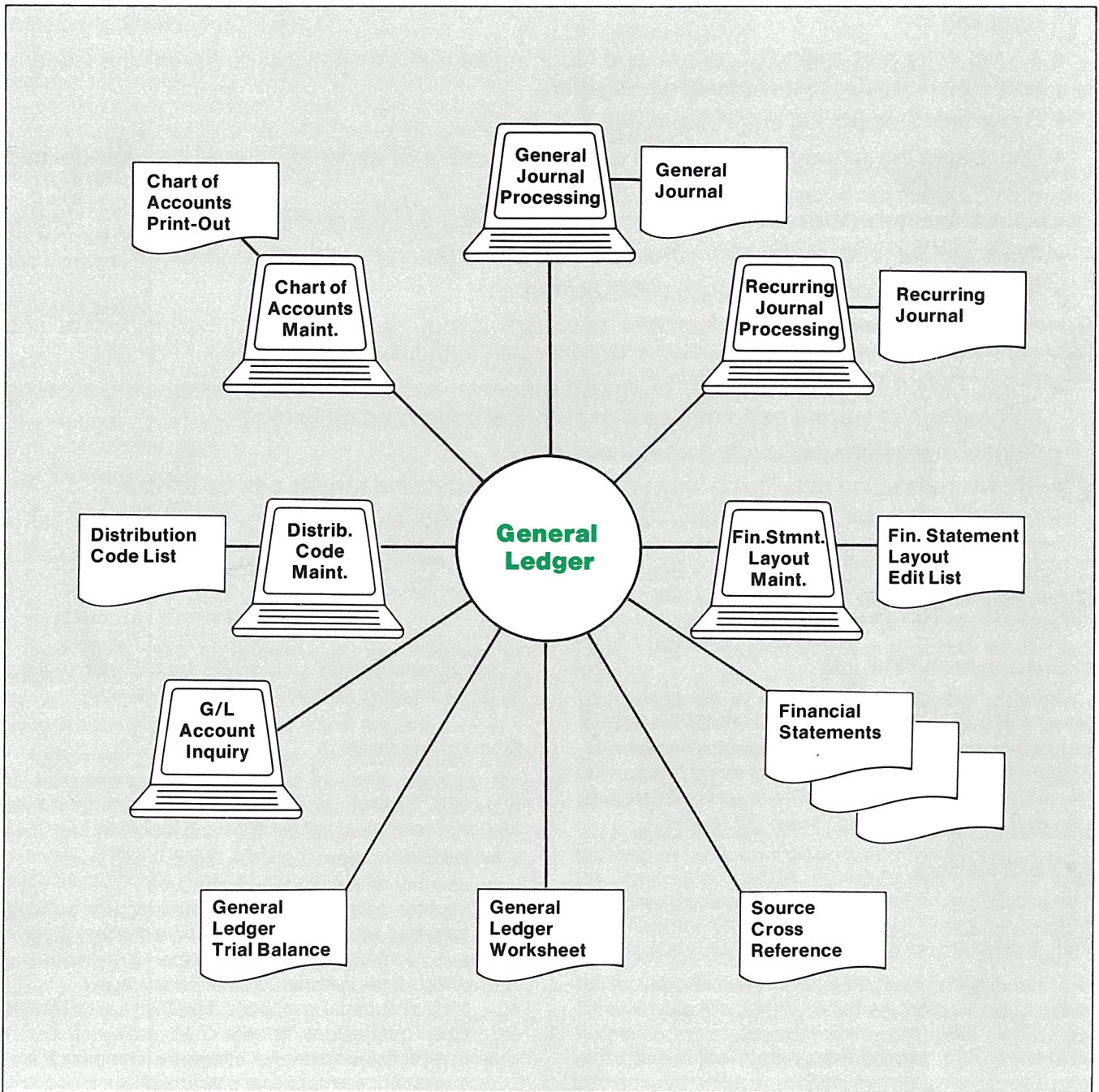


GENERAL LEDGER—Release 2

in Texas Instruments COBOL (ANSI '74)



Application Overview

This is a flexible, multiple profit center General Ledger (G/L) package, that allows user-defined statement formats and provides these special features:

- Accesses all features through convenient menus.
- Displays function key options on the screen, and allows their use to simplify processing.
- Comes with a complete *User's Manual* for operators to use.
- Runs nearly all reports in background, so the terminal is free for other use.
- Prints information displayed on the screen at the touch of a button.
- Displays all reports on the terminal for immediate inquiry.
- Allows the user to define up to thirteen accounting periods in the year.
- Groups any number of profit centers into user-defined financial entities for sectional financial reporting.
- Allows entry and editing of general and recurring journal transactions, and prints the *General and Recurring Journal Transaction Registers*.
- Generates a balancing entry automatically if desired.
- Distributes the amount of a transaction to any number of accounts, based on user-defined percentages.
- Allows accrual entries, which are automatically reversed in the next period.
- Prints the *General Ledger Worksheet, Source Cross Reference, and Trial Balance*.
- Allows G/L account inquiry on the CRT screen.
- Allows maintenance of the financial statement layout file, which controls the format and content of the financial statements, and prints the *Financial Statement Layout Edit List*.
- Prints data from previous year, budgeted amounts, and variances on statements, allowing comparison of current performance with historical and expected figures.
- Consolidates companies into a parent company.
- Allows transaction detail to be kept so that year-end detailed reports can be printed.
- Interfaces with MCBA's Accounts Payable, Accounts Receivable, and/or Payroll packages.

Application Details

Accounting Period File

Through interactive maintenance of the accounting period file, the user may define a fiscal year containing up to 13 accounting periods. This permits the accounting period to be a quarter, a month or every four weeks. The current period is defined here to help validate data entry and speed processing through the system.

Financial Entities

The user may interactively group up to 36 ranges of profit centers into each financial entity through add, change/inquire, and delete modes.

These may be used to define different sections of the user's business such as departments, divisions, plants, etc. *Trial Balances, Worksheets, and Financial Statements* can thereby be printed, combining data from a variety of profit centers.

The *Financial Entity List* may be printed upon request showing the profit centers in each financial entity.

Chart of Accounts

Complete chart of accounts file maintenance is provided through add, change/inquire and delete modes. The chart of accounts record includes:

- account number (up to ten digits — two levels)
- account description (30 characters)
- counter-balancing account number (for optional automatic generation of balancing entry)
- automatic distribution code (for optional distribution of entries to other accounts)
- section subtotal level (for subtotalling control on the *G/L Trial Balance* report)
- compression code (for optional summarization of transactions to conserve disk space)

- up to 13 periods of budgeting and previous year comparative information

The G/L account number format may be defined through an interactive screen. It may have up to five digits for the main account and up to five digits for the subaccount number, which may be used to designate profit centers or departments. The format is stored in each company's data base, so different companies sharing the same program code can specify different account formats.

On request, the *Chart of Accounts Print-Out* may be printed with optional inclusion of budget and comparative information for any or all profit centers or financial entities. This report can pinpoint inactive accounts to help keep the chart of accounts up to date.

Automatic Distribution Code File

The user can interactively maintain distribution codes, for which up to 12 G/L accounts and percentages may be defined. These codes are used to automatically spread one general or recurring journal entry into multiple transactions. Both positive and negative percentages are permitted.

The *Distribution Code List* may be printed on request, showing all distribution account numbers, descriptions, and percentages associated with each code.

General Journal Transactions

The package includes a module which allows interactive entry and editing of general journal transactions. The data entered is:

- account number (with automatic display of account description)
- transaction date
- debit/credit amount
- source (a six-character abbreviation for the document or system from which the transaction originated)
- reference (30 characters)

Any automatic counter-balancing entries or automatic distributions to other accounts are generated as requested. Any transaction entered with a special accrual code is automatically reversed the next period.

A warning message is given if the transaction date falls outside the current period which is displayed for reference. A running total of debits and credits is continuously displayed for all transactions for each terminal. A total running balance for the entire company is displayed on the General Journal menu.

On request, the *General Journal Transaction Edit List* may be printed in either account number order or entry order for one or all terminals. Out of balance conditions for any period are highlighted. When an authorized person has reviewed/approved the *Edit List*, the transactions may be posted to the General Ledger file and the *General Journal Transaction Register* is printed in account number order with subtotalling.

Recurring Journal Transactions

Recurring journal transactions may be set up with either permanently fixed amounts or variable amounts which may be entered each period prior to posting. Use of the function keys allows the user to rapidly process the variable transactions.

Automatic counter-balancing, automatic distribution, or accrual reversal in the next period may be selected for any transaction. A running balance is displayed for all recurring transactions.

On request, an edit list can be printed to review both permanent and variable transactions and verify that each period balances. Once correct, they can be posted to the General Ledger file, at which time the *Recurring Journal Transaction Register* is printed.

Trial Balance

The *General Ledger Trial Balance* may be printed on request for any specified date range, for any range of accounts, and for a single or all profit centers or financial entities.

This report shows the beginning balance, detailed credit and debit transactions, net change, and ending balance for each account. Detail transactions may be omitted, thereby showing only summary figures.

General Ledger Worksheet

The package prints the *General Ledger Worksheet* on request for any specified date range, for any range of accounts and for one or all profit centers or financial entities.

This report shows the balance for each account in a format which easily allows adjustments to be noted.

Account Inquiry

All transactions for a selected account within a specified date range can be displayed on the screen.

The date, source, amount, and reference are shown along with totals. Transactions may be scanned in date order — forward or backward — by use of the function keys.

Source Cross Reference

The *General Ledger Source Cross Reference* may be printed on request for one or all sources and for any specified date range.

This report shows the G/L transactions in order by date within source. Transactions interfaced automatically from other MCBA packages carry a distinctive source for quick identification.

Text File Maintenance

The text file, which provides supporting notes and transmittal letters for the financial statements, is easily maintained through add, change/inquire, and delete capabilities. Each text contains up to 23 lines of data with up to 76 characters each.

The *Text File Print-Out* may be printed on request for any range or all texts.

Financial Statement Formats

The system allows maintenance of the financial statement layouts, which control the format and content of the financial statements. Up to 999 different formats can be defined by the user.

Like a report generator, English words are used to create and maintain financial statement formats on the terminal. The relative position of the titles, heading, accounts, text lines, spaces, nine levels of subtotals, totals, underlines, new pages, etc. are displayed so the user can actually see the layout. To streamline layout maintenance, ranges of accounts may be specified so that new accounts will not cause format changes.

To speed the creation of new layouts, there is an option to copy an existing layout. A layout may automatically be resequenced, to facilitate the addition of large amounts of data. Layouts for Source and Application of Funds reports may be automatically generated based on the *Chart of Accounts*.

On request, the *Financial Statement Layout Edit List* and sample financial statements (showing statement formats with dummy dollar amounts) may be printed.

Financial Statement Printing

The package prints the user-formatted financial statements for any specified period of time, including the *Profit and Loss Statement*, *Balance Sheet*, supporting schedules, and Source and Application of Funds reports, including *Statement of Cash Flow*, *Changes in Financial Position*, and *Changes in Components of Working Capital* reports. Transmittal letters and supporting notes may also be printed. Net income is automatically calculated for each profit center, allowing a *Balance Sheet* to be printed for each financial entity.

A user-defined group of specifications allows the user to print many different statements from each layout. The same layout can be used to print reports for one or all profit centers, one or all financial entities, or for the entire company. Any layout can feature any combination of the following options: current figures, year-to-date figures, budgets, comparatives, variances, ratios. Ratios show the relationship, as a percentage, between each amount and a user-defined reference total.

A selection feature permits the user to easily print statements in all formats for a particular profit center or financial entity. Specifications for printing financial statements may be retained on file for repeated use each period.

Retaining Year-To-Date Transactions

A compression routine exists so that detailed transactions for selected accounts may be summarized to conserve disk space. This routine allows compression

by either date or accounting period, optionally, retaining the source of each transaction. In both cases, data integrity is maintained at the period level so that reports and financial statements may be re-run for previous periods after data compression.

Year-End Procedure

The year-ending procedure clears all profit and loss account activity, consolidates balance sheet account activity into one beginning balance transaction for the new year, updates the accounting period file, and rolls the year-ending account totals over into the last-year comparative figures. It leaves unchanged any transactions already entered for the new year.

Special Functions

Additional features include the following:

- Descriptive and easily understood error messages are displayed in response to invalid input.
- A special report management subsystem allows reports to be printed immediately or to be spooled on disk for later display or printing of one or more copies.
- Editing keys can be used to correct all fields, to avoid retyping.
- An extensive sample chart of accounts with various financial statement layouts is provided to make installation and set-up easier and faster.
- A special module is provided to set up the opening account balances at installation time.

Coding Standards and Documentation

Complete source code is provided. It is written using Warnier-Orr structured coding techniques. Extensive use is made of copy library modules to make modification easy. The paragraph and data names are descriptive, taking maximum advantage of COBOL's self-documenting feature.

The *Software Reference Manual* provides complete technical documentation. Installation Instructions give a step-by-step guide to getting the package up and running. Technical Notes, Program Specifications, File Definitions, and Screen and Report Formats contain the necessary information for the programmer.

The easy to understand *User's Manual* contains an Overview, Glossary, and User Notes covering the main features. The user is guided through the operation of each function by the Application Overviews, concise Run Instructions, and Sample Screens and Reports. File Load Sheets are included to expedite data entry.

Interfaces to Other MCBA Packages

At the user's option, MCBA's Accounts Receivable, Accounts Payable and/or Payroll packages may be automatically interfaced with General Ledger.