



# GENERAL LEDGER

## Introduction

This section of the manual will take the user through a conceptual overview of the General Ledger module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

- A. Current Process Review** – We will review your current procedures for Journal Entries, your current Chart of Accounts Listing and also financial reports that you print on a regular basis. This will aid us in the setup and training phases of the General Ledger module. Some of the questions that we will be asking are contained in the Current Process Training that follows.
- B. Conceptual Overview of the Structure of the General Ledger Module** – This involves the review of the basic setup required for the General Ledger to function properly. This step is necessary to ensure the user has a good understanding of how the system works and can prepare the information needed to complete Basic File Maintenance Training.
- C. Basic File Maintenance Training** – File Maintenance Training is what we refer to when training the user how to enter the basic information that is the foundation of the system.
- D. Core Process Training** – This will vary somewhat from company to company but the main emphasis will be on how to enter journal entries, daily detail register, account allocations and recurring journal entries.
- E. Advanced File Maintenance Training** – This step will cover additional file maintenance items that were not covered during the Basic File Maintenance Training. (N/A for General Ledger)
- F. Advanced Process Training** – Training required to cover the more advanced options of the General Ledger. This will include budgets and a glimpse at producing your own custom financials.
- G. Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for period end and year end processing. This step usually does not take place until after you are live on the system.

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## **Appendix A**

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## A. CURRENT PROCESS REVIEW

A list of survey questions will assist ACS in reviewing your current process, determining who will be responsible for making decisions on how the General Ledger module will be setup, and identifying the individuals that will need to be trained on the different aspects of the software.

The list of questions can be found in the *Installation Overview*. Please complete the survey and return the information to your Project Manager.

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## B. CONCEPTUAL OVERVIEW OF THE STRUCTURE OF THE GENERAL LEDGER MODULE

In this section we will review the setup requirements for the General Ledger module. It is important that the Chart of Accounts Listing is set up correctly as it affects all postings throughout the entire system.

What will be covered in this section:

1. Account Maintenance
2. Cycle Code Maintenance
3. Default Display Columns

**Prerequisites:** None

**Accounting → General Ledger → Maintenance → Account Maintenance**

**Account Maintenance** – Almost all postings and codes throughout the system require a general ledger account. The first thing to determine is the account structure. It may be up to 10 digits and 5 segments with a hyphen (-) separating the segments. Some people use segments to identify divisions, departments or locations. For example, in the account format CCCC-DD-TT, the "C" may represent the account number, the "D" may represent the division and the "T" may represent the department.

NOTE: The account number will be used when running GL Transaction History Reports and can also be used to create custom financials.

There is a set of typical chart of accounts included in Appendix A. If you decide to use some or all of these you can install them using the New Installation menu and then add to or modify these once they are installed. You can find these instructions in the *Data File Load And Change* manual.

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### **Accounting → General Ledger → Maintenance → Cycle Code Maintenance**

**Cycle Code Maintenance-** Cycle Codes are used to identify groups of Journal Entries for reporting and updating. These codes can be used to identify transactions such as depreciation, accrual, and other types of journal entries. They enable you to update only those recurring journal entries that match the cycle code.

Cycle Codes are a 2 character code, alpha-numeric. Some examples are: AN for Annual Journal Entries, MT for Monthly Journal Entries.

### **Accounting → General Ledger → Maintenance → Parameter Maintenance → Default Display Columns**

**Default Display Columns -** This option determines the columns of summarized activity to be displayed on screen, and in what order, for account maintenance and budget maintenance tasks. It also determines the columns to appear on the *Summary Activity Report* and the *Budget Revision Report*.

The Account Maintenance Summary Activity display and the Budget Maintenance display will show up to four columns of balance information. This information can be actual balances for the current, prior, or future years, budget or budget revision balances, or units information (if being used). While the content of each of the columns may be selected at run time, this screen will set up a default for each option.

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## C. BASIC FILE MAINTENANCE TRAINING

In this section we will train the user on how to add and maintain items for the General Ledger.

What will be covered in this section:

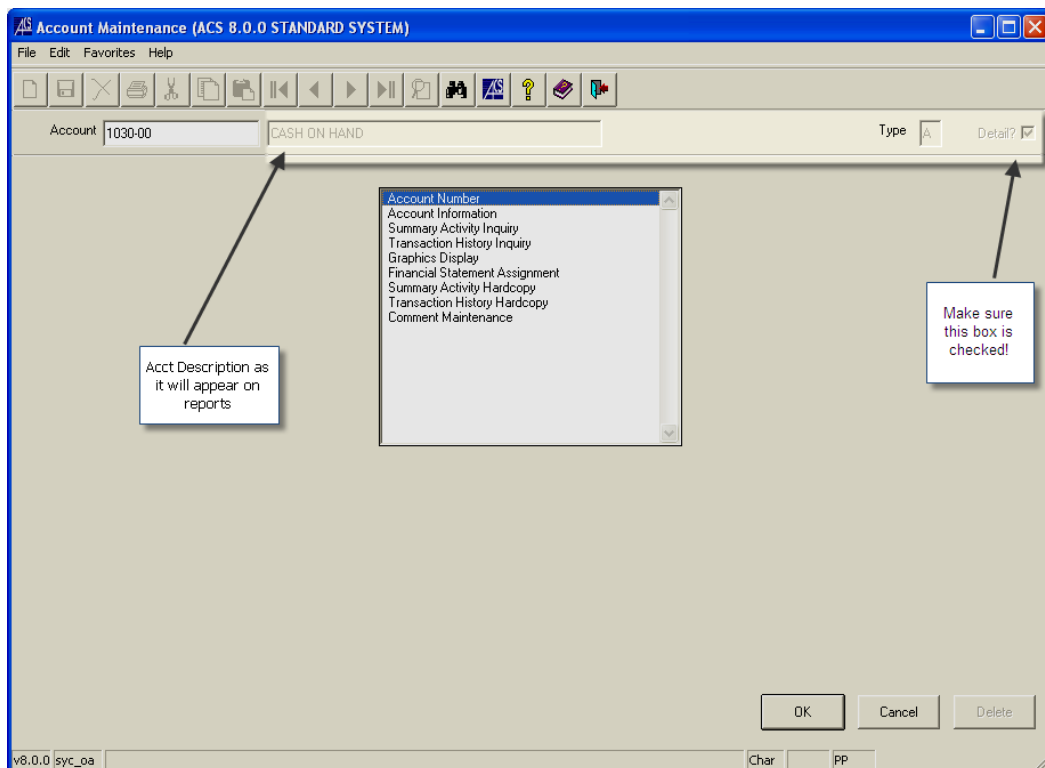
1. Chart of Accounts Listing
2. Cycle Codes
3. Chart of Account Breaks
4. Default Display Columns

### Prerequisites:

1. Individuals to be trained must have taken the System Navigation Training.
2. Information to be entered into the chart of accounts has been determined and is available.
3. Information to be entered into the Cycle Code Maintenance table has been determined and is available.

### Accounting → General Ledger → Maintenance → Account Maintenance

**Account Maintenance** - This task allows information to be added, changed, displayed, and deleted for the specified general ledger account.



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**Account:** Enter a valid account number. It may be up to 10 digits and 5 segments with a hyphen (-) separating the segments.

**Description:** Enter up to a 35 character description.

**Account Type:** Select the Account Type for this account. You can choose between: A=Asset, L=Liability, C=Capital, I=Income or E=Expense.

**Detail:** Check the box if you want detail to post to this account. Leave the box unchecked if you only want summary information to post to this account. (Example: You post a group of Cash Receipts from multiple customers totaling \$2,000. If you check this detail box, the history kept in this general ledger account will include all checks from all customers individually or in detail. If you leave the box unchecked, only the amount of \$2,000 would be recorded with no individual records.)

When finished, you can print the Chart of Accounts by selecting the following:

**Accounting → General Ledger → Reports → Chart of Account Listing**

### Chart of Accounts Listing

This will print a listing of all account numbers on file and can be printed at any time. Accounts and their descriptions are listed in account numerical order. When chart of account breaks are defined, the corresponding title will be printed as each break is encountered.

Chart Of Accounts Listing (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Beginning Account Number  First

Ending Account Number  Last

Wildcard Mask  None

Useful to just view Balance Sheet or just Sales accounts, etc.

OK Cancel

v8.0.0 glr\_aa Is The Above Information Correct? Char PP

In the Beginning Account Number field enter a valid beginning account number, press **F1** to select the first account number on file or press **F3** to select from a list of all valid accounts.





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When you enter a code already defined, the description and entry type will appear. It may then be changed, if necessary.

When you enter a new code, the system will issue the prompt: **Is This A New Record?** At this point, click **YES** to access the remaining fields and define the code.

**Description** - Enter a description for the code up to 20-characters in length.

**Process Through** - Enter the last date that this code should be used. This can be used to limit the use of a recurring journal entry to a limited period of time. If there is not an end date, you can leave this field blank.

**Last Used** - This field is for display only. This field shows the date when this code was last used.

Select **"OK"** when finished to save your changes.

### **Accounting → General Ledger → Maintenance → Parameter Maintenance → Chart Of Account Breaks**

**Chart of Account Breaks** - This establishes breaks between the different types of general ledger accounts by grouping them together and producing subtotals on the Trial Balance, Balance Sheet and Profit and Loss Statement. At a minimum, account breaks should be defined for assets, liabilities, capital, income, and expenses, although they can be called by other names.



# Application Computer Systems, Inc. General Ledger

The screenshot shows a software window titled "Parameter Maintenance (ACS 8.0.0 STANDARD SYSTEM)". It contains two main sections: "Account Maintenance" and "Budget Maintenance".

**Account Maintenance:** A table with columns: Column, ID, Type, Description, and Column Title. A callout box points to this table with the text: "These are the columns you will see in GL Account Maint."

| Column | ID | Type | Description                 | Column Title   |
|--------|----|------|-----------------------------|----------------|
| 1      | 2  | A    | Prior Year Actual Amounts   | Pri Actual Amt |
| 2      | 0  | A    | Current Year Actual Amounts | Cur Actual Amt |
| 3      | 4  | A    | Next Year Actual Amounts    | Nxt Actual Amt |
| 4      | 1  | A    | Current Year Budget Amounts | Cur Budget Amt |

**Budget Maintenance:** A table with columns: Column, ID, Type, Description, and Column Title. A callout box points to this table with the text: "These columns will appear on the budget reports".

| Column | ID | Type | Description                 | Column Title   |
|--------|----|------|-----------------------------|----------------|
| 1      | 1  | A    | Current Year Budget Amounts | Cur Budget Amt |
| 2      | 3  | A    | Prior Year Budget Amounts   | Pri Budget Amt |
| 3      | 5  | A    | Next Year Budget Amounts    | Nxt Budget Amt |
| 4      |    |      |                             |                |

At the bottom of the window, there are "OK" and "Cancel" buttons, and a status bar with the text: "v8.0.0 glp\_ad Enter the ID of the record to be displayed (<F1>=None/<F3>=Lookup) Char PP".

**Column** - Shows the column position of the actual summarized activity/budget.

**ID** - Enter the source ID of the numbers to be displayed. Use F3 or right-click to see your options.

**Type** – This field can only be accessed if you are recording Units and Amounts. Otherwise, this field will default to "A" for amounts.

**Description** – This field is for Display only. This will show the description given to the Source ID either by default or as assigned in Revision Code Maintenance for budgets.

**Column Title** – This field is also Display only. This shows the Title given to the Account or Budget in Account/Revision Code Maintenance.

Select **"OK"** when finished.

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## D. CORE PROCESS TRAINING

In this section we will review the day to day processes conducted in the General Ledger.

What will be covered in this section:

1. Journal Entry & Register
2. Account Allocation Entry & Register
3. Recurring Journal Entry & Register
4. Daily Detail Register

### Prerequisites:

1. Individuals to be trained must have taken the System Navigation Training.
2. Chart of Accounts has been entered
3. Chart of Account Breaks have been set up
4. Cycle Codes have been established if necessary

### Accounting → General Ledger → Processing → Journal Entry

**Journal Entry** - Each journal entry consists of heading information and line detail information. The date, journal ID code and transaction ID code identify each separate transaction. Any transaction may be recalled, modified or deleted up until the time journal entry is updated.

Journal Entry (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Journal ID: JE Journal Entry Total Debits: 0.00  
Transaction ID: 12345 Total Credits: 0.00  
Memo: This will not carry to GL Hist Balance: 0.00  
Transaction Date: 06/26/09 Period: 06 (Jun A9)  
Reversal Date: Cycle Code:

Used only with recurring Journal Entries

| Seq | Account | Description | Memo |
|-----|---------|-------------|------|
| 010 |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |
|     |         |             |      |

This memo will be retained in GL Trans History

OK Cancel Delete Insert Total

v8.0.0 gle\_cc Enter A 3 Digit Sequence Number Zero PP

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**Journal ID** – Enter the code you wish to use to signify the type of journal entry you are entering. We recommend using JE. This code will appear on Transaction History Reports beside each posting to the various GL accounts.

NOTE: Using a code other than JE may cause problems with Month End Balancing of some of the accounts.

**Transaction ID** – Enter a transaction ID for this particular journal entry, up to 10 characters. Each ID is carried into the general ledger after updating. A common practice is to use a sequential numbering scheme (e.g. JV10, JV11, JV12, etc.) when entering your transaction ID's. This is because multiple journal entries with the same date are grouped by the journal ID and transaction ID code on the Journal Entry Register. You will be able to search transactions in history by the transaction ID.

**Memo** – Enter up to a 30 character description for the overall purpose of this journal entry. The memo will print on the Journal Entry Register, but it will not carry over to the general ledger history.

**Transaction Date** – Enter the date you wish this transaction to post to the general ledger.

**Reversal Date** – If you wish to have the system automatically reverse this transaction for you, enter the date in this field. (Example: You have accruals you wish to post at the end of the month and then have them reversed on the first of the next month.) If you do not wish to have this transaction reversed, you can skip this field.

**Total Debits, Total Credits, Balance** – These fields will be automatically updated as you progress through the journal entry. The balance field must be zero in order for the journal entry to balance and the system to let you complete the task.

**Account Number, Description** – Enter the first account number for your entry and the system will automatically populate the description field.

**Memo** – Enter a memo to describe this particular line of the entry. If you wish, you can select the F1 key and pull down the same memo that you entered in the header of the Journal Entry. This memo will be carried into the GL Transaction History.

**Debit/Credit** – Enter the debit or credit amount for this particular line.

When the Balance shows zero and you are finished, close out the Journal Entry by selecting "OK".

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## Accounting → General Ledger → Processing → Journal Entry Register

**Journal Entry Register** – This register will print all journal entries entered or updated from the Journal Entry task.

**Update** – Once you have printed and reviewed the register, you can say “Yes” to update. Do not update until the register has been reviewed for accuracy. You can print the register as many times as necessary. Each register will be assigned a new audit number. The update of this register moves the Journal Entries to the Daily Detail Register.

## Accounting → General Ledger → Processing → Account Allocation Entry

**Account Allocation Entry** – This task allows the automatic redistribution of an amount in a particular general ledger account to multiple accounts. For example, if you receive one electric bill and post it to one GL account, but you want to allocate it to three different departments, this would be a great tool to use.

Account Allocation Entry (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Source Account: 7510-18 RENT EXPENSE

Destination Accounts

| Seq | Account | Description  | Percentag |
|-----|---------|--------------|-----------|
| 010 | 7510-19 | RENT EXPENSE | 50.00%    |
| 020 | 7510-21 | RENT EXPENSE | 50.00%    |
| 030 |         |              |           |
|     |         |              |           |
|     |         |              |           |
|     |         |              |           |
|     |         |              |           |
|     |         |              |           |
|     |         |              |           |

Buttons: OK, Cancel, Delete, Insert, Total

Footer: v8.0.0 gle\_eb Enter A 3 Digit Sequence Number Zero PP

**Source Account** – Enter the account number of the account that is the source of the balance. Whatever amount is in the source account for the month selected at the time you update the register, that is the amount that will be allocated to the various destination accounts.

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**Account Number, Description** – Enter the account numbers that you wish to allocate the source balance to be distributed to.

**Percentage** – Enter the percentage amount of the source balance to be distributed to the account.

**NOTE:** Total percentage must be 100% in order to complete the entry. If some of the amount is to remain in the source account, it must be entered separately in the line detail.

### **Accounting → General Ledger → Processing → Account Allocation Register**

**Account Allocation Register** – This option will allow you to update all account allocations entered through the Account Allocation Entry task.

The system will ask which accounting period, for which you wish to make the allocation. The ending balance in the account for that month will be used to process the transaction.

**Update** – Once you have printed and reviewed the register, you can say “Yes” to update. Do not update until the register has been reviewed for accuracy. You can print the register as many times as necessary. Each register will be assigned a new audit number. The update will change the account balances of all accounts involved once the Daily Detail Register is run and updated.

### **Accounting → General Ledger → Maintenance → Recurring Journal Entry**

**Recurring Journal Entry** – This option is used for those entries that are performed on a regular basis so that they do not have to be manually entered every month. (Example: rent or depreciation) The information is entered in a format similar to a journal entry.

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**Journal ID** – Enter the code you wish to use to signify the type of journal entry. We recommend using RJ. (NOTE: Using any other code may cause problems with updating certain accounts at Month End)

**Transaction ID** – Enter a transaction ID for this particular recurring journal entry, up to 10 characters. Each ID is carried into the general ledger history after updating.

**Memo** – Enter up to a 30 character description for the overall purpose of this recurring journal entry. The memo will print on the Journal Entry Register, but it will not carry over to the GL Transaction History.

**Transaction Date** – Enter the date you wish this transaction to post to the general ledger.

**Reversal Date** – If you wish to have the system automatically reverse this transaction for you, enter the date in this field. (Example: You have accruals you wish to post at the end of the month and then have them reversed on the first of the next month.) If you do not wish to have this transaction reversed, you can skip this field.



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**Cycle Code** – If this entry is part of a group of regular entries, enter the cycle code previously created for this entry.

**Total Debits, Total Credits, Balance** – These fields will be automatically updated as you progress through the journal entry. The Balance field must be zero in order for the journal entry to balance and the system to let you complete the task.

**Account Number, Description** – Enter the first account number for your entry and the system will automatically populate the description field.

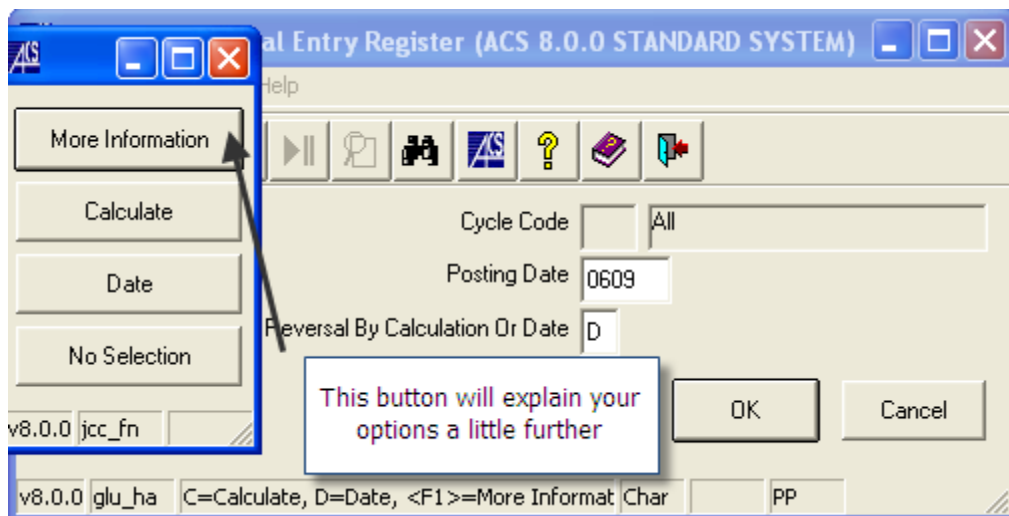
**Memo** – Enter a memo to describe this particular line of the entry. If you wish, you can select the F1 key and pull down the same memo that you entered in the header of the journal entry. This memo will be carried into the GL Transaction History.

**Debit/Credit** – Enter the debit or credit amount for this particular line.

When finished, close out the Recurring Journal Entry by selecting "OK".

**Accounting → General Ledger → Maintenance → Recurring Journal Entry Register**

**Recurring Journal Entry Register** – This register will print all recurring journal entries by cycle code and update them to the Journal Entry task.



**Update** – Once you have selected "Yes" to update the register, you will be asked the period/year to which you wish to update these registers. In the box marked "Reverse by Calculation or Date", you can enter the method you would like these entries reversed, if at all. If you choose C (calculate), the new reversal date is based on the difference in days between the original transaction and reversal dates. If you choose D (date), the new

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reversal date retains the day from the original reversal date, and changes the month and year based on the difference between the original transaction and reversal dates.

Select "OK" to complete the Update process.

**Accounting → General Ledger → Processing → Daily Detail Register**

or

**Accounting → General Ledger → Reports → Daily Detail Register**

**Daily Detail Register** – This register will print all transactions entered through other registers in the other modules and all registers in the general ledger. The report can be run and reviewed using any combination of the fields listed. However, in order to update the register, it must be run in its entirety.

**Beginning/Ending Account Number** – Use this option if you just wish to see the account numbers that will be affected by this update and how they will be affected.

**Wildcard Mask** – Enter the mask for any specific group of account numbers you wish to see transactions for.

**Journal ID** – To only view a specific register, enter the journal ID code for that register

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**By Date or Audit Number** – You can view the transactions that are going to post for a specific date or audit number by entering “D” or “A” in this field

**Beginning/Ending Date or Audit Number** – Depending on what you entered above, enter the applicable date or audit number range

The report will print and be sorted by date, audit number, journal ID and account number.

Updating the register will update the General Ledger Summary Activity and GL Transaction History.

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### **E. ADVANCED FILE MAINTENANCE TRAINING**

This section does not apply to the General Ledger.

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### **F. ADVANCED PROCESS TRAINING**

This section will cover areas not used on a day to day basis.

What will be covered in this section:

1. Budgeting
2. Financial Reports

**Prerequisites:**

1. Individuals to be trained must have taken System Navigation training
2. All prerequisites from previous GL training apply here.

**Accounting → General Ledger → Budgeting**

There are two methods in ACS to create and maintain budgets. The first five options on the Budgeting Menu represent the “old”, more complicated way to create Budgets. The last two options represent the new, easier way to create and maintain budgets. We will focus on the latter.

Go to General Ledger/Budgeting and select “**Budget Maintenance for Excel**”

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**Budget ID** - Create an ID that makes sense to you. For example, you may use DEPT10 for the budget for Dept10, or 2011Bud for next year's budget. You can have a maximum of 8 characters.

Budget Maintenance For Excel (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Budget ID: DEPT 01

Description: BUDGETS FOR DEPT 41

Revision Source: 2 | Prior Year Actual Amounts

Beginning Account Number: | First

Ending Account Number: | Last

Wildcard Mask: None

Amount/Percentage: P

Value: 20.00%

Overwrite:

Rounding Factor: C

Date Created: 09/11/08

Last Revision: 11/09/08

Create Budget

OK Cancel Delete

v8.0.0 glm\_sa Is The Above Information Correct? Char PP

**Description** – Enter something to explain what the Budget ID represents. (i.e. 2011 Budget amounts) you have 30 character spaces available.

**Revision Source** - Use your F3 key to look up your options. The available options will include Actual amounts from prior, current or next year amounts in the GL. If you previously created Budgets in ACS, those budgets will also be available for use. the revision source gives the system a starting place for amounts. You have to have some kind of number to work with in order to create your budget.

**Beginning and Ending Account Number** - You can create a budget for all account numbers, or a specific range of account numbers.

**Wild Card Mask** - If you are creating budgets for specific departments that are signified by a certain part of your GL account number, you can enter a wild card mask to denote such. For example, if you have a GL account number format of ####-## where the last two digits represents the department, you can enter the wild card mask as ???-10. If you will not be using a Wild Card Mask, just hit F1 for none.

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**Amount or Percentage** - The Revision Source numbers that you selected can be increased/decreased by a flat amount or percentage. Insert "A" to use a flat amount or "P" to use a certain percentage. For example, if you used Prior Year Numbers as your revision source and you believe that sales and expenses will increase by 5% next year, you can put "P" in this field.

**Value** – The amount or percent that you want to change the Revision Source numbers by. Using the example above, you would put 5 in this field.

**Overwrite** – This box tells the system to overwrite any existing budget numbers for this Budget ID. If you are just creating the Budget ID, there will probably not be any numbers to overwrite. This field is more for using when you want to change the budget numbers you already created with this Budget ID.

**Rounding Factor** - You can round to the near cent ("C") or dollar ("D").

**Create Budget** – Click this button and your Budget parameters will be used to set up your budget. A file will be created in your User ID Folder where your Pa files are kept. The name of the Excel file created will begin with budget\_XXXX and the "XXXX" will be the budget id you created.

### **How the Excel Budget option works**

- If this is a **NEW** Budget ID and the Excel Budget option is selected, an Excel file will be created.
- If this is an **EXISTING** Budget ID and an Excel file is found, the Overwrite flag will be set to N to prevent an unattended overwrite of your data.
- If this is an **EXISTING** Budget ID and the Overwrite flag is N and the Excel Budget is selected, the existing Excel file will be opened.
- If this is an **EXISTING** Budget ID and the Overwrite flag is Y and the Excel Budget is selected, a warning will display that the file will be overwritten.
- The Excel file must be closed if you are trying to overwrite the file.
- The Text Tab-delimited file cannot be open when selecting the Budget Update from Excel.
- Deleting the Budget ID does not delete the Excel file.

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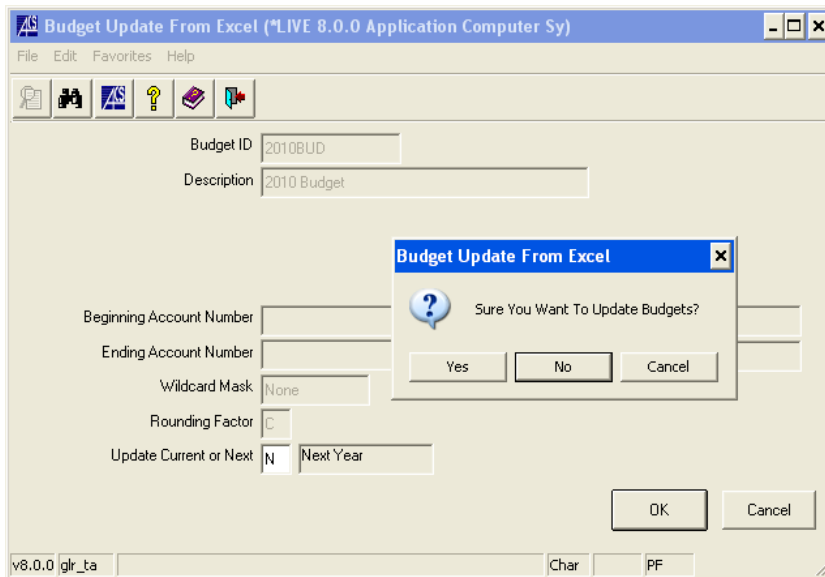
| GL Number | Description               | January      | February     | March        | April        | May     |
|-----------|---------------------------|--------------|--------------|--------------|--------------|---------|
| 5000-00   | SALES MATERIAL            | (432,005.22) | (276,177.71) | (212,741.05) | (230,569.09) | (267.9) |
| 5000-10   | SALES MATERIAL            | (38,370.36)  | (48,505.18)  | (38,107.70)  | (37,015.55)  | (24.6)  |
| 5000-20   | SALES MATERIAL            | (209,597.56) | (21,637.12)  | (49,692.62)  | (93,786.54)  | (68.2)  |
| 5000-30   | SALES MATERIAL            | (88,078.73)  | (107,223.71) | (90,393.78)  | (87,419.80)  | (74.3)  |
| 5500-00   | SALES LABOR               | (382,934.05) | (286,407.59) | (248,228.50) | (200,836.81) | (240.8) |
| 5500-10   | SALES LABOR               | (47,205.10)  | (36,449.33)  | (71,194.76)  | (39,654.13)  | (24.3)  |
| 5500-20   | SALES LABOR               | (52,491.49)  | (9,304.38)   | (22,337.09)  | (26,565.56)  | (21.4)  |
| 5500-30   | SALES LABOR               | 0.00         | 0.00         | 0.00         | 0.00         | 0.00    |
| 6000-00   | COGS-MATERIAL             | 140,642.42   | 174,742.34   | 105,987.16   | 177,753.13   | 173.4   |
| 6000-10   | COGS-MATERIAL             | 32,759.29    | 42,294.70    | 36,874.80    | 41,886.54    | 54.0    |
| 6000-20   | COGS-MATERIAL             | 29,582.29    | 22,986.61    | 53,934.79    | 31,922.06    | 73.3    |
| 6000-30   | COGS-MATERIAL             | 78,617.42    | 47,555.47    | 84,698.54    | 57,294.53    | 85.5    |
| 6500-00   | COGS-LABOR                | 56,246.54    | 56,605.21    | 57,278.18    | 72,519.94    | 56.9    |
| 6500-10   | COGS-LABOR                | 39,696.59    | 40,973.09    | 40,006.24    | 51,212.05    | 42.6    |
| 6500-20   | COGS-LABOR                | 19,864.28    | 19,779.48    | 20,463.94    | 27,755.32    | 22.1    |
| 6500-30   | COGS-LABOR                | 12,980.66    | 13,695.71    | 11,989.15    | 15,972.11    | 12.0    |
| 6600-00   | SALES MANAGER SALARIES    | 3,840.00     | 3,840.00     | 3,840.00     | 4,800.00     | 3.8     |
| 6610-00   | OFFICE SALARIES           | 7,356.16     | 7,144.06     | 7,230.62     | 9,072.16     | 7.1     |
| 7000-00   | PROFESSIONAL SERVICES     | 1,678.80     | 1,348.80     | 1,301.23     | 189.60       | 3.8     |
| 7010-00   | ADVERTISING               | 6.34         | 73.25        | 61.01        | 0.00         | 0.00    |
| 7020-00   | ADVER & ENTERTAINMENT/50% | 0.00         | 0.00         | 0.00         | 0.00         | 8.0     |
| 7030-00   | BAD DEBTS                 | 0.00         | 0.00         | 0.00         | 0.00         | 0.00    |
| 7040-00   | BANK SERVICE FEES         | 36.65        | 366.72       | 0.00         | 0.00         | 0.00    |
| 7050-00   | COMMISSIONS               | 98.75        | 246.98       | 139.14       | 441.34       | 3.0     |
| 7060-00   | COMPUTER EXPENSE          | 211.19       | 165.78       | 214.24       | 71.66        | 1.0     |
| 7070-00   | DEPRECIATION EXPENSE      | 6,371.00     | 6,371.00     | (2,985.40)   | 6,371.00     | 6.3     |

The Budgets have been created and assigned to your GL Account numbers. You can now open the Budget file in Excel to view and/or modify. (You may need to enable Macros in the spreadsheet if Excel does not allow them)

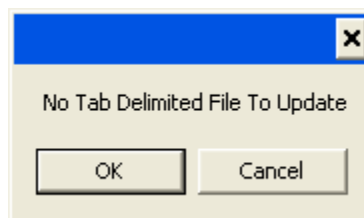
If you make any modifications to the budget and wish to upload the new budget to ACS, you will need to save the Excel file as a Text-Tab Delimited file in the same folder that the Excel file was created.

To upload the modified Excel file, go back to the General Ledger Budgeting Menu and select **Budget Update from Excel**. Enter or use F3 to find the Budget ID you want to upload from Excel. You can update the Current Year Budget Amounts or the Next Year Budget Amounts.

# Application Computer Systems, Inc. General Ledger



Selecting YES will update the budgets in **MASTER™** from the Excel file. **Note: If you select YES to update and you have NOT saved the Excel file as a Text Tab-Delimited file, the following message will display.**



## Accounting → General Ledger → Budgeting → Budget Revision Report

**Beginning Account Number** – Enter the first account number whose budget you want to see on the report. You can select F1 for the first GL account number or use F3 to look up the Account Number you wish to use.

**Ending Account Number** - Enter the last account number whose budget you want to see on the report. You can select F1 for the last GL account number or use F3 to look up the Account Number you wish to use.

**Wildcard Mask** - Enter the wildcard mask to be used in selecting from the above accounts. You can also select F1 for none.

## **Application Computer Systems, Inc. General Ledger**

**ID** - Enter the source ID of the file to be displayed. You can use F1 for none or F3 to choose from the available ID's. This field determines the account balances to be printed. Up to four combinations of balances may be selected on each report.

**Type** - This field is bypassed unless you are using Units in your reporting.

**Description** – This field is for display only. It shows the description given to the budget in the Revision Code Maintenance task.

Select "OK" when finished to print the report.

You can also view the Budget numbers on the Summary Activity Report or in Account Maintenance if your Default Display Columns were set up to include this information. Please see Basic File Maintenance Training/Default Display Columns for more information.

### **Accounting → General Ledger → Financials**

This menu allows custom financial reports to be set up, maintained and printed. These financial reports are entirely user-defined, and are formatted independently of the general ledger chart of accounts numbering scheme and account description. They are also independent of the standard financial reports provided on the general ledger reports menu.

If you are interested in setting up your own Custom Financials, please contact ACS Support and we will guide you through the process.



# Application Computer Systems, Inc. General Ledger

## **G. MONTH END PROCESSING**

This section will cover the processes and reports used during Month End and Year End Processing. Please note that a complete list of procedures will be provided to you.

What will be covered in this section:

1. Bank Reconciliation
2. GL Transaction History Report
3. Summary Activity Report
4. Trial Balance
5. Profit & Loss Statement
6. Balance Sheet
7. Financial Report Printing
8. 13 Period Financial Report Printing
9. Period End Update
10. Update Beginning Balances
11. Year End Update

### **Prerequisites:**

1. Individuals to be trained must have taken System Navigation training
2. All prerequisites from previous GL training apply here.

### **Accounting → General Ledger → Processing → Bank Reconciliation**

**Bank Reconciliation** - Besides keeping track of bank account activity, the bank reconciliation feature helps balance the bank statement to the computer's record for the account.

Upon selecting Bank Reconciliation you will be prompted for the General Ledger Cash account associated with your banking function. (This will be the GL account your checks are drawn on and the account your deposits post to.)

## Application Computer Systems, Inc. General Ledger

The screenshot shows a software window titled "Bank Reconciliation (ACS 8.0.0 STANDARD SYSTEM)". The window has a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with various icons. The main area contains several text input fields:

- Account No: 1010-00
- Description: PAYROLL CASH ACCOUNT
- Account Name: Cash Account
- Bank Name: Bank of America
- Bank Address: 12345 Banking Ave
- Bank Address: Bank Town, USA
- Account Number: 123-456-789

At the bottom right of the window are three buttons: "OK", "Cancel", and "Delete". At the bottom left, there is a status bar with the text "v8.0.0 glm\_rg Is The Above Information Correct?". At the bottom right of the status bar, there are two small buttons: "Char" and "Po-1".

**Name And Address Maintenance** - Use this option to add, delete or change bank identification information, such as the account location, name, and bank-assigned account numbers, etc.

## Application Computer Systems, Inc. General Ledger

Bank Reconciliation (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Account No 1010-00  
Description PAYROLL CASH ACCOUNT

A means it came from Accounts Payable.  
E means it was manually entered here.

V=Void  
O=Outstanding  
P=Paid  
(cleared)

| Number  | Type | Date     | Description                | Amount    | PAID |
|---------|------|----------|----------------------------|-----------|------|
| 0005044 | A    | 04/01/10 | VOID                       | 0.00      | V    |
| 0005045 | A    | 04/01/10 | VOID                       | 0.00      | V    |
| 0005046 | A    | 04/01/10 | Paramount Industries       | 20,000.00 | O    |
| 0005047 | A    | 04/01/10 | Harvest Millworks & Supply | 4,000.00  | O    |
| 0005048 | A    | 04/01/10 | Atlas Metalworks           | 17,000.00 | O    |
| 0005049 | A    | 04/01/10 | United Parcel Service      | 500.00    | P    |
| 0005050 | E    | 04/01/10 | E.I.S.                     | 520.25    | O    |
| 0005051 | E    | 04/01/10 | UPS                        | 25.25     | O    |
| 0005052 | E    | 04/01/10 | Contract Labor             | 125.69    | O    |
| 0005053 | E    | 04/01/10 | Baldor                     | 1,589.75  | O    |

OK Cancel Delete Insert

v8.0.0 glm\_rb Enter the Date That This Check Was Created Date Po-1

**Check Processing** - You can use this option to make additions, deletions, inquiries, payments and changes to check information. You will most often use Check Processing to mark checks that have cleared the bank before beginning the reconciliation process. When you select this option, previously entered checks are displayed on the screen. Select your Insert key and enter the check # you wish to access, the hit enter. The system will locate that transaction. Continue to hit enter until your cursor is in the PAID field. You will then be allowed to update the check with one of the 4 options available.

- O Outstanding
- P Paid
- V Void
- R Reversal

# Application Computer Systems, Inc. General Ledger

**Bank Reconciliation (ACS 8.0.0 STANDARD SYSTEM)**

Account No: 1010-00  
Description: PAYROLL CASH ACCOUNT

D=Deposit  
S=Service Charge  
A=Adjustment/Correction

| Number  | Type | Date     | Description                 | Amount    | Post |
|---------|------|----------|-----------------------------|-----------|------|
| C960401 | D    | 04/01/10 | Cash Receipts Register      | 10,628.84 | O    |
| C960402 | D    | 04/02/10 | Cash Receipts Register      | 20,319.50 | O    |
| C960403 | D    | 04/03/10 | Cash Receipts Register      | 38,578.60 | O    |
| C960406 | D    | 04/06/10 | Cash Receipts Register      | 65,427.81 | O    |
| C960407 | D    | 04/07/10 | Cash Receipts Register      | 61,092.88 | O    |
| C960408 | D    | 04/08/10 | Cash Receipts Register      | 12,000.00 | O    |
| X960209 | A    | 04/09/10 | Transfer to Payroll Account | 20,000.00 | P    |
| X960315 | A    | 04/16/10 | Transfer to Payroll Account | 50,000.00 | P    |
|         |      |          |                             |           |      |
|         |      |          |                             |           |      |

O=Outstanding  
P=Posted

OK Cancel Delete Insert

v8.0.0 glm\_rc Enter a Description of Up to Thirty Characters Char Po-1

**Other Transaction Processing** - Use this option to make additions, deletions, inquiries, payments and changes to information for bank account deposits, service charges, adjustments or other types of non-check transactions. You can also determine transactions (other than checks) that have cleared the bank before beginning the reconciliation process.

When the Other Transaction Processing option is selected, previously entered transactions are displayed on the screen. As with Posting Checks, you will select the Insert key and type in the Transaction number you wish to post. Hit enter until your cursor is in the PAID column. You have only 2 options:

- O Outstanding
- P Post

**Balance Check Book** - Use this option to enter the bank statement date, statement balance and corresponding check book/general ledger account balance for the bank account being reconciled. The bank statement/gl account ending balance, adjusted by open (unposted and unpaid) transactions, is compared to the check book/gl account balance that is automatically calculated and displayed on the screen. In comparing the balances, the Balance Check Book option considers only transactions that have dates up to and including the bank statement date.

## Application Computer Systems, Inc. General Ledger

Bank Reconciliation (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Account No: 1010-00  
Description: PAYROLL CASH ACCOUNT

Starting Balance

|                          |          |                             |           |
|--------------------------|----------|-----------------------------|-----------|
| Prior Stmt Ending Date   | 02/15/09 | Prior Stmt Ending Balance   | 25,613.25 |
| Current Stmt Ending Date | 03/15/09 | Current Stmt Ending Balance | 48,163.39 |
|                          |          | Current Book Balance        | 48,163.39 |

|                          |            |    |
|--------------------------|------------|----|
| Starting Balance         | 48,163.39  |    |
| Checks Outstanding       | 120,207.77 | 17 |
| Transactions Outstanding | 161,407.77 | 6  |
| Ending Balance           |            |    |

OK Cancel Recalc

v8.0.0 glm\_rtd Char Po-1

**Prior Stmt Ending Date field** - Enter the date of the last Bank Statement that you balanced.

**Prior Statement Ending Balance field** – Enter the amount of the prior statement that you balanced.

**Current Stmt Ending Date field** - Enter the ending date from the current bank statement.

**Current Stmt Ending Balance field** - Enter the ending balance from the current bank statement.

**Current Book Balance field** – This field will populate automatically when you select the “Recalc” button.

It is now time to determine whether the bank statement is in balance with the corresponding check book register and/or general ledger account. The following fields are displayed.

**Starting Balance** - Shows the current statement ending balance as entered above.

**Checks Outstanding** - Shows the number and total amount of outstanding checks with a date less than, or equal to, the current statement ending date entered above.

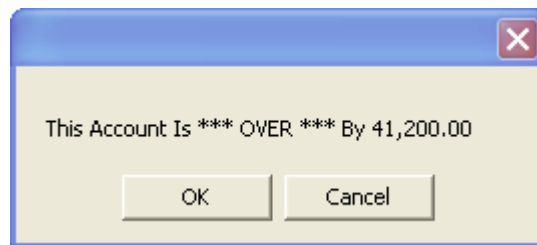
## Application Computer Systems, Inc. General Ledger

**Transactions Outstanding** - Shows the number and total amount of outstanding other transactions with a date less than, or equal to, the current statement ending date entered above.

**Ending Balance** - Shows the calculated ending balance, based on what was entered for the starting balance (from the bank statement), less checks outstanding, plus transactions outstanding. This amount is compared to the Current Book Balance.

When your accounts are in balance, the system issues the prompt: This Account Is In Balance. Do You Wish To Print a Listing of All Transactions? Be sure to print this listing as in the next step you will be asked if you want to remove all paid transactions.

If there is a difference between the two, the system issues the prompt:



This prompt means the calculated bank balance is greater than/less than the general ledger balance as of the current statement ending date.

The system issues the prompt: Do You Wish To Print A Listing Of All Transactions?

A listing of all transactions for the month will assist you when trying to determine any discrepancies between your Bank reconciliation and your check book register/GL account.

**Detail Listing** - Use this option to list all transactions on file for the selected bank account, which can be used to help with the reconciliation process. Print a final version of this report for future reference after the account is balanced.

When you enter this task, the system immediately issues the prompt: Do You Wish To Print Outstanding Items Only? This will determine if your Detail Report includes ALL items or the OUTSTANDING items only.

# Application Computer Systems, Inc. General Ledger

## Accounting → General Ledger → Reports → GL Transaction History Report

**GL Transaction History Report** - This report allows you to print a transaction history for selected periods and lists the individual transactions within those periods. You can print a history on one account or a range of accounts. You can also create a report showing detailed information or a summary of information. The report can be run at any time.

GL Transaction History Report (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Beginning Period 12 December (12/01 to 12/31)

For Year 09

Ending Period 02 February (02/01 to 02/29)

Ending Year 10

Beginning Account Number First

Ending Account Number Last

Wildcard Mask None

Journal ID All

Detail or Summary D Detail

Audit Number All

OK Cancel

v8.0.0 glr\_aa Enter Audit Number, (<F1>=All) Zero Po-1

**Beginning Period field** - Enter the beginning accounting period you want shown on the report. You can use F1 to select the First Period of the Current GL Year or enter the Period you wish to start with.

**Beginning Year field** - Enter the fiscal year for the beginning period.

**Ending Period field** - Enter the last accounting period you want shown on the report. You can use F1 to select the Last Period of the Current GL Year or enter the Period you wish to end with.

**Ending Year field** - Enter the fiscal year for the ending period.

## **Application Computer Systems, Inc. General Ledger**

**Beginning Account Number** -Enter a valid beginning account number. You can use F1 to select the first account number on file or use F3 to select from a list of account numbers.

**Ending Account Number** - Enter the last account number you want shown on the report. You can press **F1** to select the last number on file or press F3 to select from a list of account numbers.

**Wildcard Mask** - Enter the wildcard mask to be used in selecting from the above accounts or press F1 for none.

**Journal ID** - Enter any Journal ID to include on the report. You can select F1 to include all Journal ID Codes or F3 to select a specific code.

**Detail or Summary** - Enter D when you want a detailed listing of all transactions by Journal ID for each period selected or enter S for a summarized version.

**Audit Number** – If you know the Audit Number of the register you are trying to pull information on, you can enter it here. Or, you can pull all Audit numbers with the previous parameters by selecting F1.

You will then see the prompt: Is The Above Information Correct? Select "OK" to print the information or "Cancel" to exit without printing.

### **Accounting →General Ledger →Reports→Summary Activity Report**

**Summary Activity Report** - This report provides a listing by account number showing summary activity for the period. The listing can be used to print actual or budget amounts; dollar or unit amounts; current, next year, or prior year amounts/budgets; and can be printed for all accounts/budgets or a limited range of accounts/budgets.



## Application Computer Systems, Inc. General Ledger

Summary Activity Report (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Beginning Account Number  First

Ending Account Number  Last

Wildcard Mask  None

| ID | Type | Description                 |
|----|------|-----------------------------|
| 2  | A    | Prior Year Actual Amounts   |
| 5  | A    | Next Year Budget Amounts    |
| 0  | A    | Current Year Actual Amounts |
| 1  | A    | Current Year Budget Amounts |

OK  Cancel

v8.0.0 glr\_aa Is The Above Information Correct? Char  Po-1

**Beginning Account Number** - Enter a valid beginning account number. You can use F1 to select the first account number on file or use F3 to select from a list of account numbers.

**Ending Account Number** - Enter the last account number you want shown on the report. You can press **F1** to select the last number on file or press F3 to select from a list of account numbers.

**Wildcard Mask** - Enter the wildcard mask to be used in selecting from the above accounts or press F1 for none.

**ID** - Enter the source ID of the file to be displayed. You can also select F1 for none or F3 to select from the list of available ID's. This field determines the account balances to be printed. Up to four combinations of balances may be selected on each report.

**Type** – Enter A to display amounts or U to display units. (Please note that this field is bypassed if you are not using Units.)

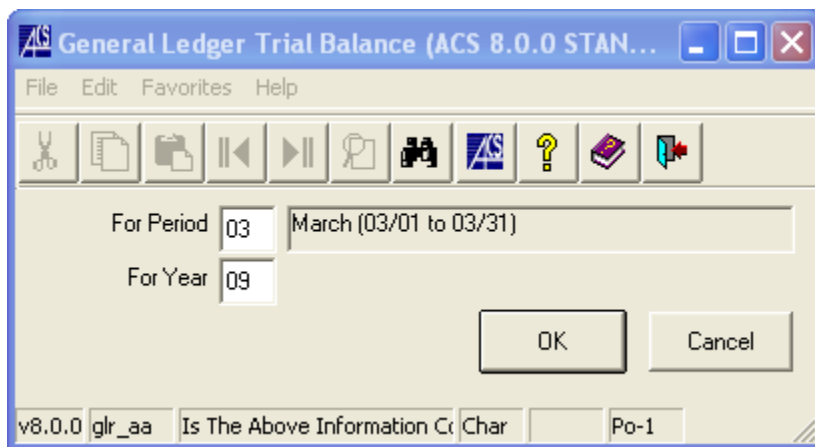
**Description** - This field is for display only. It shows the description assigned to the Source Ids.

## Application Computer Systems, Inc. General Ledger

After all source IDs are entered the system issues the prompt: Is The Above Information Correct? Select "OK" to print the listing or "Cancel" to exit without printing.

### Accounting → General Ledger → Reports → Trial Balance

**Trial Balance** - The General Ledger Trial Balance prints the beginning balance, activity for the period, and ending balance for each account in the chart of accounts. Subtotals are printed for each general ledger account category as defined by the Chart of Account Breaks option. A total for all debits and credits is also shown.



**For Period** – Enter an accounting period for which you wish to print the report. The beginning and ending dates of the period will be displayed.

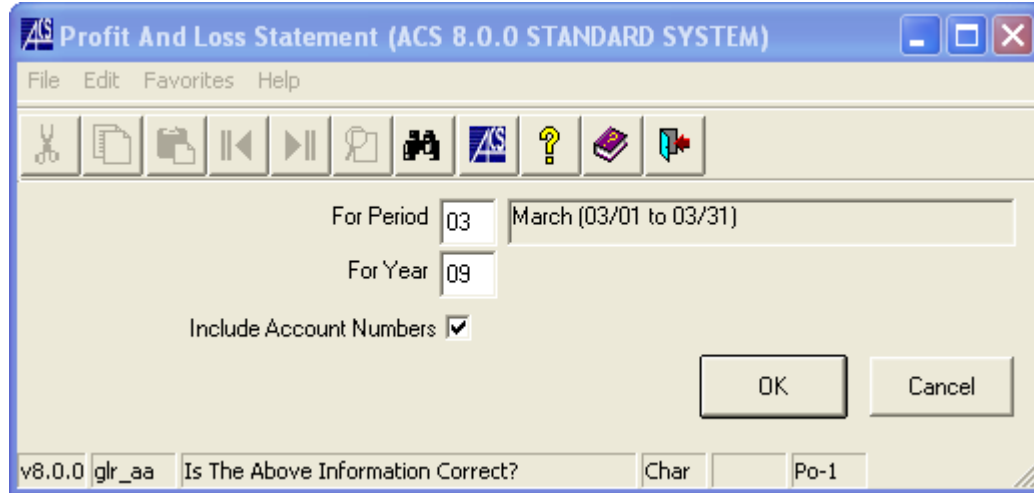
**For Year** – Enter the fiscal year of the period you wish to print. The year will be appended to the month and day of the general ledger period selected to determine which year's transactions will be included in the Trial Balance Report.

You will then see the prompt: Is The Above Information Correct? Select "OK" to print the report or "Cancel" to exit without printing the report.

### Accounting → General Ledger → Reports → Profit and Loss Statement

This task provides a simple profit and loss statement. Accounts may be grouped, and subtotals generated, depending on your chart of accounts breaks. Period to Date and Year to Date totals are listed for each income and expense account.

## Application Computer Systems, Inc. General Ledger



**For Period** – Enter an accounting period for which you wish to print the report. The beginning and ending dates of the period will be displayed. The period-to-date and year-to-date columns on the Profit & Loss Statement will include all postings through the end of the selected period.

**For Year** - Enter the fiscal year of the period you are printing the report.

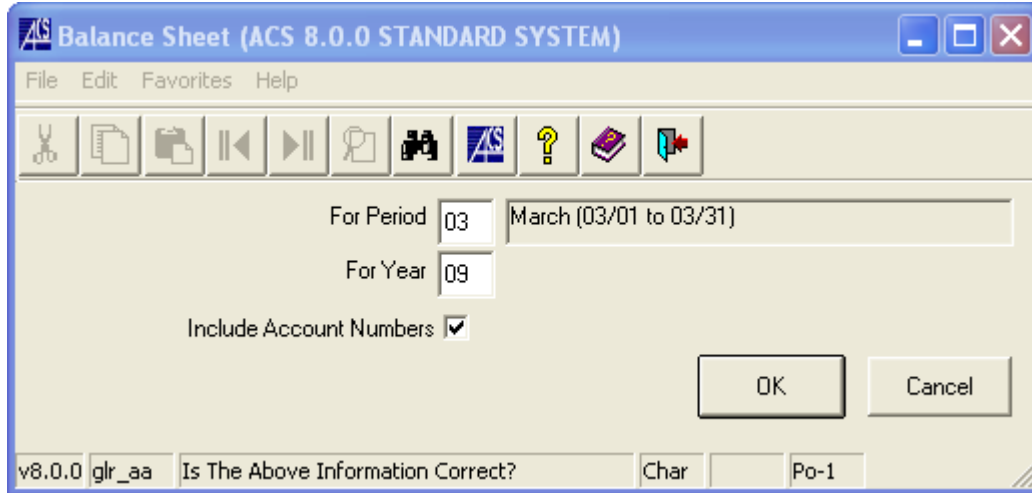
**Include Account Numbers** – Check the box to include the general ledger account numbers on the report. Or leave the box unchecked to print the statement without the account numbers.

You will then see the prompt: Is The Above Information Correct? Select "OK" to print the report or "Cancel" to exit without printing.

### Accounting → General Ledger → Reports → Balance Sheet

**Balance Sheet** - This task provides a simple balance sheet. Subtotals are provided for assets, liabilities, and capital; and period retained earnings are calculated. Additional subheadings and subtotals may be defined by the Chart of Accounts Breaks.

## Application Computer Systems, Inc. General Ledger



**For Period** – Enter an accounting period for which you wish to print the report. The beginning and ending dates of the period will be displayed. The balance will include all postings through the end of the selected period.

**For Year** - Enter the fiscal year of the period you are printing the report.

**Include Account Numbers** - Check the box to include the general ledger account numbers on the report. Or leave the box unchecked to print the statement without the account numbers.

You will then see the prompt: Is The Above Information Correct? Select "OK" to print the report or "Cancel" to exit without printing.

### **Accounting → General Ledger → Reports → Financial Report Printing**

**Financial Report Printing** - This option is used to print Custom financials created in the Financials section of the General Ledger. Please refer to that information for instructions.

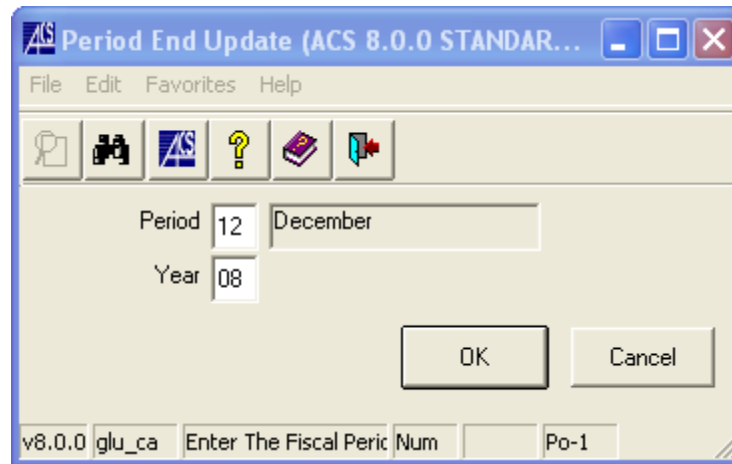
### **Accounting → General Ledger → Reports → 13 Period Financial Report Printing**

**13 Period Financial Report Printing** - This option is used to print Custom financials created in the Financials section of the General Ledger. Please refer to that information for instructions.

### **Accounting → General Ledger → Period End → Period End Update**

There are steps for period end processing in all modules that ACS suggests you follow. These steps can be found in Appendix

## Application Computer Systems, Inc. General Ledger



**Period End Update** - This task closes the selected general ledger period. It should only be run after all subsidiary ledger period end processes are run. If the current period is being closed, then the GL period is advanced by one. The closed period is then locked. Closing prior periods has no effect other than to lock the period. Future periods may not be closed.

If the period being closed is the last period in the fiscal year, then the period is set to one, the current fiscal year is incremented by one, and the *Fiscal Year Closed* flag is set to 'N'. This allows you to continue processing into the next fiscal year while making final adjustments to the last period of the year being closed. A fiscal year may not be closed if the prior fiscal year is still open.

**Period** - Enter the accounting period to be closed. Note that the system will default to the current period.

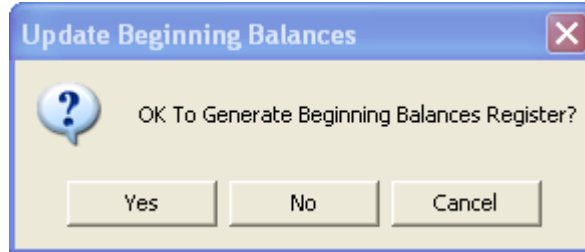
**Year** - Enter the fiscal year for the period to be closed.

You will then see the prompt: Is The Above Information Correct? Select "OK" to process the period entered. The system will automatically roll your general ledger into the next accounting period. Select "Cancel" to exit without closing the period.

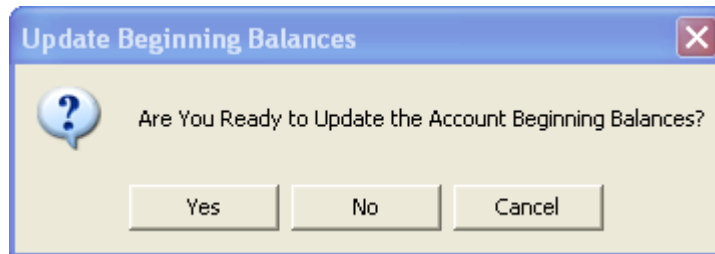
### Accounting → General Ledger → Period End → Update Beginning Balances

**Update Beginning Balances** - This task is run *after* the period end update for the last period in a year and *prior* to the closing of the fiscal year. Use this task to bring balances forward into the current year for balance sheet accounts. The Update Beginning Balances can be run as frequently as necessary to indicate any changes.

## Application Computer Systems, Inc. General Ledger



When you first access this task, the system issues the prompt: **OK To Generate Beginning Balances Register?** Select Yes to generate and print the register or select No to return to the Period End Processing menu. You can also select Cancel to return to the menu without processing.



Once the printing is completed, another prompt is issued: Are You Ready to Update the Account Beginning Balances? Select Yes when you want to post the results of the Beginning Balances Register to the next period. Select No or Cancel to return to the menu without updating.

### **Accounting → General Ledger → Period End → Year End Update**

**Year End Update** - During the Year End Update, current year actual and budget figures for each general ledger account are moved to the prior year history file; next year actual and budget figures are moved to current year. Income and expense account balances will be accumulated, and the difference between income and expense will be posted to the retained earnings account specified in the parameters. The ending balances for Asset, Liability, and Capital accounts will become beginning balances for the new year. Income and expense account balances will be set to zero. The Year End Update Register is automatically produced.

**NOTE:** This should only be completed after all other modules have been properly closed for the year.

Upon selecting the option, the system issues the prompt: **OK To Close Fiscal Year?** Select Yes to proceed or select No to return to the Period End Processing menu without closing the fiscal year.

# Application Computer Systems, Inc.

## General Ledger

### Appendix A

#### Chart of Accounts Listing

| <b>CURRENT ASSETS</b>      |                                   | <b>Type</b> |
|----------------------------|-----------------------------------|-------------|
| 1000-00                    | Cash                              | A           |
| 1010-00                    | Petty Cash                        | A           |
| 1100-00                    | Accounts Receivable               | A           |
| 1200-00                    | Inventory                         | A           |
| 1250-00                    | Inventory - Nonstock              | A           |
| 1300-00                    | WIP - Materials                   | A           |
| 1350-00                    | WIP - Labor                       | A           |
| 1400-00                    | Other Current Assets              | A           |
| <br>                       |                                   |             |
| <b>LONG TERM ASSETS</b>    |                                   |             |
| 1500-00                    | Land                              | A           |
| 1510-00                    | Building                          | A           |
| 1515-00                    | Depreciation Building             | A           |
| 1520-00                    | Tools & Equipment                 | A           |
| 1525-00                    | Depreciation Tools & Equipment    | A           |
| 1530-00                    | Automobiles                       | A           |
| 1535-00                    | Depreciation Automobiles          | A           |
| 1540-00                    | Computers & Software              | A           |
| 1545-00                    | Depreciation Computers & Software | A           |
| 1550-00                    | Furniture & Fixtures              | A           |
| 1555-00                    | Depreciation Furniture & Fixtures | A           |
| 1560-00                    | Plant Improvements                | A           |
| 1565-00                    | Depreciation Plant Improvements   | A           |
| 1600-00                    | Prepaid Expenses                  | A           |
| <br>                       |                                   |             |
| <b>CURRENT LIABILITIES</b> |                                   |             |
| 2000-00                    | Accounts Payable                  | L           |
| 2010-00                    | Purchases/Unbilled Payables       | L           |
| 2020-00                    | Federal W/H                       | L           |
| 2030-00                    | FICA W/H                          | L           |
| 2040-00                    | State W/H                         | L           |
| 2050-00                    | FUTA Payable                      | L           |
| 2060-00                    | SUTA Payable                      | L           |
| 2070-00                    | Accrued Payroll                   | L           |
| 2080-00                    | 401K Payable                      | L           |
| 2100-00                    | Sales Tax Payable - State         | L           |

## Application Computer Systems, Inc. General Ledger

|         |                            |   |
|---------|----------------------------|---|
| 2110-00 | Sales Tax Payable - County | L |
| 2120-00 | Sales Tax Payable - City   | L |
| 2150-00 | Current Portion of LTD     | L |

### LONG TERM LIABILITES

|         |     |   |
|---------|-----|---|
| 2500-00 | LTD | L |
|---------|-----|---|

### CAPITAL

|         |                      |   |
|---------|----------------------|---|
| 3000-00 | Common Stock         | C |
| 3010-00 | Stockholder's Equity | C |
| 3020-00 | Retained Earnings    | C |

### SALES

|         |                                   |   |
|---------|-----------------------------------|---|
| 4000-10 | Sales - Repair Materials          | I |
| 4000-20 | Sales - New Motor Materials       | I |
| 4000-30 | Sales - Field Service - Materials | I |
| 4000-40 | Sales - Product Sales- Materials  | I |
| 4000-50 | Sales - Miscellaneous             | I |
| 4010-10 | Sales - Repair Labor              | I |
| 4010-20 | Sales - New Motors Labor          | I |
| 4010-30 | Sales - Field Service - Labor     | I |
| 4010-40 | Sales - Product Sales - Labor     | I |
| 4050-00 | Sales Discounts                   | I |

### COST OF SALES

|         |                                |   |
|---------|--------------------------------|---|
| 5000-10 | COGS - Repair Materials        | E |
| 5000-20 | COGS - New Motor Materials     | E |
| 5000-30 | COGS - Field Service Materials | E |
| 5000-40 | COGS - Product Sales Materials | E |
| 5000-50 | COGS - Miscellaneous           | E |
| 5010-00 | Salaries - Supervisory         | E |
| 5510-10 | COGS - Repair Labor            | E |
| 5510-20 | COGS - New Motor Labor         | E |
| 5510-30 | COGS - Field Service Labor     | E |
| 5510-40 | COGS - Product Sales Labor     | E |
| 5800-00 | Vendor Discounts               | E |

### OPERATING EXPENSE

|         |                        |   |
|---------|------------------------|---|
| 6000-00 | Salaries - Management  | E |
| 6010-00 | Salaries - Supervisory | E |
| 6020-00 | Salaries - Office      | E |



## Application Computer Systems, Inc. General Ledger

|         |                          |   |
|---------|--------------------------|---|
| 6030-00 | Non-productive Labor     | E |
| 6040-00 | Payroll Taxes            | E |
| 6050-00 | Holiday & Vacation Pay   | E |
| 6060-00 | Workers Compensation     | E |
| 6070-00 | Unemployment             | E |
| 6080-00 | Health Insurance         | E |
| 6090-00 | Other Benefits           | E |
| 6095-00 | Labor Burden Recovery    | E |
| 6100-00 | Repair & Maintenance     | E |
| 6110-00 | Utilities - Electricity  | E |
| 6120-00 | Utilities - Gas          | E |
| 6130-00 | Utilities - Telephone    | E |
| 6140-00 | Utilities - Other        | E |
| 6150-00 | Dues & Subscriptions     | E |
| 6160-00 | Travel & Entertainment   | E |
| 6170-00 | Advertising              | E |
| 6180-00 | Freight                  | E |
| 6190-00 | Small Tools              | E |
| 6195-00 | Material Burden Recovery | E |
| 6200-00 | Office Supplies          | E |
| 6210-00 | Cleaning Supplies        | E |
| 6220-00 | Equipment Rental         | E |
| 6230-00 | Postage & Meter          | E |

### **OPERATING EXPENSE**

|         |                                  |   |
|---------|----------------------------------|---|
| 6240-00 | Rent                             | E |
| 6250-00 | Computer Fees                    | E |
| 6260-00 | Donations                        | E |
| 6270-00 | Vehicles - Gas                   | E |
| 6280-00 | Vehicles - Repairs & Maintenance | E |
| 6290-00 | Vehicles - Insurance             | E |
| 6300-00 | Licenses & Taxes                 | E |
| 6310-00 | Depreciation                     | E |
| 6320-00 | Training/Education               | E |

### **G&A EXPENSE**

|         |                                  |   |
|---------|----------------------------------|---|
| 7000-00 | Life Insurance                   | E |
| 7010-00 | Insurance - Property & Liability | E |
| 7020-00 | Legal Fees                       | E |
| 7030-00 | Accounting Fees                  | E |
| 7040-00 | Interest                         | E |

## Application Computer Systems, Inc. General Ledger

### OTHER INCOME & EXPENSES

|         |                                |   |
|---------|--------------------------------|---|
| 9000-00 | Bank Fees                      | E |
| 9010-00 | Bad Debt                       | E |
| 9020-00 | Income Tax                     | E |
| 9030-00 | Interest Income                | E |
| 9040-00 | Gain/Loss Sale of Fixed Assets | E |
| 9050-00 | Miscellaneous Expense          | E |
| 9060-00 | Miscellaneous Income           | E |

### Chart of Account Breaks

| Sequence | Acct# + Break Desc           | Update                              |
|----------|------------------------------|-------------------------------------|
| 000      | 1000-00 CURRENT ASSETS       | <input checked="" type="checkbox"/> |
| 001      | 1500-00 LONG TERM ASSETS     | <input checked="" type="checkbox"/> |
| 002      | 2000-00 CURRENT LIABILITIES  | <input checked="" type="checkbox"/> |
| 003      | 2500-00 LONG TERM LIABILITES | <input checked="" type="checkbox"/> |
| 004      | 3000-00 CAPITAL              | <input checked="" type="checkbox"/> |
| 005      | 4000-00 SALES                | <input checked="" type="checkbox"/> |
| 006      | 5000-00 COST OF SALES        | <input checked="" type="checkbox"/> |
| 007      | 6000-00 OPERATING EXPENSE    | <input checked="" type="checkbox"/> |
| 008      | 7000-00 G&A EXPENSE          | <input checked="" type="checkbox"/> |
| 009      | 9000-00 OTHER INCOME & EXP   | <input checked="" type="checkbox"/> |
| 010      |                              | <input checked="" type="checkbox"/> |
| 011      |                              | <input checked="" type="checkbox"/> |
| 012      |                              | <input checked="" type="checkbox"/> |
| 013      |                              | <input checked="" type="checkbox"/> |
| 014      |                              | <input checked="" type="checkbox"/> |
| 015      |                              | <input checked="" type="checkbox"/> |
| 016      |                              | <input checked="" type="checkbox"/> |
| 017      |                              | <input checked="" type="checkbox"/> |
| 018      |                              | <input checked="" type="checkbox"/> |
| 019      |                              | <input checked="" type="checkbox"/> |
| 020      |                              | <input checked="" type="checkbox"/> |
| 021      |                              | <input checked="" type="checkbox"/> |
| 022      |                              | <input checked="" type="checkbox"/> |
| 023      |                              | <input checked="" type="checkbox"/> |
| 024      |                              | <input checked="" type="checkbox"/> |
| 025      |                              | <input checked="" type="checkbox"/> |
| 026      |                              | <input checked="" type="checkbox"/> |
| 027      |                              | <input checked="" type="checkbox"/> |

v8.1.0 acs\_kw Is The Above Information Correct? Char Po