporary Normal Masking** and place an A in the sixth position of the **Account Mask**.

A filtered masking will exclude all accounts with the digits defined in the **Account Mask** field. For example, if you want the financial statements to print for all accounts except for those that have an A in the sixth digit of the account number, you would select **Use Temporary Filtered Masking** and place an A in the sixth position of the **Account Mask**.

Print Cover Letters

Cover letters are files that you can print to accompany the financial statements. You can create your own unique cover letter with this program or modify any of the three example cover letters included with the software.

Cover Letters support text and rich text formats. If you are using rich text format, click **>Editor** to use the Windows Rich Text Editor. The editor supports features such as highlighting, bolding, and centering for your cover letters.

To print **Cover Letters**, click **>Reports >General Ledger >Cover Letters**.

To create your own cover letter, you can type the information on this screen. To open any saved cover letter, click **>Open File**. To open any of the three sample cover letters included with this program, you can find the files in `\Advx\XConnect`. The file names are CL1.RTF, CL2.RTF, and CL3.RTF.

Cover Letter Maintenance - CL1.RTF

[To the Board of Directors
{COMPANY}
{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY}
(a corporation) as of {DATE} and the related Statements of Income and
Retained Earnings and Cash Flows for the year ended, in accordance
with standards established by the American Institute of Certified
Public Accountants.

A compilation is limited to presenting in the form of financial
statements information that is the representation of management.
We have not audited or reviewed the accompanying financial
statements and, accordingly, do not express an opinion or any other
form of assurance on them.

Accounting Firm Name
{DATE}

Type
 Plain Text Format Rich Text Format

Insert Keyword...

Open File... New File... Save File... Editor... Merge & Print... Exit

You can also insert keywords into the cover letters. To insert a keyword, click **>Insert Keyword**. The system will display a list of available keywords. Click the keyword to use and the system will insert that keyword at the present cursor location in the text file.

Keywords are merge commands you can use with the cover letters. When you print the cover letter the system will merge the appropriate responses for the keywords with the other information. For example, if we have a cover letter beginning with...

To the Board of Directors:

{COMPANY}

{CITY}, {STATE}

...the system will automatically insert the company name, city, and state for the currently loaded company. This way you can use the same cover letter for many different companies and the system will automatically insert the correct company name for you.

General Ledger WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use a General Ledger WorkSheet Report, click **>Reports >General Ledger Cost >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **>Create**.

NOTE: Each WorkSheet can be saved in three different styles. The system will always start with the “Default” style saved for this WorkSheet.

The options for formatting and printing Worksheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide – WorkSheet Reports*.

Worksheets

Below is a list of WorkSheet Reports available for this module.

- **Chart of Accounts**
- **Working Trial Balance - MTD**
- **Working Trial Balance - QTD**
- **Working Trial Balance - YTD**
- **Transaction History - MTD**
- **Transaction History - QTD**
- **Transaction History – YTD**

Month & Year End Procedures

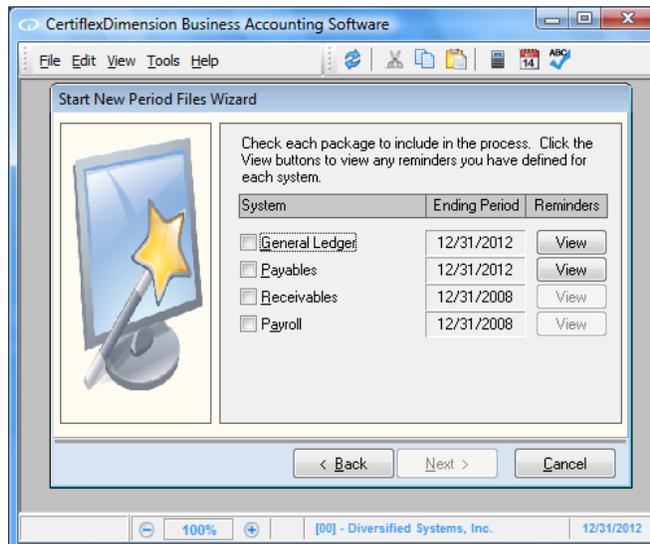
Start New Period Files for the Current Fiscal Year

The General Ledger data files are not monthly dated files. When you start new period files within the current fiscal year, the system will not actually create brand new files for the new period each month, but will instead zero out the total fields on the same General Ledger file.

For the sake of simplicity and conformity to normal accounting procedures, we recommend that you execute this option at the end of each period to clear out the period totals.

NOTE: Even though you start new period files each month to clear the period totals, you can still change the processing date to an old period to make adjusting journal entries and to print reports.

To start new period files, first make sure that you have a current backup of the system. It is very important that a backup is performed prior to starting new period files. In case of an error occurs during the new period creation process, a backup may be required. When the backup is complete, click **>File >Start New Period Files**.



The system will display the individual programs to start the new periods for. The **Ending Period** column will display the old period ending date. This is the period just completed. The 'Active Period Ending Date' should be set to match the date shown for the Current Period Ending of General Ledger. When you check General Ledger, the system will then display the new period ending date in the **Ending Period** column. This is the period the system will create. Click **>View** to display any checklist reminders defined for the program.

When you click **>Next**, the system will begin the new period creation process for the programs selected. The system will display a status bar as the process is completed. If the system encounters any errors during the process, an error message screen will be displayed.

Fiscal Year End Closing

The General Ledger data files are yearly dated files. When you start files for a new fiscal year, the system will create a brand new set of files for the new fiscal year. The system will require you to create the new fiscal year files before you can enter any transactions in the new fiscal year. However, you can do this even before you complete the year-end adjustment entries. The system will allow you to process in multiple fiscal years at the same time. If you process transactions in a prior fiscal year, refer to the **Reclose the Fiscal Year End** section for proper updating instructions.

To close your fiscal year, first make sure that you have a current backup of the system. It is very important that a backup is performed prior to starting new period files. In case of an error occurs during the new period creation process, a backup may be required. When the backup is complete, click **>File >Start New Period Files**. When the Start New Period Files wizard appears, click **>Next**.

The system will display the individual programs to start the new periods for. The **Ending Period** column will display the old period ending date. This is the period just completed. The 'Active Period Ending Date' should be set to match the date shown for the Current Period Ending of General Ledger. When you check General Ledger, the system will then display the **New Year** in the **Ending Period** column. This reflects that the system is preparing to start a new fiscal year for the company. Click **>View** to display any checklist reminders defined for the program.

When you click **>Next**, the system will prompt you for the following:

- **Retained Earnings:** To select or change the retained earnings account(s) you wish to use, click **>Edit**. The system will allow you to close into multiple retained earnings accounts (maximum 20). Please note that the total percentage of multiple accounts must be 100%. When you perform the fiscal year end closing, the system will transfer the balances of the Income Statement accounts to the account number(s) you enter here. The system will determine which accounts are Income Statement accounts based on the financial statement line number assigned to each account and the first Income Statement Line Number defined in the General Ledger Master Data. For example, if the first income statement line number defined in the Master Data is 500, the system will close all accounts with a line number of 500 or more to the retained earnings account number you enter here.

- **Start New Year Budgets:** This option allows you to specify how you want the budget information to be created for the new year. You can choose from:
 - **Last Year Budgets:** Budget information for the new year will be copied from the budget information of the prior year.
 - **Zero Income Statement Budgets:** Budget information for the Income Statement accounts will be set to zero for the new fiscal year.
 - **Income Statement Budgets = Actual (Dollar):** Budget information for the Income Statement accounts will be set to the actual account balances of the prior year, rounded to the nearest dollar.
 - **Income Statement Budgets = Actual (Hundreds):** Budget information for the Income Statement accounts will be set to the actual account balances of the prior year, rounded to the nearest hundred dollar.
 - **Income Statement Budgets = Actual (Thousands):** Budget information for the Income Statement accounts will be set to the actual account balances of the prior year, rounded to the nearest thousand dollar.

When you click **>Next**, the system will begin the new fiscal year creation process. The system will display a status bar as the process is completed. If the system encounters any errors during the process, an error message screen will display.

Reclose the Fiscal Year End

The CertiflexDimension General Ledger program will allow you to process and enter transactions in multiple fiscal years at the same time. This allows you to go ahead and create the new fiscal year's files for current processing but still gives you the ability to access any prior fiscal year for adjusting entry input.

However, since the General Ledger data files are yearly dated files, when you access a prior fiscal year for processing, any entries you make will update the prior year's files only. To have the system bring those prior fiscal year adjusting entries into the current fiscal year, you must reclose the fiscal year.

To reclose the fiscal year files first make sure that you have a current backup of the system. It is very important that a backup is performed prior to starting new period files. In case of an error occurs during the new period creation process, a backup may be required. When the backup is complete, click **>File >Start New Period Files**. When the Start New Period Files wizard appears, click **>Reclose Ledger FYE**.

The system will prompt you for the following:

- **Retained Earnings:** To select or change the retained earnings account(s) you wish to use, click **>Edit**. The system will allow you to close into multiple retained earnings accounts (maximum 20). Please note that the total percentage of multiple accounts must be 100%. When you perform the fiscal year end closing, the system will transfer the balances of the Income Statement accounts to the account number you enter here. The system will determine which accounts are Income Statement accounts based on the financial statement line number assigned to each account and the first Income Statement line number defined in the General Ledger Master Data. For example, if the first income statement line number defined in the Master Data is 500, the system will close all accounts with a line number of 500 or more to the retained earnings account number you enter here.
- **Starting Fiscal Year End to Reclose:** Select the first fiscal year that needs to be reclosed.
- **Ending Fiscal Year End to Reclose:** Select the last fiscal year that needs to be reclosed.

Once your above selections have been entered, click **>Process**.

NOTE: The system will allow you to reclose any fiscal year end as many times as needed.

Notes about the Fiscal Year End Closing

- The reason you perform the fiscal year end closing in the last period of the old fiscal year is to let the old period's files remain intact so that you may always go back to that period to review results and print financials.
- Because you must perform the fiscal year end closing in the last period of the old fiscal year, the system does not actually zero out the profit and loss accounts entirely in the new fiscal year. Instead, the system will adjust these accounts in the new fiscal year to equal the new period's current period activity, if any.
- If the system does not close all the Income Statement accounts or if the system includes some Balance Sheet accounts in the closing, verify each account's financial statement line number and the first Income Statement line number defined in the General Ledger Master Data.
- When you perform the fiscal year end closing or reclosing, the system will also create a file called CLOSEdz.yy. This file contains the account numbers and balances that were affected by the fiscal year end closing. Since a year end closing changes account balances without a transaction, this report will print the activities that took place for the closing. This file is, in essence, an audit trail of the year end close. This file is saved in an ASCII format and you can import this file into any word processing or text editing program for printing.

Standard Sample Listings

Chart of Accounts

When creating a new company, the system will allow you to create the chart of accounts by copying from industry specific charts supplied with the system.

Standard Balance Sheet Accounts - All Types

Account No.	Account Name	F/S#	Prt Status
100000	Cash on Hand	10	Summarized
110000	Short Term Investments	12	Summarized
115000	Certificates of Deposit	12	Summarized
120000	Trade Accounts Receivable	13	Summarized
125000	Allowance for Doubtful Accounts	13	Summarized
132000	Inventory	14	Summarized
150000	Prepaid Expenses	15	Summarized
161000	Building	21	Summarized
162000	Machinery and Equipment	22	Summarized
163000	Furniture and Fixtures	24	Summarized
165000	Automobile	23	Summarized
170000	Accumulated Depreciation	27	Summarized
180000	Long Term Deposits	29	Summarized
190000	Trade Accounts Payable	32	Summarized
210000	Federal Income Tax Payable	33	Summarized
220000	Payroll Taxes Payable	33	Summarized
230000	Other Accrued Expenses	34	Summarized
240000	Current Portion Long Term Debit	35	Detailed
310000	L T D Auto	41	Summarized
320000	L T D Mortgage	41	Summarized
400000	Capital Stock	45	Summarized
410000	Paid in Capital in Excess of Par	47	Summarized
450000	Retained Earnings	48	Summarized
9990	Intercompany	48	Detailed

Standard Income Statement Accounts – Manufacturing

Account No.	Account Name	F/S#	Prt Status
601000	Retail Sales	51	Detailed
602000	Scrap Sales	51	Detailed
603000	Wholesale Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
702000	Materials	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
843000	Tools	81	Detailed
844000	Uniforms	81	Detailed
845000	Union	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Standard Income Statement Accounts – Wholesale

Account No.	Account Name	F/S#	Prt Status
603000	Wholesale Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
845000	Union	81	Detailed
846000	Storage	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Standard Income Statement Accounts – Retail

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
700000	C O S	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
847000	Brochures	81	Detailed
848000	Furniture & Equipment	81	Detailed
849000	Security	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Taxes	195	Detailed

Standard Income Statement Accounts – Service

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
604000	Services	51	Detailed
605000	Fees	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salary and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Standard Income Statement Accounts – Medical

Account No.	Account Name	F/S#	Prt Status
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
811000	Contract Labor	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and	80	Detailed
827000	Entertainment	81	Detailed
828000	Automobile	81	Detailed
829000	Postage	81	Detailed
830000	Office Supplies	81	Detailed
831000	Dues	81	Detailed
832000	Bank/Finance Charges	81	Detailed
833000	Maintenance & Repairs	81	Detailed
834000	Licenses	81	Detailed
835000	Professional Fees	81	Detailed
836000	Equipment Rental	81	Detailed
837000	Contributions	81	Detailed
841000	Bad Debts	81	Detailed
850000	Shipping	81	Detailed
851000	Collection	81	Detailed
852000	Reference Materials	81	Detailed
890000	Medical Supplies	81	Detailed
900000	Misc. Expense	195	Detailed
	Federal Income Tax		

Standard Income Statement Accounts – Professional

Account No.	Account Name	F/S#	Prt Status
604000	Services	51	Detailed
606000	Auditing Fees	51	Detailed
607000	Compilation Fees	51	Detailed
608000	Payroll Preparation Fees	51	Detailed
609000	Review Fees	51	Detailed
610000	Write-Up Fees	51	Detailed
611000	Consulting Fees	51	Detailed
612000	Tax Preparation Fees	51	Detailed
690000	Other Income	52	Detailed
691000	Billing Adjustments	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
841000	Shipping	81	Detailed
853000	Professional Development	81	Detailed
854000	Practice Development	81	Detailed
855000	Recruiting	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Taxes	195	Detailed

Standard Income Statement Accounts – Information

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
6040000	Services	51	Detailed
613000	Campaign Income	51	Detailed
614000	Contribution Income	51	Detailed
615000	Dues Income	51	Detailed
616000	Legacies	51	Detailed
617000	Program Fees	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
856000	Program Expense	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Standard Income Statement Accounts – Management

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
604000	Services	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
841000	Shipping	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Standard Income Statement Accounts – Miscellaneous

Account No.	Account Name	F/S#	Prt Status
600000	Sales	51	Detailed
601000	Retail Sales	51	Detailed
604000	Services	51	Detailed
690000	Other Income	52	Detailed
692000	Interest Income	52	Detailed
699000	Reimbursed Expenses	52	Detailed
700000	C O S	61	Detailed
702000	Materials	61	Detailed
704000	Freight	61	Detailed
706000	Fuel	61	Detailed
710000	Discounts Taken	61	Detailed
810000	Salaries and Wages	71	Detailed
811000	Contract Labor	71	Detailed
815000	Payroll Taxes	72	Detailed
820000	Rent	73	Detailed
821000	Interest Expense	74	Detailed
822000	Depreciation Expense	75	Detailed
823000	Insurance Expense	76	Detailed
824000	Advertising	78	Detailed
825000	Utilities	79	Detailed
826000	Travel and Entertainment	80	Detailed
827000	Automobile	81	Detailed
828000	Postage	81	Detailed
829000	Office Supplies	81	Detailed
830000	Dues	81	Detailed
831000	Bank/Finance Charges	81	Detailed
832000	Maintenance & Repairs	81	Detailed
833000	Licenses	81	Detailed
834000	Professional Fees	81	Detailed
835000	Equipment Rental	81	Detailed
836000	Contributions	81	Detailed
837000	Bad Debts	81	Detailed
838000	Landscaping	81	Detailed
839000	Cleaning	81	Detailed
840000	Printing	81	Detailed
841000	Shipping	81	Detailed
842000	Subcontract	81	Detailed
843000	Tools	81	Detailed
844000	Uniforms	81	Detailed
845000	Union	81	Detailed
846000	Storage	81	Detailed
847000	Brochures	81	Detailed
848000	Furniture & Equipment	81	Detailed
849000	Security	81	Detailed
850000	Collection	81	Detailed

Account No.	Account Name	F/S#	Prt Status
851000	Reference Materials	81	Detailed
852000	Medical Supplies	81	Detailed
853000	Professional Development	81	Detailed
854000	Practice Development	81	Detailed
855000	Recruiting	81	Detailed
856000	Program Expense	81	Detailed
890000	Misc. Expense	81	Detailed
900000	Federal Income Tax	195	Detailed

Financial Statement Line Listing

<u>Line Number</u>	<u>Description</u>
10	Petty Cash
11	Cash in Banks
12	Savings & Marketable Securities
13	Accounts Receivable
14	Inventory
15	Prepaid Expenses
19	Investments
20	Land
21	Buildings
22	Equipment
23	Automobile
24	Furniture & Fixtures
25	Leasehold Improvements
26	Fixed Assets
27	Less Accumulated Depreciation
29	Other Assets
31	Notes Payable
32	Accounts Payable
33	Taxes Payable
34	Accrued Expenses
35	Current Portion Long Term Debt
41	Long Term Liabilities
42	Less Current Portion
43	Deferred Taxes
44	Owner's Equity
45	Capital Stock
46	Paid-in Capital
47	Additional Paid-in Capital
48	Retained Earnings
49	Net Income (Loss) - Y.T.D.
51	Sales
52	Other Income
61	C.O.S. - Department A
62	Cost of Goods Sold
71	Salaries & Wages
72	Payroll Taxes
73	Rent
74	Interest
75	Depreciation
76	Insurance
77	Repairs and Maintenance
78	Advertising
79	Utilities
80	Travel and Entertainment
81	Other Expenses
90	Gain (Loss) on Disposal of Assets

195	Federal Income Taxes
196	State Income Taxes
197	Tax Credits

Cover Letters

Cover letters are ASCII Rich Text files that you can print with financial statements. You can create your own unique cover letters or you can use one of the three cover letters available in your system.

CL1.RTF

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings and Cash Flows for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Accounting Firm Name

{DATE}

Note1: {NOTES1}

CL2.RTF

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings and Cash Flows for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operation, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Accounting Firm Name

{DATE}

Note1: {NOTES1}

CL3.RTF

To the Board of Directors

{COMPANY}

{CITY}, {STATE}

We have compiled the accompanying balance sheet of {COMPANY} (a corporation) as of {DATE} and the related Statements of Income and Retained Earnings for the year ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operation and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Accounting Firm Name

{DATE}

Note1: {NOTES1}

Note2: {NOTES2}

Note3: {NOTES3}