Disclaimer
This document is provided “as-is”. Information and views expressed in this document, including URL and other Internet Web site references, may change without notice. You bear the risk of using it. Some examples are for illustration only and are fictitious. No real association is intended or inferred.
This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes only.

Sample Code Warranty disclaimer
Microsoft Corporation disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

License agreement
Use of this software is covered by a license agreement provided with it. If you have any questions, please call the Customer Assistance Department at 800-456-0025 (in the United States or Canada) or +1-701-281-6500.

Copyright
© 2014 Microsoft Corporation. All rights reserved.

Publication Date
September 2014
# Contents

## Introduction
- General Ledger Overview ................................................................. 1
- General Ledger Interaction ............................................................... 2

## User Guide Overview
- What is Covered in the User Guide? ................................................... 3
- Who Should Use the User Guide? ......................................................... 3
- How to Use the User Guide ............................................................... 3

## Quick Reference Task List
- How Do I Change...? ............................................................................ 4
- How Do I Check...? .............................................................................. 4
- How Do I Close...? .............................................................................. 4
- How Do I Create...? ............................................................................ 4
- How Do I Define...? ............................................................................ 4
- How Do I Delete...? ............................................................................ 4
- How Do I Distribute...? ....................................................................... 4
- How Do I Generate...? ...................................................................... 4
- How Do I Enter...? ............................................................................. 4
- How Do I Print...? ............................................................................. 4
- How Do I Read...? ............................................................................. 5
- How Do I Release...? ......................................................................... 5
- How Do I Review...? ......................................................................... 5
- How Do I Set Up...? ......................................................................... 5

## Setting Up the General Ledger
- Overview ............................................................................................ 7
- Structuring the Chart of Accounts ....................................................... 7
- Structuring Account Numbers ............................................................... 7
- Using Subaccounts ............................................................................... 8
- Using Consolidation Accounts ............................................................. 8
- Setting Up a Chart of Accounts ............................................................. 9
- Setting Up Subaccounts ...................................................................... 10
- Setting Up Account/Subaccount Combinations .................................... 11
- Setting Up Allocation Groups ............................................................... 14
- Creating Multiple Ledgers .................................................................. 17
- Setting Up General Ledger Defaults .................................................. 18
- Setting Up Company Information ....................................................... 20
- Defining Fiscal Periods ......................................................................... 22
- Defining the Base Currency ................................................................. 24
- Changing the Chart of Account Order ................................................ 25
- Selecting Posting Options ................................................................... 26
- Entering General Ledger Beginning Balances ...................................... 29

## Processing General Ledger Transactions
- Overview ............................................................................................. 31
- Processing General Ledger Transactions ............................................. 31
- General Ledger Transaction Flow ....................................................... 32
- Entering General Ledger Transactions ............................................... 33
- Entering Reversing and Correcting General Ledger Transactions .......... 36
- Generating Recurring Transactions .................................................... 38
- Releasing General Ledger Batches ....................................................... 39
- Posting Transactions to the General Ledger ......................................... 40
- Generating Allocation Transactions ..................................................... 42
Generating Consolidation Files ................................................................. 43
Reading Consolidation Files ................................................................. 45
Consolidation Errors .............................................................................. 45
Printing or Reprinting General Ledger Batch Control Reports .......... 47
Closing the General Ledger .................................................................. 49

Budgeting .................................................................................................. 51
Overview .................................................................................................. 51
Budgeting in Microsoft Dynamics SL .................................................. 51
Setting Budget Defaults ....................................................................... 52
Setting Up Basic Operating Budgets ..................................................... 53
Setting Budget Group Access ............................................................... 54
Setting up Extended Budgeting ............................................................ 55
  Defining Budget Segments .................................................................. 55
  Defining Fill Characters for Unused Segments .................................. 56
  Defining the Relationship Between the Resulting Budget Ledger and the Basis (Source) Ledgers for Budgets and Actuals ........................................ 57
Creating Budget Annual Totals .............................................................. 58
Distributing Yearly Amounts to Period Amounts .................................. 61
Setting Up Access Groups .................................................................... 62
Setting Up an Extended Budget ........................................................... 63
Defining Custom Budget Distribution Types ....................................... 64
Distributing Budgets ............................................................................ 65
Creating New Budget Versions ............................................................. 67

Reviewing General Ledger Information ................................................ 69
Overview .................................................................................................. 69
Reviewing Account History .................................................................. 70
Reviewing Account History Detail ........................................................ 71
Reviewing Currency Account Detail ...................................................... 72
Reviewing Account Balances ................................................................. 73
Reviewing Account/Subaccount Balances ............................................. 74
Reviewing Account/Subaccount Details ............................................... 75
Printing Reports ................................................................................... 76

Maintaining General Ledger Data .......................................................... 77
Overview .................................................................................................. 77
Deleting Accounts and Subaccounts ..................................................... 77
Deleting Batches .................................................................................... 78
Deleting General Ledger Data ............................................................... 79
Checking General Ledger Data Integrity ............................................... 80

Transaction Screens ............................................................................... 81
  Journal Transactions (01.010.00) ......................................................... 81
  Correct Journal Transactions (01.012.00) .......................................... 89

Maintenance and Inquiry Screens .......................................................... 91
  Budget Maintenance (01.250.00) ......................................................... 91
  Budget Distribution (01.250.01) ......................................................... 93
  Chart of Accounts Maintenance (01.260.00) ....................................... 94
  Subaccount Maintenance (01.270.00) ............................................... 97
  Allocation Group Maintenance (01.290.00) ........................................ 98
  Account History (01.300.00) ............................................................. 103
  Account History Detail (01.300.01) .................................................. 105
  Currency Account Detail (01.300.02) ............................................... 108
  Account Summary Inquiry (01.301.00) ............................................... 110
Account/Subaccount Summary Inquiry (01.302.00) ........................................ 112
Account/Subaccount Detail Inquiry (01.303.00).................................................. 114
Ledger Maintenance (01.310.00)........................................................................ 116
Account/Subaccount Maintenance (01.320.00)................................................. 118
Account/Subaccount Maintenance Worksheet (01.320.01) .............................. 120
Generate Acct/Sub Combinations (01.320.02)...................................................... 121
   Copy Companies Tab .................................................................................. 121
   Copy Accounts Tab .................................................................................... 122
   Copy Subaccounts Tab .............................................................................. 123
   Build Combinations Tab .......................................................................... 124
Extended Budget Maintenance (01.330.00) ......................................................... 125
   Create Budget Set (01.330.02) ................................................................ 128
   Set Proposed Budget (01.330.04) ............................................................... 129
Budget Distribution (01.340.00) ..................................................................... 131
Budget Group Access (01.350.00) .................................................................. 133
Budget Distribution Types (01.360.00) ............................................................... 134
Budget Version Maintenance (01.370.00) .......................................................... 135
Account Class Maintenance (01.380.00) ............................................................. 137

Process Screens 139
Release GL Batches (01.400.00) .................................................................. 139
Generate Consolidation (01.500.00) ................................................................ 141
Read Consolidation (01.510.00) .................................................................. 143
Post Transactions (01.520.00) ...................................................................... 145
Generate Recurring (01.530.00) .................................................................... 147
Closing (01.560.00) ...................................................................................... 149
Delete GL Detail (01.570.00) ........................................................................ 151
Generate Allocations (01.580.00) ................................................................... 152

Setup and Integrity Screens 155
GL Setup (01.950.00) ................................................................................... 155
   Options Tab .............................................................................................. 155
   Master Company Info Tab ....................................................................... 160
   Fiscal Info Tab ......................................................................................... 162
   Currency Info Tab .................................................................................. 164
   Chart of Acct Order Tab ........................................................................ 165
   Budget Info Tab ...................................................................................... 167
   Posting Options Tab ............................................................................... 168
Extended Budgeting Setup (01.960.00) ............................................................ 170
GL Integrity Check (01.990.00) ..................................................................... 172

Reports 175
Reprint GL Batch Control Reports (01.410.00) ................................................ 175
Trial Balance (01.610.00) .............................................................................. 177
   Report Tab ................................................................................................. 178
   Options Tab .............................................................................................. 179
Trial Balance (SSRS) (01.611.00) ................................................................. 180
   Report Tab ................................................................................................. 181
   Options Tab .............................................................................................. 182
Detail General Ledger (01.620.00) ................................................................. 183
   Report Tab ................................................................................................. 185
   Options Tab .............................................................................................. 186
Chart of Accounts (01.650.00) ..................................................................... 187
   Report Tab ................................................................................................. 187
Subaccounts (01.660.00) ............................................................................ 188
Account Classes (01.670.00) ....................................................................... 189
GL Transactions (01.680.00) ....................................................................... 190
Glossary of Terms 201

Index 203
Introduction

General Ledger Overview
The General Ledger module in Microsoft Dynamics® SL is the central accounting module, where all bookkeeping and accounting transactions are summarized, posted, and reported. The General Ledger module provides a solid foundation for all accounting operations by accurately tracking business activity, generating reports that aid in management decision-making, and maintaining a complete audit trail of business transactions.

General Ledger can be operated as a stand-alone program. However, to make full use of its integrated design, use it with other Microsoft Dynamics SL accounting modules, including:

- Accounts Payable
- Purchasing
- Order Processing
- Project Controller
- Accounts Receivable
- Inventory
- Bill of Material
- Cash Manager
- Currency Manager
- Payroll
- Bank Reconciliation

After information has been entered into the General Ledger module, you can print financial statements using Management Reporter.
General Ledger Interaction

Figure 1: General Ledger Interaction
User Guide Overview

This user guide provides information regarding the setup and use of the Microsoft Dynamics SL for Windows General Ledger module. Reviewing the user guide can help you make informed decisions regarding the implementation of the General Ledger module in your business.

What is Covered in the User Guide?

The user guide consists primarily of procedures and checklists that describe how to perform the various tasks featured in the General Ledger module. The user guide also contains topics that help you become better acquainted with the capabilities of the module. Topics are arranged in a logical order that builds on information previously presented in other user guides.

Who Should Use the User Guide?

The user guide is designed for readers who are new to Microsoft Dynamics SL. The guide provides the information necessary for making decisions regarding how to use the General Ledger module in order to get the most from your system.

How to Use the User Guide

Read the appropriate section of the user guide before proceeding with any system customizations. The user guide presents the procedures and steps required for completing the various customization processes. To assist you in locating information, the user guide contains:

- A Table of Contents of logically organized activities and tasks.
- An alphabetized Quick Reference Task List of commonly performed tasks.
- An alphabetized Index of the information provided in the user guide.
Quick Reference Task List

This list contains tasks that are commonly performed with the General Ledger module. Each task is cross-referenced to a specific page in the user guide.

How Do I Change...?
- The chart of accounts order: see page 25

How Do I Check...?
- General Ledger data integrity: see page 80

How Do I Close...?
- The General Ledger: see page 49

How Do I Create...?
- Multiple ledgers: see page 17
- New budget versions: see page 67

How Do I Define...?
- Fiscal Periods: see page 22
- The Base Currency: see page 24
- Custom budget distribution types: see page 64

How Do I Delete...?
- Accounts and Subaccounts: see page 77
- Batches: see page 78
- General Ledger data: see page 79

How Do I Distribute...?
- Budgets: see page 65

How Do I Generate...?
- Recurring transactions: see page 38
- Allocation transactions: see page 42
- Consolidation files: see page 43

How Do I Enter...?
- General Ledger beginning balances: see page 26
- General Ledger transactions: see page 33

How Do I Print...?
- General Ledger batch control reports: see page 47
- Reports: see page 76
How Do I Read...?
- Consolidation files: see page 45

How Do I Release...?
- General Ledger batches: see page 39

How Do I Review...?
- Account history: see page 70
- Account history detail: see page 71
- Currency account detail: see page 72
- Account balances: see page 73
- Account/subaccount balances: see page 74
- Account/subaccount details: see page 75

How Do I Set Up...?
- A chart of accounts: see page 9
- Subaccounts: see page 10
- Account/subaccount combinations: see page 11
- General Ledger defaults: see page 18
- Company Information: see page 20
- Budget defaults: see page 52
- Basic operating budgets: see page 53
- Budget group access: see page 54
- Extended budgets: see page 55
Setting Up the General Ledger

Overview
The Setting Up the General Ledger section provides information and procedures for setting up the General Ledger module to fit your business needs and practices. These basic tasks include:

- Setting Up a Chart of Accounts
- Setting Up Subaccounts
- Setting Up Account/Subaccount Combinations
- Setting Up Allocation Groups
- Creating Multiple Ledgers
- Setting Up General Ledger Defaults
- Setting Up Company Information
- Defining Fiscal Periods
- Defining the Base Currency
- Changing the Chart of Account Order
- Selecting Posting Options
- Entering General Ledger Beginning Balances

Structuring the Chart of Accounts
Because the chart of accounts affects not only general ledger transactions but also those of all other modules, a well-designed chart of accounts is one of the most important elements of your system. Invest the time up front to design a chart of accounts that meets your company's accounting needs today as well as tomorrow.

Consider the following when designing a chart of accounts:

- Base your chart of accounts on the financial and management reporting needs of your company. Analyze these needs carefully and determine their impact on the chart of accounts before committing to a final chart of accounts design.
- The software can support account numbers up to 10 characters long. Use sufficient characters to accomplish your chart of accounts design objectives, but do not feel obligated to use all available characters. The fewer characters you use for account numbers, the less time it takes to enter transactions during data entry operations.
- Although you may feel your present chart of accounts is adequate, the General Ledger setup period is a perfect time to review your existing chart to determine if some updates should be made. Remember, time spent designing a chart of accounts leading to better financial and management reporting is a worthwhile investment.
- Always involve your accountant and/or consultant in designing your chart of accounts.

Structuring Account Numbers
Account numbers should have an orderly, logical structure to them; one based on a specific account number coding scheme. A coding scheme is a system of combining and arranging numbers and/or letters into meaningful record identifiers. The purpose of a coding scheme is to make each record distinguishable from all other records in the database and to make the records associated with a given identifier easy to reference and report. A typical structured account numbering approach divides the chart of accounts into the following groups:

- Main account groups (asset, liability, income, expense)
• Subgroups within the main groups (cash, accounts receivable, etc.)
• Detail accounts within the subgroups (petty cash, payroll, checking, etc.)

For example, using a four-character account number, you might structure account numbers like this:

Main Group + Subgroup + Detail Acct = Acct Number

1 (Assets) + 0 (Cash) + 10 (Petty Cash) = 1010

Using Subaccounts

One of the key decisions to make when setting up a chart of accounts is to decide if and how to use subaccounts. Subaccounts identify specific segments of your business, such as departments, divisions, or profit centers, which is extremely useful for maintaining responsibility accounting information. If you decide to use subaccounts to identify your cost centers, define their format and information on Flexkey Definition (21.320.00) in the Shared Information module and Subaccount Maintenance (01.270.00).

Subaccount numbering is extremely flexible, allowing you to define a subaccount numbering structure to fit to the specific needs of your business. To make subaccount usage more efficient, divide the overall subaccount number into two or more segments set apart from each other by a separator character, such as a hyphen. You then can define a range of acceptable values for each segment on Flexkey Table Maintenance (21.330.00) in the Shared Information module and use these values when entering subaccount numbers during regular operations. For each subaccount number entered, the software checks the entries against the acceptable values for each segment to determine if the subaccount number is valid if Validate is selected on Flexkey Definition (21.320.00) in the Shared Information module.

Using Consolidation Accounts

A consolidation account permits companies with subsidiaries to perform corporate-level database management functions. Consolidation accounts are useful when subsidiaries need a more specific account breakdown than the main office or when you want to eliminate inter-company transactions from the corporate financial statements.

Example: The corporate office has one supplies account: 1250 Supplies. A subsidiary has the three supplies accounts: 1251 Janitorial, 1252 Office, and 1253 Shop. The subsidiary assigns each of these accounts the consolidation account number 1250 Supplies. When the main office consolidates the subsidiary’s activity into the corporate general ledger, the activity from all three subsidiary accounts is placed automatically in the corporate account.

Example: You want to eliminate inter-company transactions from being reported on consolidated financial reports. Use 0000, which is the inter-company elimination account, as the consolidation account for each subsidiary account that you do not want to consolidate into the corporate general ledger. Since all inter-company transactions should net to zero, the balance of the inter-company elimination account should be zero when subsidiary accounts are consolidated into the corporate chart of accounts.
Setting Up a Chart of Accounts

A chart of accounts consists of all the accounts needed to use the software for financial processing. To ensure correct placement on financial reports, each account number must fall within the range of numbers used for its account category. Best practice is to use the same number of characters in all account numbers.

Initially, you must set up the chart of accounts in this order:
1. Assets accounts
2. Liability accounts
3. Income and expense accounts

If you want to change the order after you define the chart of accounts, see “Changing the Chart of Account Order” on page 25.

To set up accounts:
1. Open Chart of Accounts Maintenance (01.260.00).

   ![Chart of Accounts Maintenance (01.260.00)](image)

   Figure 2: Chart of Accounts Maintenance (01.260.00)

2. Type the account number in Account.
3. Type a name for the account in Description.
4. Select the account status type from the Type list.
5. Type the account class grouping in Class ID.
6. Select an account ratio group from the Ratio Group pull-down menu.
7. Select an account status from the Account Status pull-down menu.
8. Type the consolidation account number in Consol Account.
9. Type the statistical reporting information in Unit of Measure.
10. Type the account currency denomination in Currency.
11. Select Post In Detail to have postings occur in detail or Summarize All But GL for GL to post in detail and all other modules to post in summary.
12. Type an optional general cost category in Account Category. Select Require Employee ID to require entry of an employee ID on project-related transactions or select Require Units to require entry of a unit quantity.
13. Click Save on the toolbar.
14. Close Chart of Account Maintenance (01.260.00).
Setting Up Subaccounts

Subaccounts are business segment identifiers that help you maintain and report business activity by division, profit center, or department. Possible uses of subaccounts include maintaining responsibility accounting by business area and maintaining the financial information of more than one company in the same database, if you haven’t purchased the Multi-Company module.

**Note:** Set up all subaccounts on *Flexkey Table Maintenance* (21.330.00) in the Shared Information module before you set up the subaccount in the General Ledger module.

**To set up subaccounts:**

1. Open *Subaccount Maintenance* (01.270.00), which shows all the current subaccounts defined for the company.

2. Type the subaccount number in **Subaccount**.
3. Type the subaccount description in **Description**.
4. Type the number of the consolidated subaccount in **Consol Subaccount** if the number is different from the original account.
5. Select the subaccount status in the **Subaccount Status** list.
6. Click **Save** on the toolbar.
7. Close *Subaccount Maintenance* (01.270.00).
Setting Up Account/Subaccount Combinations

An account/subaccount combination links an account and subaccount together to control which combinations can be used for data entry. For example, if you are entering a transaction to the Corporate Allocations account, the subaccount should not be one for an operating division. If you set up account/subaccount combinations, the software validates the account and subaccount numbers during data entry.

Using account/subaccount combinations also makes it easier to set up multiple companies.

- If you are using the Multi-Company module and creating a new company, you can copy the account/subaccount combinations from an existing company.
- If you are creating a new account, you can have the same subaccounts set up for it similar to an existing account.
- If you are creating a new subaccount, you can have the same set of accounts set up for the new subaccount as an existing subaccount.

To set up account/subaccount combinations:

1. Open Account/Subaccount Maintenance (01.320.00), which shows all the account/subaccount combinations for the current company.

2. Type the company identification in Company ID, if necessary.

3. Click Display to display the account/subaccount combinations, if any, for the specified company ID.
4. Click Generate Combinations. Account/Subaccount Maintenance Worksheet (01.320.01) displays.

![Figure 5: Account/Subaccount Maintenance Worksheet (01.320.01)](image)

5. Click Generate Combos to create account/subaccount combinations. The Copy Companies tab of Generate Acct/Sub Combinations (01.320.02) displays.

![Figure 6: Copy Companies tab of Generate Acct/Sub Combinations (01.320.02)](image)

6. Do one of the following:
   - Type the appropriate account information in the From and To areas to copy one companies account/subaccounts to a new company.
   - Click the Copy Accounts tab to copy the subaccount structure of an existing account to a new account. Type the appropriate account information in the From and To areas to copy account information.
   - Click the Copy Subaccounts tab to copy the account structure of an existing subaccount to a new subaccount. Type the appropriate account information in the From and To areas to copy subaccounts.
7. Click the **Build Combinations** tab. The **Build Combinations** tab of Generate Acct/Sub Combinations (01.320.02) displays.

![Build Combinations tab of Generate Acct/Sub Combinations (01.320.02)](image)

*Figure 7: Build Combinations tab of Generate Acct/Sub Combinations (01.320.02)*

8. Type the combination account number in **Account**.
9. Type the combination subaccount number in **Subaccount**.
10. Type the identification code of the company for the combination in **Company**.
11. Select a build option from the **Build Options** list.
12. Click **Generate**. *Account/Subaccount Maintenance Worksheet (01.320.01)* displays.
13. Review the information on the screen, make any changes if necessary.
14. Click **OK** to close *Account/Subaccount Maintenance Worksheet (01.320.01)*.
Setting Up Allocation Groups

An allocation group consists of one or more source accounts and one or more destination accounts together with the factors and/or limits used to distribute all or a portion of the year-to-date balance from each source account to a destination account. Once set up, you can use the allocation groups to create a balanced batch of allocation transactions.

Consider the following when structuring allocation groups:

- The first source or destination account determines the account types that the software allows for subsequent accounts. For example, an asset or expense account allows other asset or expense accounts.
- The software permits you to enter multiple source-to-destination account and subaccount combinations.

Account allocation saves time and increases productivity by automating routine allocations of expenses or income to various cost or profit centers. Using allocations eliminates the need to look up original account balances or compute distributed amounts by hand.

There are six ways to set up allocated funds for distribution among destination accounts. The Allocation Methods are:

- **Percent** — Amount allocated is distributed to each destination account according to the percent for each account; total percents for all destination accounts in a group must equal 100%.
- **Unit Ratio** — Amount allocated is distributed to each destination account according to the ratio between the units for each account and the total units of all destination accounts; unit used is user defined.
- **Actual Period-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s period-to-date balance to the total period-to-date balance of all destination accounts.
- **Actual Year-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s year-to-date balance to the total year-to-date balance of all destination accounts.
- **Ledger Period-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s ledger amount for a particular period to the total ledger amount for that period for all destination accounts.
- **Ledger Year-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s annual ledger amount to the total annual ledger amount of all destination accounts.
To set up an allocation group:

1. Open Allocation Group Maintenance (01.290.00).

2. Type an identification code for the allocation group in Group ID.
3. Type a description of the allocation group in Description.
4. Last Revision Date will default today’s date, if you want to use another date enter it here.
5. Type the starting fiscal period to generate allocations in Start Period.

   Note: The period entered here is when the allocation group will become available to process. It will not automatically process for prior periods. If you are generating allocations in Generate Allocations (01.580.00) only those with a Start Period prior to or equal to the period being allocated will be available, as long as the End Period is not a prior period.
6. Type the ending period for to generate allocations in End Period.
7. Choose a method for making allocations to destination accounts from the Allocation Method drop-down list. See the explanation of each in the previous section.
8. If your Allocation Method is either Ledger Period-to-Date or Ledger Year-to Date, enter the Basis Ledger. If you are using any other allocation method, this field will be skipped.
9. Type the identification code of the destination ledger in Destination Ledger.
10. The Status will default to Active, if you do not want to activate the allocation method, select Inactive.
11. If there is a specific sequence that you need the allocations to take place in make sure you enter the appropriate sequence in the Pool Sequence field.
12. Use Basis Accounts check box should be checked if you wish to base the allocation calculation on amounts in other accounts. When this is selected fields are available in the destination accounts section for the Basis Company ID, Basis Account and Basis Subaccount. The check box can be selected for all methods except Percent or unit ratio type.
13. Type the associated general ledger source account of the allocation group in Account. This is the account that will be allocated from this account to other accounts.
14. Type the associated source subaccount of the allocation group in **Subaccount**.

15. Type the maximum percent amount of the account and subaccount balance to allocate in **Limit Percent**. This gives you the ability to select only a portion of the amount in the account to be allocated to other accounts. You may limit the allocation by either a percentage of the account balance or fixed amount. Use this field to limit by percentage.

16. Select the calculation method to use for determining the limit percent amount from the **Percent Limit Type** list. If you select:
   - **By Allocation** — Limits are applied based on the remaining balance in the account. If the limit percent is 50% and the allocation is generated multiple times (or other allocation groups are run which contain this account), each subsequent allocation will limit itself to 50% of the net balance after the previous allocations. Each time you run the allocation, you will be notified if there are prior allocations for the period, and given the option to stop the process.
   - **By Period** — Limits are applied based on the activity for the month. If the limit percent is 50% and the allocation is generated multiple times, the first allocation will include 50% of the activity for the month, and subsequent allocations will be zero.

17. Type the maximum dollar amount of the account and subaccount to allocate in **Limit Amount**. You may limit the allocation by either a percentage of the account balance or fixed amount. Use this field to limit by fixed amount.

18. Type a contra account to use to credit/debit an allocation rather than a source account in **Contra Account**.

19. Type a contra subaccount to use to credit/debit an allocation rather than a source subaccount in **Contra Subaccount**.

20. Type the identification code of the company with the destination account in **Company ID**.

21. Type the associated general ledger destination account of the allocation group in **Account**.

22. Type the associated destination subaccount of the allocation group in **Subaccount**.

23. Type the destination account and subaccount unit ratio or percentage for the allocation group in **Factor**. Each destination amount will be calculated by using the factor value divided by the total factors. For example, if destination row 1 has a factor of 1 and destination row 2 has a factor of 2; destination account/subaccount 1 will receive one third of the total and destination account/subaccount 2 will receive two thirds of the total.

24. If you have selected the **Use Basis Accounts** check box in the Allocation Group section, enter the **Basis Company ID**, **Basis Account** and **Basis Subaccount**.
Creating Multiple Ledgers

Creating multiple ledgers allows you to maintain the information of multiple sets of books in a single database. A ledger can be a company’s financial or tax books, a budget, statistics, or a translated set of financials. Ledgers provide the flexibility you need to maintain unlimited sets of books. The four types of ledgers are:

- **Actuals** — To set up a tax ledger that is separate from your financial ledger.
- **Budgets** — To set up a ledger for an original budget with additional ledgers for budget revisions or what-if scenarios.
- **Statistical** — To do sales comparisons on multiple types of statistics, such as setting a ledger for gallons sold, number of employees, or square feet.
- **Reporting Currency** — To translate financials from a subsidiary’s to a parent’s base currency in a multinational organization. This translation is performed using the Financial Statement Translation module. Each translated set of books is a ledger. This allows you to have your local books in one ledger, re-measure your books to a functional currency ledger, and then have a third set of books for the translated financials for the parent company.

To create multiple ledgers:
1. Open **Ledger Maintenance (01.310.00)**.

   ![Figure 9: Ledger Maintenance (01.310.00)](image)

2. Type the ledger identification code in uppercase characters in **Ledger ID**.
3. Type a description of the ledger in **Description**.
4. Type the balance type category in **Balance Type**.
5. Type the base currency identification in **Base Currency**.
6. Select **Balancing Required** if the ledger must be balanced before it can be released and posted.
7. Click **Save** on the toolbar.
Setting Up General Ledger Defaults

The defaults in the General Ledger module include default accounts for net income and retained earnings, whether or not to automatically print batch reports, how reference numbers are assigned, how long to keep data, whether to check account/subaccount combinations during data entry and/or posting, and whether to update cash accounts.

Note: Account numbers entered at YTD Net Income and Retained Earnings must be those of accounts already defined in your working chart of accounts. See “Setting Up a Chart of Accounts.” on page 9.

To set up general ledger defaults:

1. Open GL Setup (01.950.00).

2. Type the liability/equity account used for reporting current year-to-date net income on the Balance Sheet in YTD Net Income. The numbers should follow the tab order.

3. Type the liability/equity account used for reporting retained earnings on the Balance Sheet in Retained Earnings. This account cannot be the same one entered at YTD Net Income or an out-of-balance condition will occur at year-end closing.

4. In the Batch Information area, type the starting batch number in Last Batch Number. For example, if you type 000000, the first batch number that the software assigns is 000001.

5. Select one of the Post Batches On Release options if you would like to your batches posted upon release.

6. Select Automatic Batch Reports for all Modules in order to print batch reports automatically during data entry. If you do not select this option, you can manually print batch reports using Reprint GL Batch Control Reports (01.410.00). Or, you can select specific modules for which you do not want batch control reports to print by selecting those specific modules in the Disable Batch Reports for...
the following Module(s) area. These check boxes are enabled only when the Automatic Batch reports for all Modules check box is selected.

7. Select Edit only in Init Mode to allow batch editing only when in Initialize mode. See the System Manager online help or user guide for more information on the Initialize mode.

8. In the Auto Reference area, specify how you want to assign reference numbers.

9. Type the number of periods after the current period to retain data in the Retention area. For example, 02 indicates that transactions should be retained for two periods after the current period. Once a record meets this criterion, you can delete it from the database on Delete GL Detail (01.570.00).

10. Select to generate automatic reversing entries either during closing or releasing in the Automatic Reversing Entries area.

11. Select Activate Multi-Company with Inter-Company Processing, if necessary, to enable the Multi-Company module.

12. Select Allow Multiple Companies in a Single Database if working with multiple companies in a single database.

13. Select Allow Centralized Cash Processing to enable centralized cash control if the company receives and applies cash for other companies, pays invoices for other companies, or makes regular sweeps of other companies’ cash accounts.


15. Type the default ledger identification code, if any, in Default Ledger ID.

16. (optional) Select the Fiscal Info tab to define your fiscal year setup. For more information, see “Defining Fiscal Periods” on page 22.

17. (optional) Select the Currency Info tab to define your base currency setup. For more information, see “Defining the Base Currency” on page 24.

18. Click Save on the toolbar if you are changing the defaults.

19. Close GL Setup (01.950.00) or click the next desired tab.
Setting Up Company Information

The master company information displayed on the **Master Company Info** tab of **GL Setup (01.950.00)** defaults from information defined in **Company Maintenance (98.280.00)**.

![GL Setup (01.950.00) - Contoso, Ltd Demo](contoso_demographics.png)

*Figure 11: GL Setup (01.950.00)p, Master Company Info tab*

You can view, but cannot change, company information on the **Master Company Info** tab in **GL Setup (01.950.00)**. All company information is defined and maintained in the utility window **Company Maintenance (98.280.00)**.

**Note:** If Multi-Company is installed, you define master company information in Multi-Company **Company Setup (13.290.00)**. If changes to company information are necessary, make these changes in **Company Maintenance (98.280.00)**.
To set up master company information:
1. Select Utility | Company Maintenance. Company Maintenance (98.280.00) appears.

2. If Multi-Company is installed, select Menu | Function. Multi-Company Company Setup (13.290.00) appears.

3. Click New on the toolbar.
   - At Company ID, specify an appropriate company ID.
   - At Company Name, specify an appropriate company name.
   - At Database Name, specify the appropriate Application database name.
   - At Address: through Employer Tax ID, specify the company’s address and other related information.

4. Click Save on the toolbar, and close the window.

5. Select File | Exit.

6. Start Microsoft Dynamics SL and open GL Setup (01.950.00).

7. Click the Master Company Info tab on GL Setup (01.950.00). The Master Company Info tab of GL Setup (01.950.00) displays.

8. Verify that all master company information appears on the Master Company Info tab correctly.

9. Change master company information as necessary in Company Maintenance (98.280.00).
Defining Fiscal Periods

A fiscal period is in MM/DD format, where MM = month that corresponds to the fiscal period and DD = day. For example, if the fiscal year end for your company is March 31, 1998 and April is the first period of the new fiscal year, Period 1 is 04/30, Period 2 is 05/31, and so on.

When you are setting up the General Ledger module, you need to set the current fiscal period. This should be the period before the one in which you plan to begin regular General Ledger module operations. For example, if regular operations begin in 09/98, you would enter 08/98 as the current fiscal period. After you begin regular operations, the current fiscal period number increments by one at each period closing.

If you have a parent company that is used for consolidating the activity of subsidiary companies:

- The number of periods in the fiscal year does not have to be greater than the number of times you plan to consolidate companies. For example, if you plan to consolidate quarterly, you need no more than four fiscal periods.

- The number of periods in the parent company does not have to equal the number of periods in the subsidiary companies. If a parent company has fewer periods than its subsidiaries, you can consolidate the activity of multiple subsidiary periods into one parent company period. For example, if subsidiaries have 12 periods and the parent company has 4, consolidate subsidiary periods 01, 02, and 03 into parent company period 01.

You can change the number of periods only before the first period closing in a new fiscal year or after a year-end closing. To change the current period number after you begin regular operations, place the software in Initialize mode and manually change the number. Do this only after careful consideration, especially if changing the period number to that of a future period. In such a situation, the general ledger account balances will not properly reflect the activity of any skipped periods that have been closed. See the System Manager online help or user guide for more information on the Initialize mode.

If you change the structure of your fiscal year, you will be unable to do comparative statement reporting for two years after the change because of the non-conventional fiscal year that results from the change. For example, changing fiscal year end from 10/31/98 to 12/31/98 results in a short fiscal year that consists of only two accounting periods.
To define fiscal periods:
1. Click the Fiscal Info tab on GL Setup. The Fiscal Info tab of GL Setup (01.950.00) displays.

![Figure 13: GL Setup(01.950.00), Fiscal Info tab](image)

2. Type the number of accounting periods in the company’s fiscal year in Periods in Fiscal Year.
3. Type the current fiscal period in Current Fiscal Period. This should be the period before the one in which you plan to begin regular General Ledger module operations. For example, if regular operations begin in 09, enter 08 as the current fiscal period.
4. Type the fiscal year in Fiscal Year.
5. Select one of the following:
   - Beg. Calendar Year to specify the fiscal year begins in the year indicated.
   - End. Calendar Year to specify the fiscal year ends in the year indicated.
6. Type the respective ending dates for each period in the Fiscal Period Ending Dates frame.
7. Click Save.
   
   **Note:** A message displays when your fiscal year crosses two calendar years so that you can approve your fiscal year setup.
8. Close GL Setup (01.950.00) or click the next desired tab.
Defining the Base Currency

The base currency is the primary currency used for maintaining and reporting your company’s financial information.

To define the base currency:

1. Click the Currency Info tab on GL Setup (01.950.00). The Currency Info tab of GL Setup (01.950.00) displays.

2. Type the base (primary) currency identification in Currency ID.

3. Type the base currency description in Currency Caption; this text is printed with the amount text on checks.

4. Type the monetary symbol associated with the base currency in Currency Symbol, this symbol is printed with the amount text on checks.

5. Type the explanation of the base currency in Description.

6. Select the number of places allowed to the right of the decimal in Decimal Places.

7. Click Save on the toolbar.

8. Close GL Setup (01.950.00) or click the next desired tab.
Changing the Chart of Account Order

There are five account type order options that you can use to order your company's chart of accounts, four common pre-defined options and one custom option that allows you to arrange accounts in any order suitable for your needs.

1) Assets 2) Liabilities 3) Income and Expenses is selected by default, which is the order you used to set up your chart of accounts. If you want a different order for your chart of accounts, place the software in Initialize mode and select a different order. When you exit Initialize mode, the software automatically reorders your chart of accounts to match the order you select. See the System Manager online help or user guide for more information on the Initialize mode.

To change the chart of account order:
1. On the Application menu, click Initialize Mode.
2. Click the Chart of Acct Order tab on GL Setup (01.950.00). The Chart of Acct Order tab of GL Setup (01.950.00) displays.
3. Select the appropriate option to set the chart of account order.
4. Click Save on the toolbar.
5. On the Application menu, click Initialize Mode to turn off Initialize Mode.
6. Close GL Setup (01.950.00) or click the next desired tab.
Selecting Posting Options

In the **Posting Options** tab, select whether to allow postings to closed periods or closed fiscal years. By default, the **Allow posting to closed fiscal periods for all Modules** check box is selected and the **Prevent posting to prior fiscal years** check box is cleared. If you want to enable the posting to prior periods on a per module basis, you can decide to enable posting for individual modules.

**To enable posting to closed fiscal periods for all modules:**

1. Click to select the **Allow posting to closed fiscal periods for all Modules** check box if it is cleared. This lets you post to the prior fiscal periods.

   ![Figure 16: GL Setup (01.950.00), Posting Options tab – Allow Posting to closed fiscal periods for all modules](image)

2. If you want to enable posting only to a prior period in the current year, click to select the **Prevent posting to prior fiscal years** check box.

3. Click **Save**, and then close **GL Setup (01.950.00)**.

4. Open **Access Rights Maintenance (95.270.00)** from the System Manager menu.

5. Grant rights to each user who you want to be able to post to prior periods. Type **01.HC0.00** in the **Screen/Report Nbr** box for each user who you are granting the ability to post to prior periods.

**Note:**

- By default, no user (except SYSADMIN and members of Administrators group) will be able to specify a prior period unless they are given access rights at the **View** level or higher, to the **Hard Close Feature** (01.HC0.00) screen. The **Hard Close Feature** (01.HC0.00) screen is not a physical screen, but is an entry in the **Access Rights Maintenance** (95.270.00) screen so that you can give users and groups rights to this feature.

- To revoke permissions to specify a prior period, you must remove the **Hard Close Feature** (01.HC0.00) row from **Access Rights Maintenance** (95.270.00) for the user or group.
The ability to post to closed periods in Order Management is not affected. By default, Order Management screens allow for posting to previous periods if Initialization rights are given to the user.

The ability to post to closed periods in Project Management and Accounting is not affected. By default, Project Management and Accounting screens do not allow for posting to prior periods. To enable posting to prior Project Management and Accounting periods, select the **Allow Posting of a Financial Batch to a Prior Period** check box in **Project Controller Setup (PA.SET.00)**.

You must post all prior period batches with a **Status** of “Balanced,” including those that contain recurring transactions, before you restrict posting to prior periods.

**To enable posting to closed fiscal periods for specific modules:**

1. Clear the **Allow posting to closed fiscal periods for all Modules** check box. This enables the module selection in the **Allow posting to closed fiscal periods for the following Module(s)** area. Select the modules for which you want to enable posting to prior periods in this area.

2. If you want to enable posting only to a prior period in the current fiscal year, click to select the **Prevent posting to prior fiscal years** check box.

3. Click **Save**, and then close **GL Setup (01.950.00)**.

4. Open **Access Rights Maintenance (95.270.00)** from the System Manager menu.

5. Grant rights to individual users that you want to be able to post to prior periods. Type **01.HC0.00** in the **Screen/Report Nbr** box for each user who you are granting the ability to post to prior periods.
Note:

- By default, no user (except SYSADMIN and members of Administrators group) will be able to specify a prior period unless they are given access rights, at the View level or higher, to the Hard Close Feature (01.HC0.00) screen. The Hard Close Feature (01.HC0.00) screen is not a physical screen, but is an entry in the Access Rights Maintenance (95.270.00) screen so that you can give users and groups rights to this feature.

- To revoke permissions to specify a prior period, you must remove the Hard Close Feature (01.HC0.00) row from Access Rights Maintenance (95.270.00) for the user or group.

- The ability to post to closed periods in Order Management is not affected. By default, Order Management screens allow for posting to previous periods if Initialization rights are given to the user.

- The ability to post to closed periods in Project Management and Accounting is not affected. By default, Project Management and Accounting screens do not allow for posting to prior periods. To enable posting to prior Project Management and Accounting periods, select the Allow Posting of a Financial Batch to a Prior Period check box in Project Controller Setup (PA.SET.00).

- You must post all prior period batches with a Status of “Balanced,” including those that contain recurring transactions, before you restrict posting to prior periods.
Entering General Ledger Beginning Balances

Before using the General Ledger module for regular business operations, initialize the beginning balance, period-to-date balances, and year-to-date balances of general ledger accounts and subaccounts. Initialize general ledger beginning balances by either entering the beginning balances using Journal Transactions (01.010.00) or by entering the current period- and year-to-date balances of each account and subaccount using the Initialize mode. See the System Manager online help or user guide for more information on the Initialize mode.

**Note:** To establish an audit trail for General Ledger initialization, it is recommended that you use Journal Transactions (01.010.00) to enter the beginning account and subaccount balances as a transaction batch. This provides the added advantage of maintaining the relationship between the detail GL transaction table and the summary table, allowing GL Integrity Check (01.990.00) to work correctly.

To enter general ledger beginning balances:
1. On the Application menu, click Initialize Mode.
2. Open Account History (01.300.00).
3. Type the account number in Account.
4. Type the associated subaccount number, if any, in Subaccount.
5. Type the ledger identification code in Ledger ID.
6. Ensure the appropriate balance type from the Balance Type list defaults.
7. Type the currency identification code in Currency.
8. Type the beginning balance for the prior year for this account in Beginning Balance.
9. Type the period-to-date and year-to-date balances for each period prior to the period in which you plan to begin operations.
10. Click Save on the toolbar.
11. Close Account History (01.300.00).
12. On the Application menu, click Initialize Mode to turn off Initialize Mode.
Processing General Ledger Transactions

Overview

The Processing General Ledger Transactions section provides information and procedures for entering transactions, consolidating files, posting transactions, and closing the General Ledger. These basic tasks include:

- Entering General Ledger Transactions
- Generating Recurring Transactions
- Releasing General Ledger Batches
- Posting Transactions to the General Ledger
- Generating Allocation Transactions
- Generating Consolidation Files
- Reading Consolidation Files
- Printing or Reprinting General Ledger Batch Control Reports
- Closing the General Ledger

Processing General Ledger Transactions

1. Review open general ledger files to make sure that all documents have been entered for the period. Use the GL Transactions (01.680.00) report or the GL Edit (01.810.00) report to check for open general ledger batches.

2. Complete any open batches identified in step 1.

3. Make sure the closing process for all modules except General Ledger has been completed.

4. Use Journal Transactions (01.010.00) to enter any necessary general adjustments, reversing transactions, prior period adjustments, or other outstanding entries.

5. Process consolidation files, if applicable, using Generate Consolidation (01.500.00) and Read Consolidation (01.510.00).

6. Process recurring transactions, if applicable, using Generate Recurring (01.530.00).

7. Post all unposted current- or prior-period transactions using Post Transactions (01.520.00).

8. Process allocation transactions, if applicable, using Generate Allocations (01.580.00).

9. Complete the following Currency Manager operations if you are using Currency Manager:
   - Generate Unrealized Gains/Losses (24.630.00).
   - Revalue any appropriate asset or liability accounts, using General Ledger Revaluation (24.500.00).

10. Generate and review the Trial Balance (01.610.00) or Trial Balance (SSRS) (01.611.00) report.


12. File all period financial statements, the Trial Balance (01.610.00) or Trial Balance (SSRS) (01.611.00) report, the posted transactions batch control report, and the consolidation event log.

13. Sign off and back up the database.

14. Sign on to Microsoft Dynamics SL and close the General Ledger module, using Closing (01.560.00).
**Note:** Establish a regular schedule for closing the General Ledger module each period and for generating period financial statements. Scheduling helps ensure that you have not missed any steps in general ledger data processing for the period.

**General Ledger Transaction Flow**

![General Ledger Transaction Flow Diagram]

*Figure 19: General Ledger Transaction Flow*
Entering General Ledger Transactions

Before entering transactions to the general ledger:

- Group all transactions with the same batch type. Six batch types are available:
  - **Nonrecurring** — One-time transactions or transactions that do not occur regularly. This is the most common transaction, typically used to enter cash receipts, cash disbursements, purchases, payments, and corrections.
  - **Recurring** — A transaction that occurs regularly for a fixed amount each time, typically used for amortization entries. Once created, a recurring transaction is processed automatically whenever you use Generate Recurring (01.530.00). The values at Cycle and Nbr of Cycles control the frequency of posting and the number of times the software generates a recurring transaction batch.
  - **Manual** — Transactions that occur regularly for a different amount each time; typically used by a CPA to set up a standard set of journals for clients. A manual transaction generates a batch that will post to the general ledger when you change Handling to Release Now. The software does not delete the template of the manual transaction after posting but retains the template in the database where it can be used to prepare similar manual transactions in the future.
  - **Adjustment** — Transactions used to make one-sided adjustments to account balances. The entry of adjustment batches requires the software to be in Initialize mode.
  - **Reversing** — Transaction that is created from a pre-existing batch and is identical to the original batch except the transaction type (debit/credit) flag has been flipped.
  - **Correcting** — Transaction that occurs by reversing a pre-existing batch and creating a new, similar batch from the original batch that may be edited before the batch is released.

- Group all transactions with the same journal type. The software uses many standard journal types, such as GJ (general journal) and AP (accounts payable). You can also define new journal types, such as SJ (sales journal) or CR (cash receipts journal).

- Group the transactions by their general ledger fiscal posting period: current, prior, or future. The entire batch is posted to only one period. For example, if you enter transactions, change the period, and then enter more transactions, all the transactions are posted to the last period entered.

**Note:** If you are using the Currency Manager module, you can enter transactions for an unlimited number of currencies. All monetary amounts are entered or viewed as the foreign currency and are translated automatically to the designated base or domestic currency. Transaction amounts and account balances are stored in both the currency used for entry and the base or domestic currency equivalent. See the Currency Manager online help or user guide for more information.
To enter a general ledger transaction:

1. Open *Journal Transactions* (01.010.00).

![Image of Journal Transactions (01.010.00)](image)

*Figure 20: Journal Transactions (01.010.00)*

**Note:** The system assigns a unique numeric code to identify the batch.

2. Type the appropriate Journal to be posted to in *Journal*.

**Note:** If you enter IC in *Journal*, it is used in conjunction with Multi-Company. You must make sure all companies are in balance for the batch because no inter-company transactions will be created at release.

3. Select the appropriate type of transaction from the *Type* list. Typically, you should group transactions of the same type and enter them in batches at the same time.

4. Type the fiscal period and year to which the transaction batch should be posted in *Period*. For recurring batches, the software automatically updates the batch period number each time it generates the batch.

**Note:** The ability to enter a batch for a closed period or year is based on the posting options selected on the GL Setup (01.950.00), *Options* tab and whether you have Initialization Mode permission for this screen in System Manager Access Rights Maintenance (95.270.00). In addition, Initialize mode must be active before you enter the batch.

5. Select the batch management function to perform from the *Handling* list.

6. Type the ledger identification code in *Ledger ID*. This defaults to the code identified as the default ledger in GL Setup (01.950.00).

7. Select *Auto Reference Nbr* to automatically assign a reference number, if *Optional on Each Batch* is selected on GL Setup (01.950.00). If this option is not selected, you must type a reference number in *Ref Nbr* for each transaction.

8. Select *Auto Reversing* to reverse the batch automatically at the beginning of the next fiscal period. *Auto Reversing* is not available for adjustment, allocation, or recurring transactions.

**Note:** Activate auto reversing if you are entering end-of-period adjustments for accrued liabilities. For example, when a fiscal period ends in the middle of a pay period, use auto reversing to
recognize the liability (wages payable) and the expense (salaries expense) for the portion of the pay period falling in the fiscal period you are closing.

9. Type the number of fiscal periods between generation of a recurring batch in **Current Cycle**. Type the number of time to generate a recurring batch in **Number of Cycles**.

10. Type the batch control total amount in **Control**.

11. Type the name of the company to post the transaction to in **Company**. This defaults to the company that was signed into.

12. Type the account number to post the transaction to in **Account**.

13. Type the identification code in **Project** of the project associated with the transaction. The project must be set up on **Project Maintenance** (PA.PRJ.00) in the Project Controller module. **Project** is available only if the Project Controller module is installed and the account number is associated with an account category on **Chart of Accounts Maintenance** (01.260.00) in the General Ledger module.

14. Type the identification code in **Task** of the task associated with the project specified in **Project**.

15. Type the subaccount number in **Sub**.

16. Type a reference number in **Ref Nbr**, if **Auto Reference Nbr** is not selected.

17. Type the date of the transaction occurrence in **Date**.

18. If Project Controller is installed, type your employee identification code in **Employee Id**.

19. If Project Controller is installed, type your labor code in **Labor Class**.

20. If Flexible Billing is installed, determine if this transaction should be billed to a project. In the **Billable** field, select Yes if this is billable.

21. Type the number of items in the transaction in **Quantity**.

22. Type the amount to debit the account in **Debit Amount**.

23. Type the amount to credit the account in **Credit Amount**.

24. Type an explanation of the transaction in **Description**.

25. Verify that the values in **Control**, **Debit Total**, and **Credit Total** are equal. If they are not equal, adjust the incorrect amounts, change **Handling** to Hold or No Action status and save it for future editing, or delete batches by going to **Batch Number** and clicking **Delete** on the toolbar.

**Note:** For an adjustment batch, the values in **Control**, **Debit Total**, and **Credit Total** do not need to be equal. Because it allows one-sided adjustments, it does not have to be in balance to be posted.

**Note:** After saving the current transaction batch, you can click the **Quick Print** button, to print the **GL Edit** (01.810.00) report for the batch. The batch must be saved and assigned a batch number before you can use the quick print feature.
Entering Reversing and Correcting General Ledger Transactions

Occasionally it is necessary to reverse or correct a batch that was entered erroneously. When this occurs, you may choose to select an existing batch to use as the starting point for the reversing or correcting batch in Journal Transactions (01.010.00). When a reversing batch is created, it will be identical to the original batch except the debit transactions will be credit transactions and the credit transactions will be debit transactions.

To enter a Reversing or Correcting General Ledger Transaction:
1. Choose General Ledger | Journal Transactions. Journal Transactions (01.010.00) displays. See “Journal Transactions (01.010.00)” on page 81 for detailed descriptions of all the fields.

2. Press F3 in the Number field and select the batch you wish to reverse or reverse and correct.
3. Click the Correct Journal Transactions button.
4. Correct Journal Transactions (01.012.00) displays.
Figure 22: Correct Journal Transactions (01.012.00)

5. Select **Reverse** to create a new batch identical to the original batch you selected in the Number. The new batch will contain the same transactions as the original batch except the debit transactions from the original batch will now be credit transactions and the credit transactions from the original batch will now be debit transactions. The only fields that may be edited are the **Batch Handling** and **Period-to-Post**. This will allow you to manage when you post the batch and to what period you wish to post the batch.

Select **Reverse and Correct** to create a new batch identical to the original batch you selected in the Number field. Two new batches will be created. The first batch will contain the same transactions as the original batch except the debit transactions from the original batch will now be credit transactions and the credit transactions from the original batch will now be debit transactions. The only fields that may be edited are the **Batch Handling** and **Period-to-Post**. This will allow you to manage when you post the batch and to what period you wish to post the batch. A second, new batch will be created identical to the original batch. This batch will be placed on Hold status and any field in the new batch may be edited. This will allow you to make any change to the batch so that it represents the correct transactions for the batch you originally meant to enter.

Select **Copy** to create a new batch identical to the original batch. All fields in the batch and transactions may be edited. This option works similar to a template batch.

6. Select **OK** to accepts the entered information and performs the action or select **Cancel** to exit Correct Journal Transactions (01.012.00) without performing any action.
Generating Recurring Transactions

A recurring transaction is a transaction that occurs automatically for a fixed amount and is typically used to make amortization entries. Create recurring transactions on Journal Transactions (01.010.00). At the specified time in the closing process, produce the recurring transaction, and release and post the batches to the general ledger.

To generate recurring transactions:

1. Open Generate Recurring (01.530.00).

2. Select one of the following:
   - **Specific** — To type a company ID in Company ID to generate transactions for one company.
   - **All** — To generate recurring transactions for all companies in the database.

3. Select one of the following:
   - **Release and Post** to release and post the selected batches to the general ledger. If you do not select this option, release the batches on Release GL Batches (01.400.00) and post the transactions on Post Transactions (01.520.00).
   - **Selected** next to individual batches.
   - **Select All** to select all the batches.
   - **Clear Selections** to deselect the batches.

4. Click **Begin Processing** to generate the recurring transactions.
Releasing General Ledger Batches

Prior to posting transactions to the general ledger, release all balanced, unposted general ledger batches.

If Automatic Batch Reports is selected on GL Setup (01.950.00), a batch control report is printed after each batch is released. After you release the appropriate batches for posting, use Post Transactions (01.520.00) to post the transactions to general ledger accounts. If auto post is turned on for all modules or for General Ledger only, posting will automatically occur after each batch release.

To release general ledger batches:

1. Open Release GL Batches (01.400.00).

![Figure 24: Release GL Batches (01.400.00)](image)

2. Select one of the following:
   - **Specific** — To type a company ID in Company ID to generate transactions for one company.
   - **All** — To generate recurring transactions for all companies in the database.

3. Select one of the following:
   - **Selected** next to individual batches.
   - **Select All** to select all the batches.
   - **Clear All** to deselect the batches.

4. Click **Begin Processing** to post the selected batches.
Posting Transactions to the General Ledger

The posting process posts all released batches in the database, no matter what module they were released from. If you have released a general ledger batch that should not be posted, use **Journal Transactions** (01.010.00) to delete the batch. You can post transactions to current and prior, but not future, fiscal periods.

Microsoft Dynamics SL completes the posting process as follows:

1. Searches for unposted batches from the current or prior fiscal periods. The software can post to any prior fiscal year or period for which you maintain general ledger balances in the database. It will not post batches released to a future period.
2. Updates general ledger account balances. The software updates accounts differently, depending on the transaction’s fiscal period:
   - **Case I** — If the period to post is the current period, the software updates the current period- and year-to-date activity.
   - **Case II** — If the period to post is less than the current period but still in the same fiscal year, the software updates the period- and year-to-date activity of the period to post. It also updates the year-to-date activity of all periods coming after the period to post, up through the current period.
   - **Case III** — If the period to post is in the prior fiscal year, the software updates the period- and year-to-date activity of the period to post. It also updates the year-to-date activity of all periods coming after the period to post, up through the last period of the fiscal year, the year-to-date activity of asset and liability accounts for all periods in the current fiscal year, up through the current period and year, by all activity in the income and expense accounts.

In all cases whenever transactions update an income or expense account balance, they also update the balance of the year-to-date net income account.

**To post transactions to the general ledger:**

1. Open **Post Transactions** (01.520.00).

![Figure 25: Post Transactions (01.520.00)](image)
2. Select one of the following:
   - **Specific** — To type a company ID in **Company ID** to generate transactions for one company.
   - **All** — To generate recurring transactions for all companies in the database.
3. Click **Refresh** to display the batches that meet the selection criteria.
4. Select one of the following:
   - **Selected** next to individual batches.
   - **Select All** to select all the batches.
   - **Clear All** to deselect the batches.
5. Click **Begin Processing** to post the selected batches.
Generating Allocation Transactions

Create a batch of allocation transactions for the allocation groups defined on Allocation Group Maintenance (01.290.00). The allocation batch generated is designated to allocate from and post to a single fiscal period, which can be the current or a previous period. You can process allocations for the same fiscal period as often as necessary. If you attempt to generate an allocation batch for a fiscal period and an unreleased allocation batch already exists for that period, you receive a warning message. The second batch is created, but you can use Journal Transactions (01.010.00) to delete one of the batches if necessary.

To generate allocation transactions:
1. Open Generate Allocations (01.580.00), which shows the current fiscal period.
2. Type the period to post in Period to Post.
3. Select one of the following:
   - **Specific** — To type a company ID in Company ID to generate transactions for one company.
   - **All** — To generate recurring transactions for all companies in the database.
4. Select one of the following:
   - **Selected** next to individual batches.
   - **Select All** to select all the batches.
   - **Clear Selections** to deselect the batches.
5. Click Begin Processing to generate the selected allocations.
Generating Consolidation Files

A consolidation file summarizes the general ledger activity occurring in a database for an accounting period. The consolidation file is later used to transfer the general ledger activity of its originating database into another database. The process of transferring summarized general activity from one database to another is known as consolidation.

Consolidation is typically performed by multi-subsidiary companies in which each subsidiary maintains its own financial records in a separate database. At the end of an accounting period, each subsidiary produces a consolidation file of its general ledger activity. The parent company then reads the consolidated records of all subsidiaries into the corporate-level database to update its general ledger for the period to generate corporate-wide financial reports.

When you generate a consolidation file, the software creates one transaction per account for each fiscal period consolidated. Each transaction’s consolidation account and subaccount, which is the account and subaccount in the corporate-level database, is determined by the consolidation account and subaccount numbers used to enter the transaction.

Transactions are marked during the consolidation process and cannot be consolidated more than once. If you generate a consolidation file more than once, only new activity is added to the file. If there has been no new activity, you receive a no records found message.

Caution! To ensure protection of database information, always back up the database before beginning this process! You can use the backup to repeat the consolidation process should something happen to the original database.

To generate a consolidation file:

1. Back up the database.
2. Open Generate Consolidation (01.500.00), which shows the current company, current fiscal period and the default consolidation file path and name.
3. Type the company ID of the company to consolidate, if necessary, in Company to Consolidate. Type ALL to generate for all companies.
4. Type the number of the ledger to consolidate in Ledger to Consolidate.
5. Type the period to consolidate, if necessary in Period to Consolidate.
6. Type a fully-qualified path and file name of the consolidation file, if necessary. The software automatically displays a default consolidation file name showing the fully-qualified path and using the name format IIIIPPPYY.999, where:
   - IIII represents the subsidiary company ID, entered at Company ID on GL Setup (01.950.00).
   - PP represents the fiscal period.
   - YY represents the fiscal year.
• 999 represents the last three digits of the database access number in use during file creation.

7. Click **Begin Processing** to generate the consolidation file. The time it takes to generate a consolidation file varies, depending on the number of accounts in the database. After the software has generated the consolidation file, read it into the consolidation database using **Read Consolidation (01.510.00)**.
Reading Consolidation Files

After you transmit or copy a subsidiary’s consolidation file to the hard drive where the target database is located, you can read the consolidation file into the target database.

The journal transactions created after you read the consolidation file appear on Journal Transactions (01.010.00) of the target database. The batch type is Consolidation and the batch status is On Hold.

To read a consolidation file:

1. Open Read Consolidation (01.510.00), which shows the current company and fiscal period.

2. Type the company ID of the company to transfer the consolidation file to, if necessary, in Consolidate to Company.

3. Type the number of the ledger to transfer the consolidation file to in Consolidate to Ledger.

4. Type a fully-qualified path and file name of the consolidation file to read in Name of File to be Read or click Browse to select a file.

5. Type the period to post the consolidation file data, if necessary in Period to Post.

6. Click Begin Processing to generate the consolidation file. The time it takes to generate a consolidation file varies, depending on the number of accounts in the database.

7. Review the Consolidation Transaction File List for any errors.

8. Revise the consolidation file, if necessary, and release it for posting on Journal Transactions (01.010.00).

9. Post the consolidation file on Post Transactions (01.520.00).

10. Print the consolidated financial statements.

Note: To read XML files created from the Microsoft Retail Management System (RMS), create the required XML file using the exporting feature on the Post Closed Batches screen in RMS and edit the account/subaccount information to map to the account/subaccount structure. This needs to be done in the Journal/Assign GL Accounts screen. Failure to do this step will result in no files being exported.

Read in the file using the Read Consolidation File process. The journal transactions created after you read the consolidation file will appear in Journal Transactions (01.010.00). The batch type is Consolidation, and the batch status is On Hold. The RMS memo field will be placed in the transaction description, and the RMS transaction entry field will appear in the RefNbr. These batches will need to be released.

Consolidation Errors

Consolidation errors occur most often when you are using a consolidation file created outside of the software. The error occurs because the transactions in the file are incorrectly formatted, so the software will not read such transactions into a database. The log that is generated at the end of this
process lists the batch number and details of any incorrect consolidation transactions. Before you can release an incorrect consolidation batch for posting, you must complete the batch by correctly entering the incorrect consolidation transactions on *Journal Transactions* (01.010.00).

If consolidation errors occur during file reading, the software lists the transactions in error and the appropriate error message on the process log. Possible error messages are:

- **Invalid Input** — Input for a field or fields does not follow the correct data entry format: alphabetic, numeric, alphanumeric.

- **Invalid Account** — A transaction’s consolidation account number in the parent-company database is not the same as the one used for the transaction in the subsidiary database.

- **Invalid Subaccount** — A transaction’s consolidation subaccount in the parent-company database is not the same as the one used for the transaction in the subsidiary database.
Printing or Reprinting General Ledger Batch Control Reports

When a batch is released in any module, a batch control report can be produced as a record of the entry. The Automatic Batch Reports for all Modules check box on the Options tab in GL Setup (01.950.00) controls whether batch control reports are produced in all modules. If this option is selected, batch control reports can then be turned off by specific modules in the Disable Batch Reports for the following Modules(s) area of the same screen. See the “Setting Up General Ledger Defaults” section to review the options for setup.

In the General Ledger, a batch control report can be produced after releasing a batch on Journal Transaction (01.010.00), Release GL Batches (01.400.00), Post Transaction (01.250.00), Generate Recurring (01.530.00), and Generate Allocations (01.580.00).

Reprint GL Batch Control Reports (01.410.00) allows you to recreate a batch control report for any unposted or posted general ledger batch for any fiscal period for which the transaction details are retained. A batch control report can be recreated for any batch whether the batch control report was initially produced or not.

Note:

- Print GL Edit (01.810.00) to view the details of a general ledger batch that is on hold or balanced.
- If you want to print more than one batch to a file, select Concatenate on Print to File to merge the reports to the file. The reports are appended in the file based on the order they are selected here. If you do not select Concatenate, the software generates a batch control report in the file for only the last batch you select. See the System Manager user guide or online help for more information.

To print or reprint General Ledger batch control reports:

1. Open Reprint GL Batch Control Reports (01.410.00), which shows all the batches that are available to print.

2. Select one of the following:
   - Batch Range and type a range of batch numbers in From Batch and Thru Batch to display an individual batch or range of batches.
   - All to display all batches.
3. Select one of the following:
   - **Specific** next to individual ledgers and type the company ID in **Company ID**.
   - **All** to select all the ledgers.

4. Select one of the following:
   - **Selected** next to individual batches.
   - **Select All** to select all the batches.
   - **Clear Selections** to deselect the batches.

5. Click **Begin Processing** to print the control reports for the selected batches.
Closing the General Ledger

The General Ledger module must be closed every period and annually. Each period and fiscal year must be closed in order to post transactions to the next fiscal period.

Closing the General Ledger module for the period sets the current period to the next period of the fiscal year and establishes year to date balances for all accounts by carrying over the previous period’s ending balance.

Closing the General Ledger module for the year performs the following functions:

- Sets the current period to the first period of the new fiscal year.
- Establishes beginning balances for the asset and liability accounts for the new year.
- Establishes zero beginning balances for all income and expense accounts.
- Establishes the beginning balance for the retained earnings account by combining the prior year retained earnings ending balance with the ending balance of the year-to-date net income account.

The closing process also creates reversing journal transactions if the **Generate while closing** option is selected in **GL Setup (01.950.00)**. The resulting reversing transactions post to the next fiscal period. If **Automatic Batch Reports** is selected in **GL Setup (01.950.00)**, a batch control report is generated for each batch that reverses automatically during the closing process.

**Note:** After a period is closed, you cannot reopen it. However, you can post transactions to a closed period or year. The software will display a warning message when you enter a batch with a period to post that is not the current fiscal period. If you are posting to a previous period, remember to re-run reports associated with that period.

**To close the General Ledger:**

1. Open **Closing (01.560.00)**, which shows the modules available for closing.

   ![Figure 30: Closing Process (01.560.00)](image)

2. Select the type of closing for each module from the **Closing Type** list.

   **Note:** You do not have to close all modules for an accounting period at the same time. You cannot, however, close the General Ledger module for a specific period until you close all other modules with activity in that same period.

3. Select **Delete Detail** to delete a module’s activity details after closing the module. If you do not select **Delete Detail**, you can delete detail using **Delete GL Detail (01.570.00)**.

4. Click **Begin Processing** to close the General Ledger.
Overview
The Budgeting section provides information and procedures for setting up and using budgets with data. These basic tasks include:

- Setting Budget Defaults
- Setting Up Basic Operating Budgets
- Setting Budget Group Access
- Setting Up an Extended Budget
- Defining Custom Budget Distribution Types
- Distributing Budgets
- Creating New Budget Versions

Budgeting in Microsoft Dynamics SL
Setting up budgets in Microsoft Dynamics SL is an optional but sound accounting and managerial practice. If you decide to implement budgets, first identify the appropriate account and subaccount to budget. Then enter the annual budget amount. Finally, distribute the annual budget amount as appropriate among all fiscal periods.

The software can automatically distribute the annual budget amount equally among all fiscal periods, or you can manually distribute the annual budget among any or all periods. If you later change a budget, you can distribute the change manually, equally, or by a percentage increase.

Some types of data import tools can make the process of entering budget information more efficient. For more information about importing data, see “Importing Transaction Data” in the System Manager help or user guide.

You can change budget information at any time. Once entered, budget information appears on several standard financial reports. You can modify the standard financial reports to present budget and memo information in various ways: for the period, on a quarterly basis, year-to-date, or on an annual basis.

In addition, the software does not automatically delete this information when you close the General Ledger module for the year. This enables you to maintain budgets for more than one fiscal year for comparison reporting.

There are two types of budgets you can create:

- Basic Operating Budget — Used to budget by period and to accommodate those with limited budgeting needs.
- Extended Budget — Allows you to create any type of budget for those who use budgets extensively.
Setting Budget Defaults

To save time while using Extended Budgeting, set up some budgeting default values at the beginning of the budgeting period.

To set budget defaults:
1. Click the Budget Info tab on GL Setup (01.950.00). The Budget Info tab of GL Setup (01.950.00) displays.

2. Type the default fiscal year to prepare the budget for in Default Year.
3. Type the default budget ledger for the budget in Default Budget Ledger.
4. Select the appropriate subaccount segments in the Budget Segment Selection area to display on various budget screens. The budget subaccount segments are set up on Flexkey Definition (21.320.00) in the Shared Information module.
5. Click Save and then close GL Setup (01.950.00).
Setting Up Basic Operating Budgets

Set up a basic operating budget if you decide to budget by period.

**Note:** To import a budget, you use Transaction Import. See “Importing Transaction Data” in the System Manager Help or user’s guide.

**To set up operating budgets:**
1. Open **Budget Maintenance** (01.250.00).

   ![Budget Maintenance (01.250.00)](image1)

   **Figure 32: Budget Maintenance (01.250.00)**

2. Type the account number of the associated general ledger account in **Account**.
3. Type the optional subaccount number in **Subaccount**.
4. Type the ledger identification code in **Ledger ID**.
5. Type the total of all period budget amounts in **Annual Budget**. When you press **TAB** to advance to the next field, **Budget Distribution** (01.250.01) displays.

   ![Budget Distribution (01.250.01)](image2)

   **Figure 33: Budget Distribution (01.250.01)**

6. Select one of the following:
   - **Manually** and click **OK**. Type the budget amount designated for each period in Period 1 through Period 12.
   - **Equally** and click **OK**. The software automatically distributes the budget equally in all periods.
7. Check that the value at **Total** equals the value at **Annual Budget**. If the values are not equal, adjust the appropriate value.
8. Click **Save** on the toolbar.

**Setting Budget Group Access**

Set up and maintain budget group access rights for each subaccount. Set up group IDs on the **Group** tab of **User Maintenance** (95.260.00) on the System Manager Utility menu.

**To set budget group access:**

1. Open **Budget Group Access** (01.350.00).

![Figure 34: Budget Group Access (01.350.00)](image)

2. Type the budget version number associated with the fiscal year in **Version**.
3. Type the subaccount number in **Subaccount**.
4. Type the group identification code in **Group ID**.
5. Select the access level for the group from the **Access Level** list.
6. Click **Save** on the toolbar.
Setting up Extended Budgeting

The following section provides step-by-step procedures for setting up extended budgeting. With an extended budget, you can produce budgets for individual selected subaccount segments.

Defining Budget Segments

To define budget segments:

1. Open GL Setup (01.950.00), and then select the **Budget Info** tab.

```
GL Setup (01.950.00) - Contoso, Ltd:Demo
```

![Figure 35: GL Setup (01.950.00)](image)

**Note:** The data that appears under the Budget Segment Selection section on the **Budget Info** tab originates from information provided in **Flexkey Definition** (21.320.00) in Shared Information.

2. Define the **Default Year** and **Default Budget Ledger**. To select a default budget ledger, press `F3` to select from the list of available default budgets. If a budget ledger does not currently exist, one can be inserted at this time. Otherwise, the information will generate from available ledgers that have a **Balance Type** of B for budget.

3. Designate which segments of the subaccount should be budgeted against in Budget Segment Selection. These segments are pre-defined in your flexkey definition.

4. The **Spread Sheet File Directory** shows the directory structure of the location of the Microsoft® Excel sheets that are created. In all cases, the worksheet name will be the current budget ledger and the workbook name will be the budget segment.

**Note:**

- This feature allows budgeting on all subaccount segments or particular subaccount segments.
- The label on several fields will change after you specify the budget version including **Basis Year Budget**, **Basis Year Actual**, **Total Basis Year Budget**, and **Total Basis Year Actual**. The labels
change based on the ledger ID and budget year that you specify in Budget Version Maintenance (01.370.00).

**Example:** Basis Year Budget will change to BUDGET1 2009 if you specify “2009” in Basis Budget Ledger and you specify “BUDGET1” in Basis Budget Year in Budget Version Maintenance (01.370.00). Basis Year Actual will change to 0000000000 2009 if you specify “2009” in Basis Actual Ledger and you specify “0000000000” in Basis Actual Year in Budget Version Maintenance (01.370.00).

### Defining Fill Characters for Unused Segments

To define fill characters for unused segments:

1. Open **Extended Budgeting Setup** (01.960.00).

![Extended Budgeting Setup](image)

**Note:** Extended Budgeting Setup (01.960.00) must be completed to utilize General Ledger’s extended budgeting options.

2. **Enter the desired Company ID.** Click on the field and press F3 to see a list of possible values.

3. **In the Budget Subaccount Fill Segments section, define a valid value for the segments of the subaccount that are not utilized for budgeting.** If the value required does not exist, then it must be set up in **Flexkey Table Maintenance** (21.330.00) in Shared Information.

**Example:** In GL Setup (01.950.00) you selected certain segments to use as a level for budgeting. Any unused segments must be given a default here in order to be able to save as a complete subaccount. Without these fill segments, the system will not have a value to automatically fill in the gaps of the subaccount when saving your budgeted information.

**Note:** When the **Create New Budget Subaccounts When Required** check box is selected, all subaccounts will automatically be created utilizing mask values previously supplied.

- The **Allow Wildcard Values** feature is explained in more detail in “Creating Budget Annual Totals” on page 58.
- The **Use Budget Groups** feature is explained in more detail in “Setting Up Access Groups” on page 62.
Defining the Relationship Between the Resulting Budget Ledger and the Basis (Source) Ledgers for Budgets and Actuals

To define the relationship between the resulting budget ledger and the basis ledgers:

1. Open Budget Version Maintenance (01.370.00) to set up the new budget ledger.

2. Select an existing ledger ID or define a new one in **Ledger**.

3. Select the appropriate **Company ID** for this budget.

4. Enter a **Description** for the new ledger.

**Note:** Basis Actual Company ID, Basis Actual Year, and Basis Actual Ledger are the Company ID, Year, and Actual Ledger ID that will be used to model the new budgeting information.

*Budget Version Maintenance (01.370.00)* is the only extended budgeting screen where there is a difference in view between a multi-company and single company database. The single company database view is shown below.
Creating Budget Annual Totals

To create budget annual totals:

1. Open Extended Budget Maintenance (01.330.00).

![Extended Budget Maintenance (01.330.00)](image)

2. Enter the desired **Company ID** for budgeting.

3. Select the types of accounts to include in your budget in **Account Types to View**.

4. Enter or choose the appropriate **Budget Year**.

   **Note:** This year must match the year identified in **Budget Version Maintenance** (01.370.00).

5. Select the **Budget Version** previously created in **Budget Version Maintenance** (01.370.00).
6. To set up a new budget for a selected level click **New Set. Create Budget Set (01.330.02)** displays.

![Create Budget Set (01.330.02)](image)

*Figure 40: Create Budget Set (01.330.02)*

7. Enter the subaccount segment values and/or wildcards that you would like to use in the budget.

**Example:** When **Allow Wildcard Values** is selected in **Extended Budgeting Setup (01.960.00)**, a wildcard (?) can be specified in the subaccount segment values to assist in your budget preparation. If you are preparing a budget for segment 2 (000) and that particular code is used by numerous locations (segment 3), you can enter the budget segment as 01-000-??-00-00-01. The system will then display all subaccounts that have 000 in segment 2 regardless of the data entered in segment 3.

8. In **Budget Account/Subaccount Source**, select from the four available options:
   - Select both the actual and budget ledgers previously specified in **Budget Version Maintenance (01.370.00)**.
   - Select only the actual ledger previously specified in **Budget Version Maintenance (01.370.00)**.
   - Select only the budget ledger previously specified in **Budget Version Maintenance (01.370.00)**.
   - Do Not Preload Accounts which allows you to enter these items on your own.

9. In the **Budget Amount Source** section, choose the source of your amount values from:
   - Do Not Set Proposed which allows you to enter these items on your own.
   - Select only the actual ledger previously specified in **Budget Version Maintenance (01.370.00)**.
   - Select only the budget ledger previously specified in **Budget Version Maintenance (01.370.00)**.

**Note:** **Change By %** allows you to specify a percentage to increase the amounts of your previously specified ledgers. **Change By %** is not available when **Do Not Set Proposed** is selected.
10. Click **Load Budget** to bring your selections into **Extended Budget Maintenance** (01.330.00).

![Extended Budget Maintenance (01.330.00)](image)

**Figure 41: Extended Budget Maintenance (01.330.00)**

11. At this point, budget information can be edited or added.

**Note:**

- Quick Print for this screen prints the **Budget Segment Detail** (01.770.00) report.
- Some types of data import tools can make the process of entering budget information more efficient. For more information about importing data, see “Importing Transaction Data” in the System Manager help or user guide.
- To export the budget information to Excel, click **Spreadsheet**. Excel opens and the budget information displays in a spreadsheet. The spreadsheet name is the budget version selected in **Budget Version**. The spreadsheet is formatted according to the layout of the template file called BudgetTemplate. The template file is located in the GL folder within the Microsoft Dynamics SL directory and can be used to create a spreadsheet like the one below.

![Microsoft Excel – BUDGET1.XLS](image)

**Figure 42: Microsoft Excel – BUDGET1.XLS**
Distributing Yearly Amounts to Period Amounts

To distribute yearly amounts to period amounts:

1. Open Extended Budget Maintenance (01.330.00).

   **Note:** This screen may still be open from completing previous steps.

2. Click **Distribute**. **Budget Distribution** (01.340.00) opens.

3. For each account/subaccount combination, select a distribution type by pressing **F3** in the **DistType** field.

   ![Budget Distribution Types](image)

   **Figure 43: Budget Distribution Types (01.360.00)**

   **Note:** Five pre-defined distribution types are available:

   - **ACTUAL** — Bases the periods on the actual period balances for that account/subaccount combination.
   - **BUDGET** — Bases the periods on the budget period balances for that account/subaccount combination.
   - **EVEN** — Evenly distributes yearly amount among the periods.
   - **LAST12** — Bases the periods on the last 12 period balances for that account/subaccount combination.
   - **MANUAL** — Allows the entry of the numbers as you want them disbursed.

4. Click **Save**.

   **Note:** Quick Print for this screen prints the **Budget Distribution** (01.740.00) report.
Setting Up Access Groups

Note: These steps only need be completed if the Use Budget Groups check box was selected in Extended Budgeting Setup (01.960.00).

To set up access groups:

1. Open Budget Group Access (01.350.00).

![Figure 44: Budget Group Access (01.350.00)](image)

2. Select the Company ID of your new budget.
3. Select the Version of your new budget.
4. Select the Budget Set that you created previously.
5. Select the desired Group ID for access rights. If your group is not available, this can be designated in Access Rights Maintenance (95.270.00).
6. Select the appropriate access level for the Group ID.
Setting Up an Extended Budget

To set up an extended budget:

1. Open Extended Budget Maintenance (01.330.00), which shows the default budget year as set up on the Budget Info tab of GL Setup (01.950.00).

![Extended Budget Maintenance (01.330.00)](image)

2. Select the type of accounts to view in Account Types to View.
3. Select the year in Budget Year.
4. Select the budget version in Budget Version.
5. Enter the subaccount in Budget Set or click New Set to create a new budget set.
6. Type the number of each account in the budget in Account.
7. Type the total estimated income and expense to incur for the fiscal year for each account in Current Year Estimated.
8. Type the proposed budget amount for each account in Proposed Budget.
9. Type the currency year estimated income/expense for all accounts in Current Year Estimated in the totals section.
10. Type the total proposed budget amount for all accounts in Proposed Budget in the totals section.
11. Click Save.
Defining Custom Budget Distribution Types

There are four standard budget distribution types you can use to distribute a proposed budget:

- **Actual** — Distributes the budget based on how funds were expanded for the current year.
- **Even** — Distributes the budget evenly over the 12 months of the fiscal year.
- **Last 12** — Distributes the budget based on how funds were expended over the last 12 months.
  This type uses information from the prior fiscal year to calculate the distribution of the proposed budget.
- **Manual** — Distributes the budget according to the values entered manually on Budget Distribution (01.340.00).

You also can set up a custom distribution type for which you can define percentages of distribution for each month during the fiscal year.

To define a custom budget distribution type:

1. Open Budget Distribution Types (01.360.00).

2. Type a name for the custom distribution method in **Distribution Type**.
3. Type an explanation of the custom distribution type in **Description**.
4. Type the percentage of the total budget amount to distribute in **Per 1** through **Per 12**.
5. Check that the value in **Total** is 100.00. If it is not, adjust the values accordingly.
6. Click **Save** on the toolbar.
7. Close Budget Distribution Types (01.360.00).
Distributing Budgets

Define the monthly distribution of a proposed budget for a given budget segment or adjust budgets that are out of balance.

To distribute budgets:
1. Open Budget Distribution (01.340.00) or click Distribute on Extended Budget Maintenance (01.330.00).
   - If you choose Budget Distribution from the module menu, all the current accounts in the default budget ledger for the current fiscal year display.
   - If you clicked Distribute on Extended Budget Maintenance (01.330.00), the accounts in the selected budget display.

2. Select the type of budget accounts to view from the list.
3. Type the fiscal year for which the budgets you want to distribute apply in Budget Year.
4. Type the budget version in Budget Version.
5. Type the appropriate distribution method for each account in Distribution Type. Press F3 to select a pre-defined distribution type from the Budget Distribution Types (01.360.00) screen. The Distribution Type is used to quickly distribute an annual budget amount down to the period level based on your company's needs.

Note: The standard pre-defined methods used for allocating proposed budgets are:
   - Actual — Distributes the budget based on how funds were expended for the current year.
   - Even — Distributes budget evenly over 12 months of fiscal year.
   - Last 12 — Distributes budget based on how funds were expended over last 12 months; uses information from prior fiscal year to calculate distribution.
   - Custom — Set up custom distribution.
   - Manual — Manually distribute budget; use Budget Distribution (01.340.00) to perform the manual distribution.
6. Adjust the monthly distribution in Per 1 through Per 12, if necessary.
7. Click **Save** on the toolbar.
8. Close **Budget Distribution** (01.340.00).
Creating New Budget Versions

Use Budget Version Maintenance (01.370.00) to create new budget versions for any given year. Once you create the base for the first version of the budget, you can create additional budget versions and use the base version or another version as the source.

To create a new budget version:
1. Open Budget Version Maintenance (01.370.00).

2. Type the budget fiscal year being created in Year.
3. Type the ledger identification in Ledger.
4. Type the company identification in Company ID.
5. Type the budget version explanation in Description.
6. Enter the basis actual company, year, and ledger.
7. Enter the basis budget company, year, and ledger.
Reviewing General Ledger Information

Overview
The Reviewing General Ledger Information section provides information and procedures for looking up information online and printing reports. These basic tasks include:

- Reviewing Account History
- Reviewing Account History Detail
- Reviewing Currency Account Detail
- Reviewing Account Balances
- Reviewing Account/Subaccount Balances
- Reviewing Account/Subaccount Details
- Printing Reports
Reviewing Account History

Account history is the posted balances and transaction detail of an account and subaccount for a fiscal year.

A factor affecting the extent of your inquiries is the number of prior periods and years you retain transaction detail and account balances in the database. The more prior periods and years for which you retain detail and balances, the greater your general ledger inquiry capabilities.

To review account history:

1. Open Account History (01.300.00).

2. Type the correct information in the following fields: Account, Subaccount, Ledger ID and Fiscal Year. The period-to-date and year-to-date balances for the account display once the field information has been typed in.

3. Click Details to display the transactions for the selected account. See “Reviewing Account History Detail.” on page 71.

4. Click Currency, if using the Currency Manager module, to display the transaction and base currency balances for each currency used to enter transactions to an account and subaccount. See “Reviewing Currency Account Detail.” on page 72.
Reviewing Account History Detail

Use to review the transactions making up the beginning, period-, and year-to-date balances of an account being reviewed in Account History (01.300.00).

To review account history detail:

1. Click **Details** on Account History (01.300.00). **Account History Detail** (01.300.01) displays showing the transactions for the selected account in the specified fiscal year.

   ![Account History Detail (01.300.01)](image)

   *Figure 50: Account History Detail (01.300.01)*

2. Use the arrows in **Fiscal Period** to specify a different fiscal period to review.
3. Do one of the following:
   - Highlight a transaction and then click **Details** to display the screen where the transaction was created.
   - Click **OK** to close **Account History Detail** (01.300.01).
Reviewing Currency Account Detail

If you are using the Currency Manager module, you can review the period-to-date and year-to-date balances for the currencies used to enter transactions in an account.

To review currency account detail:

1. Click Currency on Account History (01.300.00). Currency Account Detail (01.300.02) displays showing the period-to-date and year-to-date balances for the currencies used to enter transactions in the selected account in the specified fiscal year.

2. Use the arrows in Fiscal Period to specify a different fiscal period to review.
3. Click OK to close Currency Account Detail (01.300.02).
Reviewing Account Balances
Review the actual account balances against the budgeted amount for a specific period to monitor performance.

To review account balances:
1. Open Account Summary Inquiry (01.301.00).

![Account Summary Inquiry (01.301.00)](image)

2. Type search criteria in **Company ID**, **Account**, and/or **Period**. The more criteria you use, the smaller the list of accounts that display.

   **Note:** Use the `?` wildcard to enter a partial account number. For example, type `10?` to search for accounts 100 through 109.

3. Click **Display/Refresh** to display the selected accounts for the specified company and period.
4. Select an account and click **Details** to view the account and subaccount balances for the specified period. See “Reviewing Account/Subaccount Balances.” on page 74.
Reviewing Account/Subaccount Balances

Review the actual account/subaccount balances against the budgeted amount for a specific period to monitor performance.

To review account/subaccount balances:
1. Open Account/Subaccount Summary Inquiry (01.302.00) or highlight an account and click Details on Account Summary Inquiry (01.301.00). If you are drilling down from Account Summary Inquiry (01.310.00), the selected account/subaccount information displays.

![Account/Subaccount Summary Inquiry (01.302.00)](image)

2. Type search criteria in Company ID, Account, Subaccount, and/or Period. The more criteria you use, the smaller the list of accounts that display.

   Note: Use the ? wildcard to enter a partial account or subaccount number. For example, type 10? to search for accounts 100 through 109.

3. Click Display/Refresh to display the selected accounts for the specified company and period.
4. Select an account and click Details to view the transactions in the account for the specified period. See “Reviewing Account/Subaccount Details.” on page 75.
Reviewing Account/Subaccount Details

You can drill down from an account to view all the transactions and then to the actual screen where the transaction was created.

To review account/subaccount details:
1. Open Account/Subaccount Detail Inquiry (01.303.00) or highlight an account and click Details on Account/Subaccount Summary Inquiry (01.302.00). If you are drilling down from Account/Subaccount Summary Inquiry (01.302.00), the selected account’s transactions display.

2. Type search criteria in Company ID, Account, Subaccount, Period From and/or Period Thru.

   **Note:** Use the ? wildcard to enter a partial account or subaccount number. For example, type 10? to search for accounts 100 through 109.

3. Click Display/Refresh to display the transactions that match the selection criteria.
4. Select a transaction and click Details to display the source screen for the transaction.
Printing Reports

For more information on the individual report, see the Reference section. For information on printing reports, see “Printing Reports” in the System Manager Help or user’s guide.

<table>
<thead>
<tr>
<th>To view or print a listing of:</th>
<th>Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays the beginning, current, and ending balances for each account and subaccount</td>
<td><strong>Trial Balance</strong> (01.610.00) or <strong>Trial Balance</strong> (SSRS) (01.611.00)</td>
</tr>
<tr>
<td>Transactions posted to general ledger accounts and subaccounts plus their beginning and ending balances.</td>
<td><strong>Detail General Ledger</strong> (01.620.00)</td>
</tr>
<tr>
<td>General ledger accounts</td>
<td><strong>Chart of Accounts</strong> (01.650.00)</td>
</tr>
<tr>
<td>Subaccounts</td>
<td><strong>Subaccounts</strong> (01.660.00)</td>
</tr>
<tr>
<td>Transactions posted to general ledger accounts and subaccounts, as well as, all unposted transactions.</td>
<td><strong>GL Transactions</strong> (01.680.00)</td>
</tr>
<tr>
<td>Account allocation groups</td>
<td><strong>Allocation Groups</strong> (01.710.00)</td>
</tr>
<tr>
<td>Provides a listing of all ledgers in the database</td>
<td><strong>Ledgers</strong> (01.720.00)</td>
</tr>
<tr>
<td>Displays all budget distributions</td>
<td><strong>Budget Distribution</strong> (01.740.00)</td>
</tr>
<tr>
<td>Displays all budget distributions with out-of-balance amounts</td>
<td><strong>Out of Balance Exception</strong> (01.750.00)</td>
</tr>
<tr>
<td>Pulls all budget ledger data for the company, fiscal year, ledger, and segment combination</td>
<td><strong>Budget Segment Detail</strong> (01.770.00)</td>
</tr>
<tr>
<td>Details account history for all distinct account/subaccount combinations from the three ledgers associated with a budget version: the Budget Ledger, the Basis Actual Ledger, and the Basis Budget Ledger</td>
<td><strong>Budget Version Detail</strong> (01.780.00)</td>
</tr>
<tr>
<td>Displays information for all batches created in the General Ledger module</td>
<td><strong>GL Batch Register</strong> (01.800.00)</td>
</tr>
<tr>
<td>General ledger transaction batches: nonrecurring batches, recurring batches, and manual batches.</td>
<td><strong>GL Edit</strong> (01.810.00)</td>
</tr>
</tbody>
</table>
Maintaining General Ledger Data

Overview
The Maintaining General Ledger Data section provides information and procedures for maintaining General Ledger data. These basic tasks include:

- Deleting Accounts and Subaccounts
- Deleting Batches
- Deleting General Ledger Data
- Checking General Ledger Data Integrity

Deleting Accounts and Subaccounts
You can delete account and subaccount history. However, keep in mind:

- You cannot delete account history with amounts in unposted allocation batches.
- Any budget information associated with deleted account history is deleted as well. If account history to be deleted has associated budget information, the software warns of this condition and allows you to cancel the history deletion.
- Deleting account history balances breaks the general ledger audit trail, which may cause the balances of multiple fiscal years to be out of balance.

To delete an account or subaccount:
1. Open Account History (01.300.00).

![Figure 55: Account History (01.300.00)](image)

2. Do one of the following:
   - Type the number of the account you want to delete in Account.
   - Type the number of the account in Account, and then type the number of the subaccount you want to delete in Subaccount.

3. Choose Edit | Delete.
4. Click Yes to confirm the deletion.
Deleting Batches

Delete unreleased General Ledger module batches (status of On Hold or Balanced), unposted batches, consolidation batches generated by Read Consolidation File (01.510.00), and allocations batches generated by Generate Allocations (01.580.00). When you delete a batch, its transaction records are removed from the database.

To obtain the information needed to delete an unposted transaction batch, generate the GL Transactions (01.680.00) report. After deleting the batch, generate a new report for comparison. Retain both documents for period-ending processing.

**Caution!** To delete an unposted batch, you must be in Initialize mode. Unposted batches from subsidiary ledgers should not be deleted, as this will result in an out-of-balance condition. Deleting an unposted batch does not delete the documents that were contained in the batch in subsidiary modules. Contact Support for information on how to correct a posting error in subsidiary modules.

**To delete a batch:**

1. Open Journal Transactions (01.010.00).

   ![Figure 56: Journal Transactions (01.010.00)](image)

2. Type the batch number you want to delete in **Number**.
3. Choose **Edit | Delete** and click **Yes** to delete the batch.
Deleting General Ledger Data

When you close the General Ledger on Closing (01.560.00), the software performs several housekeeping tasks on the database. One significant task you can ask it to perform is to delete unwanted data according to the Years to Retain GL Balances and Periods to Retain GL Tran settings on the Options tab of GL Setup (01.950.00).

If you do not want to delete unwanted data during the closing process, you can run the operation separately. You can also choose to set a new date other than the default set up on the Options tab of GL Setup (01.950.00).

Before you delete any General Ledger data, run the Trial Balance (01.610.00) or Trial Balance (SSRS) (01.611.00) report to check for any documents that require action.

To delete General Ledger data:

1. Open Delete GL Detail (01.570.00), which shows the default retention settings from the Options tab of GL Setup (01.950.00).

![Image of Delete GL Detail (01.570.00) window]

Figure 57: Delete GL Detail (01.570.00)

2. Click Begin Processing.
Checking General Ledger Data Integrity

Periodically, run a data integrity check on General Ledger data to check for records and batches that are in error. Setting up a schedule to search for errors can help keep your database under control.

1. Open GL Integrity Check (01.990.00).

   ![GL Integrity Check (01.990.00)](image)

   Figure 58: GL Integrity Check (01.990.00)

2. Select Compare GL Totals by Account Type to perform the integrity check for each fiscal period with account balances that it maintains.

3. Select Compare PTD Balances with Actual Activity to compare the period-to-date balance of each account and subaccount to the transactions comprising each balance to ensure that the period-to-date transaction detail matches the account and subaccount balance kept for the period.

4. Select Compare PTD to YTD GL History to base the integrity check on account balance information only, and to sum each account’s period-to-date balances and then compare this sum to the account’s year-to-date balances to ensure that the two are equal. The software performs the integrity check for each account and subaccount it maintains.

5. Select Validate Posted Batches to review all posted transaction batches to ensure that they balance and that they equal their associated batch control totals.

6. Select Verify YTD Balances by Period to compare the year-to-date balance of each account and subaccount to the transactions comprising the balance to ensure that all period-to-date transaction detail matches the year-to-date account and subaccount balance. During processing, the software keeps a running year-to-date total of each period’s transactions. At the end of each period processed, the software compares the year-to-date balance of that period with the calculated year-to-date balance of the account and subaccount.

7. Click Begin Processing.
Transaction Screens

Journal Transactions (01.010.00)

Use Journal Transactions (01.010.00) to enter general ledger journal transactions (debit and credit entries); and to revise, edit, or delete module batches.

Journal Transactions (01.010.00) includes total batch information as well as individual transaction information. Transaction batches are comprised of individual transactions to be entered into this window. These individual transactions make up a batch of transactions. The batch information is used to ensure all transactions are entered for the correct amounts, to the correct period and released for posting when the batch is complete.

Before entering this window, group the transactions together in a batch and compute the total of all the debits and credits. These totals must equal each other and will be your Batch Control total. Then use this screen to enter each transaction to the appropriate account and subaccount. If you are entering transactions to multiple periods, use a separate batch for each period.

The following information is helpful when using this window:

- Group transactions of the same period and ledger together for entry.
- The entire batch will be posted to one period and to one ledger.
- Data can be entered to prior, current, or future periods.
- Prior period data can be entered as far back as you are keeping history.
- Group transactions of the same journal type together for entry.
- Group transactions of the same batch type together for entry:
  - Nonrecurring — One time transactions.
  - Recurring — Transactions that recur regularly for fixed amounts.
  - Manual — Transactions that recur regularly for different amounts each time.
• Adjustment — Special batch type that does not have to be in balance to post and requires Initialize mode.
• Reversing batch — Transactions reversed from a pre-existing batch. This batch is identical to the original batch except the debits and credits have been reversed to back out the original transaction amounts from the account balance once the batch is posted.
• Reversing and Correcting batch — Transactions are reversed from a pre-existing batch and a new, editable batch is created. The reversing batch is identical to the original batch except the debits and credits have been reversed to back out the original transaction amounts from the account balance once the batch is posted. A second, new batch will be created identical to the original batch and any field in the new batch may be edited.
• Copied batch — Transactions from a pre-existing batch may be copied to a new batch (similar to a template batch) and all fields in the batch and transactions may be edited.
• All transactions entered in this screen will have a transaction type of GL.

If using the multi-company feature, you can specify other companies when entering transaction detail. When batches are released, inter-company transactions are automatically generated between companies ensuring all companies remain in balance.

**Caution!** If you are using the Cash Manager module, do not enter journal entries that affect a cash account through *Journal Transactions* (01.010.00) unless Cash Manager is set to accept General Ledger entries. If Cash Manager is not set to accept GL entries, entries made in the General Ledger might cause the Cash Manager to be out of balance with the General Ledger.

**Module**
The module for which you are entering a new transaction batch, or reviewing or editing a batch already released or posted; available only when the software is in Initialize mode. Options are:
• AP — Accounts Payable
• AR — Accounts Receivable
• BI — Flexible Billings
• CA — Cash Manager
• CM — Currency Manager
• GL — General Ledger
• IN — Inventory
• IT — Project Inventory Transaction Transfer
• OP — Order Processing
• PA — Project Allocator
• PC — Project Controller
• PO — Purchasing
• PR — Payroll
• TE — Travel and Expense
• TM — Time and Expense for Projects

During normal data entry (that is, non-Initialize mode), Module defaults to GL (General Ledger) and cannot be changed.

**Number**
Numeric code assigned to a transaction batch that uniquely identifies the batch (that is, the batch number). If editing an existing batch, enter the batch number or use the F3 inquiry key to view a list of existing batches. When adding a new batch, the system automatically assigns a batch number when the batch is saved.
Correct Journal Transactions (button)

Correct Journal Transactions allows you to reverse, reverse and correct or copy a batch by copying the details from another batch. Enabled when an existing batch has been selected.

Journal

Code that associates a batch with a standard accounting book of original entry; standard journal types are:

- AP — Accounts Payable journal
- AR — Accounts Receivable journal
- BI — Flexible Billings journal
- CA — Cash Manager journal
- CM — Currency Manager journal
- GJ — General journal
- IN — Inventory journal
- IT — Project Inventory Transaction Transfer
- PA — Project Allocator journal
- PC — Project Controller journal
- PO — Purchasing journal
- PR — Payroll journal
- TE — Travel and Expense
- TM — Time and Expense for Projects
- IC — Inter-company; entering IC as a journal type will force the user to keep all companies in balance and no Inter-company transactions will be created.

The software automatically displays the default journal type GJ. Enter the journal type according to company policies.

Journal will display other values if you are in Initialize mode and viewing transactions from other modules such as AP. When entering General Ledger entries, there are no restrictions or validation for entries to Journal. It is simply a tool for identifying batches. For example, you may want to use a journal type of TX for all tax entries and a journal type of AU for all audit entries. Journal can then be used as a selection criterion when printing reports.

Type

Type of general ledger transaction (Nonrecurring is the default); options are:

- Adjustment — Special batch type that does not require transactions to be in balance in order to release and post; used to make a one-sided adjustment to an account balance. Creating and editing adjustment batches requires the software to be in Initialize mode; see the System Manager online help or user guide for more information on Initialize mode.
- Allocation — Transactions that occur regularly, but for different amounts, depending upon the balance of selected accounts. Reserved for batches created on Generate Allocations (01.580.00) (that is, allocation batches cannot be created in Journal Transactions [01.010.00]).
- Consolidation — Transactions which were read into the database from a consolidation file. Reserved for batches created on Read Consolidation (01.510.00) (that is, consolidation batches cannot be created in Journal Transactions [01.010.00]).
- Manual — Transaction that occurs regularly, containing the same account information, but for a different amount each time (for example, accrued wages at the end of the period). When you
release a Manual batch, the software makes a copy of the batch with a status of Hold. This allows you to retrieve the batch, update the amounts and release it again.

- **Nonrecurring** — Transaction that occurs one time.
- **Recurring** — Transaction that occurs on a regular interval of time, in accounting periods, for the same amount and same account information each time. For example, a one-year rent contract specifying 12 equal monthly payments.
- **Reversing** — Transaction that is created from a pre-existing batch and is identical to the original batch except the transaction type (debit/credit) flag has been flipped.
- **Correcting** — Transaction that occurs by reversing a pre-existing batch and creating a new, similar batch from the original batch that may be edited before the batch is released.

**Note:** An alternative to the Manual entry option for long or complex entries is to use the template function. With Manual entries, you might have to search through a long list of batches to find the original manual batch to be retrieved.

Another alternative to the manual entry option for long or complex entries is to use copy and paste to transfer information to and from a spreadsheet file. You can copy the detail section of the entry directly to a spreadsheet, make any necessary changes, and then copy and paste the detail rows back into a new batch.

- **Nonrecurring** — One-time transaction or a transaction that does not occur regularly.
- **Recurring** — Transaction that occurs regularly for a fixed amount each time (for example, amortization); the values in **Current Cycle** and **Nbr of Cycles** control the frequency of posting and the number of times the software generates a recurring transaction batch. Generate this type of transaction batch using **Generate Recurring (01.530.00)**.

**Note:** While recurring entries are normally used for entries like depreciation expense, they can also be quite useful for correcting entries. For example, assume that the year-end audit determines that an accrual was understated for the entire prior year and it is decided to spread the expense over the entire year so the history will not be distorted. To accomplish this, a recurring entry can be entered and set to post in Period 1 of the prior year, with a **Cycle** of 1 and **Number of Cycles** of 12. When the entry is saved and **Generate Recurring (01.530.00)** is run, the entry will be posted immediately to all 12 periods of the prior year.

**Period**
Fiscal period and year to which the transaction batch should be posted; options are:

- A range of prior fiscal periods that extend as far back as the General Ledger history retention setting
- The current fiscal period
- Any future fiscal period

**Period** defaults to the current period. The period to post applies to the entire batch of transactions. If the period to post is not the current fiscal period, a warning message reminds you that you are posting to a period that is not the current fiscal period. This is simply a warning, and will not prevent release or posting.

A message will also appear if you select a closed period or fiscal year. The action you are able to take depends upon posting options that were selected on the **GL Setup (01.950.00)**, **Options** tab and whether you have Initialization Mode permission for this screen in System Manager **Access Rights Maintenance (95.270.00)**. In addition, Initialize Mode must be activated before the batch is entered.

**Note:** You may be reluctant to close the modules before all entries have been made for the period, especially at year end. Closing a module does not prevent later entries to the closed period, from any of the modules. Entries can be made to prior fiscal years simply by entering the appropriate period to post when entering the batch. For entries to prior years, the Retained Earnings and Year-To-Date Net Income accounts adjust themselves automatically, with no additional steps required.
**Status**
Current condition of the batch in the system; options are:
- On Hold — The batch is not to be released.
- Balanced — The batch is ready for release.
- Void — The batch has been voided.
- Unposted — The batch is released to GL but has not been posted to the GL module yet.
- Posted — The batch has been released and posted to the GL.

**Handling**
Batch management function performed upon batch entry completion (how the batch is handled when you finish working on the batch in this window); options are:
- Hold — Save the batch for future editing or additions and change **Status** to On Hold.
- Release Later — Balance the batch; change **Status** to Balanced if the batch is in balance. A Balanced batch can be released for posting on Release General Ledger Batches (01.400.00). You can also return to Journal Transactions (01.010.00), retrieve the batch, and change the handling to Release Now.
- Release Now — release the batch for posting on completing the batch (after selecting Finish, New, or Close). When the batch is released, a batch control report will be printed if you have selected the Automatic Batch Control Reports option in GL Setup (01.950.00).
- No Action — Leave the current batch status unchanged.

The difference between Hold and No Action is noticed with batches that have a Status of Balanced. When a batch on Balanced Status is retrieved, if the user changes the Handling to Hold, the Status will be changed from Balanced to On Hold. If the Handling is left at No Action, the batch will remain with a Status of Balanced.

**Ledger ID**
Unique identification code of the selected ledger for financial transactions.

**Auto Reference Nbr**
Specifies whether you want the software to increment the transaction reference numbers automatically, or if you want to enter them manually during entry of journal transactions.
Select to automatically assign transaction reference numbers during transaction entry. If **Auto Reference Nbr** is selected, transaction reference numbers will automatically increment by 1 from the previous detail line. Numbers will be six characters and will pad with zeros if the first reference number entered is less than six characters (for example, if you enter 1001 in the first line, the next line will default to 001002).

**Auto Reversing**
Indicates that you want this entry to automatically reverse when the batch is released. If the batch is recurring, the software automatically skips **Auto Reversing**. Reversing transactions for the next period are created automatically either when the batch is released or as part of the closing process depending on the option chosen in GL Setup (01.950.00). Reversing transactions are then posted to the General Ledger and reflected in the appropriate journal transaction listings.
Select to reverse the batch automatically at the beginning of the next fiscal period; not available for adjustment, allocation, or recurring transactions. If **Auto Reversing** is not selected, normal transaction processing occurs and no other entry will be created other than the one currently being entered.

**Current Cycle**
Number of fiscal periods between generations of a recurring batch. **Current Cycle** is used only for recurring entries. If that is the case, enter the number of periods between generations of the
transaction (for example, a value of 1 would cause an entry to be created every month; a value of 2, an entry would be generated every other month).

**Number of Cycles**
Number of times to generate a recurring batch. **Number of Cycles** is also used only for recurring entries. Enter the number of times that the software should generate the batch of transactions. After the last posting cycle, it deletes the recurring batch.

**Note:** For entries such as depreciation that would normally expire during the last period of the year, you may want to enter one more period than needed. This would allow you to edit the transaction after year-end without having to reenter all the detail accounts and subaccounts.

**Note:** To ensure the length of the recurring batch is correct, you can multiply the **Current Cycle** times the **Number of Cycles** to get the length of the recurring batch (for example, if you are using a quarterly recurring batch for twelve months, the **Current Cycle** of 3 is entered and the **Number of Cycles** is set to four: $3 \times 4 = 12$).

**Note:** Use Initialize mode to make changes to **Current Cycle** or **Number of Cycles** for the original recurring batch.

**Orig BatNbr**
Connects the current batch with the batch from which it originated; blank if the current batch did not originate from another batch. An original batch number is found on batches created from manual and recurring transaction batch types. Auto reversing batches generate a reversed copy of the original batch. The reverse copy displays the originating batch number here.

**Control**
Total transaction amount of the batch. This amount is used to ensure the entered transactions equal the expected total of transactions.

**Debit Total**
Running total of all debit amounts entered for the batch. The debit total increments as additional transactions are added to the batch. The debit total must equal the batch Control amount after all transactions are entered. If the batch is out of balance, you can save it for later editing, but the batch cannot be released until it is in balance.

**Credit Total**
Running total of all credit amounts entered for the batch. The credit total increments as additional transactions are added to the batch. The credit total must equal the batch Control amount after all transactions are entered. If the batch is out of balance, you can save it for later editing, but the batch cannot be released until it is in balance.

**Company**
Company ID for this transaction line (company the transaction is being posted to). If you are using the multi-company feature, when batches are released, inter-company transactions are automatically generated between companies ensuring all companies remain in balance.

**Account**
General ledger account to which the transaction should be posted.

**Project**
Associates the transaction with a specific budget segment set up in the Project Controller module; available only if the transaction’s account number is associated with an account category.
Task
Associates the transaction with a specific task set up in the Project Controller module; available only if the transaction’s account number is associated with an account category; if the Project Controller module is not installed, and Task is not enabled.

Sub
Optional subaccount to which the transaction should be posted.

Ref Nbr
Identifying code assigned to the transaction that distinguishes it from all other transactions in the database; the reference number for the transaction if any. This field is used to link a transaction to a source document. For example, when entering a deposit in Journal Transactions (01.010.00), use the deposit number.
If this batch is an allocation batch, Ref Nbr indicates LS for the ledger source account in the allocation group, and will indicate LD for the ledger destination account from the allocation group.

Date
Date of transaction’s occurrence as listed on the source document; default is current date.

Employee Id
Unique identification code for employee entering transaction. This field is used only when the Project Controller module is used. If you are using the Project Controller module, enter the appropriate employee ID.

Labor Class
Type of service performed. This field is used only when the Project Controller module is used. If you are using the Project Controller module, enter the appropriate labor class.

Billable
Indicates that the transaction will be posted to a project and will appear on invoices printed in the Flexible Billing module.

Quantity
Total number of items involved in the transaction. This field is used only when the Project Controller module is used. If you are using the Project Controller module, enter the appropriate quantity.

Debit Amount
Amount to debit the transaction’s associated account and subaccount. You cannot enter a debit and a credit amount on a single line. If you need to enter both a debit and a credit to the same account/subaccount, you must use two transaction lines.

Credit Amount
Amount to credit the transaction’s associated account and subaccount. You cannot enter a debit and a credit amount on a single line. If you need to enter both a debit and a credit to the same account/subaccount, you must use two transaction lines.

Description
Explanation of the transaction; maximum number of characters is 30. This description will be shown in the reports which show batch detail.
Quick Print (printer icon)
Click the printer icon to print the GL Edit (01.810.00) report for the current transaction batch after the batch has been saved. The batch must be saved and assigned a batch number before you can use the quick print feature.
Correct Journal Transactions (01.012.00)

You can reverse, reverse and correct or copy an existing batch by selecting the action you wish to take. Correct Journal Transactions (01.012.00) is accessed using the Correct Journal Transactions button on Journal Transactions (01.010.00).

Following are the field descriptions for Correct Journal Transactions (01.012.00).

Reverse
This option allows the original batch to be reversed (meaning it will offset the original batch making the transactions null and void) by creating a reversing batch. This batch is identical to the original batch except the debits and credits have been reversed to back out the original transaction amounts. The only fields that may be edited, in the new batch, are Batch Handling and Period-to-Post.

Reverse and Correct
This option creates a reversing batch for the original batch. This batch is identical to the original batch except the debits and credits have been reversed to back out the original transaction amounts. The only fields that may be edited are Batch Handling and Period-to-Post. A second, new batch will be created identical to the original batch and any field in the new batch may be edited.

Copy
This option creates a new batch identical to the original batch and allows all fields in the batch and transactions to be edited.

OK (button)
OK accepts the entered information and performs the action.

Cancel (button)
Cancel exits Correct Journal Transactions (01.012.00) without performing any action.
Budget Maintenance (01.250.00)

Use Budget Maintenance (01.250.00) to set up operating budgets. Budgets contain information meant to be compared to account balances but do not affect account balances. Entering values for budgets allows you to have the values printed on financial reports. You can maintain budgets for future and past years in addition to the current year. You can enter and maintain as many budgets as you desire by using a different Ledger ID for each budget. Budgets are not a requirement in Microsoft Dynamics SL.

![Budget Maintenance (01.250.00)](image)

Figure 61: Budget Maintenance (01.250.00)

A basic operating budget is a budget by period, used to accommodate limited budgeting needs.

**Account**
Associated general ledger account of the budget and memos.

**Subaccount**
Optional associated subaccount of the budget and memos.

**Ledger ID**
Unique ledger identification code associated with the budget.

**Fiscal Year**
Fiscal year to which the budget information applies; can be current or future fiscal year.

**Last Revised**
Indicates whether or not budget information is up to date.
**Annual Budget**

Total budget established for the account and subaccount for the fiscal year specified; for a previously-established budget with period budget amounts, this amount is the total of all period budget amounts for the account and subaccount for the fiscal year.

After you type an amount here and attempt to advance the cursor to the next field in *Budget Maintenance* (01.250.00), *Budget Distribution* (01.250.01) appears automatically, allowing you to select how to distribute the annual budget among the fiscal periods in the budget year.

**Period 1-13**

Provide a by-period distribution of the value at *Annual Budget*.

**Total**

Total of the by-period distribution amounts (a mathematical total of the period fields, maintained by the system). *Total* is useful for verifying that manually distributed period numbers equal the *Annual Budget* amounts.
Budget Distribution (01.250.01)

Use Budget Distribution (01.250.01) to specify how to distribute the annual budget amount among the fiscal periods comprising the budget year. Budget Distribution (01.250.01) appears automatically whenever you type an amount at Annual Budget in Budget Maintenance (01.250.00) and attempt to advance the cursor to the next field. See “Budget Maintenance (01.250.00)” on page 91 for more information.

![Budget Distribution (01.250.01)](image)

Figure 62: Budget Distribution (01.250.01)

Change Distribution Method

Use to indicate how the budget selected in Budget Maintenance (01.250.00) should be distributed.

- **Manually** — Select if you want to specify the budget amount for each fiscal period in the budget year (manual distribution). Each fiscal period can have a different budget amount; however, the total of all budget amounts should equal the annual budget amount.
- **Equally** — Select if you want to distribute the annual budget amount equally among all fiscal periods in the budget year (automatic distribution).
- **Percentage** — Select if you want to distribute the budget by percentage.
Chart of Accounts Maintenance (01.260.00)

Use Chart of Accounts Maintenance (01.260.00) to define your company's chart of accounts in the database (that is, set up new accounts or maintain existing ones).

![Chart of Accounts Maintenance (01.260.00) Image](image)

**Figure 63: Chart of Accounts Maintenance (01.260.00)**

Use the following rules when setting up a new account:

- All account numbers should have the same number of characters. If you use varying length account numbers, it will cause difficulties when formatting financial statements in Management Reporter.
- The software sorts from the left. For example, 12 will be listed before 120.
- Numbers sort before letters.
- The mixing of account types (assets, liabilities, income and expense) is governed by the option chosen in GL Setup (01.950.00) – Chart of Account Order tab.

**Account**

Unique identifying code that distinguishes an account from all other accounts in the database. Enter the account number according to company policy. To add an account number, type the new number and you will be provided a new record line for adding the account. You can enter up to a maximum of 10 alphanumeric characters for the account number.

**Description**

Explanation of the account number; appears on reports as an aid to account inquiries. The account description can be up to a maximum of 30 characters.

**Type**

Account’s typical debit or credit status; options are:

- Asset — Debit account
- Liability — Credit account
- Income — Credit account
- Expense — Debit account

The normal balance for the account is determined by the account type, which also affects the way the balance is displayed on financial statements.

**Note:** Account type cannot be changed after entries are made to that account.
**COA Order**

Order of accounts in the chart of accounts (COA); available only if **Custom Order** is selected in the **Chart of Acct Order** tab of **GL Setup** (01.950.00). Enter the order for this account if the company uses a custom order for the COA.

**Class ID**

Account class identification code.

**Ratio Group**

Controls how the software groups accounts during the computation of ratio analysis; options are:

- Cash — Include in current assets and total assets
- A/R Trade Less Doubtful Accts — Include in current assets and total assets
- All Other A/R — Include in current assets and total assets
- Inventory — Include in current assets and total assets
- Inventory-Supplies — Include in current assets and total assets
- Prepaid Expenses — Include in total assets
- Fixed – Deferred-Other Assets — Include in total assets
- A/P Trade & Customer Refunds — Include in current liabilities and total liabilities
- All Other Payables — Include in current liabilities and total liabilities
- Long Term Debt — Include in total liabilities
- Shareholder Loans — Include in total liabilities
- Shareholder Equity — Include in stockholder equity
- YTD Net Income — Include in stockholder equity
- Sales Income — Include in income accounts
- Cost of Goods Sold — Include in COGS
- Interest Expense-General — Include in interest expense
- Interest Expense-Long Term — Include in interest expense
- Taxes — Include in Tax accounts
- None — Do not include this account in ratio analysis

**Account Status**

Controls whether or not account is activated (available for additional account activity) or disabled (unavailable for additional account activity) in the chart of accounts; options are:

- Active — Account is active and available for data entry (available for posting from all modules including the General Ledger).
- Inactive — Account is inactive and not available for data entry (cannot have entries made to it from any module including General Ledger). Inactive accounts can carry a balance forward.

A change in account status does not affect transactions already entered.

**Consol Account**

Controls which account number the transactions should be posted to when performing the consolidation process into another database. Function permits companies made up of subsidiaries to perform corporate-level database management functions; options are:

- Link accounts in each subsidiary’s database to accounts in the corporate database
• Eliminate transactions between a company’s subsidiaries when corporate-wide consolidated financial statements are being prepared

This field defaults to the account number. Accept the default or enter a different consolidation account.

**Unit of Measure**

Unit of measure that is being used for this account. This is primarily used for statistical ledgers (that is, to specify unit quantity standards) since financial transactions will use currency units. If an account will accumulate multiple units of measure, use separate ledgers to maintain each unit of measure and leave this field blank.

**Currency**

Determines account’s currency denomination. This field should be left blank, unless the account will not use the base currency.

**Posting Options**

Use to specify how transaction postings to the accounts should occur; options are:

- **Post In Detail** — Posting should occur in detail for all modules (that is, all transactions will be posted in detail to this account as they were produced from each module).

- **Summarize All But GL** — Postings from other modules should occur in summary (that is, transactions from other modules will post to this account in summary); from the General Ledger module should occur in detail. This setting overrides the GL Posting Option of Detail setting in each individual module setup screen.

Most accounts will be set for **Post in Detail**.

**Note:** You can turn this option off and on as needed. For example, you may want to track detail during a new setup but then have summary information once the system is set up.

If detail is desired when using drilldown in Management Reporter, you must retain the detail for the GL Balances.

If the GL Posting Option in a module setup screen is flagged for summary, the software totals the amounts by account and subaccount, and posts one amount to each account/subaccount, regardless of the posting option setting in the Chart of Accounts.

If the GL Posting Option in a module is flagged for detail, the software looks at the Posting Option field in this screen. If the Posting Option is set to **Summarize All But GL**, the software overrides the post in detail and summarizes the information for the account to post one total amount.

**Project Controller Options**

Use to specify optional Project Controller requirements. If you are using the Project Controller module, select the Account Category for the account. Indicate whether this Account Category requires Employee ID or Units by checking the appropriate boxes.

**Account Category**

General cost category associated with the account.

**Require Employee ID**

Select to require entry of an employee ID on budget segment-related transactions associated with the account.

**Require Units**

Select to require entry of a unit quantity on budget segment-related transactions associated with the account.
Subaccount Maintenance (01.270.00)

Use Subaccount Maintenance (01.270.00) to define the subaccounts, which are business segment identifiers that help maintain and report business activity by division, profit center, department, etc., for use with modules. If you need to add a new segment value, you must first use Flexkey Table Maintenance (21.330.00) in the Shared Information module to enter valid values for each subaccount segment.

Note: You must be logged on to the master company to add or change subaccounts. The master company can be found on the Master Company Info tab in GL Setup (01.950.00).

Figure 64: Subaccount Maintenance (01.270.00)

Subaccount

Unique identifying code that distinguishes a subaccount from all other subaccounts in the database; subaccount must correspond to existing flexkey definitions and optionally must be composed of valid segment.

Description

Explanation of the subaccount number. The subaccount description can be up to a maximum of 30 characters.

Consol Subaccount

Use in companies with subsidiaries to link the subaccounts in individual subsidiary databases or subaccounts in the corporate database. Accept the default or enter a different Consolidation Subaccount to which the subaccount transactions should be posted when performing the consolidation process. The default is the subaccount number.

Note: The Consol Subaccount does not show segments because the parent database may have different segmenting than a subsidiary.

Subaccount Status

Use to designate whether or not the subaccount is available for additional account activity; options are:

- Active — Subaccount is active and available for data entry (available for posting from all modules including the General Ledger).
- Inactive — Subaccount is inactive and not available for data entry (cannot have entries made to it from any module including General Ledger). Inactive subaccounts can carry a balance forward.

A change in subaccount status does not affect transactions already entered.
Allocation Group Maintenance (01.290.00)

Use Allocation Group Maintenance (01.290.00) to define (add, change, or delete) the account and subaccount groups for performing general ledger account allocations.

A group consists of one or more source accounts and one or more destination accounts together with an allocation method to distribute all or a portion of the period activity from the source accounts to the individual destination accounts. Allocation groups are used in Generate Allocations (01.580.00) to create a balanced batch of allocation transactions.

Note: The account and subaccount fields within allocation groups support the use of masking (for example, 5???) only when the Use Basis Accounts option is selected. This option is not available when using the percent or unit ratio allocation methods. This can save entering numerous detail lines and gives you greater flexibility with allocations.

Allocation Group Area

Use to enter allocation group description information.

Group ID

Code assigned to an allocation group that uniquely identifies the group. Enter the ID of an allocation group to be selected for editing or enter a new unique ID for an allocation group to be added.

Description

Description of the allocation group.

Last Revision Date

Date of the most recent changes to the allocation group’s information. Enter the current date or other date for the approved revision to the group allocation.
**Start Period**

Starting period for when group will be available in Generate Allocations (01.580.00); if none entered, group is always available. When generating allocations, the software looks at the current fiscal period and only displays groups where the current fiscal period falls between the values at **Start Period** and **End Period**. If you leave these fields blank, the allocation group will always be available for generation.

**End Period**

Ending period for when group will be available in Generate Allocations (01.580.00); if none entered, group is always available. When generating allocations, the software looks at the current fiscal period and only displays groups where the current fiscal period falls between the values at **Start Period** and **End Period**. If you leave these fields blank, the allocation group will always be available for generation.

**Allocation Method**

Method making allocations to destination accounts; options are:

- **Percent** — Amount allocated is distributed to each destination account according to the percent for each account (entered at **Factor**); total percents for all destination accounts in a group must equal 100%.
- **Unit Ratio** — Amount allocated is distributed to each destination account according to the ratio between the units for each account (entered at **Factor**) and the total units of all destination accounts in this group; unit used is user defined. Examples of units are number of employees or office area in square feet. The Unit Ratio method works the same as the Percent method. The difference is that the Unit Ratio entries do not have to equal 100.
- **Actual Period-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s period-to-date balance to the total period-to-date balance of all destination accounts.
- **Actual Year-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s year-to-date balance to the total year-to-date balance of all destination accounts.
- **Ledger Period-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s ledger amount for a particular period to the total ledger amount for that period for all destination accounts.
- **Ledger Year-to-Date** — Amount allocated is distributed to each of the destination accounts according to the ratio of each account’s annual ledger amount to the total annual ledger amount of all destination accounts.

**Basis Ledger**

Source ledger identification. **Basis Ledger** is available only when either Ledger Period-to-Date or Ledger Year-To-Date has been selected as the Allocation Method (if the allocation is to be based on balances in a ledger, the system must be told which ledger to use in the calculation). You can use the inquiry function to look up the appropriate Ledger ID. You cannot leave this field blank if the allocation method is Ledger Period-to-Date or Ledger Year-To-Date.

**Destination Ledger**

Use to enter destination ledger identification code for this allocation group. The allocation entry will be set to post to the Destination Ledger. However, regardless of this selection, the entry will be calculated using account balances from the Default Ledger, as specified in GL Setup (01.950.00).
Status
Current condition of the allocation group; options are:
- Active — Allocation group is active
- Inactive — Allocation is not active

An inactive allocation group cannot be generated.

Pool Sequence
This field is used to identify and sequence an allocation group that is used by the Project Indirect Rate Calculator. The default value is zero. If the value is left as zero (the default), then this allocation group will not be used by the Project Indirect Rate Calculator. Enter a positive integer (not validated) to indicate the order in which the allocation group will be processed. This field has no effect on the GL Generate Allocations process.

Use Basis Accounts
Click to enable Basis Company ID, Basis Account, and Basis Subaccount in the Destination Accounts section. Use Basis Accounts is not available when the allocation is to be based on percent or unit ratio.

Source Accounts Area
Use to enter specific source account information: which accounts and subaccounts the information will be allocated from. You can enter one or more account/subaccount combinations.

Account
Associated general ledger source account(s) of the allocation group.

Subaccount
Associated source subaccount(s) of the allocation group.

Limit Percent
Maximum percent amount of the account and subaccount balance to be allocated; 100.00 indicates no limit.

Percent Limit Type
Calculates the limit percent amount either per allocation run or per period. If there is an amount entered at Limit Percent, use this field to indicate the Percent Limit Type. The options are:
- By Allocation — Limits are applied based on the remaining balance in the account. If the limit percent is 50% and the allocation is generated multiple times (or other allocation groups are run which contain this account), each subsequent allocation will limit itself to 50% of the net balance after the previous allocations. Each time you run the allocation, you will be notified if there are prior allocations for the period, and given the option to stop the process.
- By Period — Limits are applied based on the activity for the month. If the limit percent is 50% and the allocation is generated multiple times, the first allocation will include 50% of the activity for the month, and subsequent allocations will be zero.

Limit Amount
Maximum dollar amount of the account and subaccount to be allocated. When an amount is entered in this field, the software will not allocate more than the amount entered here.

Contra Account
Contra account to use to credit/debit an allocation rather than a source account. This provides a method to allocate expenses to other accounts, while leaving the source account at its original
balance. This is sometimes referred to as a soft allocation versus a hard allocation, which actually expenses the amount out of an account.

Contra Subaccount
Contra subaccount to use to credit/debit an allocation rather than a source subaccount. This provides a method to allocate expenses to other accounts, while leaving the source account at its original balance. This is sometimes referred to as a soft allocation versus a hard allocation, which actually expenses the amount out of an account.

Destination Accounts Area
Use to enter destination account information: which accounts and subaccounts the information will be allocated into. You can enter one or more account/subaccount combinations.

Company ID
Company identification code and company name for the allocated amount. Company ID defaults to the current company ID. If you enter an ID for a different company, an inter-company transaction will be created.
The lines of the entry for the Due To/Due From accounts are created at the time the batch is released for posting. If you print edit reports for the batch while it is still in Balanced status, you will not see those portions of the entry.

Account
Associated general ledger destination account(s) of the allocation group.

Subaccount
Associated destination subaccount(s) of the allocation group.

Factor
Destination account and subaccount unit ratio or percentage for the allocation group. Used only when allocations are based on Percent or Unit Ratio. Factor is used to specify the portion of the allocated amounts to be posted to each of the destination accounts. If the allocation is using the Percent method, the total of the Factors entered must be 100%. If the Unit Ratio method is used, the amounts do not need to total to 100%.

Basis Company ID
Company identification code to use as a basis for performing allocations. Available only when Use Basis Accounts is selected and can only be used with allocation methods other than Percent and Unit Ratio.
With the other allocation methods, the distribution of the allocated amounts is determined by the balances in certain accounts. Normally the program will base the calculation on the balances in the Destination Accounts. Basis Company ID is provided to allow you to base the calculation on other accounts.

Basis Account
Account that is used as a basis for performing the allocations. Available only when Use Basis Accounts is selected and can only be used with allocation methods other than Percent and Unit Ratio.
With the other allocation methods, the distribution of the allocated amounts is determined by the balances in certain accounts. Normally the program will base the calculation on the balances in the Destination Accounts. Basis Account is provided to allow you to base the calculation on other accounts.
Basis Subaccount
Subaccount that is used as a basis for performing the allocations. Available only when Use Basis Accounts is selected and can only be used with allocation methods other than Percent and Unit Ratio.

With the other allocation methods, the distribution of the allocated amounts is determined by the balances in certain accounts. Normally the program will base the calculation on the balances in the Destination Accounts. Basis Subaccount is provided to allow you to base the calculation on other accounts.

Total Destination Factor/Percent
Running total of all destination account and subaccount unit ratios or percentages entered for the allocation group. Increments as individual lines are entered. If you are using the Percent method, a warning message appears if you save the batch and the total destination field does not equal 100%.
Account History (01.300.00)

Use Account History (01.300.00) to review the posted balances and transaction detail of an account and subaccount for one full fiscal year for a specific ledger, and to delete an account. In Initialize mode, use to enter an account’s history of activity.

![Figure 66: Account History (01.300.00)](image)

Account History (01.300.00) provides the ability to drill down to the posted transactions and to the initial data entry screens.

**Note:** If you press `SHIFT+F3` at Account, the software displays only account/subaccount combinations with posted amounts. If you press `F3` without `SHIFT`, it retrieves the chart of accounts information displaying all of the accounts set up in the system.

**Account**
Account number.

**Subaccount**
Subaccount associated with the account.

**Ledger ID**
Identification code of the ledger.

**Fiscal Year**
Fiscal year when the account history occurred.

**Balance Type**
Type of balance the selected ledger is maintaining; options are:

- **Actual** — Represents actual financial values for an entity.
- **Budget** — Represents budget information for an entity.
- **Statistical** — Represents statistical information for an entity.
- **Reporting Currency** — Represents translated or re-measured financial information; created using the Financial Statement Translation module.
Currency
ID of the currency in which the account balances are denominated.

Beginning Balance
Balance of the account and subaccount at the start of the fiscal year.

Period
Indicates the number of fiscal periods in your fiscal year.

PTD Balance
Sum of the accounts and subaccounts posted activity for each period of the fiscal year.

YTD Balance
Sum of all period-to-date balances for the account and subaccount to that point in the fiscal year.

Currency (button)
Click to access Currency Account Detail (01.300.02) to review the foreign currencies and base currency account and subaccount beginning period- and year-to-date balances.

Details (button)
Click to access Account History Detail (01.300.01) to review the individual postings to the account and subaccount you are viewing.
Account History Detail (01.300.01)

Use Account History Detail (01.300.01) to review the detailed information (transactions making up the beginning, period-, and year-to-date balances) about each batch posted to the account being reviewed on Account History (01.300.00).

![Figure 67: Account History Detail (01.300.01)](image)

**Account**
Account number.

**Subaccount**
Subaccount associated with the account.

**Ledger ID**
Identification code of the ledger.

**Fiscal Year**
Year in which the account and subaccount activity being reviewed occurred.

**Fiscal Period**
Account and subaccount periods in the fiscal year. Click the arrows to change the period and view batch information for the selected account for the period desired.

**Batch Number**
Unique identifying code of the batch to which each transaction belongs.

**Date**
Date of each transaction’s occurrence as listed on the source document.
Journal Type
Identifying code of each transaction’s book of original entry; standard journal types are:
- AP — Accounts Payable journal
- AR — Accounts Receivable journal
- BI — Flexible Billings journal
- CA — Cash Manager journal
- CO — Consolidation journal
- GL — General Ledger journal
- IC — Inter company
- IN — Inventory journal
- IT — Project Inventory Transaction Transfer
- OP — Order Processing journal
- PA — Project Allocator journal
- PC — Project Controller journal
- PO — Purchasing journal
- PR — Payroll
- TE — Travel and Expense
- TM — Time and Expense for Projects

Period Entered
Fiscal period and year of each transaction’s entry.

Reference Nbr
Identifying code assigned to a transaction that distinguishes it from all other transactions in the database.

Tran Type
Transaction document type; options are:
- VO — Voucher
- IN — Invoice
- BO — Back order

Tran Currency ID
Identification code of the currency used to enter each transaction.

External Ref Nbr
Identification code of any external document, such as vendor invoice, customer purchase order, associated with a transaction; external reference numbers appear only if transactions are posted to general ledger in detail.

Entity ID
Important identification code, such as a vendor ID or inventory item ID, associated with the transaction; IDs related to transactions appear only if transactions are posted to general ledger in detail.
Module

Module originally used to enter each transaction, options are:

- AP — Accounts Payable
- AR — Accounts Receivable
- BI — Flexible Billings
- CA — Cash Manager
- CM — Currency Manager
- GL — General Journal
- IN — Inventory
- IT — Project Inventory Transaction Transfer
- PA — Project Allocator
- PC — Project Controller
- PO — Purchasing
- PR — Payroll
- TE — Travel and Expense
- TM — Time and Expense for Projects

Description

Description of each transaction.

Original Company

Displays the name of any company to which a transaction originates from.

Original Account

Displays the number of any account to which the software originally attempted to post a transaction but for some reason could not, such as wrong account number.

Original Sub

Displays the number of any subaccount to which the software originally attempted to post a transaction but for some reason could not, such as wrong subaccount number.

Transaction Currency Amounts

Indicates the amount of transaction, and whether it is a debit or credit.

Base Currency Amounts

Indicates the amount of the transaction in base currency, and whether it is a debit or credit.

Details (button)

Click Details to access related source module screen for currently highlighted account history line. Before clicking Details, position the cursor on the row for the transaction for which you need to see the detail. For example, if you are on a line that originated in the Accounts Payable module in Voucher and Adjustment Entry (03.010.00), clicking on the button would load Voucher and Adjustment Entry (03.010.00) with the correct batch and document displaying on screen.
Currency Account Detail (01.300.02)

Use Currency Account Detail (01.300.02) to review the transaction (that is, foreign) and base currency balances for each currency used to enter and post transactions to the selected account and subaccount; available only if also using the Currency Manager module.

![Currency Account Detail (01.300.02)](image)

**Figure 68: Currency Account Detail (01.300.02)**

**Account**

Full or partial account number; use ? wildcard to enter a partial account number.

**Subaccount**

Full or partial number of the subaccount associated with account; use ? wildcard to enter a partial account number.

**Fiscal Year**

Year in which the account and subaccount activity being reviewed occurred. Click the arrows to change the period and view currency information for the selected account for the period desired.
**Fiscal Period**
Account and subaccount periods in the fiscal year.

**Currency ID**
Currency in which the account and subaccount’s activity is entered and posted.

**Beginning Balance**
The total for the beginning balance postings of each currency used to enter transactions to the account and subaccount. The total is shown in both the Transaction and Base currencies.

**Period-to-Date**
The total for the period-to-date postings of each currency used to enter transactions to the account and subaccount. The total is shown in both the Transaction and Base currencies.

**Year-to-Date**
The total for year-to-date postings of each currency used to enter transactions to the account and subaccount. The total is shown in both the Transaction and Base currencies.
Account Summary Inquiry (01.301.00)

Use Account Summary Inquiry (01.301.00) to perform account inquiries: summary information for a specified account or series of accounts. Account Summary Inquiry (01.301.00) displays the total for the selected account(s) for the specified period, with all subaccounts totaled for each account.

For example, assume there are entries in the system for account 7160, under five subaccounts. By entering 7160 at **Account** of Account Summary Inquiry (01.301.00), the amount displayed will be the total for all the subaccounts.

![Account Summary Inquiry (01.301.00)](image)

**Figure 69: Account Summary Inquiry (01.301.00)**

**Company ID**

Identification code of the company; available only if the Multi-Company module is installed. **Company ID** defaults to the current company and can be changed in order to display information from other companies.

**Account**

Full or partial account number of the account for which you want to display summary account information. You can use the inquiry function to get a list of accounts. This field also supports the “masking” function which allows you to enter question marks (?) in place of numbers to get a range of accounts.

**Period**

Fiscal period and year. Account Summary Inquiry (01.301.00) displays information for only one period. **Period** defaults to the current accounting period and can be changed in order to prior periods. You can enter a future period, but the information displayed will not change, since the software cannot post to future periods.

**Actual Ledger**

Identification code of the actual ledger associated with the account information you want to review. This field does not support wild cards; you can view only one ledger at a time.

**Budget Ledger**

Identification code of the budget ledger to use for comparison to actual ledger: Account Summary Inquiry (01.301.00) includes a column for budget information. **Budget Ledger** can be left blank, which
causes the budget column to be zero. To view account information for a specific budget, enter the Budget Ledger ID.

**Display/Refresh**
Once you have entered or changed information in *Account Summary Inquiry* (01.301.00), click to display account information matching the selection criteria. The software displays the details for the information entered.

**Account (detail)**
Number of the account that matches the selection criteria.

**Description**
Explanation of the account.

**Balance**
Current year-to-date balance for the account.

**Budget**
Year-to-date budget balance for the account.

**Quick Print (printer icon)**
Click the printer icon to print the information displayed.

**Details (button)**
Click to display *Account/Subaccount Summary Inquiry* (01.302.00) for the selected account to view the account’s transactions.
Account/Subaccount Summary Inquiry (01.302.00)

Use Account/Subaccount Summary Inquiry (01.302.00) to review account/subaccount summary information (totals) for specified account and subaccount combinations. Account/Subaccount Summary Inquiry (01.302.00) can be opened from the Screens menu or by clicking Details in Account Summary Inquiry (01.301.00).

![Account/Subaccount Summary Inquiry (01.302.00)](image)

If Account/Subaccount Summary Inquiry (01.302.00) is opened from Account Summary Inquiry (01.301.00), information is displayed for whichever row was highlighted at the time Details button was clicked. Once the window is open, other accounts and/or subaccounts can be viewed by entering new information.

**Company ID**

Company identification code.

**Account**

Full or partial account number of the account for which you want to display summary account information. Account supports the “masking” function which allows you to enter question marks (?) in place of numbers to get a range of accounts.

**Note:** Account and Subaccount can be left blank. This allows you to enter an account number (or a portion of an account number, with masking) and see a listing of all subaccounts which have entries for that account. You can also leave the account number blank, enter a subaccount number (or portion of a number), and see a list of all accounts with entries to that subaccount. The system requires only that an entry be made in one of the two fields.

**Subaccount**

Full or partial subaccount number of the subaccount for which you want to display summary account information. Subaccount supports the “masking” function which allows you to enter question marks (?) in place of numbers to get a range of subaccounts.

**Note:** Account and Subaccount can be left blank. This allows you to enter an account number (or a portion of an account number, with masking) and see a listing of all subaccounts which have entries for that account. You can also leave the account number blank, enter a subaccount number (or portion of a number), and see a list of all accounts with entries to that subaccount. The system requires only that an entry be made in one of the two fields.
Period
Fiscal period and year.

Actual Ledger
Identification code of the actual ledger associated with the account.

Budget Ledger
Identification code of the budget ledger to use for comparison to actual ledger.

Display/Refresh
Click to display account information matching the selection criteria.

Account (detail)
Number of the account that matches the selection criteria.

Subaccount (detail)
Number of the subaccount that matches the selection criteria.

Balance
Current year-to-date balance for the account.

Budget
Year-to-date budget balance for the account.

Quick Print (printer icon)
Click the printer icon to print the information displayed.

Details (button)
Click to display Account/Subaccount Detail Inquiry (01.303.00) to review details about the selected transaction.

Totals
Total balance and budget for the accounts displayed in the selection.
Account/Subaccount Detail Inquiry (01.303.00)

Use Account/Subaccount Detail Inquiry (01.303.00) to review account/subaccount detail information: batches posted to the selected account/subaccount combination. Account/Subaccount Detail Inquiry (01.303.00) can be opened from the Screens menu, or by clicking Details in Account/Subaccount Summary Inquiry (01.302.00).

![Account/Subaccount Detail Inquiry (01.303.00)](image)

If Account/Subaccount Detail Inquiry (01.303.00) is opened from Account/Subaccount Summary Inquiry (01.302.00), information is displayed for whichever row was highlighted at the time Details button was clicked. Once the window is open, other accounts and/or subaccounts can be viewed by entering new information.

**Company ID**

Company identification code.

**Account**

Enter full account number. Account and Subaccount must both be completed in this window. Unlike the other inquiry windows, neither field in this window supports masking.

**Subaccount**

Enter full number of the subaccount associated with account. Account and Subaccount must both be completed in this window. Unlike the other inquiry windows, neither field in this window supports masking.

**Ledger ID**

Ledger identification code of the ledger for which you want to view information.

**Period From**

Starting fiscal period in the period range for the batch information you want to view.

**Period Thru**

Ending fiscal period in the period range for the batch information you want to view.

**Beginning Balance**

Beginning balance for account/subaccount starting period.
Display/Refresh
Click to display transactions that match the selection criteria.

Period Post
Period transaction was posted.

Tran Date
Date of the transaction.

Description
Description of the transaction.

Amount
Amount of the transaction.

External Reference
Outside company’s reference number, such as customer purchase order number.

Batch Number
Number of the batch in which transaction was created.

Reference
Unique number assigned to further identify the transaction.

Module
Source module that created the transaction.

Journal
Source journal in which transaction was entered.

Quick Print (printer icon)
Click the printer icon to print information displayed.

Details (button)
Click to view source window of the selected transaction. To view the original data entry window for a batch, position the cursor on the row for that batch and click Details. For example, if you are on a line that originated in the Accounts Payable module in Voucher and Adjustment Entry (03.010.00), clicking on the button will load Voucher and Adjustment Entry (03.010.00) with the correct batch and document displaying on screen.

Period Ending Balance
Ending balance for account/subaccount ending period.
Ledger Maintenance (01.310.00)

Use Ledger Maintenance (01.310.00) to set up various ledgers needed for business operations. The Ledger IDs entered in this window will be accessible from other data entry windows such as Journal Transactions (01.010.00).

![Figure 72: Ledger Maintenance (01.310.00)](image)

**Ledger ID**
Ledger identification number; can be alphanumeric characters as well as uppercase letters.

**Description**
Explanation of the purpose of the ledger ID. This description prints on reports.

**Balance Type**
Type of ledger; options are:

- **Actual** — Represents actual financial values for an entity (the ledger will record actual financial information).
- **Budget** — Represents budget information for an entity (the ledger will be used to track budgetary types of data).
- **Statistical** — Represents statistical information for an entity (the ledger will be used to accumulate and report on statistical information).

**Note:** Statistical ledgers follow the debit and credit theory. If entering a statistical number to an income account, enter it as a credit amount if the number is to be positive. If the statistical number is to an expense account, it should be a debit entry to be a positive number.

- **Reporting Currency** — Represents translated or re-measured financial information (the ledger will be used to translate or re-measure financial information); created using the Financial Statement Translation module.

**Base Currency**
Base currency of the ledger (does not apply to statistical balance types). Use the inquiry function to look up valid Currency IDs. Add or edit existing Currency IDs.

**Balancing Required**
Designates whether the ledger must be in balance when entering transactions. Financial transactions should be required to be in balance to avoid trial balances and financial statements that do not
balance. Statistical ledgers would not necessarily need to be kept in balance. Select to require that a ledger must balance before it can be released and posted.
Account/Subaccount Maintenance (01.320.00)

Use Account/Subaccount Maintenance (01.320.00) to add, update, view, and delete account/subaccount combinations. This window is a validation tool used to combine or link subaccounts with accounts, letting you control account/subaccount combinations used during data entry. This helps control data entry and ensure the appropriate information is posting to the appropriate account/subaccount combination. With this feature, no amounts can be entered to account/subaccount combinations that are not set up in Account/Subaccount Maintenance (01.320.00), from any module. In order to use this feature, select Validate Account/Subaccount in the GL Setup (01.950.00).

![Account/Subaccount Maintenance Window](image)

**Figure 73: Account/Subaccount Maintenance (01.320.00)**

**Selection Criteria Area**

Use to display existing account/subaccount combinations. This section allows you to quickly search through the list to find specific combinations. Enter an account number and/or a subaccount number and then click Display. The software displays the combinations for the information entered. To view all of the combinations available, leave the fields in this section blank and then click Display.

**Company ID**

Company identification code.

**Account**

Number of the account. Account and Sub support the use of masking. For example, if you wanted to view all of the combinations for accounts in the 5000 series, you could enter ‘5???’ in Account.

**Sub**

Number of the subaccount associated with the account. Account and Sub support the use of masking. For example, if you wanted to view all of the combinations for accounts in the 5000 series, you could enter ‘5???’ in Account.

**Display**

Click to display selected account/subaccount combinations (the combinations for the values entered in the fields in the Selection Criteria section). To view all of the combinations available, leave the fields in the Selection Criteria section blank and then click Display.
Quick Print (printer icon)
Click the printer icon to print the Acct/Sub Maintenance – Valid Account Combinations report for the data entered in the Selection Criteria section. To print a report of all combinations, leave the fields in the Selection Criteria section blank. To print a report for a group of accounts or subaccounts, enter the information in the Selection Criteria section accordingly. Use question marks (?) to get a range of account or subaccount numbers.
You do not need to click Display prior to printing.

Company ID
Company identification code. The company ID defaults from the Company ID in the Selection Criteria section of this window. You cannot change the company ID displayed here.

Account
Number of the account in the combination. This is the account number to be included in a validation. Use the inquiry function for a list of valid accounts.

Subaccount
Number of the subaccount associated with the account in the combination. This is the subaccount number to be included in a validation. Use the inquiry function for a list of valid subaccounts.
Depending on the validation options selected, the inquiry function may list only values for the individual segments.

Combination Status
Status of the combination; options are:
• Active
• Inactive
You cannot enter a combination that is inactive during data entry. However inactive combinations will still be reflected in financial statements.

Description
Explanation of the account/subaccount combination. The software defaults Description to the description for the account number entered in this combination. Change the description as necessary.

Generate Combinations (button)
Click Generate Combinations to display Account/Subaccount Maintenance Worksheet (01.320.01) to add existing account/subaccount combinations. From within Account/Subaccount Maintenance Worksheet (01.320.01), you can access several subscreens allowing you to quickly generate account/subaccount combinations when a new account or subaccount has been added to the chart of accounts. Once you generate combos, the new account/subaccount combinations are displayed in this worksheet.
When setting up combinations for the first time, the combinations must be entered manually for the master company, as there are no existing combinations from which to generate.
Account/Subaccount Maintenance Worksheet (01.320.01)

Use Account/Subaccount Maintenance Worksheet (01.320.01) to generate account/subaccount combinations in a mass request and to print results for review.

![Account/Subaccount Maintenance Worksheet](image)

**Figure 74: Account/Subaccount Maintenance Worksheet (01.320.01)**

Clicking Generate accesses several tabs which allow you to quickly generate account/subaccount combinations without having to manually enter in every combination possible for a new account or subaccount.

**Company ID**
Company identification code.

**Account**
General Ledger account number.

**Subaccount**
General Ledger subaccount number.

**Description**
Combination of account and subaccount descriptions.

**Generate (button)**
Click to display Generate Acct/Sub Combinations (01.320.02).

**Clear Combos (button)**
Click to clear records from screen and attempt another selection.
Generate Acct/Sub Combinations (01.320.02)

Use Generate Acct/Sub Combinations (01.320.02) to copy existing accounts and subaccounts to build new account/subaccount combinations.

To generate combinations for a subsidiary company while logged into your master company, relationships must first be established between the subsidiary company and the master company. Use the Inter-Company Account/Subaccount Maintenance (13.260.00) screen in the Multi-Company module to establish these relationships. For help with this process, see the Multi-Company user’s guide or the online help.

When entering information in any of the following tabs, keep these helpful hints in mind:

- Do not enter dashes or special characters in a subaccount field.
- You can use a question mark (?) as a wildcard to enter a range of account/subaccount information in the Generate Acct/Sub Combinations (01.320.02) screen. For example, by using 50?? for the account, the software copies all account combinations starting with 50 from Company 0060 to Company 0061. This saves time because you do not have to enter each 5000 account number.
- You cannot use the asterisk (*) wildcard in this screen.

Copy Companies Tab

Use the Copy Companies tab to copy account and subaccount combinations for one company to a new company; available only if the Multi-Company module is installed.

![Copy Companies Tab](image)

Figure 75: Copy Companies tab of Generate Acct/Sub Combinations (01.320.02)

Use the From frame to enter identification of the company from which information is being copied. Use the To frame to enter identification of the company to which information is being copied.

**From Company**

Company identification code of the company to copy accounts/subaccounts from.

**From Account**

Full or partial number of account to copy from.

**From Subaccount**

Full or partial number of subaccount to copy from; use ? wildcard to enter a partial subaccount number.

**To Company**

Identification code of the company to copy accounts and subaccounts to.
To Account
Full or partial number of the account to copy to.

To Subaccount
Full or partial number of the subaccount to copy to.

Note: The Account and Subaccount fields default from the FROM side and cannot be entered.

Copy Accounts Tab
Use the Copy Accounts tab to copy the account structure of an existing account to a new account or from one account to another account.

Figure 76: Copy Accounts tab of Generate Acct/Sub Combinations (01.320.02)
Use the From frame to enter identification of the account from which information is being copied. Use the To frame to enter identification of the account to which information is being copied.

From Account
Number of account to copy from.

From Company
Identification code of company to copy accounts from.

From Subaccount
Full or partial number of subaccount to copy from.

To Account
Number of account to copy to.

To Company
Identification code of company to copy accounts to.

To Subaccount
Number of subaccount to copy to.

Note: The Account and Subaccount fields default from the FROM side and cannot be entered.
Copy Subaccounts Tab

Use the **Copy Subaccounts** tab to copy subaccount structure for an existing subaccount to a new subaccount or from one subaccount to another subaccount.

![Diagram of Copy Subaccounts tab](image)

*Figure 77: Copy Subaccounts tab of Generate Acct/Sub Combinations (01.320.02)*

Use the From frame to enter identification of the subaccount from which information is being copied. Use the To frame to enter identification of the subaccount to which information is being copied.

**From Subaccount**
Number of subaccount to copy *from*; use the (?) wildcard to enter a partial subaccount number.

**From Company**
Identification code of company to copy subaccounts from.

**From Account**
Full or partial number of account to copy from.

**To Subaccount**
Number of subaccount to copy *to*; use the (?) wildcard to enter a partial subaccount number.

**To Company**
Identification code of company to copy subaccounts to.

**To Account**
Number of account to copy to.
Build Combinations Tab

Use the Build Combinations tab to build account/subaccount combinations based upon account/subaccount information and one of the build options. This tab is flexible and allows for masking in both Account and Subaccount.

![Build Combinations tab](image)

Figure 78: Build Combinations tab of Generate Acct/Sub Combinations (01.320.02)

**Account**

Number of account to build; use the ? wildcard to enter a partial account number.

**Subaccount**

Number of subaccount to build; use the ? wildcard to enter a partial subaccount number.

**Company**

Identification code of company.

**Build Options**

Method to use to build the combination; options are:

- Use posted subaccounts — This option builds combinations for the account number entered, for every subaccount which has had a transaction posted to it.
- Use subaccount table — This option builds a combination for the account entered for every subaccount in Subaccount Maintenance (01.270.00).
- Use subaccount segments — This option builds a combination based on the segments of a subaccount.

**Note:** When using either Use subaccount table or Use subaccounts segments, be aware that the account/subaccount combination is going to be generated for every single subaccount or every single segment of a subaccount. If the subaccount structure has several segments, this could be a huge list of account/subaccount combinations.

**Generate (button)**

Click to generate combinations based on values entered. Account/Subaccount Maintenance Worksheet (01.320.01) displays showing the results of the generation.
Extended Budget Maintenance (01.330.00)

Use Extended Budget Maintenance (01.330.00) to complete multiple extended budgeting functions:

- Produce budgets for individual segments of a subaccount based on the segments chosen for extended budgeting in the Budget Info tab of GL Setup (01.950.00).
- Enter budget segment information to produce individual budget segment reports that provide detailed information for a single budget segment.
- Attach a spreadsheet to each account to be used to make calculations, document notes, etc. You cannot load spreadsheet information into a budget.
- Use Budget Distribution Types to distribute budgets in a manner beneficial to your company.
- Enter budget segment information to produce budget segment distribution reports that display monthly distributions for each budgeted line item.

![Figure 79: Extended Budget Maintenance (01.330.00)](image)

**Company ID**

The company ID for the extended budget.

**Account Types to View**

Type of accounts to display in the grid. Options are:

- All Types – Asset, Liability, Income, and Expense
- Asset - Income - Expense
- Income - Expense
- Asset - Expense
- Income Only
- Expenses Only
- Assets Only
Budget Year
Fiscal year for the budget being prepared. **Budget Year** defaults from **Default Year** on the **Budget Info** tab of **GL Setup** (01.950.00). You can enter any valid budget year.

Budget Version
Budget ledger for the budget being prepared. **Budget Version** is defined in **Budget Version Maintenance** (01.370.00).

Budget Version Description
The description of the **Budget Version** defined in **Budget Version Maintenance** (01.370.00).

Budget Set
The subaccount for which you wish to enter extended budget information. Available subaccount segments are defined on **Flexkey Definition** (21.320.00) in the Shared Information module.

The number of segments of the subaccount displayed is based on the segments selected for extended budgeting in the **Budget Info** tab of **GL Setup** (01.950.00).

**Note:** After **Budget Set** is populated, all accounts that had activity in the prior year that match the segment entered display in the grid. If an account did not have activity, it is not displayed. However, you can enter accounts which have had no activity if necessary.

**Note:** Instead of entering a specific subaccount, leave **Budget Set** blank and click **New Set** which provides greater flexibility in the subaccount selected.

New Set (button)
Click **New Set** to open **Create Budget Set** (01.330.02) and define a new budget set.

Budget Set Description
The description of the subaccount selected in **Budget Set**.

Proposed (button)
Click **Propose** to open **Set Proposed Budget** (01.330.04) and update the proposed budget total.

Account (grid)
Number of the account that matches the criteria specified in **Account Types to View**.

Budget Subaccount (grid)
Number of the subaccount that matches the criteria specified in **Budget Set**.

Basis Year Budget (grid)
Amount of the current year budget for the account entered.

Basis Year Actual (grid)
The year-to-date general ledger balance for the account as of the last closed accounting period.

Current Year Estimated (grid)
Total estimated income and expense to be incurred during current fiscal year for the account.

Proposed Budget (grid)
Total proposed annual budget amount proposed for the account. This amount is distributed to each period based on the distribution type.
Account Type (grid)
The Account Type of the account (Income, Expense, Balance Sheet). Account’s typical status: debit or credit; options are:

- Asset — Debit account
- Liability — Credit account
- Income — Credit account
- Expense — Debit account

Revision Date (grid)
Date the budget was last updated. This field defaults to the system date.

Total Basis Year Budget
Displays the currently selected budget ledger-budget segment’s total annual budget for the year specified at Year. This value represents the total budget amount for all accounts appearing in the Details (grid) area of Extended Budget Maintenance (01.330.00).

Total Basis Year Actual
Year-to-date actual budget amount posted to all accounts for the business segment entered.

Current Year Estimated
Total current year estimated income/expense for all accounts for the business segment entered.

Proposed Budget
Total budget amount proposed for all accounts for the business segment entered.

Distribute (button)
Click Distribute to open Budget Distribution (01.340.00) to define the monthly distribution of the proposed budget.

Spreadsheet (button)
Click Spreadsheet to export budget information to Excel. Excel opens and the budget information displays in a spreadsheet that is created within the year specified in Budget Year in the directory specified in Spreadsheet File Directory on the Budget Info tab of GL Setup (01.950.00). The spreadsheet name is the budget version selected in Budget Version and is formatted according to the layout of the BudgetTemplate template file located in the GL folder within the Microsoft Dynamics SL directory.

Quick Print (printer icon)
Click the printer icon to view or print the Budget Segment Detail (01.770.00) report.

Note: The label on several fields will change after you specify the budget version including Basis Year Budget, Basis Year Actual, Total Basis Year Budget, and Total Basis Year Actual. The labels change based on the ledger ID and budget year that you specify in Budget Version Maintenance (01.370.00).

Example: Basis Year Budget will change to BUDGET1 2009 if you specify “2009” in Basis Budget Ledger and you specify “BUDGET1” in Basis Budget Year in Budget Version Maintenance(01.370.00). Basis Year Actual will change to 0000000000 2009 if you specify “2009” in Basis Actual Ledger and you specify “0000000000” in Basis Actual Year in Budget Version Maintenance (01.370.00).
Create Budget Set (01.330.02)

Use to set up a new budget for a selected level of a subaccount. Create Budget Set (01.330.02) is accessed from Extended Budget Maintenance (01.330.00) by clicking New Set.

Figure 80: Create Budget Set (01.330.02)

Fields 1 thru 6

Enter the subaccount segment values and/or wildcards that you would like to use in the budget for each segment. The labels on these fields come from the Subaccount segments that you have setup up in the Subaccount Maintenance (01.270.00) screen. The description field to the right of the field text box will indicate which reporting unit subaccount segment has been selected.

Example: The Allow Wildcard Values option allows you to use a wildcard (?) in your budget preparation. If you are preparing a budget for segment 2 (000) and that particular code is used by numerous locations (segment 3), you can enter the budget segment as 01-000-??-00-00-1. The system will then display all subaccounts that have 000 in segment 2 regardless of the data entered in segment 3.

Budget Account/Subaccount Source

Indicates the accounts and subaccounts to be used as the source for creating the budget. Possible options are:

- Both the actual and budget ledgers that were previously specified in Budget Version Maintenance (01.370.00).
- Just the actual ledger that was previously specified in Budget Version Maintenance (01.370.00).
- Just the budget ledger that was previously specified in Budget Version Maintenance (01.370.00).
- Do Not Preload Accounts, which will allow you to enter these items on your own.

Budget Amount Source

Indicates the source of the budget amount values. Possible options are:

- Just the actual ledger that was previously specified in Budget Version Maintenance (01.370.00).
- Just the budget ledger that was previously specified in Budget Version Maintenance (01.370.00).
- Do Not Set Proposed, which will allow you to enter these items on your own.
Note: If you choose to base the amounts on your previously specified ledgers, you do have the option of changing these amounts by a specified percentage.

Load Budget (button)
Click Load Budget to bring the information that matches your selections into Extended Budget Maintenance (01.330.00).

Set Proposed Budget (01.330.04)
Set Proposed Budget (01.330.04) allows you to create a proposed budget based on either the Actual Ledger or the Budget Ledger. You can adjust the amount up or down by percent.

Set Proposed Budget Column Based on Area
The Set Proposed Budget Column Based on area of the screen allows you to choose whether you want to base your proposed budget on the Basis Actual Ledger or the Basis Budget Ledger information. This information will then populate the Proposed Budget column in the Extended Budget Maintenance (01.330.00) screen.

Option 1:
Selecting this option allows you to select the Basis Actual Ledger information which is stored in the Budget Version Maintenance (01.370.00) screen for a particular Company ID and year combination. The description of this option is populated based on the Basis Actual Year and Basis Actual Ledger fields in the Budget Version Maintenance (01.370.00) screen and will change based on the Company ID and year combination selected.

Option 2:
Selecting this option allows you to select the Basis Budget Ledger information which is stored in the Budget Version Maintenance (01.370.00) screen for a particular Company ID and year combination. The description of this option is populated based on the Basis Budget Year and Basis Budget Ledger fields in the Budget Version Maintenance (01.370.00) screen and will change based on the Company ID and year combination selected.

Change By %:
The Change by % field allows you to increase or decrease an proposed budget by a particular percentage.

Cancel (Button)
Clicking the Cancel button returns you to the Extended Budget Maintenance (01.330.00) screen and does not save your changes.
Load Proposed (Button)

Clicking the Load Proposed button saves your changes made in the Set Proposed Budget (01.330.04) screen and populates the Proposed Budget column of the Extended Budget Maintenance (01.330.00) screen.
Budget Distribution (01.340.00)

Use *Budget Distribution* (01.340.00) to distribute extended budgets. *Budget Distribution* (01.340.00) is accessed from either the main menu, or from within *Extended Budget Maintenance* (01.330.00). If it is accessed from within *Extended Budget Maintenance* (01.330.00), the company and account information will automatically be displayed. If the window is accessed directly from the menu, you will need to enter in account information before you can enter the distribution information.

![Image of Budget Distribution window](image)

**Figure 82: Budget Distribution (01.340.00)**

**Company ID**
The company ID for the extended budget.

**Budget Year**
Budget’s fiscal year.

**Budget Set**
The subaccount for the extended budget. Available account segments are selected on *Flexkey Definition* (21.320.00) in the Shared Information module.

**Budget Set Description**
The description of the *Budget Set* subaccount.

**Account Types to View**
Identifies type of budget accounts for the project. Options are:
- All Types
- Asset - Income - Expense
- Income - Expense
- Asset - Expense
- Income Only
- Assets Only

**Budget Version**
Identification code of the ledger.

**Account (grid)**
Number of the general ledger account defined on *Budget Maintenance (01.250.00).*

**Subaccount**
Number of the general ledger subaccount defined on *Budget Maintenance (01.250.00).*

**Undistributed Amount**
Any remaining budget amount to be distributed.

**Account Type**
Type of the general ledger account defined on *Budget Maintenance (01.250.00).*

**Proposed Budget**
Total budget amount proposed for each account.

**Distribution Type**
Method used for allocating the annual budget amount down to the period level. The options are:
- Actual — Distributes the budget based on how funds were expended for the current year.
- Even — Distributes budget evenly over 12 months of fiscal year.
- Last 12 — Distributes budget based on how funds were expended over last 12 months; uses information from prior fiscal year to calculate distribution.
- Custom — Set up custom distribution.
- Manual — Use to manually distribute budget.

The **Distribution Type** options list is selected when in *Extended Budget Maintenance (01.330.00)*, then select **Distribute** to load *Budget Distribution (01.340.00).*

**Monthly Distribution**
Use to view monthly budget distribution information (the amounts that will be distributed each month based on the distribution type). **Per 1-12** displays the proposed budget distributed on a period bases.

**Total Undistributed**
Total amount undistributed for the project.

**Quick Print (printer icon)**
Click the printer icon to print current extended budget distribution information. It is important to note that this report can only be printed from within *Budget Distribution (01.340.00)* and is not available on the GL Reports menu.
Budget Group Access (01.350.00)

Use Budget Group Access (01.350.00) to enter budget group access rights for each subaccount.

![Figure 83: Budget Group Access (01.350.00)](image)

**Company ID**
The identification code for the company.

**Budget Year**
Budget’s fiscal year.

**Version**
Ledger ID in which the budget is stored.

**Budget Set**
Number of the general ledger subaccount.

**Description**
Description of the budget set subaccount.

**Group ID**
Identification code of the group who has access rights to the subaccount; group ID must be set up in Group Maintenance (95.280.00).

**Access Level**
Type of access right that the group has on the subaccount; options are:

- Full Access
- Read Only
- Create New Only
- Distribute Only
- No Access
Budget Distribution Types (01.360.00)

Use *Budget Distribution Types* (01.360.00) to view information about standard budget distribution types and to enter information about a custom budget distribution type: custom distribution methods for distributing an annual budget amount down to the period level in extended budgeting. By setting up custom distribution types, you can quickly distribute an annual budget amount down to the period level based on your company’s needs.

![Figure 84: Budget Distribution Types (01.360.00)](image)

### Distribution Type
Method used for allocating proposed budget; standard predefined budget distribution types are:

- **Actual** — Distributes the budget based on how funds were expended for the current year.
- **Even** — Distributes budget evenly over 12 months of fiscal year.
- **Last 12** — Distributes budget based on how funds were expended over last 12 months; uses information from prior fiscal year to calculate distribution.
- **Custom** — Set up custom distribution.
- **Manual** — Manually distribute budget; use *Budget Distribution* (01.340.00) to perform the manual distribution.

### Description
Explanation of the budget distribution type.

### Period
Percentage of the amount to distribute in each budget period (January through December).

### Total
Total percentage for all periods.
Budget Version Maintenance (01.370.00)

Use Budget Version Maintenance (01.370.00) to enter budget version information that creates a new budget version for any given year.

Before you can use Budget Version Maintenance (01.370.00), you must have a base budget already set up in the system through Budget Maintenance (01.250.00).

**Company ID**
The company ID that will default in the grid.

**Year**
Fiscal year of new budget version being created.

**Ledger**
Designated ledger for budget version.

**Company ID (grid)**
Identification code of company.

**Description**
Brief explanation of budget version.

**Basis Actual Company ID**
The company ID of the actual budget version.

**Basis Actual Year**
The fiscal year of the actual budget version.

**Basis Actual Ledger**
The ledger for the actual budget version.

**Basis Budget Company ID**
The company ID of the basis budget version.
Basis Budget Year
The fiscal year of the basis budget version.

Basis Budget Ledger
The ledger ID for the basis budget version. For example, if this budget is based on an increase of percentage on another budget, enter the other budget’s ID here.
Account Class Maintenance (01.380.00)

Use Account Class Maintenance (01.380.00) to define account classes in addition to the four standard account classes: asset, liability, income, and expense. With additional classes you can categorize your accounts to a more detailed level. For example, you could have several asset classes such as current assets, fixed assets, other assets, etc.

![Figure 86: Account Class Maintenance (01.380.00)](image)

**Account Class** is available for selection when printing reports. Accounts classes are not available in reports written in the Management Reporter module.

**Class ID**
Account class identification code.

**Note:** Class ID can be very beneficial in sort or select statements. For example, if you have a class ID for fixed assets, you can print a report including only those accounts using the class ID.

**Description**
Name of the account class.
Process Screens

Release GL Batches (01.400.00)

Use Release GL Batches (01.400.00) to release all balanced, unposted general ledger transaction batches, except recurring batches, for posting to general ledger accounts; must have a balanced status (the result of selecting Release Later at Batch Handling in Journal Transactions (01.010.00)) before you can release it for posting.

Figure 87: Release GL Batches (01.400.00)

Release GL Batches (01.400.00) generates a Batch Control report of all batches released once the batch release process is finished, provided you have selected Automatic Batch Control in GL Setup (01.950.00).

After transaction batches are released, they will post to the General Ledger in one of two ways depending on the posting option chosen in GL Setup (01.950.00). If the posting option is set to post when batches are released, they will post automatically. If the option is set to not post during release, you will need to access Post Transactions (01.520.00) and post the transactions.

Select Company Area

Use to select which company’s batches (balanced batches for releasing) are displayed. Options are:

- **Specific** — Select to display batches for a specific company. Then, enter the company ID at Company ID.
- **All** — Select to display batches for all companies.

Company ID

Company identification code for specific company. If you select Specific at Select Company, enter the company ID. If you select All at Select Company, Company ID will be unavailable and all balanced batches for all companies will be displayed.

Selected

Determines which batches will be released for posting; defaults to being checked when Release GL Batches (01.400.00) is opened. Select the check box next to any balanced, unposted transaction batches you wish to release for posting to the general ledger. Clear the box for those batches you want to keep in a balance status and not release.
**Batch Number**
Unique identifying code of each batch that can potentially be released for posting.

**Company**
Company identification code.

**Status**
Current condition of the batch in the system; options are:
- Hold — Not to be released.
- Balanced — Ready for release.
- Unposted — Released for posting but not yet posted.
- Posted — Released and posted.

**Journal Type**
Identifying code of each batch’s book of original entry. For example, GL specifies the general journal.

**Ledger ID**
Identification code of ledger to release for posting.

**Batch Control**
Total amount of all transactions in each batch.

**Select All (button)**
Click to select all displayed batches for release for posting (this selects all check boxes under **Selected**).

**Clear All (button)**
Click to deselect all displayed batches (this clears all check boxes under **Selected**). You can select which batches you want to release.

**Begin Processing (button)**
Click to start the release for posting process once the appropriate batches are chosen. The software will release all of the batches where **Selected** is selected.
Generate Consolidation (01.500.00)

Use Generate Consolidation (01.500.00) to produce a file that consolidates the general ledger activity (summarizes the transactions) occurring in a subsidiary database for an accounting period. Only posted transactions are consolidated. Unposted or unreleased transactions are not included in a consolidation file.

![Image of Generate Consolidation (01.500.00) screen]

Figure 88: Generate Consolidation (01.500.00)

This file is transported to the location of the parent database and the file is read into the General Ledger using Read Consolidation (01.510.00).

**Caution!** When using consolidations, it is extremely important to have close control over the timing and the periods for which transactions are made. If a voucher or journal transaction is entered into a prior period in a subsidiary, after the Consolidation process has been run, an additional consolidation entry must be created by the subsidiary and read into the parent database in order to maintain the proper balances in both the subsidiary and the parent.

**Caution!** You cannot recreate a consolidation file. During the consolidation process, the software populates a consolidated amount field in the ACCTHIST table indicating the amount being consolidated. When a new consolidation is performed, the software compares the amount in the consolidation field with the amount in the period to date field and only creates an entry for differences found.

**Company to Consolidate**
Identification code of the company whose ledger you want to consolidate. You can use the inquiry function for a list of companies available. Type ALL to consolidate all companies.

**Ledger to Consolidate**
Identification code of the ledger to consolidate. The default Ledger which records all normal financial transactions will default here. You may also want to specify a statistical ledger to consolidate for analysis at the parent level.

**Period to Consolidate**
Fiscal period and year from which to prepare the consolidation file. **Period to Consolidate** defaults to the current period. Enter the appropriate period using the format PP-YYYY. This process should also be run for prior periods if any entries have been posted to prior periods.
Name of File to Generate

Name of the consolidation file; format is IIIIPPYY.999, where:

- IIII = subsidiary company ID, entered at Company ID in GL Setup (01.950.00)
- PP = fiscal period
- YY = fiscal year
- 999 = last three digits of the database access number in use during file creation

The path defaults to the Microsoft Dynamics SL program directory. It is preferred to create a directory devoted to holding consolidation files until they have been transferred successfully to the parent.

The default file name uses the Company ID from the Master Company Info tab of GL Setup (01.950.00) as the first four characters of the file. The next four characters represent the fiscal period and year. The extension is numeric and is incremented with each new file that is created.

Browse (button)

Click to find the location to store the consolidation file.

Begin Processing (button)

Click to start the consolidation process (create the consolidation file).

Note: Transactions are included in consolidation files only one time! Transactions are marked during the consolidation process and cannot be consolidated again. If you run this process again for the same fiscal period, the resulting file includes only the net activity posted to accounts since the last time the consolidation process was run.
Read Consolidation (01.510.00)

Use Read Consolidation (01.510.00) to import the contents of a consolidation file into a database.

Caution! It is possible to read a consolidation file into the same database more than once, or into multiple databases. Be sure to control the consolidation files carefully to avoid posting an entry more than once.

Note: To read XML files created from the Microsoft Retail Management System, see “Reading Consolidation Files” on page 45.

Consolidate to Company
Identification code of the company to receive the contents of the consolidation file (the target company ID). This is the company ID that will be used in the journal transaction created from the consolidation.

Consolidate to Ledger
Identification code of the ledger to receive the contents of the consolidation file. This ledger ID does not have to be the same as the ledger ID of the subsidiary.

Period to Post
Fiscal period and year to which the batch of transactions in the consolidation file should be posted; default is the current fiscal period-year. Enter the period to post using the format PP-YYYY.

Note:
- This does not have to be the same as the period in the source database. This allows you to maintain consolidated balances with companies of differing year ends.
- The ability to enter a batch for a closed period or year is based on the posting options selected on the GL Setup (01.950.00), Options tab and whether you have Initialization Mode permission for this screen in System Manager Access Rights Maintenance (95.270.00). In addition, Initialize mode must be activated before you enter the batch.

Name of File to be Read
The fully-qualified path to and file name of the consolidation file to read into the database.

Browse (button)
Click to locate the consolidation file.
General Ledger

Begin Processing (button)
Click to start the read consolidation file process. After the process is complete, a journal transaction with a Consolidation type and a balanced status can be found in Journal Transactions (01.010.00).
Post Transactions (01.520.00)

Use Post Transactions (01.520.00) to post batches of transactions that have been released for posting to the appropriate general ledger accounts. You can post batches to the current period or a prior period. You can choose to post all batches from all modules and companies or from specific modules and companies. In addition, specific batches can be selected for posting.

**Example:** You can choose to post only your Accounts Payable entry at this time.

![Post Transactions (01.520.00)](image)

You cannot post transactions to future periods until those periods become current. Batches for future periods will be held until their period is current.

Transactions will not show up on General Ledger reports until the Post Transactions (01.520.00) process is complete, unless the report includes a format allowing you to choose unposted information. Also, if entries are made to future periods, they will not be reflected until the General Ledger is closed to that future period (that is an entry to next January will not post until next January).

**Caution!** Once a batch has been posted, you cannot make changes to the batch. You will need to enter a new journal transaction with the correcting entries.

**Select Module Area**

Use to specify the batches that display. Options are:

- **Specific** — Select to display transactions for a specific module.
- **All** — Select to display all transactions batches for all modules.

**Module**

Module identification code.

**Select Company Area**

Use to specify the batches that display. Options are:

- **All** — Select to display transactions for all companies.
- **Specific** — Select to display transaction batches for a specific company.

**Company ID (select)**

Company identification code.
Refresh (button)  
Click to update the display based on the selected search criteria.

Selected (Grid/Form)  
Select to post the batch.

Batch Number (Grid/Form)  
Number assigned to a particular batch.

Module (Grid/Form)  
Identification code of the module in which the batch was created.

Company (Grid/Form)  
Identification code of the company in which the batch was created.

Select All (button)  
Click to select all displayed batches for posting.

Clear All (button)  
Click to deselect all displayed batches.

Begin Processing (button)  
Click to start the post transactions process for the selected batches.
Generate Recurring (01.530.00)

Use Generate Recurring (01.530.00) to produce any batches of recurring transactions required to complete an accounting period. Recurring transactions are ones that repeat periodically for the same amounts. Examples of recurring transactions include depreciation, amortization, and automatic bank withdrawals for insurance premiums.

Recurring transactions are initially set up in Journal Transactions (01.010.00) like any other journal transaction, except that **Current Cycle** and **Number of Cycles** are used. These fields determine how often and how many times a recurring entry will be used to create a journal transaction.

Once a recurring transaction has been entered, it must be generated using Generate Recurring (01.530.00) before it can update the General Ledger. Generate Recurring (01.530.00) creates a journal transaction from the recurring transaction (that is, creates a copy of the original entry for posting to the General Ledger) and decrements **Number of Cycles** by 1 for the recurring transaction. For example, assume a recurring journal transaction has a **Current Cycle** of 1 and **Number of Cycles** of 12. The next time it goes through the generation process, **Number of Cycles** is reduced to 11.

Generate Recurring (01.530.00) provides options for viewing all recurring entries, or only those for a specified company. Options are:

- **Specific** — Select to generate recurring transaction batches for a specific company in the database.
- **All** — Select to generate recurring transaction batches for all companies in the database.

**Caution!** If a recurring entry is not processed for several months, when you run Generate Recurring (01.530.00), the software will generate a batch for each month to bring the recurring batch current.
Company ID - Select Company
Company identification code.

Selected (Grid/Form View)
Select to generate recurring transactions for the accounting period.

Batch Number (Grid/Form View)
Unique identifying code of each recurring transaction batch that can potentially be generated.

Company (Grid/Form View)
Company identification code.

Status (Grid/Form View)
Current condition of each recurring batch in the system; options are:
- Hold — Not to be released.
- Balanced — Ready for release.
- Unposted — Released for posting but not yet posted.
- Posted — Released and posted.

Journal Type (Grid/Form View)
Identifying code of each batch’s book of original entry; for example GJ specifies the general journal.

Ledger ID (Grid/Form View)
Ledger identification code.

Batch Control (Grid/Form View)
Total amount of all transactions in each recurring transaction batch.

Release and Post
Select to automatically release and post recurring transactions after they are generated.

Select All (button)
Click to select all displayed recurring batches for transaction generation.

Clear Selections (button)
Click to deselect all displayed recurring batches.

Begin Processing (button)
Click to start the recurring transaction generation process for the selected batches.
Closing (01.560.00)

Use Closing (01.560.00) to close one or all accounting modules for a fiscal period. Closing is normally performed at the end of each accounting period.

![Closing (01.560.00)](image)

Figure 92: Closing (01.560.00)

The closing process performs several “housekeeping” functions:

- Detail deletion can be done at any time using Closing (01.560.00) or Delete GL Detail (01.570.00). You do not have to delete detail at the same time the module is being closed. Closing a module without deleting detail will generally cause the closing to not take as long. Unwanted data will be deleted according to the data retention settings specified in the setup screen of each module. The Field Service modules currently have no data retention settings and no processes for deleting historical data.

- If you are closing a period, Closing (01.560.00) will set the current period to the next period. This makes the entry screens in the module default to the new period.

- If you are closing a year, Closing (01.560.00) will set the current year and period to the first period of the new year. It will also establish the new year beginning balances for the asset and liability accounts with the old year’s net income closing to the retained earnings account. The period to date and year to date history for the old year will be retained.

You do not have to close the accounting period for all modules at the same time. You can close some modules while leaving others open for remaining activity. For example, you can close the Payroll module and begin a new period while holding the Accounts Payable module open for the old period. The exception to this is the General Ledger, which cannot be closed ahead of the other modules.

**Note:** if you need to change the year for a reason other than closing the year, see the Knowledgebase article “How to change from a fiscal year to a calendar year in General Ledger in Microsoft Dynamics SL” at [https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb:en-us;873596](https://mbs2.microsoft.com/Knowledgebase/KBDisplay.aspx?scid=kb:en-us;873596).

**Module**

Names of all accounting modules.

**Current Fiscal Period**

Period to close for each module. This value is display only and can only be changed by closing.

**Closing Type**

Type of closing; options are:

- Do Not Close — Do not close the module.
• Period — Close the module for a fiscal period.
• Year — Close the module for a fiscal year.

**Note:** Purchasing does not have a closing type option.

**Delete Detail**
Select to delete a module’s obsolete activity details, such as transactions or history, after closing the module. Only the detail that falls outside of the retention setting in GL Setup (01.950.00) will be deleted. You can also use Delete GL Detail (01.570.00) to delete obsolete detail.

**Note:** You may be reluctant to delete detail. Remember that the process only deletes closed items that are older than the retention periods set up in GL Setup (01.950.00) for each module. If the retention levels are set appropriately, detail can be deleted without concern.

In larger databases, deleting detail during the closing process might slow down the process significantly. You may prefer to delete the detail using Delete GL Detail (01.570.00).

**Note:** You might want to use Delete GL Detail (01.570.00) rather than Closing (01.560.00) because the period being deleted is actually displayed in the window.

The problems with not deleting detail regularly are increased data file size and reduced system performance. Also, when the detail is finally deleted, the deletion process can take a significant amount of time, due to the buildup of old data.

**Begin Processing (button)**
Click to start the closing process for selected modules.
Delete GL Detail (01.570.00)

Use Delete GL Detail (01.570.00) to remove the obsolete transactions and balances of general ledger activity no longer needed for business operations.

![Delete GL Detail (01.570.00)](image)

**Figure 93: Delete GL Detail (01.570.00)**

**Current Period**
Period and year that is the beginning point for general ledger detail deletion.

**Delete Detail From**
Fiscal year and period when the software should begin deleting general ledger transaction detail.

**Delete History From**
Fiscal year when the software should begin deleting general ledger history.

**Begin Processing (button)**
Click to start the general ledger detail deletion process.
Generate Allocations (01.580.00)

Use Generate Allocations (01.580.00) to create a batch of allocation transactions for allocation groups defined in Allocation Group Maintenance (01.290.00).

When open, Generate Allocations (01.580.00) displays any Allocation Groups which are active and have a starting and ending period range which includes the current period. Options are available to view groups for all companies or specific companies, and for selecting the specific Allocation Groups to process.

Generate Allocations (01.580.00) also includes a Period to Post function, which defaults to the current fiscal period. Period to Post can be changed to any prior period, which causes the Allocation Group to use the amounts from that period when calculating the entry. The entry will also be set to post to the period in field. This allows you to create an Allocation Group and apply it to prior periods, as necessary.

When Allocation Groups are processed, the resulting entries are created with a status of Balance. The entries can then be released using Release GL Batches (01.400.00). They can also be recalled in Journal Transactions (01.010.00) and edited before release.

Note: When an allocation batch is generated, the reference number fields in the entry indicate LS for the rows with Source account information and LD for the rows with Destination account information.

If the results of the allocation process are not what you expected, the allocation entry can be deleted and the process can be rerun.

Period to Post
Fiscal period and year to which the software should post the allocation transaction batch.

Select Company Area
Use to display allocation transaction batches. Options are:

- Specific — Select to display allocation transaction batches a specific company.
- All — Select to display allocation transaction batches for all companies.

Company ID - (select company)
Company identification code.
Update Previously Allocated Amounts
Selecting **Update Previously Allocated Amounts** allows the user to run allocation(s) multiple times in the same period without reallocating previously allocated amounts. This check box has effect on the outcome only if you are using contra accounts. The **Percent Limit Type** does however. If the limit percent is by period, the second allocation will not happen. If the limit percent is by allocation, the second allocation will happen but it will be for half of the balance in the account. This assumes you post the first allocation before running the second allocation.

**Example:** If the period-to-date balance equals $1,000, and you have already run an allocation for 80% without selecting the **Update Previously Allocated Amounts** check box, the balance in the account is $200. When you run the same allocation again in the same period, it will allocate the 80% based on the account balance of $200.

**Selected**
Select to generate allocation transactions for a group.

**Ledger ID**
Ledger identification code.

**Group ID**
Identification code of each allocation group.

**Company ID (detail)**
Company identification code.

**Description**
Explanation of the allocation group ID.

**Allocation Method**
Method making allocations to destination accounts; options are:

- **Percent** — amount allocated is distributed to each destination account according to the percent for each account; total percents for all destination accounts in a group must equal 100%.
- **Unit Ratio** — amount allocated is distributed to each destination account according to the ratio between the units for each account and the total units of all destination accounts; unit used is user defined.
- **Actual Period-to-Date** — amount allocated is distributed to each of the destination accounts according to the ratio of each account’s period-to-date balance to the total period-to-date balance of all destination accounts.
- **Actual Year-to-Date** — amount allocated is distributed to each of the destination accounts according to the ratio of each account’s year-to-date balance to the total year-to-date balance of all destination accounts.
- **Ledger Period-to-Date** — amount allocated is distributed to each of the destination accounts according to the ratio of each account’s ledger amount for a particular period to the total ledger amount for that period for all destination accounts.
- **Ledger Year-to-Date** — amount allocated is distributed to each of the destination accounts according to the ratio of each account’s annual ledger amount to the total annual ledger amount of all destination accounts.

**Select All (button)**
Click to select all displayed allocation groups for transaction generation.
Clear Selections (button)
Click to deselect all displayed allocation groups.

Begin Processing (button)
Click to start the transaction generation process.
Setup and Integrity Screens

GL Setup (01.950.00)

Use GL Setup (01.950.00) to adapt the General Ledger module to the structure of your company or organization.

Options Tab

Use the Options tab to define default account, batch, and database settings. Also use to define default reversing entry, reference number, detail retention, department, and account validation settings.

Use the Automatic Reversing Entries area to specify when reversing entries are generated. When creating journal transactions in General Ledger, you can have the entry automatically reverse. This creates a mirror image of the original entry, set to post in the next accounting period. This is quite useful for accrual entries and for entries made to correct mispostings. The setting here specifies the point at which the reversing entry is created – at the time the original entry is released, or during the closing process. It is generally best to create the reversing entry at the time the original batch is released.

Use the Auto Reference area to specify whether or not and how reference numbers are assigned to general ledger transactions. Journal Transactions (01.010.00) includes a Reference Number field for each row of detail. Auto Reference allows you to choose to have the program increment the reference number on each new row of detail. The reference number is included on the Detail General Ledger (01.620.00) report and in Account History Detail (01.300.01). With large batches, it is easier to locate a row within the batch if you have a unique reference number for each row. The Auto Reference number is within the batch and does not carry from batch to batch in the General Ledger.

Figure 95: GL Setup (01.950.00), Options tab
Account Information area

YTD Net Income
Liability/equity account used for reporting current year-to-date net income on the Balance Sheet. The YTD Net Income account is updated whenever an amount is posted to an income or expense account, so that it has a balance equal to the net income. A separate YTD Net Income balance is maintained for each subaccount.

Caution! Because the YTD Net Income account is updated automatically. No entries should be made to this account.

Retained Earnings
Liability/equity account used for reporting retained earnings on the Balance Sheet. The Retained Earnings account is updated only when the General Ledger module is closed for the year. It is updated by the amount in the YTD Net Income account, which in turn is adjusted to zero during the closing process. A separate Retained Earnings balance is maintained for each subaccount.

Caution! The Retained Earnings account should not have entries posted to it, except at the end of a year when owner equity entries may be necessary.

Batch Information area

Last Batch Number
Unique numeric code assigned to a transaction batch that distinguishes the batch from all other batches in the database. The value at Last Batch Number is maintained by the system, displaying the last number used in the General Ledger module. To start the numbering for the batches at a different number, enter a higher number in this field.

Note: Consider setting the batch number in each module to start with a different number (for example, 100000 for GL, 200000 for AR, 300000 for AP, etc.). This prevents duplicate batch numbers in the system. While the software can handle duplicate batch numbers from different modules, it can sometimes be confusing to users. Also, having unique numbers for every batch makes it easier to filter reports by batch number.

Post Batches on Release
Determines which batches will automatically post to the General Ledger and when they will be posted; options are:

- Disabled — Do not post Accounts Receivable, Accounts Payable, or General Ledger batches to General Ledger on batch release. Another step is required before posting is completed. All batches must be selected for posting through the Post Transactions (01.520.00) screen.
- In GL Only — Post only General Ledger batches on batch release. Batches from Accounts Receivable and Accounts Payable modules will require an additional step of selection in the Post Transactions (01.520.00) screen.
- In GL, AR & AP — Post General Ledger, Accounts Receivable, and Accounts Payable batches on release within their modules.

Automatic Batch Reports for all Modules
Select to specify that a batch control report is automatically generated for all modules at the completion of batch-level operations, such as entering receipts, applying payments, or releasing batches for posting. If you do not select Automatic Batch Reports for all Modules, no batch reports will be produced for any of the modules. Batch reports are more useful for some users than others. You might find that a lot of paper is consumed by reports that are not being reviewed. If so, clear Automatic Batch Reports for all Modules. Reports with the same information can be produced as needed, from each of the modules.
Another option is to have some modules print batch reports. To do this, select the **Automatic Batch Reports for all Modules** check box; then select each the check box in the **Disable Batch Reports for the following Module(s)** area for each module for which you do not want to automatically print batch reports.

**Disable Batch Reports for the following Module(s)**

The module check boxes are enabled if the **Automatic Batch Reports for all Modules** check box is selected. Select those modules for which you do not want to print batch reports. If none of the check boxes are selected, batch reports will print for all of the listed modules.

**Edit Only in Init Mode**

Select to specify that you can edit transaction batches only when the software is in the Initialize mode. When General Ledger journal transaction batches are released for posting, it is still possible to retrieve them prior to posting and make revisions. By selecting this option, you must be in Initialize mode in order to retrieve released batches. (Initialize mode must be used in order to modify unposted batches from other modules, regardless of this setting.)

See the System Manager online help or user guide for more information on Initialize mode.

**Auto Reference Area**

**Automatic Reference Increment**

Select to increment transaction reference numbers automatically.

**No Automatic Increment**

Select to manually control the numbering format of each transaction reference number entered.

**Optional On Each Batch**

Select to specify for each new transaction batch entered on **Journal Transactions** (01.010.00), whether or not reference numbers should be assigned to transactions.

**Retention area**

**Periods to Retain Module Trans**

Maximum number of periods prior to the current one to retain general ledger transactions created by other modules (Accounts Receivable, Accounts Payable, Payroll, etc.) in the database. The setting affects retention only for batches coming to the General Ledger from the other modules.

The **Periods to Retain Module Trans** detail can be viewed in **Account History Detail** (01.300.01) and appears on the **Detail General Ledger** (01.620.00) report.

**Periods to Retain GL Trans**

Maximum number of periods prior to the current one to retain transactions created by the General Ledger module. The setting affects retention only for batches originating in the General Ledger.

The **Periods to Retain GL Trans** detail can be viewed in **Account History Detail** (01.300.01) and appears on the **Detail General Ledger** (01.620.00) report.

**Years to Retain GL Balances**

Maximum number of fiscal years prior to the current one to retain general ledger balances. If you need to print financial statements with 5 years of comparison, **Years to Retain GL Balances** will need to be set for at least 5 years. GL balances can be viewed in **Account History** (01.300.00) and are used when producing financial statements. If detail is desired when using drilldown in Management Reporter, you must retain the detail for the GL balances.

**Caution!** There are trade-offs to consider when setting retention levels. In the beginning, the settings will not have a lot of impact, as there will not be much history to retain. But as data begins to
accumulate in the files, performance will begin to decline, backups will take longer, and reports will not print as quickly. Although you may want to set the retention levels quite high, be realistic in considering the number of periods for which detail is needed. The retention settings can be changed at any time.

Note: Transaction detail should be retained in the General Ledger for a minimum of 18 to 24 months. This allows you to produce a Detail General Ledger (01.620.00) report for an entire year, six to 12 months after closing, allowing time for all audit and tax adjusting entries to be posted.

Automatic Reversing Entries area

Generate while closing
Select to automatically generate reversing entries when closing.

Generate while releasing
Select to automatically generate reversing entries when releasing.

Database Defaults area

Default Ledger ID
Used to identify the ledger ID for all General Ledger module screens and processes. The default ID is the ledger that contains the actual financial book numbers. All entries in the system must have a ledger specification. The Default Ledger ID is used to fill the Ledger field during data entry. A different ledger ID can be entered at that time, if necessary.

Caution! The entry in Default Ledger ID should be the ledger containing the actual operating information. This field cannot be changed once entries have been made.

Note: All of the Management Reporter reports use the “Actual” ledger, which is the default ledger that the software uses. To be consistent and save time, you may want to use the “Actual” ledger as the default.

Activate Multi-Company with Inter-Company Processing
Activates multi-company processing (that is, activates the Multi-Company module) for the application database.

Allow Multiple Companies in a Single Database
Allows users to have more than one company in the database. You cannot select this check box without first selecting Activate Multi-Company with Inter-Company Processing.

Activate Centralized Cash Processing
Used to activate the centralized cash control function. You cannot select this check box without first selecting Activate Multi-Company with Inter-Company Processing and Allow Multiple Companies in a Single Database.

When this option is selected, the software creates all of the necessary entries in Accounts Payable, Accounts Receivable, General Ledger, and Cash Manager to facilitate the control to the central company.

Centralized Cash Control allows organizations to manage their cash from a central company. Concentrating funds into a central company helps to make cash management easier, assists in investment decisions, helps to control payments, and reduces the complexity of inter-company relationship. In many organizations, each operating entity may have their own checks. They also have business transactions with other entities in the organization. Controlling the cash from a central company is accomplished in four main steps:

- All Accounts Payable vouchers are paid by the central company.
• All Accounts Receivable payments are received by the central company. The central company applies the cash to the individual company invoices.
• Each company maintains a bank account and these accounts are “swept” frequently and deposited into the central company.
• Inter-company transactions are maintained between the central company and the individual companies so that the central company can report at any time what is due or from each company. An additional reason for the inter-company relationships with the central company is so the central company can exact finance charges on any outstanding balance a subsidiary has with it.

Account Validation area

Validate Account/Subaccount
Select to restrict data entry to specific account/subaccount combinations. For example, if all balance sheet entries should be made to subaccount 0100, using validation would prevent an entry to a cash account and subaccount 0210. If account/subaccount validation is used, the valid combinations must be set up in Account/Subaccount Maintenance (01.320.00).

Validate Account/Subaccount at Posting
Select to validate account and subaccount combinations at the time entries are posted. If you do not select Validate Account/Subaccount at Posting, validation of the combinations takes place during data entry.

Caution! If you plan to use Account/Subaccount Validation, you should activate it and enter the values in Account/Subaccount Maintenance (01.320.00) before setting up or using any of the other modules. Otherwise, it will be possible to create entries in the other modules which will not be allowed once the validation is activated.

Caution! The Account/Subaccount Validation process is an “all or nothing” process. You cannot have some accounts and subaccounts validated, and have other combinations not validated.

Quick Print (printer icon)
Click the printer icon to print the GL Setup report.
Master Company Info Tab

Use the Master Company Info tab to display the name, address, telephone and fax numbers, and company and employer ID of your master company.

![Image of Master Company Info tab]

Figure 96: GL Setup (01.950.00), Master Company Info tab

The Master Company Info tab displays information that has been entered in Company Maintenance (98.280.00) under the Utility menu. If changes are necessary, they should be made in Company Maintenance (98.280.00).

The Company Name appears in the headings of most of the reports; much of the rest of the information is used on the 1099s printed from the Accounts Payable module.

As the tab name indicates, the information displayed is for the Master Company, which is the first company set up in Company Maintenance (98.280.00).

Company ID

Unique code assigned to the subsidiary of a multi-subsidiary company that distinguishes the subsidiary from all other subsidiaries in the parent company database. This field defaults from the first company setup company maintenance.

Company Name

Specifies the name under which your company does business.

Address Line 1

Suite number or the name and number of the company's street location.

Address Line 2

Post office box number, if any, or the name and number of the company’s street location.
City
Municipality where your facility is located; can be either a subsidiary or parent company location.

State/Province
Standard two-letter state or province abbreviation.

Postal Code
Five-digit zip code or the newer ZIP+4.

Country/Region
Standard three-letter country or region abbreviation.

Telephone/Ext
Telephone number, including area code, and appropriate telephone extension number.

Fax/Ext
Facsimile number, including area code, and any appropriate extension number.

Employer ID
Company's federal employer identification number.
Fiscal Info Tab

Use the Fiscal Info tab to define the fiscal year and fiscal periods of your company: the number of periods in the year, the current period and the fiscal period ending dates.

The information for this tab is normally entered during the initial setup and is never changed. However, it is possible to change the number of periods and the period ending dates at any time. This is sometimes necessary in the event a company changes its year end, or if the company has varying month-end dates (such as the last Friday of each month).

While the traditional number of periods in a year is 12, some companies use a 13th period for year-end adjusting entries, to prevent distorting financial statements for the 12th period. The number of fiscal periods can be changed, but this should be done only after a year end close.

If the company has a fiscal year, an option in the Fiscal Year area indicates whether the year at Fiscal Year is the beginning or the ending of the fiscal year.

If two fiscal periods have the same year-end date, the software closes the Payroll module only once for the year.

**Periods In Fiscal Year**

Number of accounting periods in your company’s fiscal year; number can be changed at a later date.

**Current Fiscal Period**

Current fiscal period; initially, the period you initialize the General Ledger module and enter beginning balance transactions, which should be the period prior to the one you plan to begin regular General Ledger module operations.
Fiscal Year
Use to specify how you define the fiscal year, which is either the calendar year in which it begins or the calendar year in which it ends.

Beg. Calendar Year
Select to identify the year as the start of the fiscal year.

End. Calendar Year
Select to identify the year as the end of the fiscal year.

Fiscal Period Ending Dates
Use to specify the ending dates for each period in the fiscal year. The format is MM/DD, where DD is the last day of the month. Period 1 through Period 13 specifies the ending date for the period in the fiscal year.
Currency Info Tab

Use the Currency Info tab to define the base currency information, including base currency ID, caption description to appear on some reports and Accounts Payable checks, currency symbol, currency description, and decimal precision.

![Currency Info Tab](image)

Figure 98: GL Setup (01.950.00), Currency Info tab

**Currency ID**
Identification code of the base, primary, or default currency.

**Currency Caption**
Base currency description to appear with amount text when printed on checks.

**Currency Symbol**
Monetary symbol associated with the base currency.

**Description**
Explanation of the base currency ID.

**Decimal Places**
Number of places to the right of the decimal to maintain for base currency amounts; default is two places.
Chart of Acct Order Tab

Use the Chart of Acct Order tab to specify the account type order option to use for your company's chart of accounts (that is, the order of the account types in the chart of accounts).

Select Reporting Order for Chart of Accounts

Specifies the sequential order that the account types are to be arranged in your chart of accounts; ordering options are:

- **1) Assets 2) Liabilities 3) Income and Expenses** — Arrange in the order asset accounts first, liability accounts second, and income and expense accounts third. (The asset accounts must be at the first of the list, followed by the liabilities. Income and expense accounts are allowed to be mixed, but must follow the liabilities.)

- **1) Assets 2) Liabilities 3) Income 4) Expenses** — Arrange in the order asset accounts first, liability accounts second, income accounts third, and expense accounts fourth. (Assets are followed by liabilities. The income accounts follow the liabilities, with no mixing allowed with the expense accounts.)

- **1) Income 2) Expenses 3) Assets 4) Liabilities** — Arrange in the order income accounts first, expense accounts second, asset accounts third, and liability accounts fourth.

- **1) Income and Expenses 2) Assets 3) Liabilities** — Arrange in the order income and expense accounts first, asset accounts second, and liability accounts third.

  **Note:** The third and fourth options are similar to the first and second options, with different account orders allowed.

- **Custom Order** — Permit the accounts to be arranged in any order during chart of accounts setup.
To change the order from the default, you must be in Initialize mode. Once the order is set and the chart of accounts is set up, this window should not be changed.
Budget Info Tab

Use the **Budget Info** tab to specify budget defaults and segment selections. Use the Defaults section to enter default information for the Extended Budget module.

**Figure 100: GL Setup (01.950.00), Budget Info tab**

**Default Year**

Fiscal year for the budget being prepared (the year for which you will be entering budgets); does not prevent activity to other budget years. The year can be overridden during data entry, if necessary.

**Default Budget Ledger**

Default budget ledger for the budget. When entering budgets, the ledger ID entered in here is entered automatically in **Budget Version**. A different ID can be entered at that time, if necessary.

**Budget Segment Selection**

Specifies the subaccount segments used for budgeting in **Extended Budget Maintenance** (01.330.00). The budget subaccount segment options appearing here are defined on **Flexkey Definition** (21.320.00) in the Shared Information module. Up to eight budget subaccount segments can be defined. See the **Shared Information** online help or user guide for more information. You can select one, any combination, or all segments listed here.

**Spread Sheet File Directory**

Specifies the location where the budget Excel spreadsheet will be stored.
Posting Options Tab

Use the **Posting Options** tab to determine how to handle posting to closed accounting periods and prior fiscal years. You must post all prior period batches with a **Status** of *Balanced*, including those that contain recurring transactions, before you restrict posting to prior periods.

![Figure 101: GL Setup (01.950.00), Posting Options tab](image)

**Allow posting to closed fiscal periods for all Modules (check box)**

Select this check box to permit the entry of batches to any prior period in all modules, regardless of the fiscal year. **Allow posting to closed fiscal periods for all Modules** is selected by default. **Years to Retain GL Balances**, on the **Options** tab, controls the number of prior periods/years to which a user can post a batch.

If you decide to prevent posting to prior periods in regular transaction processing, you can designate individuals, based on your organization’s business practices, who will have Initialization Mode access rights in the screens so that they can override the posting restrictions.

When the **Allow posting to closed fiscal periods for all Modules** check box is cleared, each module check box in the **Allow posting to closed fiscal period for the following Module(s)** area is enabled. You can select each module’s check box individually, as needed for specific modules.

**Example:** If you want to be able to only post back to another period in General Ledger, clear the **Allow posting to the closed fiscal periods for all Modules** check box. Then select the General Ledger check box in the **Allow posting to closed fiscal period for the following Module(s)** area.

**Note:**

- The ability to post to closed periods in Project Management and Accounting is not affected by this change. By default, Project Management and Accounting screens do not allow for posting to prior periods. To enable posting to prior Project Management and Accounting periods, select the **Allow Posting of a Financial Batch to a Prior Period** check box in *Project Controller Setup* (PA.SET.00).
You must post all prior period batches, including those that contain recurring transactions with a Status of Balanced, before you can enable this feature.

Prevent posting to prior fiscal years (check box)
Select this check box to restrict the entry of batches for prior fiscal years. The check box is available if Allow posting to closed fiscal periods for all Modules is selected, or, if any individual modules are selected in the Allow posting to closed fiscal periods for the following Module(s) area. Prevent posting to prior fiscal years is cleared by default. Years to Retain GL Balances on the Options tab controls the number of prior periods/years to which a user can post a batch.

Allow posting to closed periods for the following Module(s)
If the Allow posting to closed fiscal periods for all Modules check box is cleared, you can select specific modules. The modules that you select will allow for posting to prior periods, all other modules will not allow for posting to prior periods.

Only specified users will be allowed to post to a prior period. By default, no user (except SYSADMIN and members of Administrators group) will be able to specify a prior period unless you give the user access rights, at the View level or higher, to the Hard Close Feature (01.HC0.00) screen. The Hard Close Feature (01.HC0.00) screen is not a physical screen, but is an entry in the Access Rights Maintenance (95.270.00) screen so that you can give rights to users and groups for the feature.

Note:
- To revoke permissions to specify a prior period, you must remove the Hard Close Feature (01.HC0.00) row from Access Rights Maintenance (95.270.00) for the user or group.
- The ability to post to closed periods in Order Management is not affected. By default, Order Management screens allow for posting to previous periods if Initialization rights are given to the user.
- The ability to post to closed periods in Project Management and Accounting is not affected by this change. By default, Project Management and Accounting screens do not allow for posting to prior periods. To enable posting to prior Project Management and Accounting periods, select the Allow Posting of a Financial Batch to a Prior Period check box in Project Controller Setup (PA.SET.00).
Extended Budgeting Setup (01.960.00)

Use Extended Budgeting Setup (01.960.00) to define extended budgeting options.

![Extended Budgeting Setup (01.960.00) interface](image)

**Figure 102: Extended Budgeting Setup (01.960.00)**

**Company ID**

The identification code for the company.

**Budget Subaccount Fill Segments Area**

In the Budget Subaccount Fill Segments area, the subaccount flexkeys are listed as separate fields. In the Budget Info tab of the GL Setup (01.950.00) screen, you selected segments to use in budgeting. Those segments are disabled in this screen. However, segments not designated for budgeting are available for entry. Define a value for these subaccount segments. If the value required does not exist, it must be set up in the Flexkey Table Maintenance (21.330.00) screen in the Shared Information module.

**Create New Budget Subaccounts When Required (check box)**

If the Create New Budget Subaccounts When Required check box is selected, all subaccounts will automatically be created utilizing mask values previously supplied.

**Allow Wildcard Values (check box)**

Select Allow Wildcard Values to use a wildcard (?) in your budget preparation. For example, if you want to prepare a budget for a subaccount that uses 000 as the value in segment 2 and any value in segment 3, a wildcard will allow you to enter the subaccount number as 01-000-??-00-00-1. The system will then display all subaccounts that have 000 in segment 2, regardless of the data entered in segment 3.
Use Budget Groups (check box)

A group of users can have access to the budgets as long as the group is set up in System Manager Group Maintenance (98.280.00). Select from the list the appropriate level of access to the budgets. If a group is not available, it can be designated in Access Rights Maintenance (95.270.00).
GL Integrity Check (01.990.00)

Use GL Integrity Check (01.990.00) to check the integrity (completeness and accuracy) of general ledger account balances against the transactions making up those balances. This process is useful if your financial reports are showing what you believe are incorrect balances. After you have verified the accuracy of your report settings, you can run this process to verify the data is correct. If problems are found, they will be noted in an event log. In this case, you should print the event log for review. GL Integrity Check (01.990.00) should be run periodically with any noted errors reconciled or corrected. The options only verify the data in the General Ledger module and do not change any data. Contact your partner or Microsoft Dynamics SL support to help you resolve any issues that you find.

Figure 103: GL Integrity Check (01.990.00)

GL Integrity Check (01.990.00) only verifies data; it does not manipulate the data in any way.

**Caution!** No data is manipulated in GL Integrity Check (01.990.00). However, in other modules, the Integrity checks do actually manipulate data.

**Caution!** During processing, users should not be working with transactions for General Ledger. This includes releasing batches from other modules that create General Ledger entries.

**Compare GL Totals by Account Type**
Select to base the integrity check on account balance information only and verify that assets equal total liabilities plus equity (income minus expenses) for the period. If there are differences, an event log entry is created.

**Compare PTD Balances with Actual Activity**
Select to compare the period-to-date balance of each account and subaccount to the underlying General Ledger transactions comprising each balance to ensure that the period-to-date transaction detail matches the account and subaccount balance kept for the period. If there are differences, an event log entry is created.

**Compare PTD to YTD GL History**
Select to base the integrity check on account balance information only and sum each account’s period-to-date balances, and then compare this sum to the account’s year-to-date balances to ensure that the two are equal. If there are differences, an event log is created.

**Validate Posted Batches**
Select to review all posted transaction batches to ensure that they balance and equal their associated batch control totals. Each General Ledger batch is checked to verify that the debits equal the credits and, in turn, equal the batch control totals. If there are differences, an event log entry is created.
Verify YTD Balances by Period
Select to compare the year-to-date balance of each account and subaccount to the underlying General Ledger transactions comprising the balance to ensure that all period-to-date transaction detail matches the year-to-date account and subaccount balance. If there are differences, an event log entry is created.

Begin Processing (button)
Click to start the integrity verification process for the options selected.
Reports

Reprint GL Batch Control Reports (01.410.00)

Use Reprint GL Batch Control Reports (01.410.00) to print the Batch Control reports of selected general ledger transaction batches. You can reprint the control report for any batch that has its detail retained in the General Ledger module.

Figure 104: Reprint GL Batch Control Reports (01.410.00)

Batch Control reports may need to be reprinted for a variety of reasons, such as printer jams or loss of the original report.

Note: Some companies want to print and keep the Batch Control reports but do not want to tie up their printers during the day. A company could chose not to select Automatic Batch Reports in GL Setup (01.950.00), and then use the Reprint GL Batch Control Reports (01.410.00) to print all of the reports at the end of the day.

Select Batch Area

Use to specify whether the software displays all or selected transaction batches in Reprint GL Batch Control Reports (01.410.00) when you click Begin Processing. Options are:

- **Batch Range** — Batch number or range of batch numbers for which you want to display or print batch control reports. Then enter in the first batch in the range at From Batch and the last batch in the range at Thru Batch.

  Note: If you have one batch you want to display and you know the batch number, use Selected and enter the batch number at both From Batch and Thru Batch.

- **All** — Select to display or print all General Ledger batches.

From Batch

Starting point for the selected batch range.

Thru Batch

Ending point for the selected batch range.
Select Company Area
Select to display or print batch control reports for a specific company. Options are:

**Specific** — Select to display batches for a specific company. Then enter the company ID at **Company ID**.

**All** — Select to display batches for all companies.

**Company ID (select company)**
Identification code of the company for which you want to display or print batch control reports. If you select Specific at **Select Company**, enter the Company ID. If you select All at **Select Company**, **Company ID** will be unavailable and all batches for all companies will be displayed.

**Display/Refresh (button)**
Click once you have completed the top part of **Reprint GL Batch Control Reports (01.410.00)** to update the display based on the selected search criteria (the software fills in the grid with the batches meeting the criteria specified).

**Selected (Detail)**
Select to display or reprint the batch control report for the batch.

**Batch Number (Detail)**
Unique identifying code of each batch for which you can display or print a batch control report.

**Company (Detail)**
Company identification code.

**Screen Number (Detail)**
Screen used to enter each batch into the database; for example, 01010 specifies the General Ledger Journal Transactions (01.010.00) screen.

**Status (Detail)**
Current condition of each general ledger batch in the system; options are:
- Posted
- Unposted
- Completed

**Journal Type (Detail)**
Book of original entry for each batch; for example, GJ specifies the general journal.

**Batch Control (Detail)**
Total amount of all transactions in each batch.

**Select All (button)**
Click to select all displayed batches for batch control report printing.

**Clear Selections (button)**
Click to deselect all displayed batches.

**Begin Processing (button)**
Click to start display or print batch control reports for the selected batches.
The Trial Balance (01.610.00) report displays the beginning, current-period, and ending balances for each account and subaccount. It includes columns for making balance adjustments. Print the Trial Balance (01.610.00) in whole or in part to review and balance key accounts. Key accounts include cash accounts, accounts receivable accounts, accounts payable accounts, inventory accounts, and others that you have identified. Once the key accounts have been balanced and you are prepared to close, you will want to print a Trial Balance (01.610.00) for the General Ledger Period binder.

To print the complete Trial Balance (01.610.00) report, use the standard settings. If you want to print the Trial Balance (01.610.00) for specific accounts, use the Select tab to enter the accounts you want to print.
Report Tab

The Report tab contains information unique to the report. See the System Manager online help or user guide for information about the other fields on the tab.

![Trial Balance (01.610.00) Report, Report tab](image)

Figure 106: Trial Balance (01.610.00) Report, Report tab

**Report Format**

Specifies the type of statements to print; options are:

- **Combined Totals** — Generate in a format that shows each account and subaccount’s net debits or net credits (net activity for the period in either the Debit or Credit column).
- **Debit & Credit Totals** — Generate in a summarized format that includes each account and subaccount’s total debits and credits.

**Period to Report**

Specifies the fiscal period and year for which to generate the Trial Balance (01.610.00) report. This defaults to the current period. You can enter any other period prior to the current period. Period information is only limited by your retention policies.
Options Tab

Use the **Options** tab to select additional criteria that will further control the content of the report.

![Trial Balance (SSRS) (01.611.00) Report, Options tab]

**Figure 107: Trial Balance (SSRS) (01.611.00) Report, Options tab**

**Suppress Zero Balance Accts w/no Activity (check box)**

Select this check box to exclude general ledger accounts that have no balance and were not updated by transactions during the period of the report.

**Suppress All Zero Balance Accounts**

Select this check box to leave out all general ledger accounts that have no balance.
Trial Balance (SSRS) (01.611.00)

The Trial Balance (SSRS) (01.611.00) report is created using SQL Server Reporting Services (SSRS). However, the steps you will follow to create the report are like those for Trial Balance (10.610.00).

You can use this report to view the beginning, current period, and ending balances for each account and subaccount. The report includes columns you can use to make balance adjustments. Print the whole report or part of it to review and balance key accounts. Key accounts include those for cash, accounts receivable, accounts payable, inventory, and others that you have identified. After you have balanced the key accounts and you are prepared to close, print a trial balance report to store in your organization’s General Ledger Period binder.

![ Trial Balance (SSRS) (01.611.00) Report ]

To print the complete Trial Balance (SSRS) (01.611.00) report, use the standard settings. If you want to print the report for specific accounts, use the Select tab to enter the accounts you want to print.
Report Tab

The Report tab contains information unique to this report. See the Reporting Guide online help or user guide for information about the other fields on the tab.

![Trial Balance (SSRS) (01.611.00) Report, Report tab](image)

**Figure 109**: Trial Balance (SSRS) (01.611.00) Report, Report tab

**Report Format**

Specifies the type of statements to print; options are:

- Combined Totals (SSRS) — Generate in a format that shows each account and subaccount’s net debits or net credits (net activity for the period in either the Debit or Credit column).
- Debit & Credit Totals (SSRS) — Generate in a summarized format that includes each account and subaccount’s total debits and credits.

**Report Date**

Report Date defaults to the current business date and appears in the header of the report. You can change the date as needed.

**Beg/End Period**

In Beg/End Period you can specify beginning and ending period numbers to create the range of posted data that want to include on your report. Both fields default to the current General Ledger period to post.

**Beg/End Page Nbr**

In Beg/End Page Nbr the page range is set for the printing of an entire report. However, you can enter beginning and ending page numbers to print a single page or several.

**Copies**

In Copies select the number of duplicates you want to print.
Options Tab

Use the Options tab to select additional criteria that will further control the content of the report.

Figure 110: Trial Balance (SSRS) (01.611.00) Report, Options tab

Suppress Zero Balance Accts w/no Activity

Select this check box to exclude general ledger accounts that have no balance and were not updated by transactions during the period of the report.

Suppress All Zero Balance Accounts

Select this check box to leave out all general ledger accounts that has no balance.
Detail General Ledger (01.620.00)

The **Detail General Ledger** (01.620.00) report lists all transactions posted to the General Ledger along with their beginning and ending balances. This information can be reported for a single period or across a range of periods.

This report is generally used for auditing and archiving General Ledger information and viewing information for account analysis. It can also be used to reconcile the Accounts Payable and Accounts Receivable aging reports.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Item</th>
<th>Description</th>
<th>Balance</th>
<th>Account</th>
<th>General</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2000</td>
<td>01:02</td>
<td>4428</td>
<td>00120</td>
<td>Detail General Ledger</td>
<td>12,050,478.89</td>
<td>98.60</td>
<td>12,050,478.89</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 11.1: Detail General Ledger (01.620.00) Report**

To print the complete **Detail General Ledger** (01.620.00) report, use the standard settings. If you want to print the **Detail General Ledger** (01.620.00) report for specific accounts, subaccounts, etc., you can use the **Select** tab to enter the information you want to print.

The **Detail General Ledger** (01.620.00) report has expanded footnotes that will point out possible data discrepancies in the system. These footnotes are shown on the last page of the report, and have the following formats:

**Standard Format**

- ^ - Indicates the period entered for the transaction is different from its period to post. This situation occurs when the transaction is entered at the end of a month but it applies to the next month or it is entered at the beginning of a month but it applies to the previous month. The ^ symbol prints to the left of the transaction line.
• ** — Indicates the Ending Balance printed on the Detail General Ledger for the account and subaccount for the period does not match its YTD Balance in Account History (01.300.00). Ending Balance is calculated by 1) for asset and expense accounts: Beginning Balance + net Debit Amount – net Credit Amount or 2) for liability and income accounts: Beginning Balance – net Debit Amount + net Credit Amount. This situation occurs when an account’s balance was established in Account History (01.300.00) using Initialize Mode and transactions were not entered to support the balance. The ‘**’ symbol prints to the right of the account/subaccount period total line.

• *** — Indicates the Ending Balance printed on the Detail General Ledger for the account does not match its YTD Balance in Account History (01.300.00). Ending Balance is calculated by 1) for asset and expense accounts: Beginning Balance + net Debit Amount – net Credit Amount or 2) for liability and income accounts: Beginning Balance – net Debit Amount + net Credit Amount. This situation occurs when an account’s balance was established in Account History (01.300.00) using Initialize Mode and transactions were not entered to support the balance. The ‘***’ symbol prints to the right of the account type total line.

Multi-Currency Format

• — Indicates transactions do not exist to support the total period activity for the account and subaccount. This situation occurs when an account’s balance was established in Account History (01.300.00) using Initialize Mode and transactions were not entered to support the balance. The situation also occurs for the account designated as YTD Net Income in GL Setup (01.950.00). The ‘*’ symbol prints to the right of the transaction line.

• ** — Indicates the Ending Balance printed on the Detail General Ledger for the account and subaccount for the period does not match its YTD Balance in Account History (01.300.00). Ending Balance is calculated by 1) for asset and expense accounts: Beginning Balance + net Debit Amount – net Credit Amount or 2) for liability and income accounts: Beginning Balance – net Debit Amount + net Credit Amount. This situation occurs when an account’s balance was established in Account History (01.300.00) using Initialize Mode and transactions were not entered to support the balance. The ‘**’ symbol prints to the right of the account/subaccount period total line.

• # — Indicates the Total Assets do not equal the Total Liabilities or the Total Net Income does not equal the Ending Balance of the YTD Net Income account on the Detail General Ledger. This situation occurs when the account balance for an income or expense account was established in Account History (01.300.00) using Initialize Mode and the balance of the YTD Net Income account was not updated to include the amount. The ‘#’ symbol prints to the right of the account type total line.
• # — Indicates the Total Assets do not equal the Total Liabilities or the Total Net Income does not equal the Ending Balance of the YTD Net Income account on the Detail General Ledger. This situation occurs when the account balance for an income or expense account was established in Account History (01.300.00) using Initialize Mode and the balance of the YTD Net Income account was not updated to include the amount. The ‘#’ symbol prints to the right of the account type total line.

---

**Figure 112: Detail General Ledger (01.620.00) Report – Footnotes**

**Report Tab**

The Report tab defines the options controlling the appearance and content of the Detail General Ledger (01/620.00) report.

**Figure 113: Detail General Ledger (01.620.00) Report, Report tab**

**Report Format** specifies the type of statements to print; options are:

- **Standard** — Prints information in base currency derived from the AcctHist and GLTran tables.
- **Multi-Currency** — Prints information in both base and transaction currency derived from the CuryAcct and GLTran tables.
Report Date
Identifies the date the report is being printed. It defaults to the current business date, and appears in the header section of the report. The default date can be overwritten.

Beg/End Period
Specifies beginning and ending period numbers for the range of period to post fields that will appear in the report. Both fields default to the current General Ledger period, but can be overwritten.

Options Tab
The Options tab is used to select additional criteria to further control the content of the Detail General Ledger (01.620.00) report.

Print Only Accounts with Activity
When checked, the only accounts that will be processed are those that have activity for the specified period(s).

Do Not Print Period Total Information
When checked, all period total information will be suppressed.

Do Not Print Account Total Information
When checked, all account total information will be suppressed.
**Chart of Accounts (01.650.00)**

The *Chart of Accounts (01.650.00)* report displays all of your company’s valid general ledger accounts.

---

**Figure 115: Chart of Accounts (01.650.00) Report**

**Report Tab**

Information unique to the report. See the System Manager online help or user guide for information about the other fields on the tab.

**Report Format**

Specifies the type of statements to print; options are:

- **Standard** — Generate the report in the standard Chart of Accounts report format.
- **Multi-Currency** — Generate the report in a format that includes multiple-currency information, if such information is available from the Currency Manager module.
Subaccounts (01.660.00)

The Subaccounts (01.660.00) report lists the information of your company’s subaccounts. Subaccounts are defined on Subaccount Maintenance (01.270.00) and Flexkey Table Maintenance (21.330.00) in the Shared Information module.

![Subaccounts (01.660.00) Report](image)

<table>
<thead>
<tr>
<th>Subaccount</th>
<th>Description</th>
<th>Consolidation Exit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-009-00-00-0</td>
<td>Default test</td>
<td>0000000000000000A</td>
<td>A</td>
</tr>
<tr>
<td>01-069-00-00-0</td>
<td>Administration-Canada</td>
<td>0100000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>01-065-00-00-0</td>
<td>Administration-France</td>
<td>0100000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>01-065-00-00-0</td>
<td>Administration-Germany</td>
<td>0100000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>01-065-00-00-0</td>
<td>Administration-Italy</td>
<td>0100000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>01-059-00-00-0</td>
<td>Administration-UK</td>
<td>0100000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>01-055-00-00-0</td>
<td>Administration-Controller</td>
<td>0110000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-223-00-00-0</td>
<td>Sales Added From Budget Main</td>
<td>0222330000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-A</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-A</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-B</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-C</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-D</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-E</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-F</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>02-220-00-00-0</td>
<td>Sales Administration-G</td>
<td>0222000000000001A</td>
<td>A</td>
</tr>
<tr>
<td>09-099-00-00-0</td>
<td>Default</td>
<td>0909999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Consulting Division</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-270-00-00-0</td>
<td>Consulting, Tech Support</td>
<td>0227099999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Consulting, GeC Consulting</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Consulting, GeC Consulting</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Consulting, GeC Consulting</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Engineering, Project Mgmt</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Engineering, Engineers</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
<tr>
<td>02-099-00-00-0</td>
<td>Events Division</td>
<td>0209999999999999A</td>
<td>A</td>
</tr>
</tbody>
</table>

Figure 116: Subaccounts (01.660.00) Report
Account Classes (01.670.00)

Account Classes (01.670.00) lists the categories of accounts defined on Account Class Maintenance (01.380.00). Account classes are assigned to accounts on Chart of Accounts Maintenance (01.260.00). Standard account classes are asset, liability, income, and expense.

<table>
<thead>
<tr>
<th>Class ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETS</td>
<td>Assets</td>
</tr>
<tr>
<td>COGS</td>
<td>Cost of Goods Sold</td>
</tr>
<tr>
<td>CURRASSET</td>
<td>Current Assets</td>
</tr>
<tr>
<td>EXPENSES</td>
<td>Expenses</td>
</tr>
<tr>
<td>FIXEDASSET</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>INTASSETS</td>
<td>Intangible Assets</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>Liabilities</td>
</tr>
<tr>
<td>LTIAB</td>
<td>Long Term Liability</td>
</tr>
<tr>
<td>NCASET</td>
<td>Non-Current Assets</td>
</tr>
<tr>
<td>OPEREXP</td>
<td>Operating Expenses</td>
</tr>
<tr>
<td>OPERINC</td>
<td>Operating Income</td>
</tr>
<tr>
<td>OTHEREXP</td>
<td>Other Expenses</td>
</tr>
<tr>
<td>OTHERINC</td>
<td>Other Income</td>
</tr>
<tr>
<td>OWNIEQ</td>
<td>Owner's Equity</td>
</tr>
<tr>
<td>STIAB</td>
<td>Short Term Liability</td>
</tr>
</tbody>
</table>

Figure 117: Account Classes (01.670.00) Report
GL Transactions (01.680.00)

The GL Transactions (01.680.00) report lists all transactions posted to general ledger accounts and subaccounts, as well as, all unposted transactions entered. For posted transactions, you can sort the report in either account order or journal type and batch order. Unposted transactions are always listed in journal type and batch order and list transactions entered through subsidiary ledgers.

Figure 118: GL Transactions (01.680.00) Report

Report Tab

The Report tab contains information unique to the report. See the System Manager online help or user guide for information about the other fields on the tab.

Report Format

Specifies the type of statements to print; options are:

- Unposted — Generate the report for all unposted transactions.
- Posted — Generate the report for all posted transactions.
- Unposted, Multi-Currency — Generate the report for all unposted transactions in a format that includes multiple-currency information, if such information is available from the Currency Manager module.
- Posted, Multi-Currency — Generate the report for all posted transactions in a format that includes multiple-currency information.

Beg/End Period

Specifies the beginning and ending period numbers of the range of periods to report. On the GL Transactions (01.680.00) report, all transactions are listed from the beginning and ending periods, plus all periods in between the two.
Allocation Groups (01.710.00)

The Allocation Groups (01.710.00) report lists information of any account allocation groups you have set up for your company. Allocation group information includes the group source account(s), the destination account(s), plus any factors or limitations used to distribute the year-to-date balance from the source to the destination account(s). Allocation group information is entered on Allocation Group Maintenance (01.290.00).

Figure 119: Allocation Groups (01.710.00) Report
Ledgers (01.720.00)

The Ledgers (01.720.00) report provides a listing of all ledgers in the database.

<table>
<thead>
<tr>
<th>Ledger ID</th>
<th>Description</th>
<th>Balance Type</th>
<th>Balancing Required</th>
<th>Base Copy ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>010000000001</td>
<td>Financial Ledger</td>
<td>A</td>
<td>Y</td>
<td>BAS</td>
</tr>
<tr>
<td>ACTUAL</td>
<td>Actual Ledger</td>
<td>A</td>
<td>Y</td>
<td>BAS</td>
</tr>
<tr>
<td>BUDGET1</td>
<td>Budget for Financial Ledger</td>
<td>B</td>
<td>N</td>
<td>BAS</td>
</tr>
<tr>
<td>REV123</td>
<td>Budget for actual Ledger</td>
<td>B</td>
<td>N</td>
<td>BAS</td>
</tr>
</tbody>
</table>

Figure 120: Ledgers (01.720.00) Report
# Budget Distribution (01.740.00)

The *Budget Distribution (01.740.00)* report displays all budget distributions.

---

![Figure 121: Budget Distribution (01.740.00) Report](image)

---
Out of Balance Exception (01.750.00)

The **Out of Balance Exception (01.750.00)** report displays all budget distributions with out of balance amounts.

---

**Figure 122: Out of Balance Exception (01.750.00) Report**
### Budget Segment Detail (01.770.00)

Based on Budget Segment, the **Budget Segment Detail (01.770.00)** report pulls all budget ledger data for the company, fiscal year, ledger, and segment combination.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Budget</th>
<th>Actual</th>
<th>Year-End Est.</th>
<th>Avg. Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>03:450-AA-00-00-1</td>
<td>Insurance Officers’ Life</td>
<td>000.00</td>
<td>100.00</td>
<td>100.00</td>
<td>50.00</td>
<td>200.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>450.00</td>
<td>150.00</td>
<td>150.00</td>
<td>50.00</td>
<td>300.00</td>
<td>350.00</td>
</tr>
<tr>
<td>03:450-AA-00-00-1</td>
<td>Uniforms</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>50.00</td>
<td>200.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
<td>100.00</td>
<td>400.00</td>
<td>500.00</td>
</tr>
<tr>
<td>03:450-AA-00-00-1</td>
<td>Report/News/Building</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>500.00</td>
<td>2,000.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>500.00</td>
<td>2,000.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>03:450-AA-00-00-1</td>
<td>Office Supplies</td>
<td>000.00</td>
<td>50.00</td>
<td>50.00</td>
<td>25.00</td>
<td>100.00</td>
<td>125.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>25.00</td>
<td>100.00</td>
<td>125.00</td>
</tr>
<tr>
<td>03:450-AA-00-00-1</td>
<td>Pulp/News/Readers</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
<td>000.00</td>
</tr>
<tr>
<td><strong>Total Segment</strong></td>
<td></td>
<td>1,550.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>500.00</td>
<td>2,550.00</td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

*Figure 123: Budget Segment Detail (01.770.00) Report*
Budget Version Detail (01.780.00)

The *Budget Version Detail* (01.780.00) report details account history for all distinct account/subaccount combinations from the three ledgers associated with a budget version: the Budget Ledger, the Basis Actual Ledger and the Basis Budget Ledger.

**Note:** This report prints for the current period only.

---

*Figure 124: Budget Version Detail (01.780.00) Report*
GL Batch Register (01.800.00)

GL Batch Register (01.800.00) displays information of various types of general ledger transaction batches in summary or detail. Selecting the summary format displays header information for each batch (batch number, status, journal type, period entered and period posted, data entry screen number, and batch control amount). Selecting the detail format displays header-detail information for each batch (all batch summary information plus accounts, subaccounts, account descriptions, transaction amounts, etc.).

Figure 125: GL Batch Register (01.800.00) Report, detail format

<table>
<thead>
<tr>
<th>Batch</th>
<th>Status</th>
<th>Journal Type</th>
<th>Period Entered</th>
<th>Period Posted</th>
<th>Header Amount</th>
<th>Batch Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>P</td>
<td>GU</td>
<td>12-00</td>
<td>12-00</td>
<td>01-009</td>
<td>335.25</td>
</tr>
<tr>
<td>00100</td>
<td>P</td>
<td>GU</td>
<td>12-00</td>
<td>12-00</td>
<td>01-009</td>
<td>2,340.80</td>
</tr>
<tr>
<td>00200</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>61,592.90</td>
</tr>
<tr>
<td>00300</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>14,422.95</td>
</tr>
<tr>
<td>00400</td>
<td>P</td>
<td>GU</td>
<td>13-09</td>
<td>13-09</td>
<td>01-009</td>
<td>371.75</td>
</tr>
<tr>
<td>00500</td>
<td>P</td>
<td>GU</td>
<td>12-00</td>
<td>12-00</td>
<td>01-009</td>
<td>1,072,276.17</td>
</tr>
<tr>
<td>00600</td>
<td>P</td>
<td>GU</td>
<td>12-00</td>
<td>12-00</td>
<td>01-009</td>
<td>6,422.45</td>
</tr>
<tr>
<td>00700</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>244,890.08</td>
</tr>
<tr>
<td>00800</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>43,390.65</td>
</tr>
<tr>
<td>00900</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>75.75</td>
</tr>
<tr>
<td>00000</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>1,899.15</td>
</tr>
<tr>
<td>00100</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>58,030.90</td>
</tr>
<tr>
<td>00200</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>14,932.90</td>
</tr>
<tr>
<td>00300</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>3,065,430.30</td>
</tr>
<tr>
<td>00400</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>214,890.85</td>
</tr>
<tr>
<td>00500</td>
<td>P</td>
<td>GU</td>
<td>13-09</td>
<td>13-09</td>
<td>01-009</td>
<td>371.75</td>
</tr>
<tr>
<td>00600</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>1,072,276.17</td>
</tr>
<tr>
<td>00700</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>6,422.45</td>
</tr>
<tr>
<td>00800</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>244,890.08</td>
</tr>
<tr>
<td>00900</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>43,390.65</td>
</tr>
<tr>
<td>00000</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>75.75</td>
</tr>
<tr>
<td>00100</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>1,899.15</td>
</tr>
<tr>
<td>00200</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>58,030.90</td>
</tr>
<tr>
<td>00300</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>14,932.90</td>
</tr>
<tr>
<td>00400</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>3,065,430.30</td>
</tr>
<tr>
<td>00500</td>
<td>P</td>
<td>GU</td>
<td>13-09</td>
<td>13-09</td>
<td>01-009</td>
<td>214,890.85</td>
</tr>
<tr>
<td>00600</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>371.75</td>
</tr>
<tr>
<td>00700</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>1,072,276.17</td>
</tr>
<tr>
<td>00800</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>6,422.45</td>
</tr>
<tr>
<td>00900</td>
<td>P</td>
<td>GU</td>
<td>12-09</td>
<td>12-09</td>
<td>01-009</td>
<td>244,890.08</td>
</tr>
</tbody>
</table>

Figure 126: GL Batch Register (01.800.00) Report, summary format

Report

The Report tab contains information unique to the report. See the System Manager online help or user guide for information about the other fields on the tab.
Report Format
Specifies the type of report to print. Options are:

- **Detail** — Generate the report in a header-detail format that includes all batch summary information plus account and subaccount numbers, account descriptions, transaction amounts, etc.

- **Summary** — Generate the report in a summarized format that includes the selected information of each batch: batch number, status, journal type, periods entered and posted, data entry screen number, and batch control amount.

- **Detail, Multi-Currency** — Generate the report in a detailed format that includes multiple-currency information, if such information is available from the Currency Manager module.

Beg/End Period
Specifies the beginning and ending periods to report. All batches posted to periods within the range are included on the report.
The GL Edit (01.810.00) report lists the information of various types of general ledger transaction batches, nonrecurring batches with an On Hold status, recurring batches, and manual batches.

**Report Tab**

The Report tab contains information unique to the report. See the System Manager online help or user guide for information about the other fields on the tab.

**Report Format**

Specifies the type of statements to print; options are:

- GL Edit Report — Generate the report in the standard by-batch format.
- GL Edit Report, MC — Generate the report in the standard format but also include multiple-currency information, if such information is available from the Currency Manager module.

**Beg/End Period**

Specifies the beginning and ending period numbers of the range of periods to report. On the GL Edit (01.810.00) report, all applicable transactions and batches are listed from the beginning and ending periods, plus all periods in between the two.
Glossary of Terms

Account/Subaccount Combination
Links an account and subaccount together to control which combinations can be used for data entry.

Adjustment Transaction
A transaction used to make a one-sided adjustment to an account balance; creating and editing adjustment batches requires the software to be in Initialize mode.

Allocation Group
One or more source accounts and one or more destination accounts, together with the factors and/or limits used to distribute all or a portion of the year-to-date balance from each source account to a destination account.

Allocation Transaction
A batch type used for batches created on Generate Allocation Transactions (01.580.00).

Base Currency
Primary currency used for maintaining and reporting your company's financial information.

Chart of Accounts
All the accounts needed to use Microsoft Dynamics SL for financial processing.

Consolidation Account
The general ledger account into which subsidiary consolidation accounts are posted during the consolidation process.

Consolidation File
Summarizes the general ledger activity occurring in a database for an accounting period.

Consolidation Transaction
A batch type reserved for batches created on Read Consolidation File (01.510.00).

Fiscal Period
Month and year in MM/YY format.
Journal Type
Identifying code that associates a batch with a standard accounting book of original entry.

Ledger
A company's financial or tax books, a budget, statistics, or a translated set of financials.

Manual Transaction
A transaction that occurs regularly but for a different amount each time. Typically used by a CPA to set up a standard set of journals for clients.

Non-recurring Transaction
A one-time transaction or a transaction that does not occur regularly. This is the most common transaction, typically used to enter cash receipts, cash disbursements, purchases, payments, and corrections.

Recurring Transaction
A transaction that occurs regularly for a fixed amount each time, typically used for amortization entries. Once created, a recurring transaction is saved in the database and processed automatically whenever you use Generate Recurring Transactions (01.530.00).

Subaccounts
Business segment identifiers that help you maintain and report business activity by division, profit center, or department.
Index

A
Account balances reviewing 73
Account classes defining 137
Account history reviewing 70
Account history detail reviewing 71, 105
Account inquiries performing 110
Account integrity checking 172
Account numbers structure 7
Account/subaccount balances reviewing 74
Account/subaccount combinations copying 121
generating 120
maintaining 118
Account/subaccount details reviewing 75, 114
Account/subaccount summaries reviewing 112
Accounts deleting 77
displaying 187
Allocation group information displaying 191
Allocation groups defining 98
Allocation transactions generating 152
Auto reversing 34, 85

B
Balances deleting 151
Base currency balances reviewing 108
Basic operating budgets creating 51
setting up 53
Batch control reports printing 47, 175
reprinting 47
Batch information displaying 199
Batch types defining 33
Batches deleting 78
posting 145
releasing 139
Budget defaults setting up 52
Budget distribution entering 131
Budget distribution types defining 64
Budget group access entering 133
setting up 54
Budget segment information entering 125
Budget versions creating 67
entering 135
Budgets distributing 65
importing 53, 60
setting up 51

C
Chart of accounts setting up 9
structuring 7
Checking account integrity 172
data integrity 80
Closing General Ledger 49, 149
year 150
Consolidation accounts using 8
Consolidation errors correcting 45
Consolidation file 144
Consolidation files generating 141
reading 143
Copy From screen 89
Copying account/subaccount combinations 121
Correcting consolidation errors 45
Creating basic operating budgets 51
budget versions 67
extended budgets 51
Currency account detail reviewing 72

D
Data checking integrity 80
deleting 79
Database back up 31
Database access number 142
Defining account classes 137
allocation groups 98
batch types 33
budget distribution types 64
chart of accounts 94
subaccounts 97
Deleting
accounts 77
balances 151
batches 78
data 79
subaccounts 77
transactions 151
Displaying
accounts 187
allocation group information 191
batch information 199
posted transactions 190
subaccount information 188, 189
Distributing
budgets 65

E
Entering
budget distribution 131
budget group access 133
budget segment information 125
budget versions 135
journal transactions 136
Extended budgets
creating 51

G
General Ledger
closing 49, 149
setting up 155
Generating
account/subaccount combinations 120
allocation transactions 152
consolidation files 141
recurring transactions 147

I
Importing
budgets 53, 60

J
Journal transactions
entering 82

L
Ledgers setting up 116

M
Maintaining
account/subaccount combinations 118
Multi-Company 20

O
Operating budgets
setting up 91

P
Performing
account inquiries 110
Posted balances
reviewing 103
Posted transactions
displaying 190
Posting 148
batches 145
Printing
batch control reports 47, 175
reports 76

R
Reading
consolidation files 143
Recurring transactions
 generating 147
Releasing
batches 139
Reports
printing 76
Reprinting
batch control reports 47
Reviewing
account balances 73
account history 70
account history detail 71, 105
account/subaccount balances 74
account/subaccount details 75, 114
account/subaccount summaries 112
base currency balances 108
currency account detail 72
posted balances 103
standard budget distribution 134
transaction detail 103
transactions 105

S
Screens
Copy From 89
Setting up
basic operating budgets 53
budget defaults 52
budget group access 54
budgets 51
chart of accounts 9
General Ledger 155
ledgers 116
operating budgets 91
subaccounts 10
Source account 15
Standard budget distribution reviewing 134
Structuring
  account numbers 7
  chart of accounts 7
Subaccount information, displaying 188, 189
Subaccounts
  defining 97
  deleting 77
  setting up 10
  using 8

T
Transaction detail
  reviewing 103
transactions
  copy 89
  correcting 89
  reversing 89
Transactions
  deleting 151
  recurring 33
  reviewing 105

U
Using
  consolidation accounts 8
  subaccounts 8

Y
Year
  change 149
  close 149