

FLEXX[®]
General Ledger
Reference Manual
Version 7.0L0

Databyte



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1.0 Introduction

1.1 *About General Ledger*

The General Ledger (GL) is the basic module of the FLEXX financial package. Using GL, you can:

- Δ Set up and maintain accounts for different company/division combinations. These accounts are used throughout the system
- Δ Set up and maintain periods
- Δ Enter transactions directly into the GL
- Δ Summarize transactions from other FLEXX Subledgers
- Δ Set up and maintain multiple budgets by account and period to allow “what if” scenarios
- Δ Print financial statements. You can customize the layouts of the statements to meet different reporting needs
- Δ Print other user-defined reports, including Trial Balance, Pre-Posting, Detailed Account Analysis and Budget Variance reports.

GL and FLEXX

The GL is fully integrated with these FLEXX modules:

Δ **Account Receivable (AR).** AR uses GL accounts when it sets up default codes for customers and when invoices and receipts are entered. AR generates GL transactions which are then posted to the GL (invoices/receipts).

Δ **Accounts Payable (AP).** AP uses GL accounts when it sets up default codes for vendors and when vouchers and payments are entered. AP generates GL transactions which are then posted to the GL (vouchers/payments).

Δ **Inventory Control (IC)/Order Processing (OP).** IC uses GL accounts to set up default codes for Sales, Cost of Sales, Inventory and Expenses.

IC generates GL transactions if adjustments are necessary to stock levels as a result of physical counts.

OP generates GL transactions to track the actual movement of inventory through the order processing cycle.

Δ **Fixed Assets (FA).** FA uses GL accounts when the fixed assets are initially set up in the system. FA generates GL transactions when the system calculates depreciation entries.

This integration ensures data accuracy, provides complete audit trails and reduces the time and money spent entering transactions more than once.

1.2 About This Manual

Content

This manual describes the different screens and functions in the GL module. It contains the following sections.

- Δ Starting GL describes how to get into the GL module.
- Δ Working With GL Master Tables describes the GL screens you use to find, add, update and delete information in GL data tables.
- Δ Working With GL Transactions describes the screens you use to add, find, update and delete different kinds of GL transactions, including direct entries, recurring and auto-distributed transactions and GL transactions from other ledgers. This section also describes how to post transactions to the GL and how to use GL Account Analysis.
- Δ Working With GL Budgets describes the screens you use to add, find, update, delete and copy GL budgets.
- Δ Managing GL describes how to clear accounts, resync GL balances and verify entries in the GL Account Balance Table.
- Δ Working With GL Custom Statements describes how to set up and maintain customized layouts for financial statements and how to print the statements.
- Δ Printing Standard Reports describes how to print reports other than the custom financial statements.

Assumptions

We assume you are familiar with the standard features of the FLEXX system, including how to select menu options, move around the screen, use Zoom and wildcards and how to find, add, update and delete records. If you are not familiar with these features, refer to your *FLEXX Users' Guide*.

Manual Conventions

We use an asterisk (*) to indicate wildcards. However, different database systems use different symbols for wildcards. See the table below. Ask your System Administrator which symbol you should use

Database	To Match All	To Match One
MS SQL Server	%	_ (underscore)
Oracle	%	_ (underscore)
Sybase	%	_ (underscore)

- Δ Information that you enter and information that appears on the screen appears in bold type. Example: Enter **Y** in the **Begin Process?** field.
- Δ References to other sections are italicized. Example: See *2.0 Starting GL*.

1.3 Before You Begin

Before you start using GL, you need to know:

- Δ What FLEXX data tables your System Administrator must set up
- Δ How we suggest you set up GL before starting to use it on a day-to-day basis
- Δ How to use autogen.

Required Tables

GL uses information from the following data tables:

- Δ Company Table
- Δ Division Table
- Δ Company/Division Table
- Δ Master Status Type Table
- Δ Bank Table
- Δ Next Number Table
- Δ GL Account Table
- Δ GL Period Table.

Your System Administrator must set up these tables before you can use the GL module. See the *Getting Started* manual for detailed information on each table

Notes

Although you can enter information into the GL Account and Period Tables in the GL module, your FLEXX Administrator must set them up first.

Suggested Setup Procedures

To set up the GL for day-to-day use, we suggest you follow these procedures:

- Δ Add all periods for each company/division to the GL Period Table. See *3.1 GL Period Table*.
- Δ Add all GL accounts for each company/division to the Chart of Accounts Table. See *3.2 GL Chart of Accounts Table*.
- Δ Set up budgets for all accounts and all periods as required. You can have more than one budget for the same account and period. See *8.0 Working With GL Budgets*.
- Δ Set up custom layouts for financial statements. See *10.0 Working With GL Custom Statements*.

- Δ Testing and parallel running. Now that the basis for the FLEXX GL is set up, further testing can be done to improve the user understanding of the system.

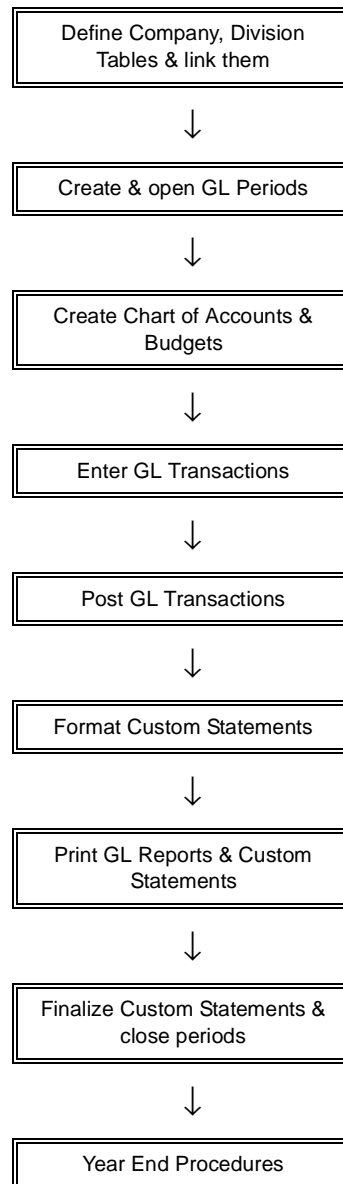
Autogen

Autogen means automatic system-generated number. If a field has autogen, press Enter on the field. The system enters the value "AUTOGEN" or "999999" depending on whether it is an alphanumeric string or a numeric value. When you press <<Add/Update>> to save the record, the system automatically enters a value. In this manual, we indicate when a field has autogen.

Notes

Your System Administrator controls the Next Number data table that controls what numbers appear in autogen fields (*See Administration Guide, Sec. 1.3, Next Number Table*).

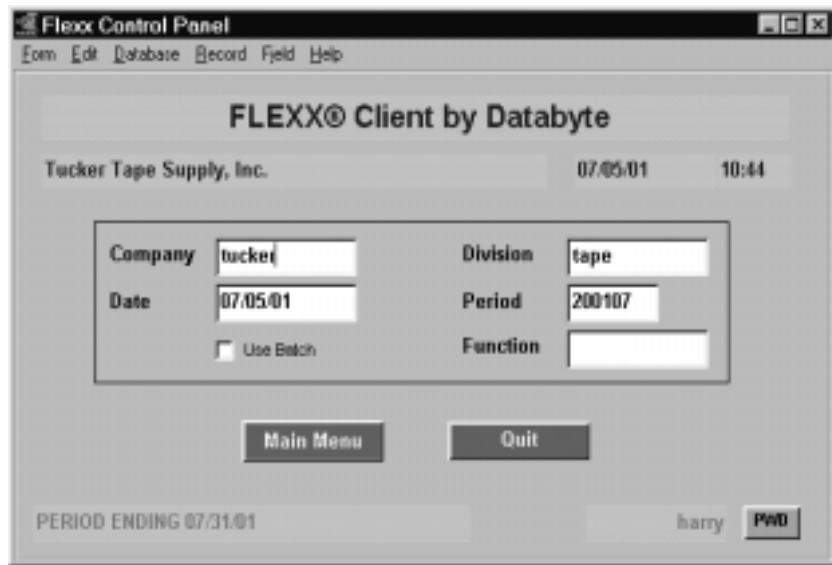
1.4 *General Ledger Sequence of Operations*



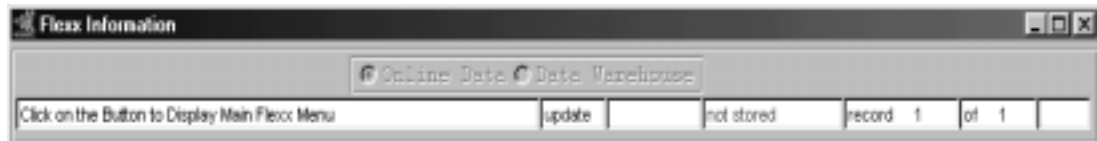
2.0 Starting GL

To Start The General Ledger:

Log on to FLEXX. The Session Defaults screen appears.



The screenshot shows the 'Flex Control Panel' window. The title bar reads 'Flex Control Panel' and the menu bar includes 'Com', 'Edit', 'Database', 'Record', 'Field', and 'Help'. The main window title is 'FLEXX® Client by Databyte'. Below this, it displays 'Tucker Tape Supply, Inc.' on the left, '07/05/01' in the center, and '10:44' on the right. A central form contains the following fields: 'Company' with 'tucker', 'Division' with 'tape', 'Date' with '07/05/01', 'Period' with '200107', and 'Function' which is empty. There is a checkbox labeled 'Use Batch' which is unchecked. Below the form are two buttons: 'Main Menu' and 'Quit'. At the bottom left, it says 'PERIOD ENDING 07/31/01'. At the bottom right, it shows the user name 'harry' and a 'PWD' button.



The screenshot shows the 'Flex Information' window. The title bar reads 'Flex Information'. Below the title bar, there are two radio buttons: 'Online Data' (selected) and 'Data Warehouse'. Below this, there is a text box containing the instruction 'Click on the Button to Display Main Flex Menu'. To the right of this text box are several fields: 'update', 'not stored', 'record 1', and 'of 1'.

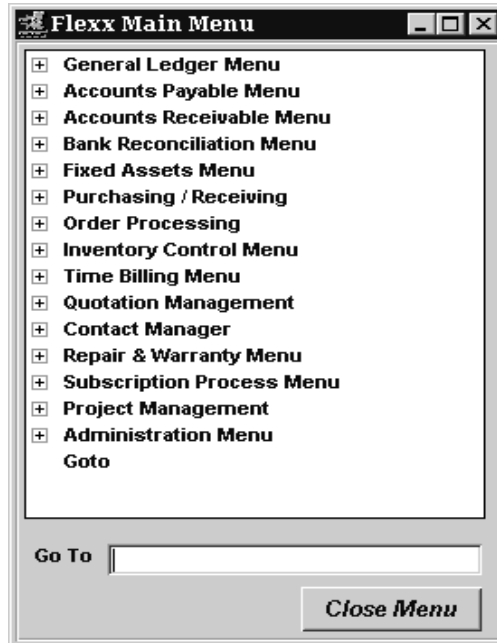
This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen.

Fields

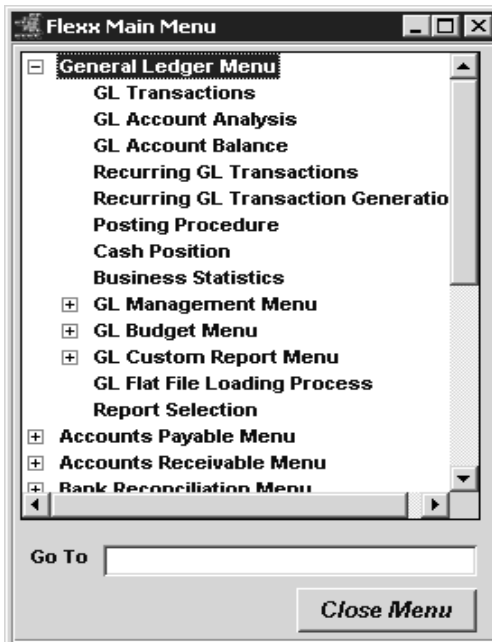
Enter the following information:

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies. If this is your initial entry into FLEXX, the company information may need to be set up. To do this <<ZOOM>> out to the Company Table and set it up as described in the FLEXX Getting Started Manual.	Set by System Administrator	Y
Division	The default division code. Use Zoom to select from a list of divisions. If this is your initial entry into FLEXX, the division information may need to be set up. To do this <<ZOOM>> out to the Division Table and set it up as described in the FLEXX Getting Started Manual. Note: Once a new division has been set up, it will be necessary to attach it to a company. See the FLEXX Getting Started Manual, <i>Company/Division Table</i> for further information.	Set by System Administrator	Y
Date	The default date.	System Date	Y
Period	The default period number.	GL Period Table	Y
Use Batch	Select this option by clicking the box. Batch control lets you group similar Contact Manager transactions together and enter, edit and post them as a whole using a unique batch number. Each Contact Manager transaction in the batch still has a transaction number. If you selected B/C, the Batch Control screen appears when you first go to add a transaction.		Y
Function	To quickly access a specific FLEXX module, enter the code for the module, then <<press Main Menu>>. Example: To go straight to General Ledger and bypass the Main Menu, type gl in this field and <<press Enter>> Twice. See the Session Defaults section of your <i>Getting Started</i> manual for more information.		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password (See <i>Administration Manual, User Master description</i>).		

Press **Main Menu**. The FLEXX Main Menu appears.



Select **General Ledger**. The GL Menu appears.



3.0 Working With GL Master Tables

The following GL Master Tables contain information, such as account and period numbers, that are used throughout the GL module and FLEXX:

- Δ GL Period Table
- Δ GL Chart of Accounts Table
- Δ GL Account Balance Table.

This section describes how to use GL screens to add, find, update, delete and copy the information in these tables.

3.1 *GL Period Table*

Description

The GL Period Table contains records of periods for each company/division. Period records include information such as the company/division code and the period number and status. Once you set up a period in the GL Period Table, you can use its number to identify the period on other FLEXX screens.

Use the GL Period screen to:

- Δ Add periods for a company/division to the GL Period Table.
- Δ Find existing periods by entering selection criteria
- Δ Update existing periods
- Δ Delete periods from the GL Period Table. You can only delete periods that have never been opened.

After the first Company/Division has been formed and its periods and Chart of Accounts defined, the Chart of Accounts/Period Copy Function (*See Sec. 3.3*) can be used to copy over both the period and chart of account tables to any new Company/Divisions that may be created.

The fiscal year field is used by FLEXX Purchase Order and/or FLEXX Accounts Payable (with the appropriate Application Control Settings) to determine what the total budget amount is by account number for the entire year. For further information see the FLEXX Accounts Payable and/or Purchase/Receiving manuals.

The GL Period Table can be given additional functionality by selecting the "Use Previous" field. If you are creating a GL Period for multiple divisions, such information as GL Period, Start and End Dates, Status, Previous and Next Period can be defaulted to each division once the first one has been created. In other words, the new GL Period information entered for the first division can be used as a template for any subsequent divisions entered.

Additionally, the GL Period Generation process (*Sec. 9.4*) can be used to copy the period definitions of one company/division to all other companies/divisions defined in FLEXX. This greatly simplifies the process of defining new periods for each company/division in that only one company/division period table needs to be manually updated and then using the Period Generation process, this update can be copied to all other period definitions.

Be aware that it is not possible to insert periods either at the beginning or between already defined periods. FLEXX only allows periods to be added following those already defined. This has importance in the next discussion on defining the 13th period of a year.

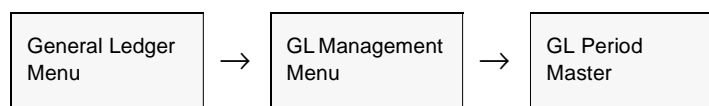
13 Period Fiscal Year

The Period Table can be defined to have a 13 period Fiscal Year. This is useful in Year End Processing when doing the year-end Clearing function (*see Sec. 9.1*). On the Clearing procedure, a GL transaction will be generated which will clear those GL Accounts defined with a Clear To account number (normally the Income/Expense accounts) to that clearing account. When this GL transaction is Posted, it will zero out those accounts, and so will no longer contain the year-end data required for the financial statements. To overcome this restriction, by defining a 13th period, the Clear To procedure is then run by clearing the Income/Expense accounts for the 13th period, Posting this 13th period GL transaction, thus leaving the 12th period account values intact.

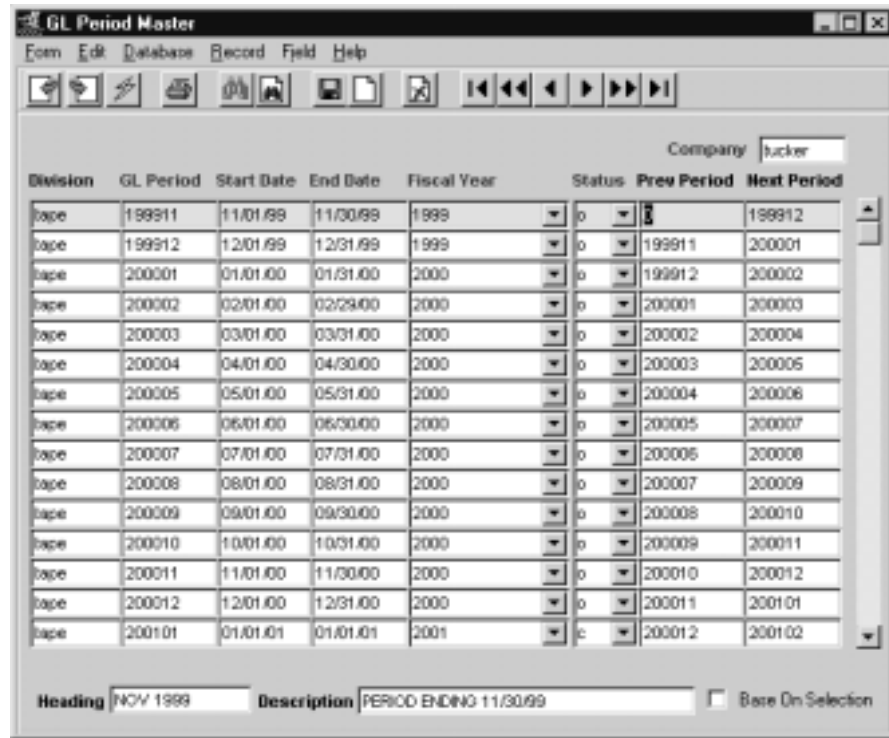
Note that this 13th Period should be set to status "p" (Pre-closed) so it is not inadvertently used for subledger posting. Then, when YE Clearing is to be performed, the period is opened and used for that purpose only, and then closed again.

As stated earlier, it is not possible to insert a period, meaning that if the following year's periods have already been defined, it will not be possible to insert a period between the 12th period of this year and the first period of the next.

Select



The GL Period Screen appears in Find mode. To add new periods, <<press Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Period	<p>The period number. Set up a numbering scheme using up to 7 digits.</p> <p>E.g.</p> <ul style="list-style-type: none"> - 199501 (January 1995) - 199501 (period 1 of 1995 not necessarily January) - 199512a (13th period of 1995). <p>You must add new periods in ascending order. Example: If the first period is 199501, the second period must be greater (199502, it cannot be 021995). Once you've selected a scheme, make sure all period numbers follow the format.</p>		Y
Start	<p>The beginning date of the period.</p> <p>For the 13th Period, this should be the same as the End date (e.g. Start and End are both 12/31/1995).</p>		Y

Field	Entry	Default	Reqd
End	The ending date of the period. FLEXX will autofill this field with the last day of the month for the Start date entered.		Y
Fiscal Year	The fiscal year that contains the period. This field is used by the GL Budget process, FLEXX Purchase Order and FLEXX Accounts Payable to determine the total budget by GL account number for the year. The total budget by GL account number for the year is then reduced by any purchases made thru Purchase Order or Accounts Payable until the budget is exhausted. No further charges can then be made against a GL account number whose budget has been spent. (See <i>GL Budget Sec. 8.0</i>).		Y
Status	<p>The period status may be:</p> <ul style="list-style-type: none"> • n - never opened. You cannot enter transactions for this period. Assigned to periods set up for future use. You cannot change a period status from o (open) to n. <p>When you add a period with an "n" status, FLEXX enters a zero balance for that period in the GL Account Balance Table for all accounts in the company/division.</p> <ul style="list-style-type: none"> • o - open. You can enter GL and subledger transactions for this period. <p>When you add a period with an "o" status or change a period's status from n to o, FLEXX enters balances for that period in the GL Account Balance Table for all existing accounts in the company/division. The balances are based on balances and transactions from previous periods.</p> <ul style="list-style-type: none"> • p - pre-close. You cannot generate any GL transactions from subledgers, but you can manually enter transactions directly into the GL. <p>Note: If the session default period has a status of "p" - pre-closed, it will not be possible to do a clear to add in any FLEXX module other than General Ledger. Should an attempt be made to do so the following message will appear "Cannot use "CLEAR TO ADD" at this time."</p> <ul style="list-style-type: none"> • c - closed. You cannot make any changes to the GL for this period. You can reopen the period by changing the status to o. See below to learn how to close periods. • x - permanently closed. Period cannot be reopened. 		Y
Prev Period	The previous period number. You can enter 0 if there is no previous period.		Y
Next Period	The next period number.		Y
Heading	The description of the period to use on financial statements.		N
Description	The description of the period.		N
Base on Selection	Select this field to duplicate the fields from the previous GL period for multiple GL Divisions.		

Closing Periods

To close a Period:

- Δ Enter all transactions into subsidiary ledgers, such as Accounts Payable and Accounts Receivable.

- Δ Generate GL transactions from all subsidiary ledgers. See *4.8 Generating Transactions from Subsidiary Ledgers*.

- Δ Enter all manual journal entries directly into the General Ledger using the GL Transaction screen. See *4.1 GL Transactions*.

- Δ Generate recurring GL transactions. See *4.6 Generating Recurring GL Transactions*.

- Δ Post the GL transactions to the General Ledger. See *4.9 Posting GL Transactions*

- Δ Close the period.
 - Δ Select the GL Period screen.
 - Δ Find the period to close.
 - Δ Change the **Status** field to 'p' or 'c'
 - Δ <<Press Add/Update.>>

Notes

WARNING! When additional Divisions are set up in FLEXX, after initial installation (i.e. Divisions are initially set up upon implementation of FLEXX, and later another division is added), the periods set up for the new divisions must start at the same period as the already established divisions. This is true even if there is no activity in the earlier periods. Failure to do this can lead to incorrect figures being reported on the financial statements of subsequent periods. Periods and account numbers for the new divisions can be created using the Chart of Accounts/Period Copy Function (See *Sec. 3.3*).

3.2 GL Account Master (Chart of Accounts)

Description

The GL Chart of Accounts (Account Master Table) is used to define the GL accounts for each company/division. Records include information such as the account number and status and whether the account usually has a debit or credit balance. Once an account is set up in the GL Account Master, you can use its number to identify the account on any other screen in the system.

Use the Account Master to:

- Δ Add accounts to the GL Chart of Accounts. When you add an account, the system automatically adds balance records for the account to the GL Account Balance Table.
- Δ Find existing accounts.
- Δ Update existing accounts.
- Δ Delete accounts from the GL Chart of Accounts. You can only delete accounts that have zero balances.

Notes

The GL Account number consists of three parts:

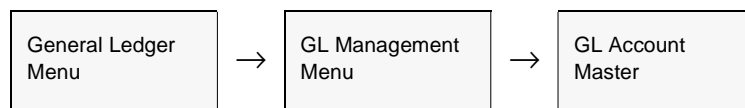
- Δ a 1-6 alphanumeric character Company Code
- Δ a 1-6 alphanumeric character Division Code
- Δ a 1-50 alphanumeric character Account Code.

E.g. for company "tucker", division "tape", and account "1000", the actual FLEXX account code would be "tucker/tape/1000".

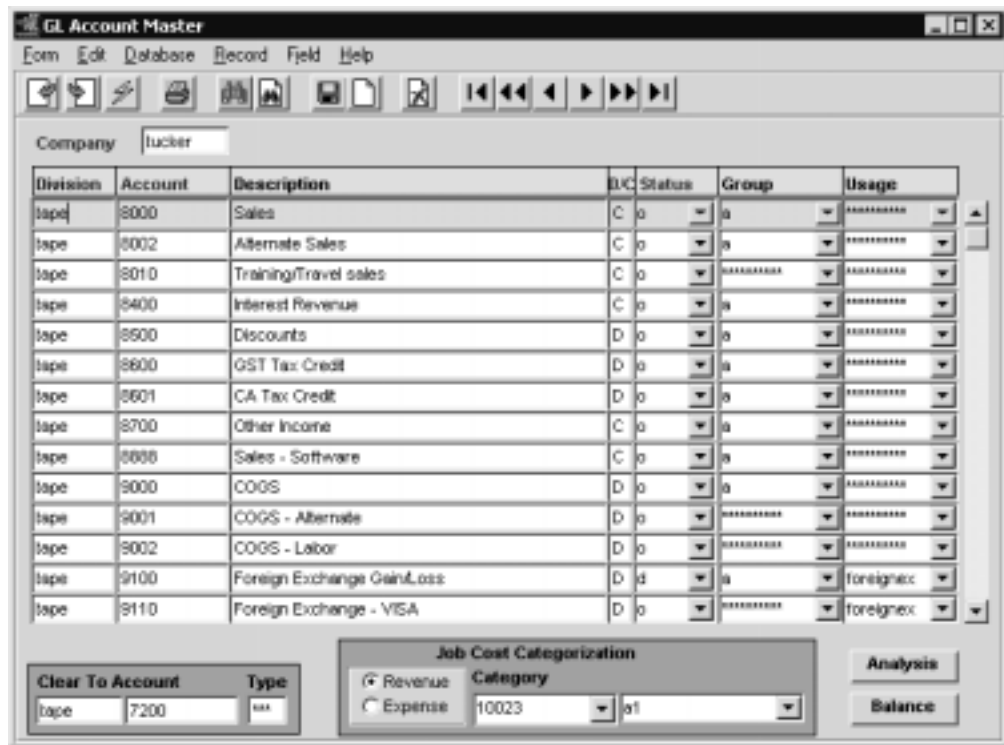
This then allows the same account code (1000) to be used by other divisions in the same company, and yet be unique to that division.

Note that the Account Code portion can now be up to 50 characters long. This includes any alpha, numerical, and special characters (e.g. 1-222-123456789).

Select



The GL Account Master screen appears in Find mode. To add accounts, press <<Clear to Add>>.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The code for the company the account belongs to.	Session default	Y
Division	The code for the division the account belongs to.	Session default	Y
Account	The account number. 1-50 alphanumeric characters. The number must be unique to the company/division.		Y
Description	The account name.		N
D/C	- D indicates that the account usually has a debit balance. - C indicates that the account usually has a credit balance. FLEXX uses these fields to determine the account type when generating custom statements.		Y
Status	The account status may be: • o - Open. You can enter transactions for the account. Assigned to accounts for which further entries will be carried out. Only open accounts can be used throughout the system.	o	Y

Field	Entry	Default	Reqd
Status Contd	<ul style="list-style-type: none"> • m - Summary account. You cannot enter any transactions for this account; it only accepts a year-end clear to account entry. Assigned to accounts, such as retained earnings/income summary. At year end, change the status to o so year end processing can take place. • s - Secured. No posting allowed. • n - No Posting allowed. • d - Deleted. No posting allowed. Assigning this status does not delete the account, but only marks it as a 'Deleted' account. To delete, you must use Delete Record (see Notes below for explanation). 		
Group	The group code if accounts are being grouped into categories. Groups are used to sort accounts in the GL Chart of Accounts Report. Any user-defined codes can be used.		N
Usage	A usage code to identify the specific use of the account. This can be any user-defined value. For a Foreign Exchange Gain/Loss account, the Usage code must be "foreignex". This code value should not be changed or deleted.		N
Clear To Account	The account Division and Number to use when clearing Revenue/Expense accounts at year end. The Clear To Account routine will use this setting for the clearing process.		N
Type	A user-defined type code for the account. This field is used in the Clear To Account process. You can clear accounts by Type instead of all at once so you won't have one huge journal entry. (See Sec. 9.1 Clearing Accounts.)		N
Job Cost Categorization - The following fields are used only for the Job Costing function of FLEXX. They will be stippled if Job Costing is not activated in the Application Control Table. <i>Please refer to the Project Management Manual for more details.</i>			
Revenue/Expense	Defines the Type of account category; can be Revenue or Expense.		
Category	The Job Costing category of the GL account. Category codes need to be predefined on the SKU Category Master table (zoom on the Category code field). <i>Please refer to the Project Management Manual for details.</i>		
Buttons			
Analysis	Press the Analysis button to display the Account Analysis screen (See Sec. 4.10)		
Balance	Press the Balance button to display the Account Balance screen (See Sec. 3.4)		

Notes

GL Accounts can only be deleted if there are no GL Transactions that exist using that GL Account number. If you attempt to delete a GL Account number that is present in a posted GL transaction, error message "882-Non Zero account balances were found - deletion not allowed" will appear. If an attempt is made to delete a GL Account number that is part of an unposted GL Transaction, error message "883-Transaction Detail Records were found - deletion not allowed" will appear.

3.3 Copying Accounts & Periods

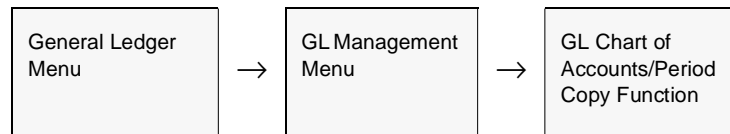
Description

Use the Chart of Accounts/Period Copy Function to copy accounts from one company/division to another. Then, you can use the GL Chart of Accounts screen to make any necessary changes to the copy (See Sec. 3.2 GL Chart of Accounts Table).

The Chart of Accounts Copy Function not only copies an existing chart of accounts from the designated Company/Division, it also copies its period table (See Sec. 3.1). This can be very useful when creating new Company/Division combinations.

Should the copy function detect that a GL account number and/or GL period already exists for the copy to Company/Division, FLEXX will skip it and continue on to the next one, so there is no risk of ending up with duplicate account number/period combinations.

Select



The following screen appears.



Fields

Enter the following information to copy accounts & periods from one company/division to another.

Field	Entry	Default	Reqd
Copy from:			
GL Company	The code of the company to copy the accounts from.	Session default	Y
GL Division	The code of the division to copy the accounts from.	Session default	Y
GL Account	Enter an account number to copy or use wildcards to specify a range of accounts. Examples: <ul style="list-style-type: none"> • Enter 4% to copy all accounts starting with the number 4. • Enter % to copy all the accounts for the company/division. 	%	Y
Copy to:			
GL Company	The code of the company to copy the accounts to.		Y
GL Division	The code of the division to copy the accounts to.		Y
GL Clear to Account Division	The clear to account division to use when clearing out revenue/expense accounts at year end.		
Start	Press to start the copying process.		Y

3.4 GL Account Balance Table

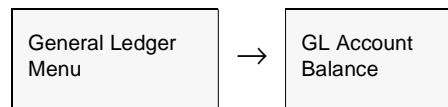
Description

The GL Account Balance Table records and displays the balances for each GL account by GL period. FLEXX updates the balances when you Post transactions to the GL (*See GL Posting in Sec. 4.9*).

Use the Account Balance screen to display the balance for a specific account selected on the GL Chart of Accounts screen. This is a view only screen and no adds or updates are allowed.

All GL accounts must have balance records for every GL Period that has a status of other than “n”. If there has been no activity in the account, there will still be a balance of 0.00. If you perform a query on an account and there are no balance records present, it will be necessary to run the Resyncing GL Balances routine (*See Sec. 9.3*).

Select



OR

Press the **Balance** button on any GL form.

4.0 Working With GL Transactions

This section describes:

- Δ The screens you use to add, find, update and delete GL transactions
- Δ How to enter recurring transactions and distribution templates
- Δ How to generate recurring and auto-distributed transactions
- Δ How to generate GL transactions from subsidiary ledgers
- Δ How to post transactions to the GL
- Δ How to use GL Account Analysis.

4.1 GL Transactions

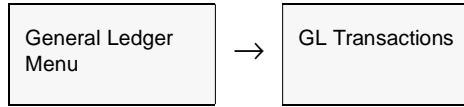
Description

The GL Transactions screen is used for:

- Δ Adding transactions directly to the GL. When you <<Press Add/Update>> after entering a line, the GL Transaction Detail screen appears
- Δ Creating Reversing GL Transactions.
- Δ Finding GL transactions by entering selection criteria.
- Δ Updating existing GL transactions.
- Δ Deleting GL transactions. You can only delete transactions:
 - that have been manually entered, and
 - have not been posted.
 - Reversing Transactions can be deleted by first deleting the details and then the headers.
- Δ Display the GL Transaction Detail screen to add, update or delete line items for the transaction. *See 4.2 GL Transaction Detail.*
- Δ Display the GL Transaction Text screen to add, update or delete comments about the transaction. *See 4.3 GL Transaction Text.*

Note that the GL Transaction can be set so that the detail entries will be balanced within each division, by checking the box labeled **Balance Inter-Division Balances**. This can also be defined as a default using the Application Control *interdiv* parameter.

Select



The GL Transactions screen appears in Find mode. To add a new transaction, <<press Clear to Add>>

Date	Period	Reference	Description	Status	Source	Ext
09/20/07	200709	payment	GL Generated from AP Payment	p	ap	N
09/20/07	200709	payment	GL Generated from AP Payment	p	ap	N
09/20/07	200709	payment	GL Generated from AP Payment	p	ap	N
09/20/07	200709	receipt	No Batch	p	ar	N
09/20/07	200709	receipt	No Batch	p	ar	N
09/30/07	200709	bank rec.	BR 20070901	p	br	N
09/30/07	200709	bank rec.	cdnb 20070901	p	br	N
09/30/07	200709	gl	Adjust	p	gl	N
09/30/07	200709	gl	Inter-Bank deposit	p	gl	N
09/30/07	200709	voucher	GL Generated from AP Voucher	u	ap	N

If you are using batch control, the Batch Control screen appears in Find mode when you <<press Clear to Add.>> and then press <<enter>>. If you are not using batch control, skip the following section and go directly to *GL Transactions Fields*.

Batch Control

A batch is a group of GL transactions. Batch control lets you post all the transactions at once or generate reports based on batches. FLEXX still assigns each GL transaction in the batch a unique transaction number.

Notes

Set up batch control on the Session Defaults screen when you start GL. See *2.0 Starting GL*.

Description

Use the Batch Control screen to assign a batch number to a GL transaction. You can add a new batch number or find, update if necessary, and reuse an existing batch number.

To Assign a Batch Number:

- △ If you are reusing an existing batch number, find the number.
- △ To update the existing batch number or add a new one, <<Press Clear to Add>> to get into Update mode.
- △ Fill in the fields on the Batch Control screen.
- △ <<Press Add/Update>> to save the batch number.
- △ <<Press Previous Form>> to return to the GL Transactions screen and assign the batch number to the transaction you are entering.

For the rest of the transactions you add before exiting the screen, the Batch Number field on the GL Transactions screen defaults to the batch number you've set. You can change the default.

**Batch Control
Fields**

The following fields appear on the Batch Control screen.

Field	Entry	Default	Reqd
Batch Number	The number of the batch. When adding a new batch, enter a unique number or press Enter to let the system autogenerate a number.	Autogen	Y
Batch Company	The company code.	Session default	Y
Employee	The name of the person who created the batch.		Y
Date	The date the batch was created.	System time clock	Y
Time	The time the batch was created.	System time clock	Y
Expected Total Amount	The expected total of the batch to compare to a manually calculated batch total.		N
Expected Hash Total 1	Not currently used by FLEXX.		N
Expected Hash Total 2	Not currently used by FLEXX.		N
Description 1	A description of the batch.		N
Description 2	Further description if needed.		N
Approval Employee	The name of the person approving the batch.		N
Approval Date	The date the batch was approved.	System time clock	Y
Approval Time	The time the batch was approved.	System time clock	Y
Text	<<Press Zoom>> to enter unlimited text about the batch.		N
Status	Not currently used by FLEXX.		N

GL Transactions Fields

The following fields appear on the GL Transactions screen

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Batch	If you are using batch control, the defined Batch Number.	Batch Control screen.	N
Tran Code	The transaction number. When adding a transaction, press Enter to let the system autogenerate the next available GL Transaction number.	Autogen	Y
Date	The date of the transaction.	Session default	Y
Period	The period the transaction is in.	Session default	Y
Reference	The system generated reference code associated with the transaction to identify the source. A manual entry will be Reference "gl".	System Generated.	N
Description	The description of the transaction. Will be system generated or can be manually entered as desired.	System Generated.	N
Status	The transaction status, may be: <ul style="list-style-type: none"> • b - Unbalanced. Detailed debits do not equal the credits. The system will not post unbalanced transactions. • u - Unposted. Transaction is balanced and ready for posting. • p - Posted. The system has posted the transaction and adjusted the account balances. You cannot change it. • f - Failed. The system tried to generate a GL transaction from a subsidiary ledger but failed because required information is missing, such as valid Currency Codes or because the transaction is unbalanced. 	System Generated.	Y
Source	The code for the source of the transaction. Example: gl for General Ledger, op for Order Processing, etc.	System Generated	N
Text	Unlimited text field; "Y if there is underlying text and N if not.	N	N
Rapid Detail Entry	Select this field to have FLEXX automatically save each detail line when the enter key is pressed.	Unchecked	N
Balance Inter-Division Transactions	Select this field if you want FLEXX to check the detail entries for a balance within each division. The default can be set in the Application Control Table, gl <i>interdiv</i> variable (See the <i>FLEXX Implementation Guide</i> for more details).	Unchecked	N
Xfr to Bank Rec.	Transferred to Bank Reconciliation status; can be: <ul style="list-style-type: none"> • Y – Yes, record has been transferred, • N – No, not transferred, • X – Transfer is NOT required; used only with receipts or payments that are voided. • B – Both void details transferred; used only with voided receipts or payments. 		

Field	Entry	Default	Reqd
Type	The type of the GL transaction. Can be either: <ul style="list-style-type: none"> • g - General Journal or • x - External. 	System Generated	Y
Distribution Template Amt/%age	If you are generating auto-distributed transactions, and the transaction is using a defined distribution template, enter the template code. See <i>Sec. 4.4 GL Recurring Transactions and Distribution Templates</i> . Enter the amount or percentage to distribute according to the percentages in the distribution template. and <i>Sec. 4.7 Generating Auto-Distributed Transactions</i> .		N
Reversing: GL Period Transaction	The GL period and transaction code of the reversing entry. Enter the GL period the transaction is to be reversed. This can be the same period or any other currently open period. On saving the entry and <<Previous Form>>, FLEXX will complete the reversal in the GL period specified and the generated transaction number will be entered into the Transaction field.		N
Buttons			
Details	Press Details button to display the Transaction Details screen.		
Text	Press the Text button to either enter new text or display the text already entered. The button will be lit Green if there is underlying text.		

Display GL Transaction Detail

When you finish making entries on the GL Transactions screen, <<press Add/Update>>. The GL Transaction Detail screen appears.

Reversing GL Transaction

To create a Reversing GL Transaction, enter the transaction as normally. Then enter the reversing GL Period into the *Reversing GL Period* field and <<Add/Update>>. On entering the details, saving and <<Previous Form>>, the transaction with all details will be reversed with a new transaction generated in the specified GL Period.

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	GL Transactions screen	Y
Division	The division code.	GL Transactions screen	Y
Period	The GL period number.	GL Transactions screen	Y
Transaction Code	The code of the transaction being displayed or you are entering details for.	GL Transactions screen	Y
Status	The status of the transaction; can be: <ul style="list-style-type: none"> • b - Unbalanced • p - Posted • u - Unposted Be aware that a status "b" transaction cannot be posted.	GL Transactions screen	Y
For each line:			
Company Division GL Account	The account number, consisting of the company code, division code, and account code.		Y
Account Name	The account name. When you enter the account number, the system enters the account name from the Chart of Accounts	Chart of Accounts	Y
Debit Amount Credit Amount	The amount of this transaction.		Y
Text	Unlimited text field; "Y" if there is underlying text and N if not.	N	N
For all lines:			
Description	A brief description of this transaction.		N
Job Code	This field is only used for Job Costing purposes (<i>See Flexx Project Management Manual for more details</i>). Enter the job code that will be used to track the transaction by specific Job (used by FLEXX Project Management if installed.)		N
Customer	The Project Management customer code to assign this transaction to a job order customer.		N

Field	Entry	Default	Reqd
Balance	<p>The system displays the balance of the detail transactions. A debit balance is positive and a credit balance is negative.</p> <ul style="list-style-type: none"> • If the transactions balance, no entry is required. • If they don't, message "Transactions do not balance. Do you wish to correct?" appears when you try to exit the screen. Select Y to change the details so the transactions balance. Select N to exit unbalanced. The transaction shows a "b" (unbalanced) status. <p>Note: The system will not post unbalanced transactions.</p>	System Generated	
Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N
Dept	Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)		N
Buttons			
Analysis	Press this button to display the GL Account Analysis form which will show the activity for the selected account, either Posted or Unposted (See Sec. 4.10).		
Balance	Press the Balance button to display the Account Balance table (See Sec. 3.4).		
Text	Press the Text button to either enter new text or display the text already entered. The button will be lit Green if there is underlying text.		

Note:

If required, the transaction details can be checked for a balance within each division. This is enabled by setting ON the **Balance Inter-Division Balances** box on the transaction header form. FLEXX will then display a prompt message for each entry where there is not an offsetting Credit or Debit entry for the particular GL division.

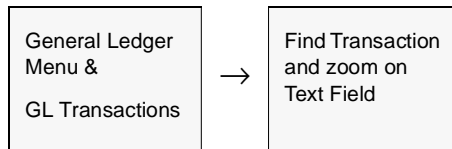
4.3 GL Transaction Text

Description

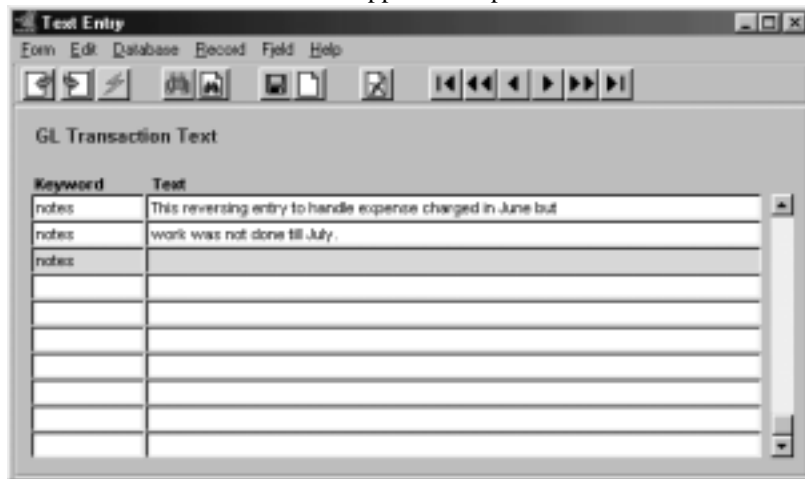
For a transaction on the GL Transactions screen, use the GL Transaction Text screen to:

- Δ Add unlimited comments about the transaction. For example, if you change a transaction, you can explain why. Enter as many lines as you want, then press Add/Update.
- Δ View comments
- Δ Update comments. Change as many lines as you want, then <<press Add>>
- Δ Delete comments.

Select



The GL Transaction Text screen appears in Update mode



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Keyword	A word indicating the type of comment. Example: notes or info .		Y
Text	The comment.		N

Notes

This function is valid only for unposted transactions (status u).

4.4 **Recurring GL Transactions and Distribution Templates**

Recurring GL Transactions

A recurring GL transaction is a transaction that will be entered for more than one period, for example, a monthly depreciation entry. FLEXX's recurring transaction generation feature lets you to define the transaction once on the Recurring GL Transactions screen and specify which periods to enter it in. Then, you use Recurring Transaction Generation to have FLEXX enter all the transactions. See *4.5 Generating Recurring Transactions*.

Distribution Templates

FLEXX also has an auto-distribution feature. Auto-Distribution lets you set up a distribution template for a company/division on the Recurring GL Transactions screen. In the template, you specify what percentage of the transaction amount different accounts should receive. For example, every month the company gets a phone bill. Since it's very time-consuming to figure out exactly how much each department actually incurs each month, figure out what percentage of the phone bill each department generally contributes. Then, set up a distribution template that indicates what percentage of the bill the accounts for the various departments should receive.

Once the distribution template is set up, you can enter a **Distribution Amount** and the name of the distribution template on the GL Transaction screen. The system then uses the template to automatically distribute the amount to the accounts in the template and create the resulting transactions.

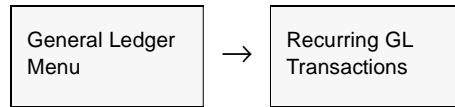
Description

Use the Recurring GL Transactions screen to:

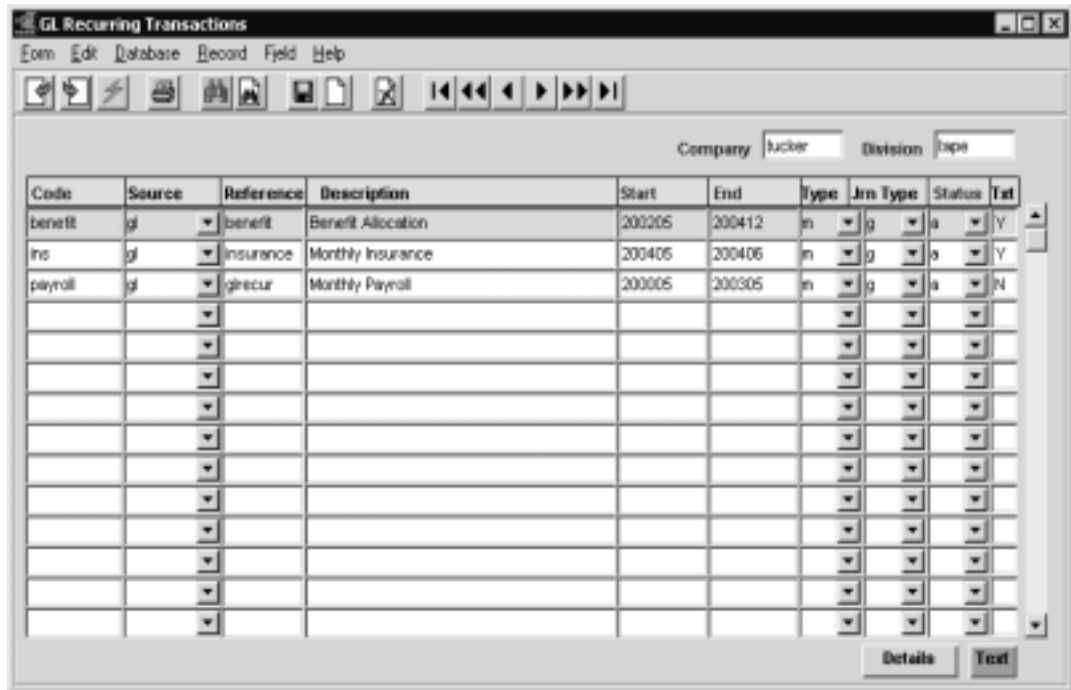
- Δ Add recurring transactions and distribution templates. When you <<Press Add/Update>> to save a line, the Recurring Transaction Detail screen appears
- Δ Find recurring transactions and distribution templates by entering search criteria
- Δ Update recurring transactions and distribution templates
- Δ Delete recurring transactions and distribution templates.
- Δ Display the Recurring Transaction Detail screen to add, update or delete line items for the transaction or template.

The table describing the fields on the Recurring GL Transactions screen indicates when there is a difference between the entry for a recurring transaction and a distribution template.

Select



The Recurring GL Transactions screen appears in Find mode. To add a recurring transaction or template, <<press Clear to Add>>



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code of the division the GL transaction is for.	Session default	Y

Field	Entry	Default	Reqd
Transaction Code	The transaction code. If you are adding a transaction or template, enter a unique code.		Y
Source	The user-defined code identifying the source of the transaction.		N
Reference	The transaction reference code. This will be used when selecting which transaction is to be generated with the Recurring Transaction Generation routine.		Y
Description	The description of the transaction.		N
Start	The first period to enter the transaction in.	Session default	Y
End	The last period to enter the transaction in.	Session default	Y
Type	<p>Recurring transaction: The user-defined type of recurring transaction. Example: w for weekly or m for monthly.</p> <p>Distribution template: No entry required.</p>		Y N
Jrn Type	<p>The Journal Type the system should post the transaction to. Can be:</p> <ul style="list-style-type: none"> • g - General Journal or • x - External. 	g	Y
Status	<p>The recurring transaction status code:</p> <ul style="list-style-type: none"> • a - active • i - inactive. • b - the underlying transaction detail is out of balance. A Recurring transaction with this status will not be generated when running the Generation routine (See Sec 4.6) <p>Recurring transaction: The status must be set to "a" to use Recurring Transaction Generation to generate the transaction.</p> <p>Distribution template: The status must be set to "i" to prevent Recurring Transaction Generation from generating the transaction.</p>		Y
Text	Indicates if Text is entered; Y if there is underlying text and N if not.	N	N
Details	Press the Details button to display the Recurring Transaction Detail screen.		
Text	<p>Press the Text button to either enter new text or display the text already entered. The button will be lit Green if there is underlying text.</p> <p>Note that this text will also be copied to the GL Transaction header text table at the time the transaction is generated.</p>		

Field

The following fields appear on the screen.

Field	Entry	Default	Reqd
Company	The company code.	Recurring GL Transactions form	Y
Division	The division code.		
Code	The transaction code.		
Seq	The Sequence Number of the line item. If you change the default, the system resequences the lines so they are in numerical order.	System Generated	Y
Company	The company, division, and account code of the GL account to post this transaction to.		Y
Division			
GL Account			
Debit Amount/ Credit Amount	<p>Recurring transaction: The dollar amount of the line item.</p> <p>Distribution template: The percentage of the distribution amount that this account will receive. Don't enter the percent sign. Example: Enter 10, not 10%.</p>		Y
GL Account Name	The description of the account as defined on the Account Master.	GL Chart of Accounts.	Y
Balance	<p>The system displays the balance of the detail transactions. A debit balance is positive and a credit balance is negative.</p> <ul style="list-style-type: none"> • If the transactions balance (equals 0.00), no further entry is required. • If they don't balance, message "Transactions do not balance. Do you wish to correct?" is displayed when you try to exit the screen. <p>Select Y to change the details so the transactions balance.</p> <p>Select N to exit unbalanced. The transaction shows a "b" (unbalanced) status on the GL Transactions (header) screen.</p> <p>Note: The system will not post unbalanced transactions.</p>		Y
Description	Enter a description for the detail entry. This will be copied to the description field on the GL Transaction Detail form at the time the transaction is generated.		N
Job Code	This field is only used for Job Costing purposes (<i>See Flexx Project Management Manual for more details</i>). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)		N
Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N
Dept	Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)		N

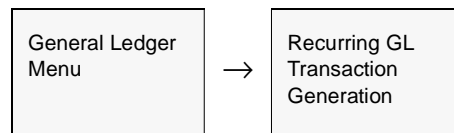
4.6 Generating Recurring GL Transactions

Description

Use GL Recurring Transaction Generation to create, by GL period, the General Ledger entries for all active recurring transactions entered on the Recurring GL Transactions form. FLEXX will allow you to generate the same recurring entry more than once a period if needed. However, prompt message "Do you want to regenerate this recurring entry?" will be displayed. Selecting Yes will result in the recurring entry to be generated again.

Once completed, press <<Next Form>> to display the generated GL transactions.

Select



The following screen appears.

The screenshot shows a window titled "Recurring Transaction Generation" with a menu bar (Form, Edit, Field, Help) and several icons. The window is divided into three main sections:

- Selection Criteria:**
 - Company: tucker
 - Division: Inpe
 - Code: payroll
 - Period: 200007
 - Type: % (dropdown menu)
- Generation Criteria:**
 - Date: 07/27/00
- Buttons and Run Information:**
 - A "Start" button is present.
 - Run #: 5798

At the bottom of the window, a status bar indicates "1 Transactions Generated".

Fields

Enter the following information to generate a recurring transaction.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Code	The transaction Reference code of the recurring transaction you want to generate. Accept the default (%) to generate all active recurring transactions for that period.	*	Y
Period	The number of the period to enter the transaction in.	Session default	Y
Type	The type of recurring transaction to generate. Example: w for weekly or m for monthly. Accept the default (*) to generate all types.	*	Y
Date	The date to associate with the transaction in the GL.	Session default	Y
Start	Press Start to begin generation process		

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, Sec 4.1 for details*).

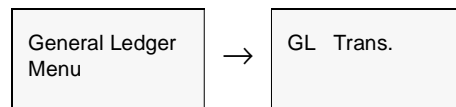
4.7 Generating Auto-Distributed Transactions

Description

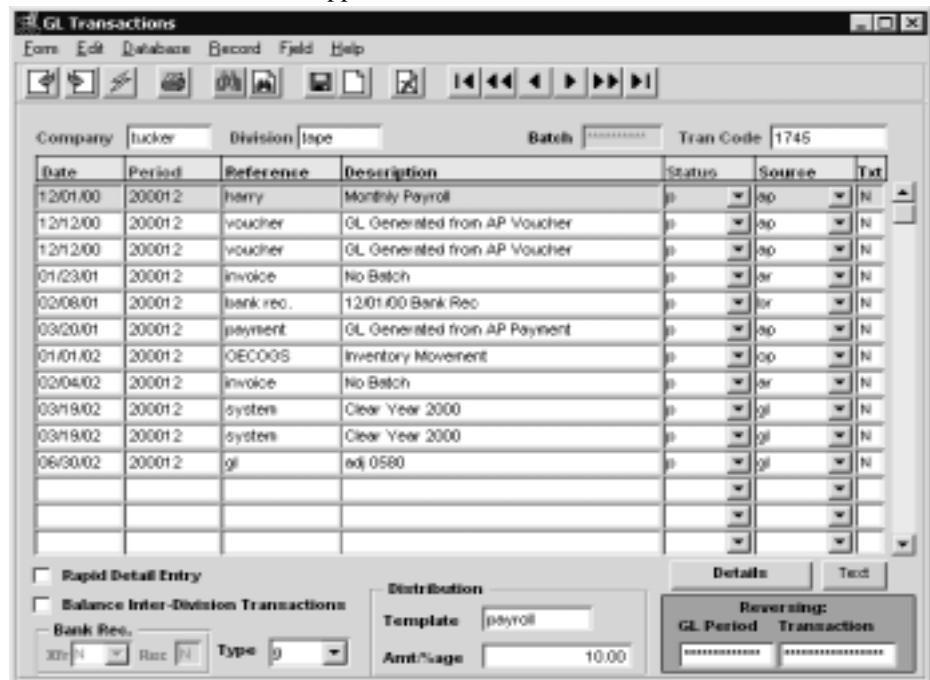
Once you've set up a distribution template on the Recurring GL Transactions screen, you can enter the code for the template and an amount or percentage to distribute on the GL Transactions screen to generate the auto-distributed transactions.

Distribution templates always require Status code "i" (inactive) (See Sec. 4.4).

Select



The GL Transactions screen appears in Find mode.



Note

See Sec. 4.1 GL Transactions for a description of the fields on this screen

Procedure**To Generate Auto-Distributed Transactions:**

- Δ Enter the code for the distribution template in the **Template** field
- Δ Enter the amount to distribute in the **Amount/Percentage** field.
- Δ <<Press Add/Update>>. FLEXX distributes the amount based on the percentages in the distribution template and generates the corresponding transactions. You can then edit any of the transactions if necessary.

4.8 **Generating GL Transactions from Subsidiary Ledgers**

Description

Each FLEXX subsidiary ledger, such as Accounts Payable, has a Generate GL Transactions process that enables you to use the details in the subledger to generate GL transactions for a selected period. This feature:

- Δ Links subsidiary ledgers to the General Ledger
- Δ Maintains a permanent audit trail between the detail and GL summary transaction
- Δ Eliminates unnecessary adjusting transactions because the Subledgers and the GL control accounts for the subledgers are always in balance.

However, if the GL Period has been closed or pre-closed, you cannot generate GL transactions from subsidiary ledgers. The period will first need to be reopened.

Generating transactions from other subledgers only creates a GL transaction. It does not post it. Review the automatic transaction in the GL and make any corrections before posting (*See next topic Sec. 4.9*).

Timing

You can generate GL transactions from subledgers any time. It is better to generate transactions more often rather than once per period. Generating transactions more frequently makes tracing a particular GL transaction back to the detail easier, since there are fewer transactions to search through.

The GL Transaction Generation routines should not be run at the same time as the GL Posting routine (*See Sec. 4.9*) is run. This is to ensure that data integrity is maintained.

4.9 Posting GL Transactions

Description

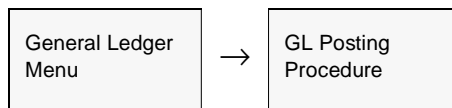
Once transactions are entered in or generated to the General Ledger, use the GL Posting Procedure to post the GL. This will also update the GL Account Balance Table with the new transactions. FLEXX will post only transactions that are in balance.

Notes

You can use the Posting Procedure at any time. In general, post transactions after you've entered and reviewed them.

No other GL processes should be running when GL Posting is processing.

Select



The following screen appears in Update mode.



Fields

Enter the following information to post transactions to the GL.

Field	Entry	Default	Reqd
Batch	If you are using Batch Control, enter the batch number of the transactions to post.	*	Y
Company	The company code.	Session default	Y
Division	The division code. Accept the default (*) to post transactions for all divisions.	*	Y
Source	The source of the transactions to post. Example: Enter ap to post all transaction generated from Accounts Payable. Accept the default (*) to post all transactions.	*	Y
GL Transaction Code	To post a specific GL transaction, enter the transaction code. Otherwise, accept the default (%) to post all transactions.	*	Y
Period	The number of the period the transactions are in.	Session default	Y
Buttons			
Preview	Press the Preview button to display the GL Transactions screen which will list all unposted transactions for the selected period and allow you to make any necessary changes. <<Press Previous Form>> to return to the Posting Procedure screen. Otherwise, press Enter.		
Start	Press the Start button to begin the posting process.		

Notes

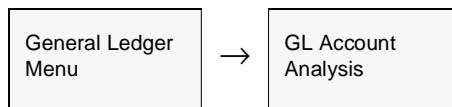
If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, Sec 4.1 for details*).

4.10 GL Account Analysis

Description

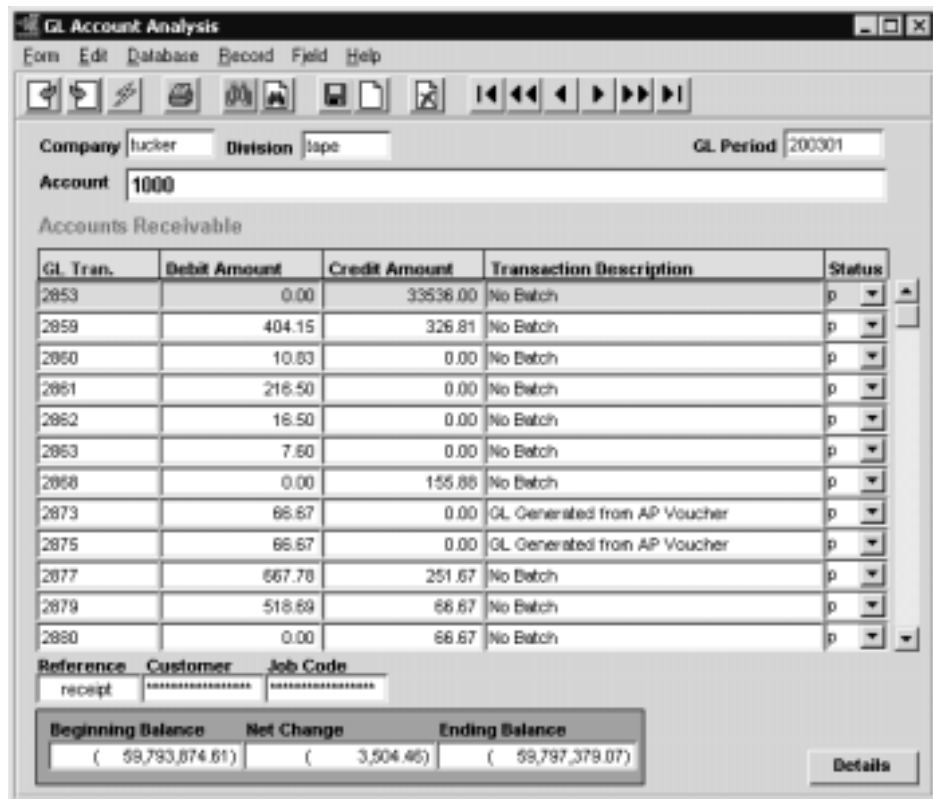
Use The GL Account Analysis screen to view all activity for a specific account, both posted and unposted. You can also view more information on transactions entered directly into the GL as well as on GL transactions from subledgers, like Accounts Payable and Accounts Receivable. This is a query only screen; no add or update is allowed.

Select



or Press the **Analysis** button on any of the GL forms.

The GL Account Analysis screen appears in Find mode.



Fields

Enter selection criteria in the following fields to find transactions.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
GL Period	The GL period the transactions are in.	Session default	N
Account	The account number to view transactions for.		Y
GL Tran Debit Amount Credit Amount Description Status Reference Customer Job Code	These fields are all copied from the GL Transaction Detail table as they were entered/saved. (See Sec. 4.2 for a description of each field)	GL Transaction Details	
Beginning Balance	The beginning balance of the account. This should be the same as the ending balance for this account on the previous period.	System Generated	
Net Change	The net change of all the transactions displayed for the specified account.	System Generated	
Ending Balance	The ending balance of the account, as of the specified GL period ending date. This will be the beginning balance on the next period.	System Generated	
Details	Press the Details button to get the subledger details that resulted in the selected analysis entry. This will display an "Explosion" screen showing the actual transaction that FLEXX used to create this entry.		

Additional Details

To view more information on direct entries:

Δ <<Zoom>> on the Transaction Code to display the GL transaction that generated this entry.

To view more information on transactions from subledgers:

- Δ Press the Details button; will display the "Explosions" screen;
- Δ Press the "Show Account Only" button to display only underlying subledger transactions for the specified account.
- Δ Press the "Show Full Transaction" button to see the complete GL transaction regardless of the account number specified.

4.11 General Ledger External Loading

Description

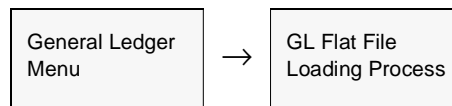
FLEXX supports General Ledger integration with third party applications. These applications can create GL transactions by creating a load file with the layout specified below. To import the data into FLEXX, the user must run the Flat File Loading routine found on the GL menu. The user is prompted for the file name and an option batch code. The system will then read the data, validate it and then create GL transactions. These transactions can be reviewed through the normal FLEXX screens prior to posting.

The external application must uniquely identify each transaction with a FLEXX compatible transaction number. This number should be managed to ensure that it does not interfere with the normal sequentially assigned numbers used in FLEXX. All load files require one Header record for each transaction to be created and a number of Detail records, the file must be terminated with a type 'X' termination marker.

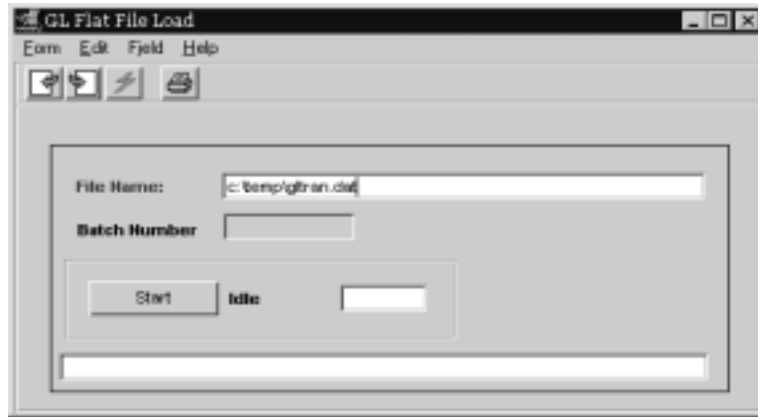
There are two tables to load for each transaction, a header and detail table. All debits and credits on the detail table must balance in each transaction. The load file must be in the correct order with a header line preceding all of its detail followed by the next transaction header. The load file must have a final line of type 'X' marking the end of the file, the sequence number must be unique and increasing on each line by one.

Load lines are to be of fixed order and each field of the specified length, fields with no value (null) should be filled with "*"

Select



The following screen appears requesting you to enter the Flat File Name and Location and an optional Batch Code. .



Press "Start" button to begin the process.

File Format:

Following is the required format of the file data fields.

HEADER			
Field	Type	Length	Value/Notes
Sequence No.	N	5	
Record Type	S	1	'H'
Company	S	6	
Division	S	6	
Period	S	7	
GL Transaction Code	S	10	A unique value in each period
Date	S	10	MM/DD/YYYY
Source	S	5	(e.i.'op,'ar')
Reference	S	10	
Description	S	30	

DETAIL			
Field	Type	Length	Value/Notes
Sequence No.	N	5	
Record Type	S	1	'D'
Accounting Company	S	6	
Accounting Division	S	6	
Account Code	S	50	
DB Amount	N	12	NNNNNNNNNN.NN
CR Amount	N	12	NNNNNNNNNN.NN
Description	S	30	

TERMINATION DETAIL			
Field	Type	Length	Value/Notes
Sequence No.	N	5	
Record Type	S	1	'X'

Following is an example of a two data-record flat file:

```
00001Htuckertape 200601 34620 01/31/2006ar brec001 abcdefghijklmnop
00002Dtuckertape 0500 000034633.900000000000.00abcdefghijklmnopqrstuv
00003Dtuckertape 1000 000000000.00000034633.90abcdefghijklmnopqrstuv
00004X
```

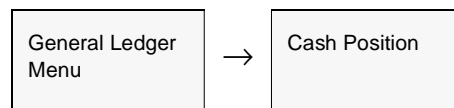
5.0 Cash Position

Description

The Cash Position screen is used to display the current balance of the bank for the specified bank code. The Cash Position value will always only be for the current GL Period. The process uses the "banking" transactions in FLEXX (receipts and payments) to calculate the cash position, and can be used as a Bank (check) Register to show all transactions recorded for that bank.

If some other GL Period is desired, that period will first need to be entered on the FLEXX Control Panel (Start Up screen), and then the Cash Position form be re-accessed and calculated. Be aware, however, that this will still only show the current cash position, though it will list all banking transactions for the selected period up to the present.

Select



The Cash Position screen appears in Update mode.

The screenshot shows the 'Cash Position' window with the following data:

Company	Division	Bank	Beginning GL Amount for Period: 200001
lucier	lape	ncrb	-299538.89

Miscellaneous G.L. Entries:	Unposted prior G.L. Transactions:
35.80	-76873.36

Receipt	Date	Amount	Exclude
R3239	01/05/08	200.00	<input type="checkbox"/>
R3240	01/09/08	300.00	<input type="checkbox"/>

Pay Hs.	Check	Date	Amount	Exclude
2111	466	01/02/08	100.00	<input type="checkbox"/>
2114	467	01/02/08	125.00	<input type="checkbox"/>
2117	470	01/15/08	1.00	<input type="checkbox"/>

Unposted prior	97941.83	Unposted prior	246693.55
Total Receipts	93441.83	Total Checks	246919.55
Bank Charges	0.00	Misc. Cash Credits	1600.00
Misc. Payment Debits	0.00		

Cash Position: **-461850.11** USD

Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	Enter the Company Code	Session Default	Y
Division	Enter the division code	Session Default	Y
Bank	Enter the Bank code of the bank that is to be displayed/calculated		Y
Calculate	Press the Calculate button to display the banking transactions and calculate the current cash position.		
Beginning GL Amount for Period:	This field displays the beginning balance of the selected bank for the GL period specified on the FLEXX Control Panel. The GL account displayed will be the Cash Account defined on the Bank Table for the selected bank.	GL Account Balance Table	
Miscellaneous GL Entries	Displays the value of any GL transactions manually entered against the Bank GL account, including Misc. Cash Receipts that have not yet been posted.	System Generated	
Unposted prior GL Transactions	Displays the total value of any GL transactions for AR Receipts and AP Payments of prior Periods that have not yet been posted.	System Generated	
Receipt Date Amount	The receipt number, date and amount recorded in FLEXX as having been received into the selected bank GL account.	System Generated	
Exclude	Check this box on selected receipts to recalculate the Cash Position with these receipts excluded. Can be used when matching this report to the bank statement.		N
Unposted Prior	This is a display only field and shows the value of all unposted prior receipts (receipts prior to the current period).	System Generated	
Total Receipts	The total amount of all listed receipts, both posted and unposted to the GL.	System Generated	
Bank Charges	The amount of the various bank charges entered when running the Bank Reconciliation process.	System Generated	
Misc. Payment Debits	The total amount of any Miscellaneous Cash Payments that resulted in a debit to the bank GL account (e.g. a result of a transfer from one bank to another).		
Pay No. Check Date Amount	The payment and corresponding check numbers, date and amount recorded in FLEXX as having been paid from the selected bank.	System Generated	
Exclude	Check this box on selected checks to recalculate the Cash Position with these checks excluded. Can be used when matching this report to the bank statement.		N
Unposted Prior	This is a display only field and shows the value of all unposted checks (checks prior to the current period).	System Generated	
Total Checks	The total amount of all listed payments, both posted and unposted.	System Generated	

Field	Entry	Default	Reqd
Misc. Cash Credits	The total amount of any Miscellaneous Cash Receipts that resulted in a credit to the bank GL account (e.g. a result of a transfer from one bank to another).	System Generated	
Cash Position	The current cash position of the selected bank. This value will always be the current ending balance for that bank if all transactions have been posted.	System Generated	

Note:

For the Cash Position value to be accurate for the selected bank, each bank requires that it be defined with a unique cash GL account number (*See Getting Started manual, Bank Table description for more details*).

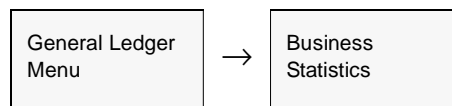
6.0 Business Statistics

Description

The Business Statistics form is used to display statistical financial data of the Company's business. It will display current balances as well as Month-to-Date totals of the various revenue and expense transactions. By specifying an earlier GL Period, it can be used to show the financial position retrospectively, though the current balances will remain that; current as of the system date.

Note that if this data is required on a printed report, the Business Status Report ("bustatus") can be run for the desired GL period(s).

Select



The Business Statistics form appears in Update mode. It is an inquiry screen only and no entries are permitted.

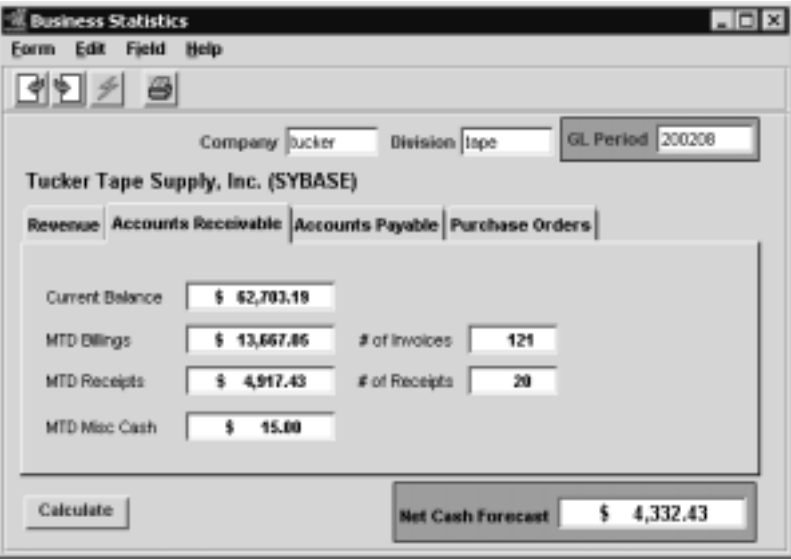
Note:

If another Company is desired, you will need to first change the Control Panel screen setting to the desired value and then re-open this screen. The Division field can be changed to display another Division for the same Company and Period.

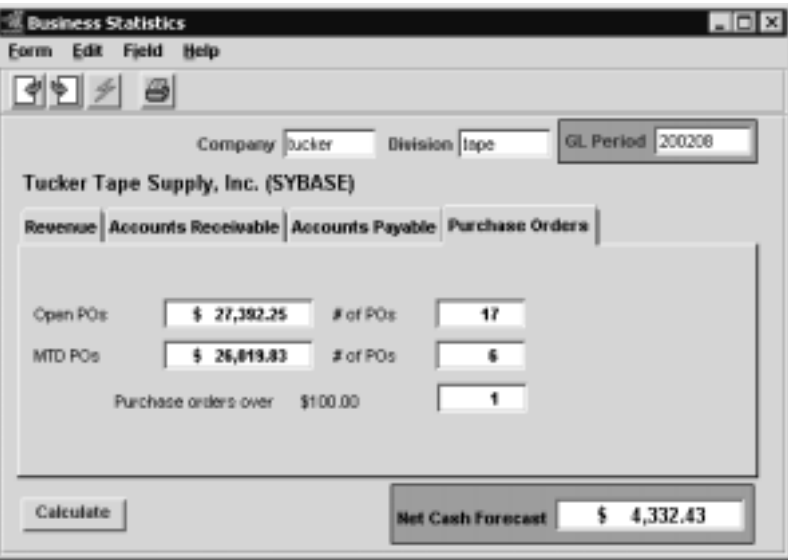
Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code. This field cannot be changed. To display the values for another Company, change the default Company on the FLEXX Control Panel and re-open this screen.	Session Default	Y
Division	The Division code. If all divisions for the specified Company are desired, enter a % (wildcard) in this field.		Y
GL Period	The GL Period to be used. Enter the ending period to be used or use the Session Default period.		Y
Revenue Tab			
Unbilled Orders			
Current Period All Periods	Select the button to display the Revenue for either the Current (specified) period only, or for all periods up to and including the current period. This selection applies only to the Revenue data.		
OP	The number and total value of all uninvoiced sales orders in FLEXX Order Processing.		
WO	The number and total value of all uninvoiced work orders in FLEXX Time Billing.		
RW	The number and total value of all uninvoiced repair orders in FLEXX Repair & Warranty.		
Totals	The sum of the above values.		
MTD Revenue	Total of all revenue for the specified GL Period. Consists of all invoices (paid and unpaid) less Credit Memos for the period.		
Projected Sales	Sum of MTD Revenue plus Unbilled Orders total.		
MTD Expenses	Total of all order costs for the GL Period. Includes orders in OP, WO, and RW where COGS has been posted (i.e. Generate GL Transaction routines run in these modules). If Job Costing is being used (App. Ctrl. <i>jcdetail</i> = Y), this value will be the total of all "exp" values from the Job Cost Detail table.		
MTD Gross Contribution	MTD Revenue minus MTD Expenses.		
Contribution %	The MTD Gross Contribution represented as a percentage.		
Calculate	Press the Calculate button to calculate the current Business Statistics data.		
Net Cash Forecast	This value is the Net cash forecasted to be available to date for the specified GL Period. Consists of total of MTD AR Receipts plus MTD AR Miscellaneous Cash minus MTD AP Payments.		

Field	Entry	Default	Reqd
Accounts Receivable Tab. 			
Current Balance	The current AR (outstanding) balance; includes all open invoices less unapplied Credit Memos and On Accounts.		
MTD Billings	Total of all invoices (paid and unpaid) less Credit Memos for the specified GL Period. On Accounts are not included in this value since they are considered as receipts only.		
# Of Invoices	Number of all invoices (paid and unpaid) for the GL Period.		
MTD Receipts	Total of all payment Receipts (applied and unapplied) for the specified GL Period.		
# Of Receipts	Number of all receipts (applied and unapplied) for the GL Period.		
MTD Misc Cash	The value of the AR Miscellaneous Cash received for the GL Period.		
Net Cash Forecast	This value is the Net cash forecasted to be available to date for the specified GL Period. Consists of total of MTD AR Receipts plus MTD AR Miscellaneous Cash minus MTD AP Payments.		

Field	Entry	Default	Reqd
<div style="border: 1px solid black; padding: 5px;"> <p>Accounts Payable Tab</p> </div>			
Current Balance	The current outstanding AP balance; consists of all open (unpaid) vouchers to date.		
MTD Payables	Sum of all open, marked and paid vouchers for the specified GL Period. This value will include the unpaid balances of partially paid vouchers.		
# of Vouchers	Number of all open, marked and paid vouchers for the specified GL Period		
MTB Payments	Sum of all AP payments made in the specified GL Period.		
# of Payments	Number of all AP payments made in the specified GL Period		
Net Cash Forecast	This value is the Net cash forecasted to be available to date for the specified GL Period. Consists of total of MTD AR Receipts plus MTD AR Miscellaneous Cash minus MTD AP Payments.		

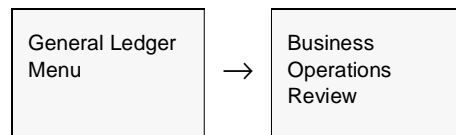
Field	Entry	Default	Reqd										
<p>Purchase Orders Tab</p> 													
Open POs	The sum of all currently open Purchase Orders.												
# of P/O's	The number of all open POs.												
MTD POs	The sum of all open Purchase Orders for the specified GL Period.												
# of P/O's	The number of all open POs for the specified GL Period.												
Purchase Orders Over 300.00	<p>The number of open POs each with a value of more than \$300.00. The 300.00 value is the default, but can be set as desired by making the following Application Control definition:</p> <table border="1"> <thead> <tr> <th><u>Application</u></th> <th><u>Type</u></th> <th><u>Description</u></th> <th><u>Value</u></th> <th><u>Parameter</u></th> </tr> </thead> <tbody> <tr> <td>jc</td> <td>bstats</td> <td>Alert Minimum for Business Statistics</td> <td>100.00</td> <td>layout</td> </tr> </tbody> </table>			<u>Application</u>	<u>Type</u>	<u>Description</u>	<u>Value</u>	<u>Parameter</u>	jc	bstats	Alert Minimum for Business Statistics	100.00	layout
<u>Application</u>	<u>Type</u>	<u>Description</u>	<u>Value</u>	<u>Parameter</u>									
jc	bstats	Alert Minimum for Business Statistics	100.00	layout									
Net Cash Forecast	This value is the Net cash forecasted to be available to date for the specified GL Period. Consists of total of MTD AR Receipts plus MTD AR Miscellaneous Cash minus MTD AP Payments.												

7.0 Business Operations Review

Description

The Business Operations Review Screen is a GL administration function screen. It is used to review all functions of FLEX as to whether or not they have been completed. It will enable the user to verify if certain transactions from previous GL periods are still open or incomplete (e.g. unposted Receipts, open OP orders, unvouchered PO's, etc.).

Select



The Business Operations Review Screen is displayed in Update mode.



The functions can be selected or deselected to be tested. By default all functions will be selected.

Fields

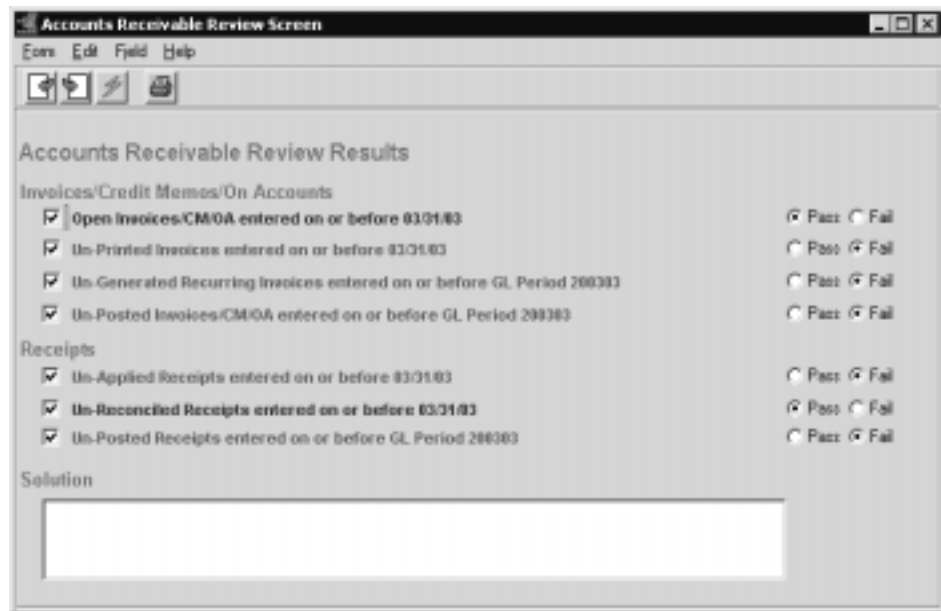
The following fields are displayed.

Field	Entry	Default	Reqd
Company	The company code. Cannot be changed on this form.	Session default	Y
Division	The division code. By default, all divisions will be tested. Enter the specific division code to be tested or leave % for all.	%	Y
GL Period	The ending GL period to be tested. Enter the specific ending period to be used or use the default current period.	Session default	Y
Start Review	Press this button to initiate the review process.		
<p>Each function selected will be tested by FLEXX when the Start Review button is pressed. If any transaction in that function is incomplete as of the GL Period ending date, the Fail button will be set and the function label will change to red. Click the label to display the Review Detail screen (See Sec. 7.1). Each function has a unique detail screen which displays the incomplete processes and includes suggestions on how to correct them.</p>			
View Results	Press this button to display a summary screen of the review results.		

7.1 Review Detail Screens

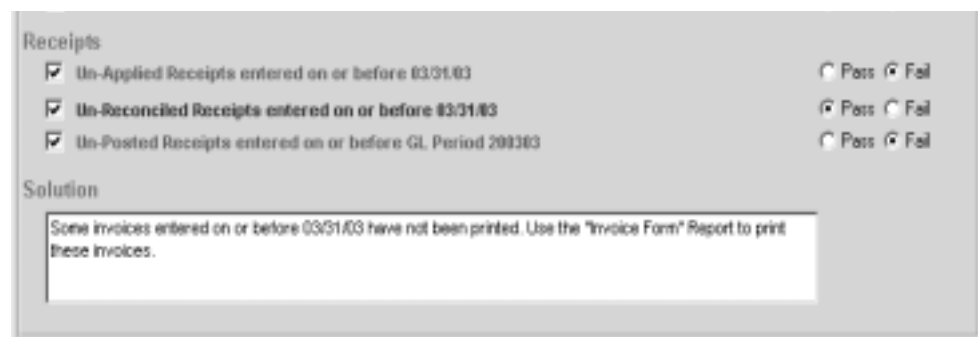
Each function has a unique Detail screen which will be displayed when the function label is clicked. The Review Detail screen will display the incomplete processes and a further text screen with suggestions on how to correct them.

This is the AR Review Detail Screen.



The Review Detail screens will show each process in red that is still in an incomplete state, and also have the Fail flag set. Those that are complete will remain green and the Pass flag will be set.

To review the resolution suggestions, click the individual process label to display the suggestion text in the Solution box.



8.0 Working With GL Budgets

The FLEXX GL lets you set up multiple budgets by account and period to allow “what if” scenarios. You are allowed to have more than one budget for the same account and period.

This section describes how:

- Δ To generate new GL budgets
- Δ To find and update GL budgets.

Notes

FLEXX Purchase Order and Accounts Payable can be set up (through Application Control) to check the total budget available by GL account number for the fiscal period. Should the budget for the year be exceeded FLEXX will prompt you of that fact and allow an override. FLEXX determines the total annual budget for each General Ledger Account Number by using the fiscal year field defined in the GL Period Table (*See Sec. 3.1*). For further details see the FLEXX Purchase Order and/or Accounts Payable manuals.

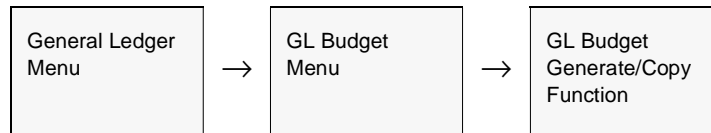
If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process (‘r’ status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

8.1 Generating GL Budgets

Description

Use the GL Budget Generate/Copy Function to create a budget for an account.

Select



The Generation Criteria screen appears.

Fields

Enter the following information to generate a budget.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Account	The account number.		Y
Budget Code	The code to identify the budget.		Y
Start Period	The period the budget is effective from.		Y
Number of Periods	<p>The number of periods the budget is effective for.</p> <p>If some of the periods are not yet in the GL Period Table, the following message appears:</p> <p>Some of these periods don't exist. Just ignore them?</p> <p>Continue to enter the budget or use Zoom to go to the GL Period Table to add the missing periods. See 3.1 GL Period Table. <<Press Previous Form>> to get back to the Generation Criteria screen.</p>		Y
Budget Type Code	<p>Enter any of the following. They system will prompt you for the appropriate information.</p> <ul style="list-style-type: none"> • ed - equal distribution over block. You enter an amount to divide equally among the periods. • ec - equal distribution to periods. You enter one amount to be the budget figure for each period. • me - manual entries. The system sets up each period so you can enter the budget figures yourself. Note: For manual entry, input debit account values are entered as positive numbers and credit account values are entered as negative numbers. • ci - constant increments. You enter a base amount and a dollar increment. The base amount is the budget figure for the start period. The figures for each successive period increase by the increment. • pi - percentage increments. You enter a base amount and a percentage increment. The base amount is the budget figure for the start period. The figures for each successive period increase by the percentage. • bt - block transfer. The system uses historical budget or actual data as a base. You can just copy over the historical data (either budget or actual) to form the basis of the new budget. Or, you can use the historical data as a base and manipulate it with either 'ed', 'ci', or 'pi' variables (as described above). 		

Example

You want to generate a budget for an account using a block transfer. The account has the following actual history:

Period	Period Balance	YTD Balance
199907	1866.65	1866.65
199908	1849.83	3716.48
199909	1849.83	5566.31
199910	1849.83	7416.14
199911	1849.83	9265.97
199912	1849.83	11,115.80

- Δ Enter the **Company** and **Division** codes, the **Account** number and the **Budget Code**.
- Δ Enter **200007** in **Start Period**.
- Δ Enter **6** in **Number of Periods**.
- Δ Enter **bt** in **Budget Type Code**.
- Δ At the prompts, select **actual data** and enter **ed**, for equal distribution, and **100.00** for the base amount. The system divides the amount by 6 (the number of periods) and adds the result (16.67) to each of the original historical figures.

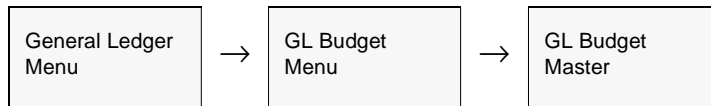
To view the budget that was created press <<Next Form >>.

8.2 GL Budget Master

Description

Use the GL Budget Master form to enter new budget records or find budgets for a company, division, account or period.

Select



The GL Budget Master screen appears in Find mode.

Budget	Company	Division	Account	GL Period	Amount
H3	tucker	tape	8000	200301	-5000.00
H3	tucker	tape	9000	200301	500.00
H3	tucker	tape	8000	200302	-5000.00
H3	tucker	tape	9000	200302	500.00
H3	tucker	tape	8000	200303	-2000.00
H3	tucker	tape	9000	200303	500.00
H3	tucker	tape	8000	200304	-2000.00
H3	tucker	tape	9000	200304	500.00
H3	tucker	tape	8000	200305	-2000.00
H3	tucker	tape	9000	200305	500.00

Note:

The Credit Account (accounts defined on the GL Account Master as Type "C") values need to be entered as a negative value. This is to ensure they are calculated correctly on the FLEXX Custom Statement reports (See Sec. 10.0).

Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Budget	The budget code to be used.		Y
Company	The company code.	Session default	Y
Division	The division code.	Session default	Y
Account	The GL Account number.		Y
GL Period	The number of the period to view the budget for.	Session default	Y
Amount	If you are changing the budgeted amount for the selected account and period, the dollar value of the new budgeted amount. Note: enter a negative value for all Credit accounts. Please see the previous note for an explanation.		Y

9.0 Managing GL

This section describes how to perform the following procedures to manage information in the GL:

- Δ Clear to Account Procedure
- Δ Resyncing GL Balances
- Δ Verifying entries in the GL Account Balance Table.

9.1 *Clear to Account Procedure*

Description

Use the GL Clear to Account Procedure to make clearing entries to the General Ledger. Clear accounts **AFTER** preparing financial statements for the year.

FLEXX lets you clear revenue and expense accounts:

- Δ To an Income Summary Account or Multiple Summary Accounts. You can then clear the Summary Accounts to a Retained Earnings account;
- Δ Directly to Retained Earnings.

Clearing accounts is not a required procedure.

The procedure will generate a GL transaction with a total of all the accounts being cleared. This transaction will then need to be Posted for the account balances to be cleared and the clearing account (retained earnings account) to be updated will contain the 'cleared' totals.

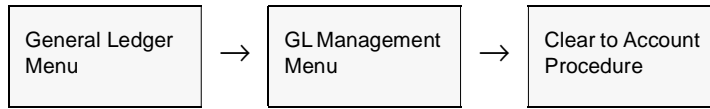
Note that before this GL transaction is posted, it can be modified or deleted if not correct. It can then be re-run and if as desired, then be posted. No account clearing occurs until the GL transaction has been posted.

Notes

To retain the year-end Income/Expense account data for future financial reporting, you should define a 13-period fiscal year. See **Notes below** for more detail.

If you clear accounts by mistake, see your System Administrator to use the GL Balance Resyncing Function to restore the account history and balances. See 9.3 *Resyncing GL Balances*.

Select



The following screen is displayed.

Selection Criteria	
Company	tucker
Division	Iape
GL Period	200112a
Clear Type	%
Clear Acct	% %

Generation Criteria	
Tran Dt	01/15/02
Division	Iape
GL Period	200112a
Batch	
Description	YE 2001 Clearing

GL Transaction:

Start **Idle**

Fields

Enter the following information to clear out accounts.

Field	Entry	Default	Reqd
Selection Criteria			
Company	The company code of the company whose account balances will be cleared.	Session default	Y
Division	The division code of the division whose account balances will be cleared. To have all divisions selected use a wild card value.	Session default	Y
Period	The period to be cleared (e.g. 200113 - 13th period of year 2001).	Session default	Y
Clear Type	The code for the type of accounts to clear or accept the default wild card to select all Types.The account type is entered on the GL Chart of Accounts screen.	*	N
Clear to Account Division	The code for the clear to account division of the GL accounts to be cleared or accept the default wild card to select all account divisions. Found on the GL Chart of Accounts screen.	*	N
Clear to Account Number	The number of the clear to account for the GL accounts to be cleared or accept the default wild card to select all clear to account numbers defined on the GL Chart of Accounts screen.	*	N
Generation Criteria			
Transaction Date	The date of the new clear to account transaction.	Session default	Y
Division	The division code to appear on the resulting General Ledger header transaction only.	Session default	Y
GL Period	The GL period to post the new clearing transaction to.		Y
Batch	If you are using batch control, the batch number for the new clear to account transaction.		N
Description	A description of the new clear to account transaction.		N
Start	Press Enter to start the process.		
GL Transaction	The GL transaction number for the new clear to account transaction.After the procedure is complete, the system enters a GL transaction number. You cannot change it.	System Generated	Y

Notes

Maintaining Balances Using 13 Period Year

To maintain balances in income/expense accounts after clearing them:

- △ Before running the Clear to Account Procedure, open a new period using a suffix (i.e. a). For example, if year end is 199912, open a 13th period 199912a. **Note that this period needs to be entered before any future periods are defined since FLEXX does not allow inserting periods into an existing Period table.**
- △ Run the Clear to Account Procedure on this 13th period. You can still use the 12th period for comparative purposes and printing financial statements since only the 13th period balances will be cleared. All 12th period balances will remain as before.

The Clear to Account Procedure will check to ensure that there are no unposted transactions for the period that is being cleared. It doesn't check for unposted transactions in earlier periods. If there are unposted transactions for the period being cleared, or accounts with zero balances, FLEXX will display a prompt.

Please refer to the Sec. 3.1 GL Period Table for details on defining the 13th period.

9.2 Proofing GL Balance

Description

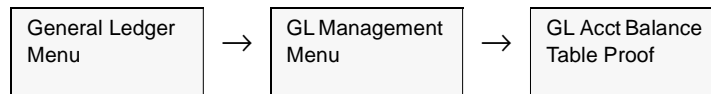
The GL Balance Proof process can be used to verify the account balances match the total of all posted GL activity since the last good period as specified. This process can be run at any time to test the account balances of the accounts specified in the Account field. It can be run against individual or all accounts, for a specific or all Divisions.

If there is a discrepancy, FLEXX will report a message indicating the GL account and period in error, as well as the balance amounts. This can then be corrected by running the GL Balance Resyncing Function (*See Sec. 9.3*).

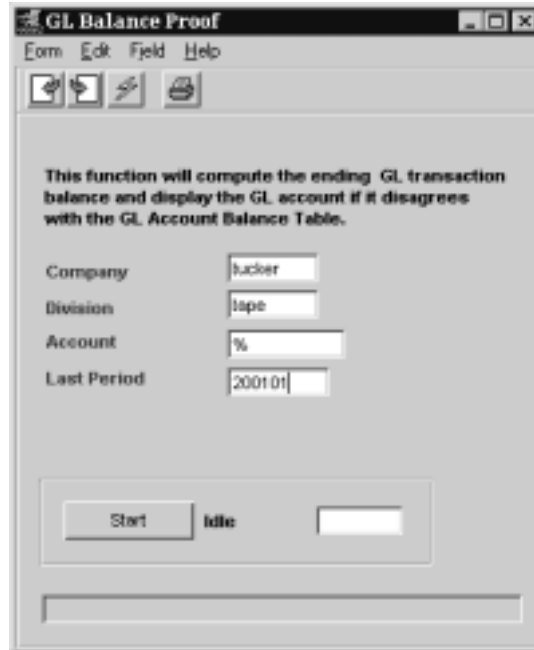
Note:

It is recommended that this process be run on each Month End processing to ensure the balances are correct for the next month. That way any discrepancy would never be more than one period earlier.

Select



The GL Balance Proof screen is displayed in Update mode.



Fields

Enter the following information to proof the GL balances

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code of the accounts that are to be proofed. To have all divisions selected use a wild card value.	%	Y
Account	The account code to be proofed.	%	Y
Last Period	The number of the period that the system should use as a base line (last good period) for verification.	Session default	Y
Start	Press Start to start the process.		

9.3 Resyncing GL Balance

Description

Use the GL Balance Resyncing Function to verify and update, if required, the GL Account Balances. This process is necessary when it is evident that the account balances do not appear to be correct; (i.e. Beginning balance does not match the previous period's Ending balance, etc.).

You specify the period the system is to use as a base line for the forward adjusting recalculation. This is the last known **good** period which FLEX will then use as a base to resync subsequent periods to. The 'earliest' Last Period value to be used also needs to be defined in the Application Control Table as follows:

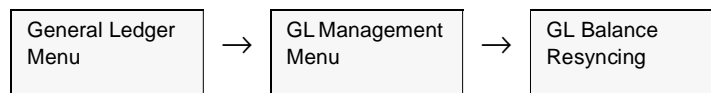
Application	Type	Description	Value	Company	Parameter
gl	startpd	GL Period FLEX First used.	(no default) e.g 200001	default	Division Code

Notes

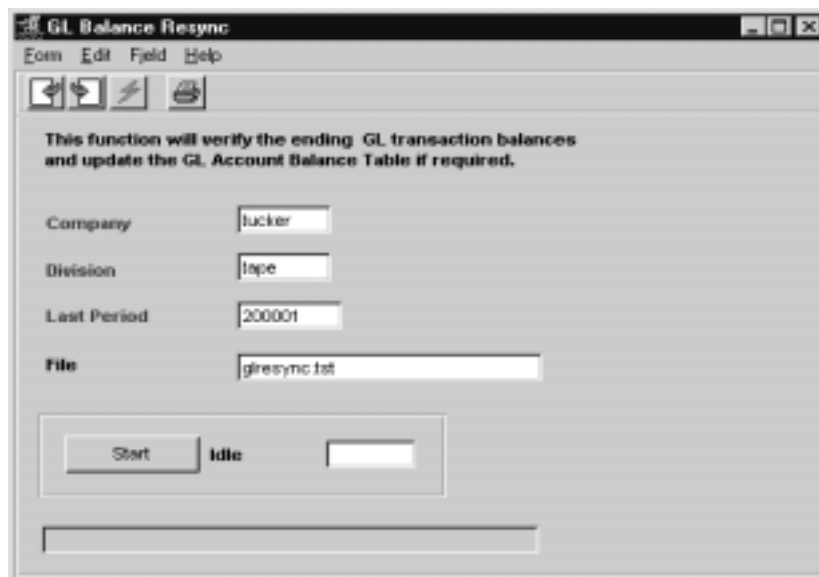
If you clear accounts by mistake, use the GL Balance Resyncing Function to restore the account history and balances.

Your System Administrator controls access to this screen.

Select



The following screen is displayed.



Fields

Enter the following information to resync GL balances.

Field	Entry	Default	Reqd
Company	The company code.	Session default	Y
Division	The division code of the accounts that are to be resynced. To have all divisions selected use a wild card value.	%	Y
File	The name of the file the system uses to log any changes it makes to account balances.	glessync.tst	Y
Last Period	The number of the period that the system should use as a base line for recalculation.	Session default	Y
Start	Press Start to start the process.		

Notes

- Δ The GL Balance Resyncing Function will correct balance records for all GL Periods that do not have a status of 'n' - never-opened.
- Δ Be aware that this process can take a considerable amount of time to run, especially if run for all divisions. It may be desirable to initiate the process during off hours so as not to impact other FLEXX operations.

Notes

If the Application Control value "startpd" has not been defined, FLEXX will report the following message: "Application Control Record "startpd" is missing. You must add this record before running this process".

If the Last Period specified is earlier than that defined in Application Control, FLEXX will display message "You cannot go earlier than the first FLEXX period. Older periods contain historical data from another system and would be corrupted".

9.4 GL Period Generation

Description

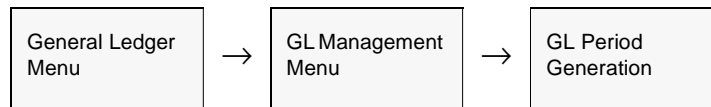
Use this process to copy existing GL periods from one company and division to another company and/or division. Process requires that the periods are already set up for one company and one division. These periods can then be used as a template to create periods in other companies and other divisions.

This process can not be used to generate new periods for the same company/division. New periods for at least one company/division need to be manually entered which can then be used to generate periods for all other company/division combinations.

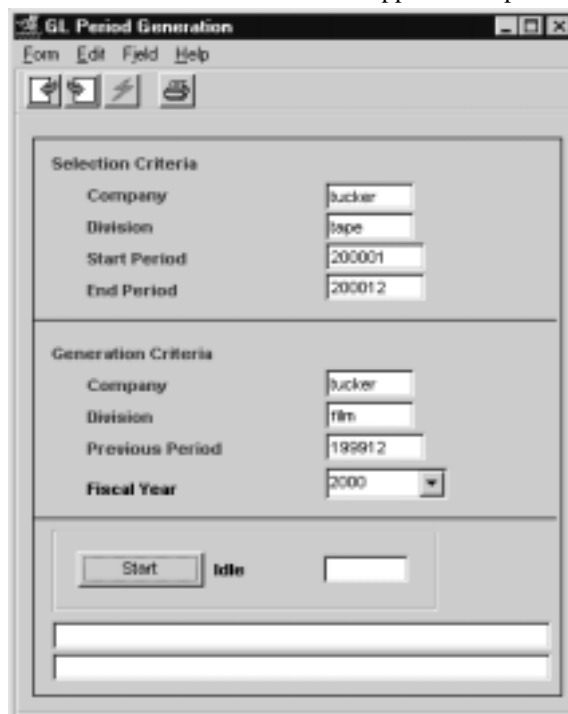
Notes

The periods that are generated for the other company and divisions are created with a status of 'n' - Never Opened. To enter transactions for these generated periods it will be necessary to first change the status of each to 'o' - open.

Select



The GL Period Generation screen appears in Update mode.



Fields

The following fields appear

Field	Description	Default	Reqd
Company	The code of the company to copy the periods from.	Session Default	Y
Division	The code of the division to copy the periods from.	Session Default	Y
Start Period	The first period to be copied.	Session Default	Y
End Period	The last period to be copied.	Session Default	Y
Company	The code of the company for which the periods are being generated.	Session Default	Y
Division	The code of the division for which the periods are being generated or enter a wild card for all divisions.	Session Default	Y
Previous Period	Enter the period preceding the period to be created. Enter a 0 (zero) if this is a brand new company/division.	0	Y
Fiscal Year	The fiscal year of the generated periods. Should the periods to be copied belong to more than one fiscal year, this process will need to be run more than once.		Y
Start	Press the Button to begin the generation process.		

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

9.5 Change GL Account Routine

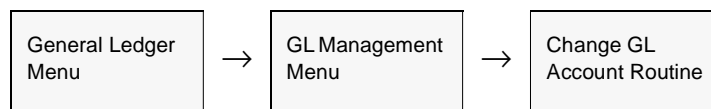
Description

The Change GL Account Routine can be used to change individual GL account numbers in the Chart of Accounts to another value. Both the Division code and Account code can be changed.

Notes

- Δ If the Division is to be changed, it must be an existing division defined in the specified company. Otherwise the process will fail with message "Unable to Insert New Account".
- Δ If the SKU GL Accounts Table has been defined with null division code values (*See Inventory Control Manual*), this routine will not update those account numbers to the new account code value. Only those account numbers with specific division codes will be updated to the new value.
- Δ This routine can also be used to merge (combine) existing accounts. If the 'New' account is an existing account, all historical records of the 'Original' account will be merged into it.

Select



Fields

The Following fields appear in update mode.

Field	Description	Default	Reqd
Company	The Company of the Chart of Accounts to be Changed.	Session Default	Y
Original Account Division	The division to be selected for the change.	Session Default	Y
Original Account Number	The account number to be changed		Y
New Account Division	The account division to change to	Session Default	Y
New Account Number	The new account number to change to		Y
Retain the Original GL Account.	Check this box if the original account is to be kept, and only a new account is to be created		
Start	Press start to initiate the process.		

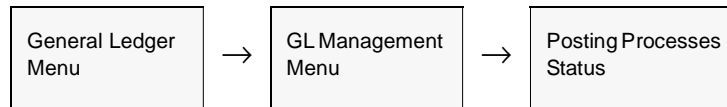
9.6 Posting Processes Status

Description

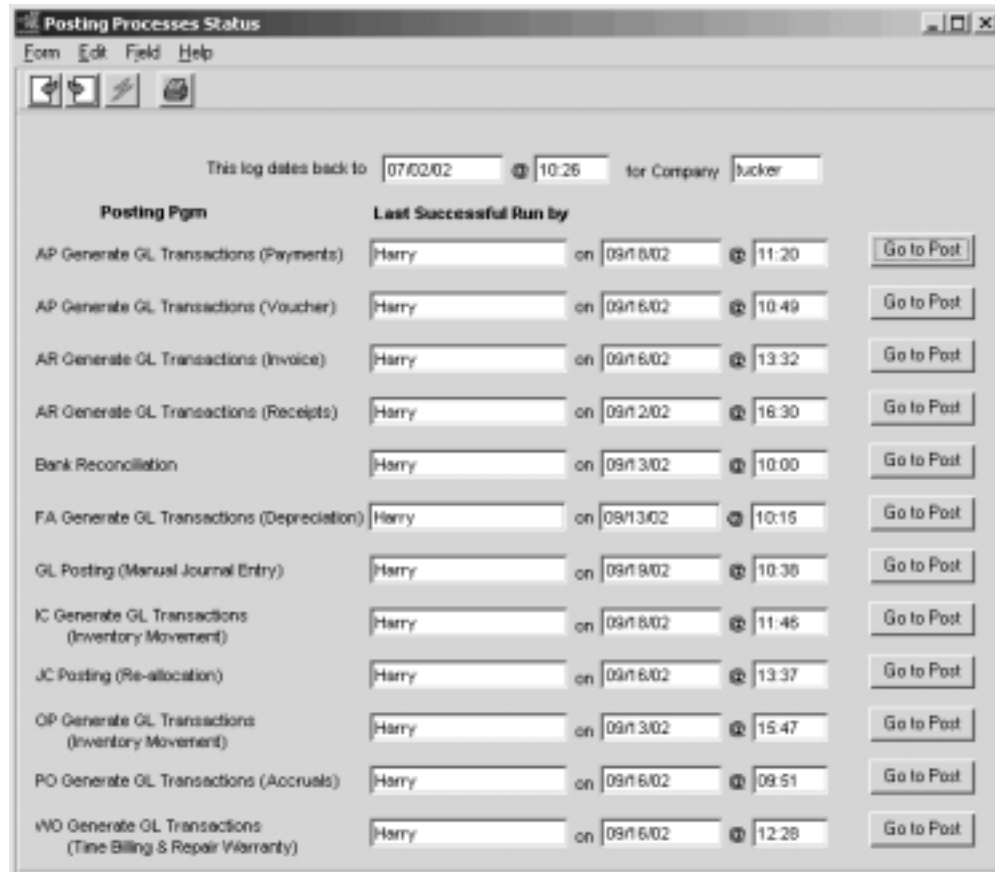
The Posting Processes Status form can be used to display the status of the most recent GL Transaction Generation routines that were run against any of the FLEXX modules. Information shown includes the user id as well as the time and date of the last **Successful** run.

It can also be used to run the Generation routines. This can be useful when it is found that one or more generation routines have not yet been run, it can be called from this screen.

Select



The Posting Processes Status screen is Display only. No entries are allowed.



Fields

The Following fields appear in update mode.

Field	Description	Default
This log dates back to	The date and time of the earliest Batch Process Control table entry.	Batch Process Control Table
for Company	The company code.	Session Default
Posting Pgm	List of the FLEXX modules (programs) where the GL Generation routine was run.	
Last Successful Run by on @	The FLEXX User Id who initiated the GL Generation routine. The date and time the routine completed successfully.	Batch Process Control Table
Go to Post	Press this button for the specific 'program' to display the GL Transaction Generation routine. The routine can then be run as usual.	

10.0 Working With GL Custom Statements

FLEXX lets you design financial statements to meet the individual reporting requirements of your company. You can create custom statements using the following three screens:

- Δ GL Custom Statement Header
- Δ Custom Statement Detail
- Δ GL Custom Statement Account Detail.

You can also copy existing custom statements and change them to create new custom statements.

10.1 Custom Statement Header

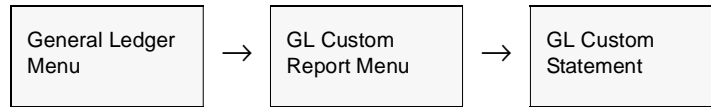
Description

The custom statement header contains the statement code and the titles that appear on the printed statement. Use the Custom Statement Header screen to:

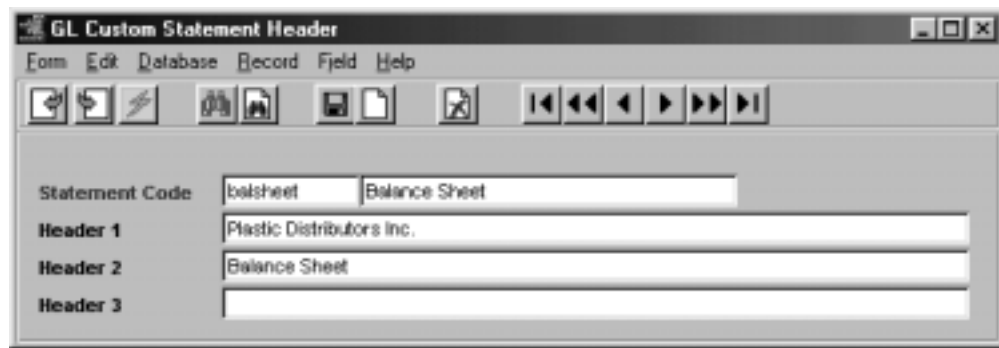
- Δ Add custom statement headers. When you <<press add/update, then Next Form>> the Custom Statement Menu appears. Select GL Custom Statement Details to enter the statement detail lines. See *10.2 GL Custom Statement Details*.
- Δ Find existing custom statement headers by entering search criteria
- Δ Update existing custom statement headers
- Δ Delete custom statement headers
- Δ Display the Custom Statement menu that lets you display the Custom Statement Detail and Custom Statement Account Detail screens.

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Select



The Custom Statement Header screen appears in Find mode.



Fields

The following fields appear on the screen.

Field	Entry	Default	Reqd
Statement Code	The unique code of the custom statement. Example: If you are creating a balance sheet for Company 1, the Statement Code might be balsheet1 .		Y
Description	Full name of the custom statement		N
Header 1	The information that will appear on the top line of the printed statement.		N
Header 2	The information that will appear on the second line of the printed statement.		N
Header 3	The information that will appear on the third line of the printed statement.		N

Once you are finished entering this header information press <<Add/Update>> to save it and then <<Next Form>> to enter the Statement Detail.

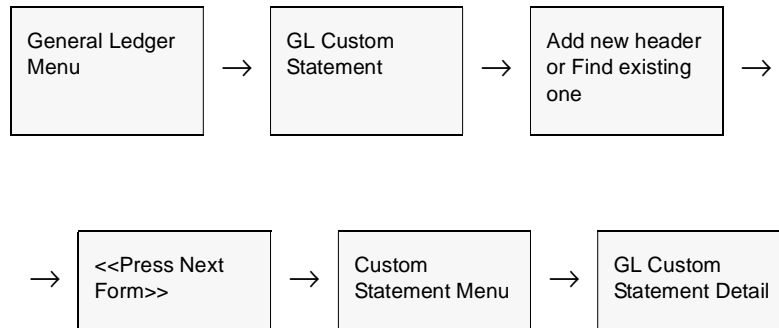
10.2 Custom Statement Detail

Description

The GL Custom Statement Detail Screen lets you design and layout the statement by entering each detail line and its attributes just as they will appear on the printout. For the statement on the Custom Statement Header screen, use the detail screen to:

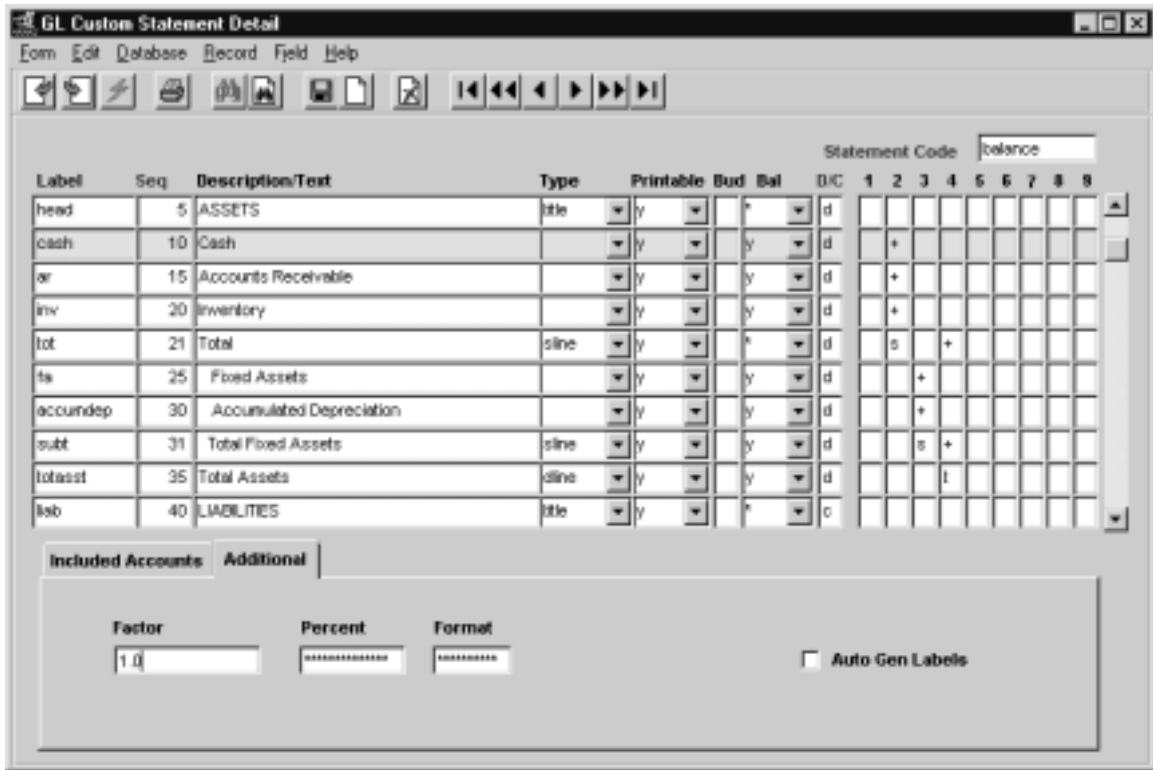
- Δ Add detail lines for the custom statement. <<Press Add/Update>> after each line, select the "Included Accounts" tab to specify what accounts to sum in the line. See *10.3 GL Custom Account Detail*
- Δ View statement details
- Δ Update detail lines. <<Press Add/Update>> after each line you change
- Δ Delete detail lines. To delete a line on the Custom Statement Detail screen, you must delete all the information for the line on the Custom Statement Account Detail screen
- Δ Display the Custom Statement Account Detail screen.

Select



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The Custom Statement Detail screen appears in Find mode. Press <<Clear to Add>> to create new details.



Fields

The following fields appear on the screen. Once you have finished entering the Statement

Fields	Entry	Default	Reqd
Statement Code	The code of the custom statement. You can change the default to find statement details for other custom statements.	From Custom Statement Header screen	Y
For each line:			
Label	A code identifying the line's contents. No other line on the statement can have the same label. Example: cogs for Cost of Goods Sold. The system uses this field to generate percentages. See the Percent field below. To have FLEXX automatically create labels select the Auto Gen Labels operation on the Additional Information Tab. With this option selected, the labels created will have a format such as "L6"		Y

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Fields	Entry	Default	Reqd
Sequence	<p>The sequence number of the line. This number determines the order the lines are printed on the statement. No other line on the statement can have the same number.</p> <p>Note: Do not use the number 0 (zero) as a sequence number.</p> <p>FLEXX will automatically create sequence numbers incremented by 5. This is to allow you to enter additional detail lines in the future. Should the increment of 5 be insufficient, you can use the Renumbering Custom Statements routine to change the increment as desired (See Sec. 10.5).</p>		Y
Description/Text	<p>The information that prints on the statement according to the sequence number. Example: Cost of Sales.</p>		N
Type	<p>The type of line may be:</p> <ul style="list-style-type: none"> • Title - the line is a heading. No GL accounts assigned to the line. • Sline - a single line will appear under the numbers on the previous line. • Dline - a double line will appear under the numbers on the previous line. • Leave the field blank if the line is not a heading and does not require any underscoring. 		N
Printable	<p>Enter "y" if the line should be printed on the statement; otherwise leave blank.</p>		N
Budget	<p>Enter "y" if the system should print budget values for this line; otherwise leave blank.</p> <p>Note: If one line on the statement has a y in the Bud field, the statement will have Actual, Budget and Variance columns for each period. If you do not use budgets, only the Actual column appears.</p>		Y
Balance	<ul style="list-style-type: none"> • Enter "y" if the system should use Account Balances for this line, for example, for Balance Sheets. • Leave blank if the system should use Activity Balances for this line, for example, for Income Statements. <p>You can use combinations of account balances and activity balances, for example, to create a Change in Financial Position Report.</p>		N
Registers 1-9	<p>Use the nine registers to add, subtract, subtotal, total and clear the amount, similar to a calculator. Enter:</p> <ul style="list-style-type: none"> • + to add • - to subtract • s to subtotal • t to total • 0 (zero) to clear the register. 		Y
Select the Additional Tab to enter the following:			
Factor	<p>The number that the system multiplies the balance of the account(s) in this line by. Example: A factor of 2 will double the account balance.</p>		N

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Fields	Entry	Default	Reqd									
Percent	<p>To express the line item as a percentage of another line item, the unique Label of the line item for which the current line is to be expressed as a percentage of.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Label</th> <th>Sequence</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>subt1</td> <td>40</td> <td>Total Sales Revenue</td> </tr> <tr> <td>subt2</td> <td>90</td> <td>Total Cost of Sales</td> </tr> </tbody> </table> <p>To express Total Cost of Sales as a percentage of Total Sales Revenue, enter subt1 in the Percent field for line item 90.</p> <p>Note: To have FLEXX print out the percentages, you must use a RPT Report Script Name formatted to print out percentages, such as <i>income2</i>. (See 10.6 <i>Printing Custom Statements</i>).</p>	Label	Sequence	Description	subt1	40	Total Sales Revenue	subt2	90	Total Cost of Sales		N
Label	Sequence	Description										
subt1	40	Total Sales Revenue										
subt2	90	Total Cost of Sales										
Format	Not currently used by FLEXX.		N									
Auto Gen Labels	Select this option to have FLEXX auto generate labels whenever a new Statement Detail line is created.		N									

Detail information press <<Add/Update>> to call up the "Included Accounts" Tab.

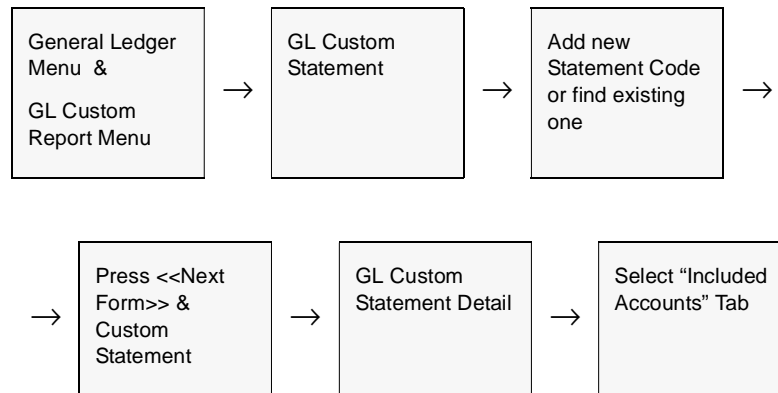
10.3 Custom Statement Included Account Detail

Description

Use the GL Custom Statement Included Accounts screen to designate what GL accounts to sum on the detail line on the Custom Statement Detail screen. Use the this screen to:

- Δ Add accounts to sum on the detail line. <<Press Add/Update>> after each line
- Δ View accounts summed on the detail line
- Δ Update accounts summed on the detail line. <<Press Add/Update>> after each line
- Δ Delete accounts summed on the detail line.

Select



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The Custom Statement Included Account screen appears in Update mode



Fields

The following fields appear on the tab.

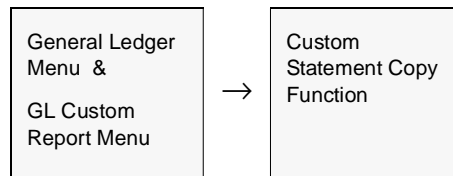
Field	Entry	Default	Reqd
Company	The company code of the account to include in the line item.	%	Y
Division	The division code of the account to include in the line item or use wild cards to include all divisions.	%	Y
Account Code	The account number to include in the line item or use wildcards to specify a range of accounts to sum in the line. Example: Enter 4* (or 4% depending on database wildcard) to select all accounts starting with the number 4.	no default	Y
Exclude	To exclude an account, enter the account number in Account Code and enter a dash (-) in this field.		N
Factor	If the account is always multiplied by a certain number, the number. Example: If an account is always multiplied by 1.25, then, enter a separate line for the account, and enter 1.25 in this field.	1.0	N
Constant	A constant amount to add to the total for this line.	0.000	N

10.4 Copying Custom Statements

Description

Use this screen to create a new custom statement by copying an existing one similar to the custom statement you want to create. Once you have copied it, use the Custom Statement screens to make any necessary changes.

Select



The following screen appears.

The screenshot shows a window titled "Custom Statement Copy Function" with a menu bar containing "Form", "Edit", "Field", and "Help". Below the menu bar are three icons: a left-pointing arrow, a right-pointing arrow, and a lightning bolt. The main area of the window is titled "Custom Statement Copy Function" and contains the following fields and controls:

- Copy FROM:** A label "Statement Code" followed by a text input field containing "bal sheet".
- Copy TO:** A label "Statement Code" followed by a text input field containing "bal sheet2".
- A group box containing a "Start" button, the text "Idle", and an empty text input field.
- A large empty text input field at the bottom of the window.

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Fields

Enter the following information to copy a custom statement.

Field	Entry	Default	Reqd
Copy From:			
Statement Code	The statement code for the custom statement you want to copy.		Y
Copy To:			
Statement Code	The new, unique statement code for the copy.		Y
Start	Press Start to begin Process.		

Notes

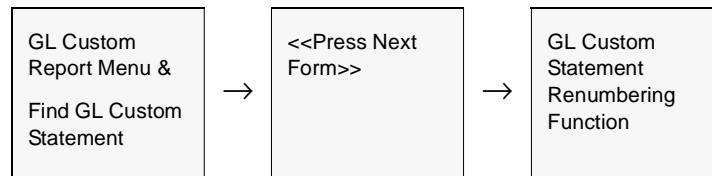
If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

10.5 Renumbering Custom Statements

Description

Use GL Custom Statement Renumbering to reorder the sequence numbers on a custom statement. For example, if a sequence number is not available on a custom statement where you need it, renumber the statement to free up sequence numbers, then go back to the Custom Statement Detail screen and add more lines.

Select



The following screen appears.

The screenshot shows a window titled "GL Custom Statement Renumbering Func...". The window has a menu bar with "Form", "Edit", "Field", and "Help". Below the menu bar are three icons: a left arrow, a right arrow, and a lightning bolt. The main area is divided into three sections:

- Selection Criteria:**
 - Custom Statement Code:
 - Starting Line Number:
 - Line Number Increment:
- Processing Information:**
 - Lines To Renumber:
 - Current Line:
- Buttons:** A "Start" button, the word "Idle", and another empty field.

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Fields

Enter the following information to renumber a custom statement.

Field	Entry	Default	Reqd
Selection Criteria:			
Custom Statement Code	The code for the statement to renumber. Press Enter to have the default statement code appear.	Selected statement code	Y
Starting Line Number	The number for the first line of the renumbered custom statement.		Y
Line Number Increment	The amount that each line number should be greater than the previous number.		Y
Processing Information - Display only			
Lines to Renumber	How many lines the system is renumbering.		
Current Line	The current line in the custom statement.		
Start	Press Start to begin the process.		

Press the Start button to begin the renumbering process.

Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

10.6 Printing Custom Statements

Description

Once you've set up custom statements through the Custom Statement screens, you can use Report Selection to print them. You can:

- Δ Print statements for a range of periods
- Δ Include month-to-date and year-to-date columns
- Δ Include percent relationships
- Δ Print the report in up to four columns.

Notes

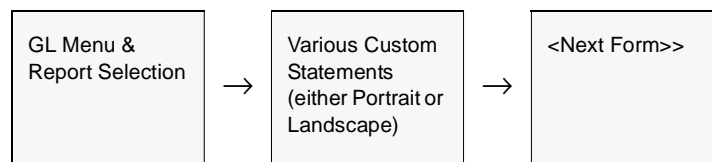
If the custom statement includes budgets, you can only print two columns.

Custom Statement report "*statemnt*" will print in Landscape format, regardless of script format used.

Custom Statement report "*glstmnt*" will print in Portrait format, single column;

- Δ use report script "*income3p*" to include a percentage column,
- Δ use report script "*income3*" to exclude the percentage column.

Select



The following screen is displayed, allowing you to enter specific parameters necessary to generate the statement desired.

Be aware that you must press Enter after each parameter entry.

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The Report Parameters selection screen appears in Update mode.

Fields

Enter the following information to print a custom report.

Field	Entry	Default	Reqd
Custom Statement Code	The code of the custom statement to run. Found on the Custom Statement Header screen. e.g.: <i>income</i>		Y
Use Excel	This option only works if the FLEXX EIS module is installed. If it has been, then it is possible to send the output of this report directly to an Excell Spreadsheet.	N	Y
Excel Starting Column	If the output of this report is being sent to an Excell Spreadsheet, enter the column to be used to download the information.	A	Y
Report Format Name	The format name for the desired report format and layout; e.g. <i>CUSSTMT1</i> displays 4 columns of actual data. <i>See the table in Topic "Report Formats" below for a list of report format names.</i>	INCOME1	Y
Print Budget [Y/N]	Enter "Y" to include budgets in the report; otherwise, enter "N".	N	Y

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Field	Entry	Default	Reqd
Enter the following information for each column you want on the statement:			
Company 1	The code for the company to generate the financial statements for. Can also specify % to select all companies defined to FLEXX.	Session default	Y
Division 1	The code of the division to generate the financial statements for. Enter % to specify all divisions.	Session default	Y
Start Period 1	The first period to use to generate financial statements.	Session default	Y
End Period 1	The last period to use to generate financial statements.	Session default	Y
Exclude Period	If you are producing a financial statement report that covers a range of periods, and there is a period within that range that you would like to exclude, enter it here.	0	Y
Accounts	Accept the default wild card to have all selected General Ledger account numbers appear on the output or enter a specific account. The accounts selected are also determined in conjunction with the Custom Statement Code used earlier.	*	Y
Title 1	The text to appear at the top of the first column.		N
Company 2	The code for the company to generate the financial statements for. Can also specify % to select all companies defined to FLEXX.	Session default	Y
Division 2	The code of the division to generate the financial statements for. Enter % to specify all divisions.	Session default	Y
Start Period 2	The first period to use to generate financial statements.	Session default	Y
End Period 3	The last period to use to generate financial statements.	Session default	Y
Exclude Period	If you are producing a financial statement report that covers a range of periods, and there is a period within that range that you would like to exclude, enter it here.	0	Y
Accounts	Accept the default wild card to have all selected General Ledger account numbers appear on the output or enter a specific account. The accounts selected are also determined in conjunction with the Custom Statement Code used earlier.	*	Y
Title 2	The text to appear at the top of the second column.		N
Company 3	The code for the company to generate the financial statements for. Can also specify % to select all companies defined to FLEXX.	Session default	Y
Division 3	The code of the division to generate the financial statements for. Enter % to specify all divisions.	Session default	Y
Start Period 3	The first period to use to generate financial statements.	Session default	Y
End Period 3	The last period to use to generate financial statements.	Session default	Y
Exclude Period	If you are producing a financial statement report that covers a range of periods, and there is a period within that range that you would like to exclude, enter it here.	0	Y

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Field	Entry	Default	Reqd
Accounts	Accept the default wild card to have all selected. General Ledger account numbers appear on the output or enter a specific account. The accounts selected are also determined in conjunction with the Custom Statement Code used earlier.	*	Y
Title 3	The text to appear at the top of the third column.		N
Company 4	The code for the company to generate the financial statements for. Can also specify % to select all companies defined to FLEXX.	Session default	Y
Division 4	The code of the division to generate the financial statements for. Enter % to specify all divisions.	Session default	Y
Start Period 4	The first period to use to generate financial statements.	Session default	Y
End Period 4	The last period to use to generate financial statements.	Session default	Y
Exclude Period	If you are producing a financial statement report that covers a range of periods, and there is a period within that range that you would like to exclude, enter it here.	O	Y
Accounts	Accept the default wild card to have all selected. General Ledger account numbers appear on the output or enter a specific account. The accounts selected are also determined in conjunction with the Custom Statement Code used earlier.	*	y
Title 4	The text to appear at the top of the fourth column.		N
For all columns:			
Budget Code 1	If also printing budgets, enter the code of the budget to be compared to actual results reported as a result of using the criteria entered for Column Group 1. (See 8.0 Working With GL Budgets).		N
Budget Code 2	If also printing budgets, enter the code of the budget to be compared to actual results reported as a result of using the criteria entered for Column Group 2.		N

Report Formats

The following table shows the different Report Format Names and their formats. The different formats allow for the output to include percentages, budgets, variances, etc. Also, the different formats allow for reports to be printed in **landscape, portrait**, as well as **legal landscape** page layouts. The table below is grouped by these layouts.

The INCOME formats are generally meant to be used to print Income/Expense statements, and the CUSSTMT formats for Balance Sheet statements. However, either can be used for any purpose according to the desired report format.

Landscape Layout.

Report Format Name	Budget?	Column Group 1	Column Group 2	Column Group 3	Column Group 4
INCOME	yes	Actual/Budget/\$Var.	Actual/Budget/\$Var.		
	no	Actual	Actual	Actual	
INCOME1 (incl. Percentages - see note below)	yes	Actual%/Budget%	Actual/%	Actual%/Budget%	Actual/%
	no	Actual/%	Actual/%	Actual/%	Actual/%
INCOME2 (incl. Percentages - see note below)	yes	Actual%/Budget%	Actual	Actual%/Budget%	Actual
	no	Actual / %	Actual	Actual/%	Actual
CUSSTMT1	no	Actual	Actual	Actual	Actual
CUSSTMT2	yes	Actual/Budget/\$Var/%	Actual/Budget/\$Var/%		
	no	Actual	Actual	Variance (C1-C2)	% Variance (C1-C2)/C2*100
CUSSTMT3	yes	Actual/Budget/%Var	Actual/Budget/%Var		
	no	Actual	Actual	% Variance (C2-C1)/C2*100	
CUSSTMT4	no	Actual	Actual	Actual	% Variance (C3-C2)/C3*100
CUSSTMT5	yes	Actual/Budget/\$Var/%	Actual/Budget/\$Var/%		
	no	Actual	Actual	Actual	
CUSSTMT6	yes	Actual/Budget/%Var	Actual/Budget/%Var		
	no	Actual	Actual	Actual	

Format *INCOME1* or *INCOME2* are required if percentages are to be included with each column. This then also requires the Percent field to be defined on the Custom Statement Detail form (Additional tab) when defining the details of the accounts to be used (See Sec. 10.2)

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Portrait Layout

Report Format Name	Budget?	Column Group 1	Column Group 2	Column Group 3	Column Group 4
INCOME3	yes	Actual			
	no	Actual			
INCOME3P (incl. Percentages) (See note below)	yes	Actual%/Budget%			
	no	Actual (with Percent)			

Format *INCOME3* and *INCOME3P* are only used with report *glstmnt* (Various Custom Statements (Portrait)) for printing in portrait layout only.

Legal Landscape Layout

Report Format Name	Budget?	Column Group 1	Column Group 2	Column Group 3	Column Group 4
INCOME2V (incl. Percentages)	yes	Actual / % / Budget%	Actual / %Variance (C1-C2)/C1*100	Actual%/Budget%	Actual / %Variance (C1-C2)/C1*100
Legal Landscape	no	Actual / %	Actual / %Variance (C1-C2)/C1*100	Actual / %	Actual / %Variance (C1-C2)/C1*100

If percentages are to be included with each column, this then also requires the Percent field to be defined on the Custom Statement Detail form (Additional tab) when defining the details of the accounts to be used (*See Sec. 10.2*).

Note:

Format *INCOME2V* is meant for printing in Landscape mode on Legal sized paper only.

11.0 Printing Standard Reports

Reports

Reporting within General Ledger is the same as in all FLEXX systems. The kinds of reports you can generate depends on which ones your company has set up in the system.

The following table lists some of the standard GL reports.

Report Code	Report Title	Description
budgetc	Print Budget Report	Will print the settings for the specified budget.
bustats	Business Statistics Report	Prints out in report form the Job Costing Business Statistics screen (<i>See the Project Management manual, Business Statistics topic</i>).
chartc	Chart of Accounts Listing	Provides a list of the accounts set up in the GL. Through the use of status codes, active, summary, no posting or all accounts can be reported.
dtrialbal	Detailed Trial Balance Report	Provides a print out by account (or all accounts) by division for any number of periods. Note: depending on transaction status selected, report will also include posted and unposted transactions.
glactc	GL Activity Report	Similar to dtrialbal except displays batch numbers where employed. No beginning or ending balances like dtrialbal.
gljournc	General Journal Report	Report which provides a listing of all transactions, regardless of source (or can specify) by account(s) for periods specified.
gllistc	GL Transaction Listing	Lists each transaction for account specified sorted by transaction number.
glperiod	GL Period Report	A listing of the GL Periof table showing all periods and their status according to parameters selected.
glrptedtc	Custom Statement Layout Detail	Prints out, by custom statement code, the GL Custom Statement header, detail and account detail for all custom statements.
glsourcec	GL Transaction Summarized	Lists all transactions for account specified, by period, sorted first by source then by transaction number.
glstmntc	Various Custom Statements (Portrait)	Selection criteria to produce financial statements in portrait layout (see <i>10.0 Printing Custom Statements</i>).
stmntc	Various Custom Statements (Landscape)	Selection criteria to produce financial statements in landscape layout (see <i>10.0 Printing Custom Statements</i>).
stmntlc	Custom Statement (Landscape-Legal)	Selection criteria to produce financial statements in landscape layout on legal-size forms (see <i>10.0 Printing Custom Statements</i>).

Report Code	Report Title	Description
trandetc	GL Transaction Composition Report Batch	Produces a report on the makeup of the transaction code selected (orall) regardless of account number.
trialbalc	Trial Balance Summary Report	Summary report showing, for account specified, beginning balance, activity for the period selected and ending balance all on one line.

Procedure

To print a GL report:

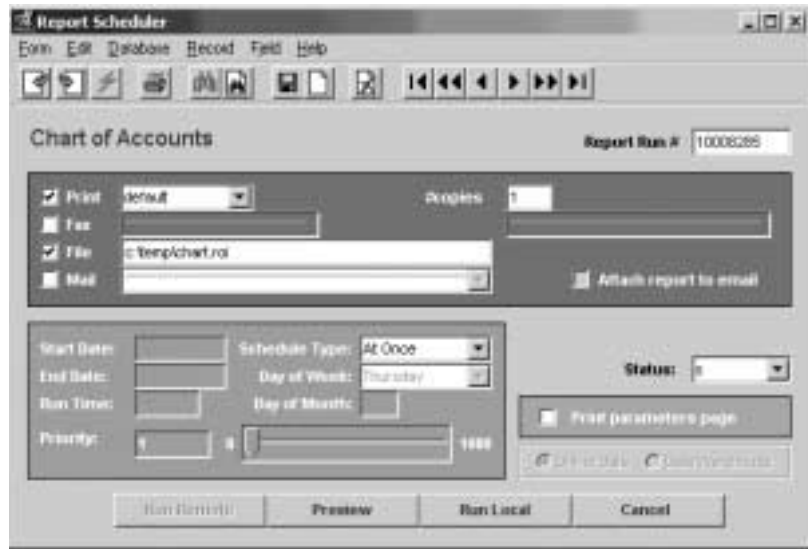
1. Select **Report Selection** from the OP menu.
2. Position your cursor on the report you want to print.



3. <<Press Select Report>>. The Report Parameters form appears showing the report title and report control run number along with the list of selection criteria.
4. Enter the selection criteria. Each report will have a unique set of selection parameters to be entered.

△ Press the Enter key after each field entry.

5. <<Press Run Report>> to display the following printing options.



Fields

Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".	User Master	N
Mail Address	The e-mail address to be used.	User Master	

Field	Entry	Default	Reqd
Attach report to email	Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: <ul style="list-style-type: none"> • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month 	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable <i>parampage</i> setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		

12.0 Month End Procedures

- Δ Ensure all subledger transactions are entered for period.
- Δ Run the Generate GL Transaction routines per subledger.
- Δ Go to the General Ledger and preclose the period. This is described in Section 3.1
- Δ In the General Ledger “post” all journal entries for the period. This is described in Section 4.9
- Δ Run the GL Acct Balance Table Proof process as described in Section 9.2.
- Δ Run the Financial Statements.
- Δ Enter any needed adjusting journal entries.
- Δ Run the Financial Statements.
- Δ Once you are finished with the Financial Statements close the period. (*See Sec. 3.1*)

13.0 Year End Procedures

Year End procedures in FLEXX are quite similar to the Month End procedures described in Sec.9, with several exceptions.

Δ Create new periods in the Period Table for the new fiscal year and open the required periods.

Δ Ensure all subledger transactions are entered for the year-ending period.

Run the Generate GL Transaction routines per subledger.

Δ In the General Ledger, “post” all journal entries for the period. This is described in Section 4.9

Δ Run the Financial Statements.

Unless a 13 period fiscal year is defined, this must be done **before** the ‘Clearing’ process is run, since once the Revenue/Expense accounts have been cleared and posted, their balances will be zero.

Δ Enter any needed adjusting journal entries.

Δ Run the GL Acct Balance Table Proof process as described in Section 9.2.

Δ Run the Financial Statements.

Δ Once the Financial Statements are complete, run the **Clear to Account Procedure**. (See Sec. 9.1)

This will generate a GL transaction that clears the balances of the accounts defined with a **Clear To Account** value (on the Account Master) to the clearing account, and on Posting that transaction, will zero out those ‘cleared’ accounts. This is the reason the Financial Statements need to be run before the clearing process, since the Income/Expense accounts will now be zero.

Note that the generated clearing GL transaction can be modified or deleted if it is not correct, before it is posted. The clearing process can then be re-run, and only posted when all entries are as desired.

Δ Post the ‘Clearing’ GL transaction.

Δ Pre-close or Close the previous year’s periods (as required).

13 Period Fiscal Year

The Period Table can be defined to have a 13 period Fiscal Year. This is useful in Year End Processing when doing the year-end Clearing function. On the Clearing procedure, a GL transaction will be generated which will clear those GL Accounts defined with a Clear To account number (normally the Income/Expense accounts) to that clearing account. When this GL transaction is Posted, it will zero out those accounts, and so will no longer contain the year-end data required for the financial statements. To overcome this restriction, by defining a 13th period, the Clear To procedure is then run by clearing the Income/Expense accounts for the 13th period, and posting this 13th period GL transaction, thus leaving the 12th period account values intact.

Please refer to the Topic "GL Period Table", Sec. 3.1 for more details on defining the 13th period.