

Productivity Software For Your Commodore Plus/4

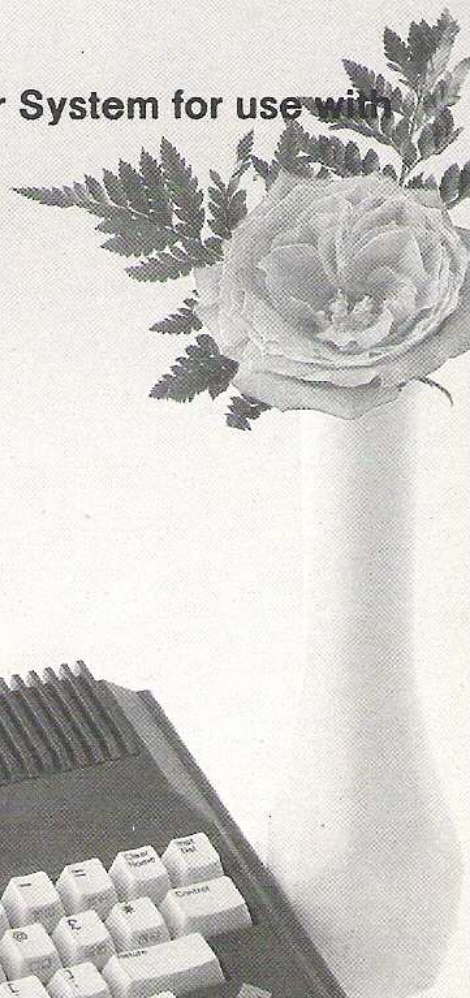


GENERAL LEDGER

A complete easy-to-use General Ledger System for use with
your Commodore Plus/4

Features and pinpoints profitable
and non-profitable areas to maximize
growth potential

developed by **InfoDesigns™**



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COMMODORE BUSINESS MACHINES

**COMMODORE BUSINESS ACCOUNTING SYSTEM
FOR THE COMMODORE PLUS/4
GENERAL LEDGER OPERATOR'S GUIDE**

Version 1.0

For the Commodore PLUS/4 Computer

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I. INTRODUCTION

A. Overview

The Commodore BAS PLUS/4 General Ledger System is an extremely powerful accounting system adapted from larger sophisticated systems and implemented on the new Commodore PLUS/4 microcomputer system.

The system utilizes a set of floppy disks to perform the fundamental accounting functions. The programs reside on one disk, and the Chart-of-Accounts and transaction files reside on the other. Because the Chart-of-Accounts for any one company should not be allocated to several disks, there is a finite capacity in the General Ledger system.

The exact capacity configuration is as shown in the following table:

Records Storage Capacity

	CBM <u>1541</u>
Maximum Chart-of-Accounts	300
Maximum Transactions	1500

However, separate disks may be used for different Charts-of-Accounts and different companies. Thus, for multiple division companies and CPA's who perform client write-up services for multiple clients, a separate Chart-of-Accounts disk may be established for each business entity.

The system provides these advanced capabilities:

- . Direct posting to the General Ledger
- . Automated interface with Accounts Payable, Accounts Receivable, and Payroll
- . Chart-of-Account numbering scheme using the respected Osborne convention
- . Customized financial reports including: Income Statement, Balance Sheet, Trial Balances and Special Reports
- . Maintains account balances for present month, quarter-to-date, year-to-date, previous quarters and previous year.

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The Commodore BAS PLUS/4 General Ledger System is part of a total Business Accounting System which includes an Inventory Management Module, Accounts Receivable Module, Accounts Payable Module, and Payroll Module. The G/L System has been designed to allow an automated interface with other modules when installed. However, each module can be implemented and operated independently of the others until such time you decide to incorporate the automated interface into your operation.

The balance of this document contains information essential to the smooth conversion and ongoing effectiveness of the General Ledger application, including:

- System Conventions, which highlights key technical and operating characteristics of the BAS PLUS/4 application that are used to provide consistency of operation across all **Commodore** applications (see Section I-B)
- System Functions, which describes the purpose, timing and features of each accounting function performed by the application (see Section II)
- System Start-Up, which provides guidelines on how to initialize your equipment and files to prepare for day to day operations (see Section III)
- Management Reports, which describes the purpose, timing, execution and format of those reports/documents produced by the system to control your operation (see Section V)
- Troubleshooting Guide, which describes particular error conditions, their probable cause and required action to resolve the errors that may occur in day to day processing (see Section VI)
- Using Telephone Consulting Assistance, which describes an optional Telephone Consulting Assistance Program provided by the Commodore BAS Support Center, and guidelines for placing orders for additional products and services (Section VII)

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These and remaining sections of the Operator's Guide will significantly contribute to the future success of your operation. Please take an appropriate amount of time to read them. Of special importance is the section on establishing your Chart-of-Accounts and defining the accounting interface between General Ledger and other modules of the **Commodore Business Accounting Systems**. The decisions you make in these areas are instrumental to a sound accounting and financial reporting system that is essential to the ongoing management of your operation. (See section IV-D,E,F and Exhibits IV-A and IV-B).

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B. System Conventions

In order to simplify the description of how certain information is entered into the system, the following conventions are used in the documentation:

1. Special typewriter keys

There are only two special keys to use other than the normal typewriter keys. These keys are indicated by the use of this symbol **<KEY NAME>** to differentiate the name of the key from actually typing the word.

<u>Keys</u>	<u>Purpose</u>
<RETURN>	Use after entering information (see next paragraph)
<INST/DEL>	Deletes last character
<SHIFT>	Never used. All information is entered in "lowercase" letters. All reports are automatically printed out in CAPS.

2. **<RETURN>** key

When the computer displays asterisks (*****), it is waiting for an input from the operator.

If the alpha or numeric information does not fill all the positions indicated by the asterisks, then you must press the **<RETURN>** key after entry.

Example: When the computer asks for account name, the screen looks like this:

Account Name : *****

Notice that the blinking cursor tells you where your characters will type. This is indicated by an underscore () in this documentation. You would then type the account name as:

Account Name : *****
general ledger**<RETURN>**

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because the number is less than the number of asterisks (22). If the field were account number, and the input completely filled the asterisks, such as:

11000.0

the computer will automatically advance to the next field.

Remember, when your input fills all the asterisks, you do not have to press the <RETURN> key. With a little practice, this convention will become almost second nature.

When entering data, the <RETURN> key can be used to skip a field. Just press <RETURN> and the program will skip to the next field. For the first field of a new screen, pressing <RETURN> without any data allows you to return to the previous menu. As a general rule, when in doubt about where you are in the program or how to get to a different operation, just press <RETURN> until you get to the correct menu.

3. Account Numbering

All General Ledger Accounts use the Osborne numbering convention. This numbering scheme is based upon a six-digit number with an embedded decimal point (e.g., 12345.0).

Account Numbers are divided into four basic categories:

Assets	10000.0 - 19999.0
Liabilities and Equity	20000.0 - 29999.0
Income	30000.0 - 39999.0
Expense	40000.0 - 49999.0

Detail descriptions of Account Number assignment and their use are included in Section IV-D.

4. Prompting messages

The computer will remind you what information it is expecting by the use of "prompting" messages. These messages will also "flash" when you make an error. This flashing will alert you to re-enter the information correctly.

These messages appear directly under the screen title. For example:

POST/PRINT ENTRIES
Enter Account Number

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5. Disk errors

The system utilizes floppy magnetic disks for storage of all data. Occasionally, a disk may drop data and cause an error. For this reason, **IT IS IMPERATIVE THAT AT LEAST TWO (2) BACKUP DISKS ARE MAINTAINED FOR EACH DISK FILE.** See Section II for Disk Backup Procedures.

If the following conditions occur, it means a disk error has occurred:

- 1541, Right most light turns red and blinks

A listing of all disk errors may be found in your **Commodore Floppy Disk User's Manual** and is reprinted in Section VI of this guide. When an error occurs, the system will return to the main menu. Re-insert the disk(s), and try the program again. If repeated tries do not work, then you probably have a bad disk and must go to one of your back-up disks.

Additionally, there is a series of special error messages concerning the operation of the General Ledger System. Refer to Section VI, Troubleshooting Guide.

Note: There are several things the user can do to avoid disk data errors. They include:

- a. Handle the diskette with care
 - . Write on labels first, then affix them to the diskette
 - . Do not touch the exposed surface of the diskette
 - . When not being used, keep the diskettes in their protective jackets and store them in a cool dry area
 - . DO NOT remove diskette from drive during operation
- b. Use high quality disks
- c. Have your disk drive serviced periodically to ensure that it is clean and operating according to specified tolerances

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6. Program Disk and Data Disk

Your master program disk is used to hold the programs which make up this accounting system. No specific information relating to your company or business is ever stored on the program disk. All such "data", is stored on a data disk. When running the system, you will be prompted to remove and insert either your program or data disk. Simply follow the prompts as indicated. If you accidentally insert the wrong disk, you will be warned with a flashing error message. Just continue with the correct disk.

C. Equipment Requirements

The BAS PLUS/4 General Ledger System has been designed to allow significant flexibility in configuring your hardware. Of major importance is the capability to process the application using 1 or 2 disk drives.

Specific equipment requirements are:

- Commodore PLUS/4 Computer
- Color or Monochrome Monitor
- Disk Drives
 - . 1 or 2 1541's or 1551's
- Printers
 - . 1526, MPS 801, MPS 802 or DPS 1101

Install and check-out your equipment by following the equipment operating instructions provided by Commodore Business Machines.

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II. SYSTEM FUNCTIONS

The Commodore Business Accounting PLUS/4 General Ledger System is a "menu-driven" system. The "menu" is literally a menu of critical accounting functions that have been computerized to support your day to day operations. To execute these functions, you merely have to select the appropriate menu item.

The menu includes the following functions:

GENERAL LEDGER MAIN MENU

00	Bas System Menu	01	Post/Print Entries
02	Post/Print Cash Trans.	03	Update Acct. Balances
04	Print Reports	05	Maintain G/L Accounts
06	G/L Info File	07	Stand. Accts 0 Balances
08	Configur File Maint.	09	Quit Processing

Select
(RETURN)

In addition, there are various sub-menus to allow for precise selection of essential accounting operations.

Following is a brief description of each menu function.

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00) BAS SYSTEMS MENU

Purpose: The BAS Systems Menu allows you to run any of the system modules. These other systems may be purchased separately from your dealer:

BUSINESS ACCOUNTING SYSTEM MENU	
01 General Ledger	02 Accounts Receivable
03 Accounts Payable	04 Payroll
05 Inventory Management	06 Disk Backup
07 Quit Processing	Select <RETURN>

Special Instructions for Disk Back-Up Operations

06 Disk Backup function is very important and is included with your system. It allows you to duplicate any data disk. As mentioned above, **IT IS IMPERATIVE THAT YOU HAVE AT LEAST TWO (2) BACK-UP COPIES OF EACH DATA DISK.**

Program disks are copy protected and will not copy. You may obtain security copies from **Commodore Business Machines.**

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01) POST/PRINT ENTRIES

Purpose: To enter direct postings to the General Ledger in a manner similar to making General Journal entries

When: Daily, weekly, monthly or year-end

Procedure: Provides for entering up to five (5) debit entries and five (5) credit entries to any general ledger account. Each Debit and Credit entry will produce a transaction that will subsequently update the General Ledger in **03 Update Account Balances**. The sum of the debits and credits must balance to zero. Otherwise, the entries will not be released for updating.

Sub-Menu: Enter 1 to begin; then 1 to Post to General Journal, or 2 to Print either a General Journal or Transactions Report or 3 to Change Date for Transactions.

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1 POST

Note: The system will ask if you want to erase the present Journal File. If you have already printed the General Journal Report for previous entries, answer **y**.

- 1) Enter **xxxxx.x** (where xxxxx.x is the account to be debited). Then enter **dollar amount <RETURN>**
- 2) Enter **reference** (for transaction audit trail) **<RETURN>**
- 3) To continue to enter debit entries repeat steps 1 and 2. To enter the offsetting credit amounts, press **<RETURN>**
- 4) Enter **xxxxx.x** (where xxxxx.x is the account to be credited). Then enter **dollar amount <RETURN>**
- 5) Enter **reference <RETURN>**
- 6) To continue to enter credit entries, repeat steps 4 and 5. To complete the transaction, press **<RETURN>**
- 7) Enter **description <RETURN>** (This is a description of the entire journal entry transaction, which will be printed on the General Journal Report)
- 8) Enter **00** to save the transaction, **99** to cancel the transaction, or the **line number** of any debit or credit entry you want to change. If you try to save the transaction and debits are not equal to credits, an error message will flash. The system will prompt you for a re-entry of the erroneous input. To enter additional transactions, repeat the Posting procedure. Note: A limit of 200 transactions can be entered at one time. If you reach 200 transactions, you must go back to the Main Menu and choose **01 Post/Print Entries** to continue to enter more transactions. To print out the General Journal, enter **2** then **1**. To exit, enter **0**. Note: When you exit, the system will prompt **Do you want a printed report? y/n**. Enter **y**, if you desire a report. Enter **n** to exit.

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2 PRINT

- 1) Enter 1 to Print General Journal, or 2 to Print Transaction File

3 CHANGE DATE

- 1) Enter **date** in MMDDYY format

02) POST/PRINT CASH TRANSACTIONS

Purpose: To enter cash receipts and disbursements transactions.

When: Daily, weekly, or monthly.

Procedure: Provides for entering cash receipts and disbursements.

Note: If your system is interfaced with the Accounts Payable System, then disbursements will automatically be handled by issuing checks. If your system is interfaced with the Accounts Receivable System, then cash receipts will automatically be handled by applying payments to customer invoices.

The Cash Journal function in General Ledger allows you to process "cash-basis" transactions. Also, manual checks that are not processed through A/P can be entered through Cash Disbursements; miscellaneous cash receipts that are not handled through A/R may be entered through Cash Receipts; or summary receipt and disbursement transactions may be posted directly to the General Ledger if you choose to manually interface A/R and A/P to General Ledger.

Sub-Menu: Enter 1 to begin; then 1 to Post Receipts or 2 to Post Disbursements. Reports are generated while you are entering the transactions.

1 RECEIPTS

- 1) Enter **xxxxx.x**, where xxxxx.x is the appropriate cash account [to debit]. In the sample Chart-of-Accounts (Exhibit IV-A), this account is **11120.0**

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- 2) For each receipt transaction, enter **xxxxx.x**, where **xxxxx.x** is the appropriate account [to credit]. This account will usually be either an income account or Accounts Receivable.
- 3) Enter a **reference**, such as a check number or customer name.
- 4) Enter **dollar amount** **<RETURN>**.
- 5) Enter **description** **<RETURN>**.
- 6) Now, verify all data for this transaction. Fields 1-4 may be changed by entering the appropriate number and re-entering the data. To cancel the transaction, enter **5**. To save the transaction, enter **0**.

Repeat the above procedure for all Receipts. When finished, press **<RETURN>**.

DISBURSEMENTS

To enter disbursements, repeat the same procedure as described in **receipts**. The only difference is that the Cash Account Number will be credited and the Transaction Account Number will be debited. Reference should be Check Number, and Description should be Vendor Name.

Note: A limit of 200 transactions can be entered at one time. If you reach 200 transactions, you must go back to the Main Menu and choose **02 Post/Print Cash Transactions**. Then you can continue to enter more transactions.

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03) UPDATE ACCOUNT BALANCES

Purpose: Posts Direct Posting Transactions, Cash Journal Transactions, and External Postings (i.e., automated interface) to the General Ledger Chart-of-Accounts file.

When: Daily or as needed. **Note:** Always perform the update before printing financial reports at the end of the month.

Procedure: Multiple updates in a given month may be run. Thus, you may want to print financial reports during the month (even daily) to get an accurate picture of the company's operation. The information in the reports will only be as current as the latest update.

Enter 1 to begin processing. The system will print out an audit trail of all accounts being updated, balances before update, net postings and balances after update.

At completion of the update, the system will automatically post net profit/loss to the Retained Earnings account. **Note:** the Account Number representing the Retained Earnings account should be placed in the G/L Information File. See sub-menu option 06.

04) PRINT REPORTS

Purpose: Prints a variety of reports using the General Ledger Account File, addition to maintaining quarter-to-date and year-to-date totals.

When: As needed, and at the end of each month, quarter and year.

Procedure: This program provides a menu selection of various financial reports, including Trial Balances, Profit & Loss Statement, Balance Sheet, and a Special Report.

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If the screen displays **Transaction File Active**, then the system has not been updated with all transactions. Any reports produced will not represent the latest information. To update the system, press **00** to exit to the Main Menu, then press **03** to Update. After the update, press **00** to exit to the Main Menu, and press **04** to return to Print Reports.

Sub-Menu: The sub-menu is divided into several Report Types:

- 1) Trial Balance
- 2) Special Report
- 3) Monthly Report
- 4) Quarterly Report
- 5) Update Period Totals

1) Trial Balance

Trial Balance reports print out with General Ledger Account numbers that proceed each posting account. This provides easy verification of accounting entries. The Trial Balance Reports have two formats. Press **1** for Income/Expense Accounts, or **2** for Balance Sheet Accounts.

2) Special Report

Special Report prints out the current account balance of all General Ledger accounts coded with a Special Report indicator in the General Ledger Chart-of-Accounts File. See Section IV-D for coding instructions.

3) Monthly Report

Press **1** for Income Statement or **2** for Balance Sheet.

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4) Quarterly Report

Press 1 for Current, 2 for Previous Quarter, 3 for 2nd Previous Quarter, or 4 for 3rd Previous Quarter.

Press 1 for Income Statement or 2 for Balance Sheet.

5) Update Period Totals

Update Period Totals is a critical function, and must be done MONTHLY, QUARTERLY, AND YEARLY AFTER printing all reports.

Press 1 for Monthly update which zeroes out the current month balances from Income and Expense Accounts. Note: Balance Sheet Accounts are not zeroed out. The update should be performed at the end of each month. **Not at the end of a quarter or the end of the year.**

Press 2 for Quarterly update, which transfers the current quarter totals to the previous quarter, the previous quarter totals to the second previous quarter totals, and the second previous quarter totals to the third previous quarter totals. It also zeroes out the current quarter totals and current month totals for **Income and Expense Accounts.**

Press 3 for Yearly update, which performs the same functions as the Quarterly Update and transfers the current year-to-date totals to the previous year totals. It also zeroes out the current year-to-date totals for **Income and Expense Accounts.**

NOTE: It is essential that you maintain control over the timing of the Period update. The system assumes your request for transferring balances reflects an actual month, quarter or year end, based upon your fiscal year. Performing a quarterly transfer at the wrong time will produce undesirable results.

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05) MAINTAIN G/L ACCOUNTS

- Purpose: Provides the capability of adding, changing and deleting records in the General Ledger Chart-of-Accounts.
- When: To establish your initial Chart-of-Accounts; when needed.
- Procedure: Each General Ledger account must have a record on the Account File before any transactions may be posted to it. A record is also required for each heading, title, and total included in your financial reports. For a complete description of the structure of and coding procedures for the General Ledger Account File, see Section IV-D **Setting up the Chart-of-Accounts**.
- Sub-Menu: Press 1 to Add an account, 2 to Change, Delete or Inquire into an account, or 3 to Print an account listing.

1) Add

Enter **xxxxx.x** (where xxxxx.x is the General Ledger Account number) then **xx** (where xx is a Sub-Account number). See Section IV-D for the General Ledger Account numbering conventions.

MAINTAIN G/L ACCOUNTS

Account Number :*****
Sub-Acct Number :**
01) Name :*****...

02) Account Type :*
03) Report Type :*
04) Normal Balance :*
05) Total Level :*
06) Extra Line Adv :*
07) Sales Account :*
08) Special Report :*

09) This Month :*****
10) This Quarter :*****
11) This Year :*****
12) 1st Previous Quarter :*****
13) 2nd Previous Quarter :*****
14) 3rd Previous Quarter :*****
15) Last Year :*****

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THIS CHANGE CIRCUMVENTS AUDIT TRAIL PROCEDURES AND SHOULD ONLY BE USED BY AUTHORIZED PERSONNEL. DUE TO THE FACT THAT THE GENERAL LEDGER IS A DOUBLE-ENTRY SYSTEM, CHANGES IN AN ACCOUNT BALANCE WITHOUT CHANGING THE CORRESPONDING BALANCING ACCOUNT(S) WILL CREATE A GENERAL LEDGER FILE THAT DOES NOT BALANCE.

To Delete a record, press 99; then enter delete code del. If the Account balance is not zero, the system will prompt **Transfer Account Balance Before Deleting**. A non-zero Account balance may not be deleted. You must zero-out fields 09 to 15 before the record can be deleted.

3) Print

Press 1 for a listing of the Account File or 2 for balances of each Account.

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06) G/L INFORMATION FILE

Purpose: Enter or change the **Company Name, Password, and Capital Account Number**(e.g., Retained Earnings)

When: When you install the system; then, as required

Procedure: The codes in the G/L Information File should be entered to support the operation of the system. Enter the **number of the field**; then enter the data

<u>Field</u>	<u>Allowable codes</u>	<u>Comments</u>
Company	Enter your company name	
Systems date		The date is automatically updated with the date you enter when you first turn the system on
Capital Account	Enter the account code as XXXXX.X	This is the account used to automatically post Net Profit or Loss to the General Ledger

Note: this account must be established prior to using the system for proper posting of Profit/Loss.

Password	Enter yyyy, where yyyy=a 4 character password	This field sets the user password to allow operation of the system. The word pass has been set as the initial password.
----------	---	--

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07) STANDARD ACCOUNTS/ZERO BALANCES

Purpose: To assist you in developing your initial Chart-of-Accounts during installation. Option 1 creates a standard Chart-of-Accounts which is provided with the system. This can be modified by you. Option 2 provides a convenient way to zero out all dollar balances in all General Ledger accounts.

When: During installation of the system

Procedure: It is not necessary to use the Initialize Chart-of-Accounts option. For example, a complete Chart-of-Accounts can be created by using **05 MAINTAIN G/L ACCOUNTS**. However, to save time you may want to start with a skeletal Chart and modify it to suit your particular needs.

1 Create G/L File will place a General Ledger Chart-of-Accounts on your **G/L Data Disk**. See **Section III-B**, which describes the steps to follow to create a **G/L Data Disk**. **NOTE:** The Chart-of-Accounts is similar to the one shown in **Section IV, Exhibit IV-A**. You should review the accounts and the financial reports using the account structure to determine whether you want to create a General Ledger Account File automatically. The associated financial reports are shown in **Exhibit IV-B**.

NOTE: This option may be used for two drive systems only.

2 Zero Account Balances will remove any dollar balances contained in your Chart-of-Accounts. **BE CAREFUL.** If you select this option and have no back-up of your **G/L Data Disk**, you will have to re-enter all of your balances.

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08) CONFIGURATION FILE MAINTENANCE

Purpose: Provides the capability to describe the specific equipment configuration to the BAS PLUS/4 General Ledger application. Includes the ability to change it, if your equipment changes (e.g. Add a second disk drive).

When: For one disk unit (e.g. 1 1541)
. Whenever you change disks or printers.
For two disk units (e.g. 2 1541's)
. Every time you turn your hardware on you will have to change the unit number of your second disk unit

Note: This routine will do that automatically

. Whenever you change disks or printers.

Sub menu: 0) Quit Processing, after configuration is defined
1) Change Configuration, to define or change the current configuration.

<u>FIELD</u>	<u>ALLOWABLE CODES</u>
Disk	80 = 1 1541 90 = 2 1541's
Printer	M = Standard Commodore Printer Q = Printer with no line feed F = Printer with a line feed

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- 2) Change Unit Number, to assign unit numbers when two disk units are used.
Note: Be sure secondary disk is turned off (e.g. the disk unit to be used for data files) before selecting Sub Menu item 2.

The system will prompt you to turn the primary unit (i.e., unit used for program disk) off and the secondary unit on. Then press **<RETURN>** to change the secondary drive to unit 9.

Technical note: The system assumes that the main drive is pre-set to device number 8, which is the way it is shipped from Commodore.

User note: It is recommended that you attach a label to each disk device, as follows:

- Unit 8/Drive 0 (primary)
- Unit 9/Drive 1 (secondary)

Note: Change Unit Number is not required if you have your dealer permanently change you disk drive unit number to unit 9.

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For Two Drive Systems

When making a back-up copy on a brand new disk, you will have to use the **New** command 2. This command will place formatting information on a new disk in drive 1 (left drive) so that it can then copy from drive 0. After the back-up copy is complete, the computer will check that a good copy was made. If not, a message will inform you "BAD COPY - RE-DO" and you should try copying again. If after two (2) tries, you still get a bad copy, then try using another disk (in drive 1) to copy on. Under certain circumstances, it is possible that the operating disk (in drive 0) is bad, and to recover you will have to use a previous back-up file.

Just follow the specific instructions on the screen when you use BAS Systems Menu functions.

For One Drive Systems

The back-up can still be performed. However, it will involve six separate passes, each of which will require removing and inserting the original and back-up diskettes. If you are backing up to a new disk, you will have to format the disk first. To format the disk, exit the system and do the following:

Enter **HEADER"diskname",D0,I#**

Note: The diskname is the file name you want to assign to the diskette, and **I#** is a two character id number.

Example:

**HEADER"DATA DISK",D0,I03
<RETURN>**

Note: When you are prompted for an id number, enter a 2-digit number that is different than the id number you assigned to your G/L Data Disk.

After the disk has been formatted, reload the application program and:

Type: **<SHIFT> <RUN/STOP>**

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09) Quit Processing

Purpose: Allows you to quit your current session with the General Ledger program.

When: As desired.

Sub Menu: You will be asked **"Are you sure? (y/n)"**
"y": Will return you to PLUS/4 Basic.
"n": Will return you to the G/L Main Menu.

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III. SYSTEM START-UP

A. Overview

The following procedure should be used to start-up the system at the beginning of the day.

B. Initializing the System for first use

The following sequence should be used when you first implement the system:

- Read this manual
- Install Equipment as indicated in the Commodore Installation Manuals
- Prepare an **Operating** copy of **G/L Data Disk**
 - . Place a new high quality disk in drive 0
 - . Enter:

HEADER"G/L DATA DISK",D0,I01 <RETURN>
Note: Use the numbers one (1) and zero (0)

(If you get a **file open** error, repeat)
 - . Disk will start spinning
 - . Wait until disk drive light goes off
 - . Remove the disk and label it.
- Start system up as indicated above in Par. C.
- Select **06 G/L Information File** to create a G/L Information File on your new G/L Data Disk (see Section II-13).
- Assign General Ledger Account Numbers as described in Section IV-D,E and F.
- Add new account records using **05 Maintain G/L Accounts**. See Section II-10.

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C. Daily Start-up Sequence

- 1) Disconnect any peripheral equipment not used by the BAS PLUS/4 application (e.g. joy sticks, game cartridges, cassette units)
- 2) Turn on Commodore PLUS/4, floppy disk drives, and Printer.

Note: If there are two drives, turn the primary drive on only

- 3) Insert G/L Program Disk, side 1, in Drive 0
- 4) Press <SHIFT> <RUN/STOP>, simultaneously.

Read copyright notice carefully. Note that it is **unlawful to copy, duplicate, sell or distribute unauthorized copies of this software product disk-- violators will be prosecuted to the full extent of the law.**

- 5) After the copyright message, you will be prompted to enter the current date. Enter the date using the format: MMDDYY (Month-Date-Year).

Note: The system will automatically update the G/L Information File. If you do not want to change the date currently in the G/L Information File, just press <RETURN>.

- 6) Enter: **pass** (or whatever your password is)

Note 1: Though you enter the password at this point, it will be verified again as each application module is executed. Review your password entry carefully prior to responding **Y**-yes to the screen prompt.

Note 2: The password can be changed by using **06 G/L Information File** (See Section II-13)

- 7) Now you may execute any of the functions specified in (Section II-1) System Functions.

Note: If you have more than 1 disk unit (e.g. two 1541's) you must execute **08 Configuration File Maintenance** first.

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D. Turning Off the System

Note: Before turning off the system, you should press <RETURN> until you get the BAS Systems Menu. Then, remove disk(s) and turn off all components.

NEVER TURN THE SYSTEM OFF OR ON WITH FLOPPY DISKS IN THE DRIVES. THIS CAN CAUSE PERMANENT DAMAGE TO THE FLOPPY DISKS AND POSSIBLE LOSS OF DATA.

NOTE: If you have a two drive system, Menu Option 07 Standard Accounts/Zero Balances gives you the capability of creating a skeletal General Ledger Chart-of-Accounts File that will be located on your G/L Data Disk. See Section II for instructions.

- Enter the General Ledger account number for the automated posting of Profit/Loss, using 06 G/L Information File.
- Enter the General Ledger account numbers in the Information Files for all modules(e.g., Accounts Receivable) that will be interfacing with the General Ledger system. See Section IV-E.
- Now follow the Daily General Ledger Cycle as described in Section IV-B.

E. Special Considerations

Because the Chart-of-Accounts and transaction files are all located on one disk, you can establish as many separate accounting systems as you wish. For example, a user may have several business entities for which he wishes to maintain strict accounting controls. Also, a user may want to use the system to manage his/her personal affairs.

To establish separate accounting systems, you merely have to initialize new data disks. Then you may add a Chart-of-Accounts for each disk to begin processing. **Note:** It is strongly recommended that you label each disk in a manner that minimizes the possibility of disk handling errors.

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IV. ACCOUNTING PROCEDURES

A. Overview

All accounting systems have specific cycles for data entry, updating and reporting. The BAS PLUS/4 General Ledger System is very flexible in design. The General Ledger file may be updated as frequently as desired to obtain current financial reports.

The General Ledger System is a "double-entry" bookkeeping system requiring debits and credits to balance to zero. Postings to the General Ledger file may be made from external sources (e.g., Accounts Receivable, Accounts Payable, or Payroll) and by direct postings through the General Ledger System.

The single most important aspect of automated General Ledger processing is setting up the Chart-of-Accounts. The Chart-of-Accounts, contained in the General Ledger Data Disk, determines the format of your financial reports. Each account has a record in the Account file. The order of the Account records in the Account file establishes the order of account printing on the financial reports. There are "dummy" records in the Account file for report titles and headings. These "dummy" records determine where and when subtotals and totals will appear. Report spacing, extra blank lines, and skipping to the top of a new page are all controlled by information which you supply on each Account record. Detailed procedures for setting up the Chart-of-Accounts are explained in Section IV-D, E, and F.

This section presents a guide for following appropriate manual accounting procedures and the proper execution of computer procedures. We recommend that you initially follow this sequence exactly until you have developed experience on the system. Of course, you have the option of developing your own internal procedures once you are intimately familiar with the operation of the system.

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B. Daily or Periodic General Ledger Cycle

Daily, or periodically, you should perform these functions:

- . Post/Print Entries
- . Post/Print Cash Transactions
- . Automatic Interface with other BAS modules

To start-up the computer, see Section III - C

1) Automatic Interface with other Systems

Accounting Procedure

- a) If this is the first time you are using the General Ledger System, then the Chart-of-Accounts must be initialized (See Section IV-D,F). The General Ledger Account number parameters in other modules must also be initialized to interface with the General Ledger (Section IV-E).
- b) Maintain standard accounting practices to ensure that all entries that affect the General Ledger flow through the General Ledger Transaction File (on G/L Data Disk) in order that audit trails are maintained. **Note: Use of 05 Maintain G/L Accounts to change account balances should be prohibited, except for establishing initial account balances.**

Computer Procedure

- a) Once the Information Files in the other accounting modules are initialized with the proper G/L Account Numbers, each system will prompt the following message at the appropriate time:

Post to General Ledger? (Y/N)

Enter **y** to post transactions

**Insert the G/L Data Disk into
the appropriate drive, press<RETURN>**

At this point remove the disk in the left drive(if it is a two drive system) and insert the G/L Data disk. Press **<RETURN>**. Now, the system will update the G/L Data disk with transactions for subsequent posting to the General Ledger).

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When the system finishes updating the G/L Data Disk, it will prompt the following message:

Insert X/X Data Disk into the appropriate drive, then press<RETURN>

where X/X is the appropriate disk (e.g., A/R, A/P, P/R). At this point remove the G/L Data disk from the drive and insert the appropriate Data disk. Press <RETURN>. The system will continue its normal processing.

The G/L Transaction File may be updated with transactions from any number of "feeder" systems, multiple times per month. These systems will prompt you to insert your General Ledger Transactions Disk. When these prompts occur, insert your G/L Data Disk. DO NOT USE DIFFERENT DISKS. THE GENERAL LEDGER SYSTEM WILL PROCESS ONLY THOSE TRANSACTIONS ON THE G/L DATA DISK.

- b) To make normal direct postings to the General Ledger, select either:

01 Post/Print Entries for General Journal Entries, or

02 Post/Print Cash Transactions for cash receipts and disbursements

Note: the system will prompt you for the proper steps to insert the G/L Data Disk at the appropriate time

- c) To produce a listing of all transactions on the G/L Data Disk for audit trail purposes, select:

01 Post/Print Entries, press 1 Begin,
2 Print, 2 Transaction File.

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C. Month-End Procedure

Monthly, or more frequently, you should perform these functions:

- . Update Account Balances **03**
- . Print Trial Balances **04**
- . Post Adjustments **01**
- . Update Account Balances **03**
- . Print Financial Statements (P&L, Balance Sheet and Special Report) **04**
- . Back-up Data Disk **00** BAS System Menu, then **06**
- . Update Period Totals (monthly only) **04**

1) Update Account Balances

- a) After all external postings and direct postings have been made, print out transactions for an audit trail, using **01 Post/Print Entries**. Then press 1 Begin, 2 Print, 2 Transaction File. Verify transactions before updating the General Ledger.
- b) Use **03 Update Account Balances** to post transactions to the General Ledger. Note: Once the update is complete, transactions will automatically be removed (deleted) to prevent double updating with the same transactions.
- c) File and save all General Ledger Update Reports. These reports provide an audit trail of all transactions, what accounts they were posted to, and the change in position for each General Ledger Account. The reports are **invaluable** for your annual audit. Furthermore, they provide the kind of tight audit control that most CPA firms recommend.

2) Print Trial Balance

- a) Press **04 Print Reports**, 1 Trial Balance, 1 Income Statement to print out a trial balance for Income and Expense accounts. Then press 1 Trial Balance, 2 Balance Sheet to print out a trial balance for Balance Sheet Accounts.
- b) If there are any adjustments required, use **01 Post/Print Entries**, 1 Begin, 1 Post. Now post the adjusting debit and credit entries.

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- c) Print out the General Journal to verify your input.

Now repeat steps 1 and 2 above, which will update the General Ledger with the adjusting entries, and produce the trial balance reports for your verification. When the Trial Balance Reports are correct, then proceed to step 3, Printing Financial Reports.

3) Print Financial Statements

- a) Press **04 Print Reports**, **3 Monthly Report**, **1 Income Statement** to print out the Income Statement; then press **3 Monthly Report**, **2 Balance Sheet** to print out the Balance Sheet.

If you are using a Special Report, then press **2 Special Report** to print.

4) Back-up Data Disk

- a) After all financial reports are run, make a Monthly Back-up of the G/L Data Disk. Enter **00** to exit to the BAS Systems Menu; then enter **06 Disk Backup**. Follow the prompts for extracting and inserting disks.

At each quarter-end, make a permanent backup copy of the G/L Data Disk. Remember, this disk contains the General Ledger. This backup will provide your accountant with complete period-end General Ledger balances for audit purposes.

5) Update Period Totals

- a) After making the Monthly Backup Disk, return to Main Menu. Use **04 Print Reports**, **5 Update Period Totals**, **1 Monthly** to zero out appropriate account total in preparation for posting transactions during the next month.

Note: At the end of a quarter, repeat the Month-End procedure, **except do a Quarterly Update 2 instead of a Monthly**. At the end of your accounting year, repeat the Month-end Processing, **except use a Yearly Update 3, instead of a Monthly Update**. Furthermore, remember that the system assumes that your selection of the Update Period Totals is correct. Selecting the wrong option, or selecting it at an incorrect time will produce undesirable results.

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D. Setting Up the General Ledger Chart-of-Accounts

This is the single most important aspect of automated General Ledger processing. The Chart-of-Accounts contains records for each posting account as well as special account records for controlling report titles, headings and calculated totals.

The General Ledger Operator's Guide provides a sample Chart-of-Accounts illustrated on the following pages. It is provided as a reference guideline to follow as you establish your own customized Chart-of-Accounts. Note: If you have a two drive system, a skeletal Chart-of-Accounts can be created automatically. See Section III-B, Initialize Files for instructions.

The following is the recommended procedure in setting up the Chart-of-Accounts:

1) Determine Format of Financial Statements

Prior to defining the number of General Ledger Accounts to be used for transaction posting you should determine the format of your financial statements (both Profit & Loss Statement and Balance Sheet).

Review the sample formats of financial statements provided in Exhibit IV-B. If you are somewhat unfamiliar with financial reports, get some assistance from your accountant. Each item printed on the reports is associated with a General Ledger Account Number that you must assign.

Account numbers must be assigned in four basic categories:

Assets	10000.0 - 19999.0
Liabilities and Equity	20000.0 - 29999.0
Income	30000.0 - 39999.0
Expenses	40000.0 - 49999.0

Note that the first digit of the account number identifies the category of the account. Within these categories, account numbers may be assigned in any way that best suits your accounting and reporting needs.

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There is a systematic way to assign account numbers within the general categories. The first digit represents category (i.e., Assets, Liabilities), which is the highest level of account differentiation. Then, as you move from the left-most digit to the right, each digit represents a further breakdown of the previous digit. A simple example would be for cash accounts, which are in the asset category.

Cash	11100.0
Savings	11110.0
Checking	11120.0

A more detailed illustration would be for establishing expense accounts to maintain detailed control over various expenditures:

```
.....Expenses
: .....Department Expense
: : ..... Advertising Expense
: : : ..... Trade Shows
: : : : ..... Travel-Shows
: : : : : .... (Sub-Category)
: : : : :
4 3 5 2 1 . 0
```

Note: The sub-category must be a zero.

In addition to the 7-position field (xxxxx.x), each General Ledger Account Record has the following parameters associated with it:

- Account Type
- Sub-Account
- Report Type
- Normal Balance
- Total Level
- Extra Lines
- Sales Account
- Special Report
- Dollar Amount Fields

Each parameter is described below, including allowable codes and their purpose. As you review the descriptions, it may be helpful to refer to the sample financial reports (Exhibit IV-B) and the General Ledger Account Listing (Exhibit IV-A) to get familiar with their use.

Account Type determines how the Account Number is to be used. There are four different purposes:

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<u>Account Type</u>	<u>Description</u>
0	Regular- Actual G/L accounts with monthly, quarterly and yearly balances. This is the only type of account that can receive dollar postings.
1	Heading- "Dummy" account for printing names on financial reports. Cannot receive postings. No dollar balances are maintained. It is used for New-Page titles.
2	Total- "Dummy" account for printing names on financial reports. Cannot receive postings. Dollar balance totals are calculated during the reporting process. Prints the total for its level based on the Total Level parameter and is then reset to zero.
3	Title- "Dummy" account for printing names on financial reports. Cannot receive postings. No dollar balances are maintained.

Report titles, headings, regular accounts, and totals will appear on the financial reports in numeric sequence according to their assigned account numbers.

Each Account number has a **Sub-Account number** (two digits) which is used only for sequencing descriptions on titles, headings, and total account records. For regular accounts, the Sub-Account number must be **00**. For example, here is a two-line heading illustrating the use of sub-account parameters:

<u>Account Number</u>	<u>Sub Account</u>	<u>Account Name</u>	<u>Account Type</u>
11900.0	50	Consulting	3
11900.0	51	Contracts-in-Process	3

Report Type indicates the financial reports on which the account will appear.

<u>Report Type</u>	<u>Description</u>
1	Income Statement
2	Balance Sheet

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Normal Balance indicates whether the normal (i.e., positive) balance of the account is a Debit (e.g., Asset) or a Credit (e.g., Income).

<u>Normal Balance</u>	<u>Description</u>
1	Debit
2	Credit

Total Level parameter determines the number of indented spaces an account will have on a printed line on the financial reports. It also determines the level of total and sub-total accumulation.

The Total Level field ranges from 0 - 9, with 9 being the highest level (e.g., Total Assets), and 0 being the lowest level (e.g., Petty Cash). A Level 9 total would include the account amounts and subtotals from levels 8, 7, 6, 5, 4, 3, 2, 1 and 0. Similarly, level 8 would include the amounts from levels 7, 6, ..., 0, and so on. **Level 0 would represent the the amount from a single account.** The following Exhibit describes the effects of indentation using the **Total Level** parameter.

BALANCE SHEET

<u>Level</u>	<u>Description Indentation</u>	<u>Dollar Position</u>
6-8	0 spaces	Col 3
3-5	2 spaces	Col 2
0-2	4 spaces	Col 1

INCOME STATEMENT

<u>Level</u>	<u>Description Indentation</u>	<u>Dollar Position</u>
6-8	0 spaces	No effect
3-5	2 spaces	No effect
0-2	4 spaces	No effect

For an example, refer to Exhibits IV-A and IV-B. As you can see, Accounts are automatically accumulated and totalled at the appropriate levels, based upon the **Total Level** parameters assigned to the respective accounts

Extra Lines parameter specifies the number of blank lines to skip on the financial reports after printing data from a particular account. If the Extra Lines field is set to 9, then the report skips to a new page.

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Sales Account parameter identifies the major income accounts. These accounts are used to determine percent of sales calculations that are included in the reports. Enter a 1 for all income sales accounts.

Special Report parameter designates which accounts will appear on the Special Financial Report. This report provides the current month balance on all accounts that have been assigned a special report status. The special report indicators can be changed at any time to produce a variety of special control reports.

In order to get a complete understanding of the structure of the General Ledger Account File, study the sample Chart-of-Accounts and Financial Statements shown in Exhibits IV-A and IV-B. These examples will serve as an excellent starting point when you begin to build your customized Chart-of-Accounts.

To prepare for entering your accounts into the G/L Data Disk, use the **Chart of Account Set-up** Form (shown below) to code all the fields and parameters for each account that will be used in your operation. Remember, it may be worthwhile to get some guidance from your accountant to ensure the financial reports are in the format that he requires. However, it may be as simple as translating your current accounting records and reports to the **Set-up Sheets**. Once the set-up sheets are completed, they can be entered into your system by using **05 Maintain G/L Accounts**.

CHART-OF-ACCOUNT SET-UP										
COMPANY			PREPARED BY			REVISION			DATE	PAGE OF
ABC Associates			A.B. Controller			A			05/25/84	1
ACCOUNT NUMBER	SUB-ACCT	ACCOUNT NAME	ACCT TYPE	RPT TYPE	NORM BAL	TOTAL LEVEL	EXTRA LINES	SALES ACCT	SPEC RPT	INITIAL AMOUNT
10000.0	50	ASSETS	1	2	1	8	0 0 0			
11100.0	50	CASH	3	2	1	6	0 0 0			
11110.0	-	SAVINGS - BANK	0	2	1	3	0 0 0			
11120.0	-	CHECKING - BANK	0	2	1	3	0 0 0			
11150.0	-	PETTY CASH	0	2	1	3	0 0 0			
11999.0	50	TOTAL CASH	2	2	1	6	1 0 0			
12000.0	50	ACCOUNTS RECEIVABLE	3	2	1	6	0 0 0			
12110.0	-	TRADE ACCOUNTS RECEIVABLE	0	2	1	3	0 0 0			
12120.0	-	Allowance for Doubtful Accts	0	2	2	3	0 0 0			
12130.0	-	NOTES RECEIVABLE	0	2	1	3	0 0 0			
12999.0	50	TOTAL ACCTS RECEIVABLE	2	2	1	6	1 0 0			

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Initializing the Chart-of-Accounts correctly is CRITICAL to the successful operation of the General Ledger and all BAS modules that interface with it. Allocating additional time to define your accounts and how they will be used will eliminate the need to make corrections after installation, and will allow for a smooth transition from your existing system. Once you have established a General Ledger Account, and have begun posting transactions to it, you should NOT DELETE OR CHANGE the account number.

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E. Interfacing the General Ledger with Other Modules

Once the Chart-of-Accounts is set up for your company, certain Key Account Numbers must be placed in the General Information Files of any module that will be automatically interfaced with the General Ledger. These account numbers will define the debit and credit transactions to be posted to the General Ledger, as a result of processing an interfaced module.

The systems that do interface with the General Ledger are:

- Accounts Receivable
- Accounts Payable
- Payroll

The interface directions for each system are detailed below:

1) Accounts Receivable

The following General Ledger Accounts need to be entered into the A/R Information File and the Tax Code File:

Sample Account Number	Account Name
11120.0	Cash
12110.0	Accounts Receivable
31110.0	Sales Income
31190.0	Allowances
42050.0	Freight Expense
42060.0	Travel Expense
21400.0	Sales Tax(Tax Code File)

During **05 Update A/R Files**, the A/R System will prompt you to insert the G/L Data Disk to record those transactions that will be processed by **03 Update Account Balances**

2) Accounts Payable

The following G/L Accounts need to be entered into the A/P Information File:

Sample Account Number	Account Name
11120.0	Cash
21100.0	Accounts Payable

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During **04 Update A/P Files** and **06 Calculate Payments**, the A/P System will prompt you to insert the G/L Data Disk to record those transactions that will be processed by **03 Update Account Balances**

3) Payroll

The following General Ledger Accounts need to be entered into the P/R Information File:

<u>Sample Account Number</u>	<u>Account Name</u>
11120.0	Payroll Cash Account
21610.0	Accrued FICA
21620.0	Accrued Fed Withholding
21640.0	Accrued State Withholding
21660.0	Accrued City Withholding
22100.0	Other Deductions
43110.0	Taxable Payroll Expense
43190.0	Non-Taxable Expense

During **12 Print Journal**, the Payroll System will prompt you to insert the G/L Data Disk to record those transactions that will be processed by **03 Update Account Balances**

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F. Special Considerations for Setting Up the General Ledger Chart-of-Accounts

Examples of the General Ledger Chart-of-Accounts and associated Financial Reports are illustrated in Exhibits IV-A and IV-B, respectively. Though they serve as sound guidelines for you to reference, you will likely code your accounts to meet your specific requirements for accounting and report formats.

The following rules are important to ensure that your financial statements contain the correct values, as well as foot properly.

- 1) Each section of the financial reports **must** start with a Heading Account **TYPE 1**, and **must** have the appropriate **Normal Balance** code. That is:

<u>Report Section</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Account Type</u>	<u>Normal Balance</u>
Assets	10000.050	Assets	1	1
Liabilities	20000.050	Liabilities	1	2
Income	30000.050	Income	1	2
Expense	40000.050	Expenses	1	1

- 2) The **normal balance code** for all the Accounts that can receive dollar postings (i.e., **Account Type 0**) must be assigned as follows:

Assets	-	1
Liabilities	-	2
Income	-	2
Expense	-	1

The **Normal Balance Code** for the **Total Accounts** (i.e., **Account Type 2**) may be either **1** or **2**. That means that the Totals on the financial reports may be printed with a positive or negative sign.

The following are some examples that may cause you concern:

- **Accummulated Depreciation** is usually treated as a "contra account" on the Balance Sheet, which means it is a subtraction or an offset to an asset account. Because it is in the asset category, it carries a normal balance code of **1**. Consequently, any credit entries to this account must be entered as **negative** numbers in order that they show as negative (bracketed) numbers on the Balance Sheet.

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- Any automated interface transactions from Accounts Payable, Accounts Receivable or Payroll that contain amounts that are **different than the normal balance of the General Ledger Account** will be treated as a negative number.
 - Gross Profit/Loss should be printed as a positive number if there has been a profit. However, it classified as an expense account with a normal balance code of 1, and a profit (i.e., Income greater than Expense) will cause it to be a credit balance. To ensure proper printing, change the normal balance code to 2, which can be done because it is a **Total** account (i.e., Account Type 2).
- 3) The number of spaces a column of amounts or account descriptions are indented on the financial reports is controlled by the **Total Level** parameter, as follows:

BALANCE SHEET

<u>Level</u>	<u>Description Indentation</u>	<u>Dollar Position</u>
6-8	0 spaces	Col 3
3-5	2 spaces	Col 2
0-2	4 spaces	Col 1

INCOME STATEMENT

<u>Level</u>	<u>Description Indentation</u>	<u>Dollar Position</u>
6-8	0 spaces	No effect
3-5	2 spaces	No effect
0-2	4 spaces	No effect

- 4) Net Profit/Loss is automatically calculated and printed on the Income Statement. Therefore, you do not need to code a General Ledger account for a Net Profit Total.
- 5) To calculate Gross Profitability for printing on the Income Statement, review the sample Chart-of-Accounts and Income Statement (Exhibits IV-A and IV-B), and follow the suggested approach:
- Assign Income as 3xxxx.x accounts

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- Treat **Cost of Income** as a title and assign a code of **40000.0** with a sub-account of **50**. Then assign **Expense** accounts in the **40xxx.x** series of General Ledger account numbers.
- Assign **Gross Profit Margin** as account number **42999.0** with a sub-account of **50**. Be sure to assign a **Total Level** of **8**, which is greater than the levels assigned to Income and Cost of Income. **Do not use Total Level of 9**. It will cause your net profit to be incorrect. Also, make certain that Gross Profit Margin is assigned a **Normal Balance** of **2**.
- Treat **Operating Expenses** as a heading and assign a code of **43000.0** with a sub-account of **50**. Then assign **Operating Expense** accounts in the **43xxx.x - 49xxx.x** range of General Ledger account numbers

Use the sample Chart-of-Accounts (Exhibit IV-A) as the guide for assigning parameters when you code your accounts. Note: Be sure you assign **Heading** account types (Type 1) at each point in your financial statements where the **Normal Balance** changes.

The BAS PLUS/4 General Ledger System is extremely flexible. However, using its flexibility can be a somewhat complex procedure. Consequently, the initial set-up activity will likely require some trial and error before you produce the exact format you desire. Once you experiment with various codes, it will become a simple task to change formats.

PLUS/4 GENERAL LEDGER

Exhibit IV-A: Sample Chart of Accounts

ABC ASSOCIATES GENERAL LEDGER ACCOUNT LISTING 05/25/84								PAGE 1
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT
10000.050	ASSETS	1	2	1	8	0	0	0
11100.050	CASH	3	2	1	6	0	0	0
11110.000	SAVINGS-BANK	0	2	1	3	0	0	0
11120.000	CHECKING-BANK	0	2	1	3	0	0	0
11999.050	TOTAL CASH	2	2	1	6	1	0	0
12000.050	ACCOUNTS RECEIVABLE	3	2	1	6	0	0	0
12110.000	TRADE ACCOUNTS RECEIVABLE	0	2	1	3	0	0	0
12120.000	ALLOWANCE FOR DOUBT ACCTS	0	2	1	3	0	0	0
12130.000	NOTES RECEIVABLE	0	2	1	3	0	0	0
12999.050	TOTAL ACCTS RECEIVABLE	2	2	1	6	1	0	0
14000.050	INVENTORY	3	2	1	6	0	0	0
14110.000	FINISHED GOODS	0	2	1	3	0	0	0
14120.000	RAW MATERIALS	0	2	1	3	0	0	0
14999.050	TOTAL INVENTORY	2	2	1	6	1	0	0
15000.050	PROPERTY & EQUIPMENT	3	2	1	6	0	0	0
15100.050	ORIGINAL COST	3	2	1	3	0	0	0
15110.000	MACHINERY & EQUIPMENT	0	2	1	0	0	0	0
15120.000	FURNITURE & FIXTURES	0	2	1	0	0	0	0
15130.000	LEASEHOLD IMPROVEMENTS	0	2	1	0	0	0	0
15199.050	TOTAL	2	2	1	3	1	0	0
15200.050	ACCUMULATED DEPRECIATION	3	2	2	3	0	0	0
15210.000	MACHINERY & EQUIPMENT	0	2	1	0	0	0	0
15220.000	FURNITURE & FIXTURES	0	2	1	0	0	0	0
15230.000	LEASEHOLD IMPROVEMENTS	0	2	1	0	0	0	0

PLUS/4 GENERAL LEDGER

Exhibit IV-A: Sample Chart of Accounts

ABC ASSOCIATES GENERAL LEDGER ACCOUNT LISTING 05/25/84								PAGE 2
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT
15299.050	TOTAL	2	2	2	3	0	0	0
15999.050	TOTAL PROPERTY & EQUIP	2	2	1	6	3	0	0
16999.050	TOTAL ASSETS	2	2	1	8	9	0	0
20000.050	LIABILITIES &	1	2	2	8	0	0	0
20000.051	STOCKHOLDERS EQUITY	1	2	2	8	0	0	0
21000.050	CURRENT LIABILITIES	3	2	2	7	1	0	0
21050.050	ACCOUNTS PAYABLE	3	2	2	6	0	0	0
21100.000	VENDOR PAYABLES	0	2	2	3	0	0	0
21400.000	SALES TAX PAYABLE	0	2	2	3	0	0	0
21500.050	INCOME TAX PAYABLE	3	2	2	3	0	0	0
21510.000	FEDERAL TAXES	0	2	2	0	0	0	0
21520.000	STATE TAXES	0	2	2	0	0	0	0
21530.000	CITY TAXES	0	2	2	0	0	0	0
21590.050	TOTAL	2	2	2	3	0	0	0
21599.050	TOTAL	2	2	2	6	1	0	0
21600.050	PAYROLL TAXES PAYABLE	3	2	1	6	0	0	0
21610.000	FICA	0	2	2	3	0	0	0
21620.000	FED INC TAX WITHHOLDING	0	2	2	3	0	0	0
21630.000	FED UNEMPLOYMENT TAX	0	2	2	3	0	0	0
21640.000	STATE INC TAX WITHHOLDING	0	2	2	3	0	0	0
21650.000	STATE UNEMPLOYMENT TAX	0	2	2	3	0	0	0
21660.000	CITY INC TAX WITHHOLDING	0	2	2	3	0	0	0
21699.050	TOTAL	2	2	2	6	1	0	0
22000.050	ACCRUED LIABILITIES	3	2	2	6	0	0	0

PLUS/4 GENERAL LEDGER

Exhibit IV-A: Sample Chart of Accounts

ABC ASSOCIATES GENERAL LEDGER ACCOUNT LISTING 05/25/84								PAGE 3
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT
22050.000	INTEREST	0	2	2	3	0	0	0
22100.000	PAYROLL	0	2	2	3	0	0	0
22200.000	VACATION PAY	0	2	2	3	0	0	0
22300.000	PROPERTY TAXES	0	2	2	3	0	0	0
22400.000	CONTRACT SERVICES	0	2	2	3	0	0	0
22990.050	TOTAL	2	2	2	6	1	0	0
22999.050	TOTAL CURRENT LIABILITIES	2	2	2	7	1	0	0
25000.050	STOCKHOLDERS EQUITY	3	2	2	6	0	0	0
25100.000	CAPITAL STOCK	0	2	2	3	0	0	0
25105.000	PAID IN CAPITAL	0	2	2	3	0	0	0
25200.000	RETAINED EARNINGS	0	2	2	3	0	0	0
25999.050	TOTAL STOCKHOLDERS EQUITY	2	2	2	6	2	0	0
29999.050	TOTAL LIAB & STOCK EQUITY	2	2	2	8	2	0	0
30000.050	INCOME	1	1	2	8	1	0	0
31000.050	SALE OF GOODS	3	1	2	6	1	0	0
31110.000	FINISHED GOODS	0	1	2	3	0	1	0
31190.000	SALES RETURNS & ALLOWANCE	0	1	2	3	1	1	0
31199.050	TOTAL	2	1	2	6	2	0	0
39999.050	TOTAL INCOME	2	1	2	8	9	0	0
40000.050	EXPENSES	1	1	1	8	1	0	0
42000.050	COST OF INCOME	3	1	1	6	0	0	0
42010.000	COST OF GOODS SOLD	0	1	1	3	0	0	0
42020.000	COMMISSIONS	0	1	1	3	0	0	0
42030.000	SUB-CONTRACTS	0	1	1	3	0	0	0

PLUS/4 GENERAL LEDGER

Exhibit IV-A: Sample Chart of Accounts

ABC ASSOCIATES									
GENERAL LEDGER ACCOUNT LISTING									
05/25/84									
=====									
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT	
42050.000	FREIGHT EXPENSE	0	1	1	3	0	0	0	
42999.050	TOTAL COST OF INCOME	2	1	1	6	1	0	0	
43000.050	OPERATING EXPENSES	3	1	1	6	0	0	0	
43100.050	SALARIES WAGES & BENEFITS	3	1	1	5	0	0	0	
43110.000	SALARIED	0	1	1	2	0	0	1	
43120.000	HOURLY	0	1	1	2	0	0	1	
43130.000	OVERTIME	0	1	1	2	0	0	1	
43199.050	TOTAL	2	1	1	5	1	0	0	
43300.050	FACILITIES & ADMIN	3	1	1	5	0	0	0	
43310.000	OFFICE RENTAL	0	1	1	2	0	0	0	
43320.000	EQUIPMENT LEASES	0	1	1	2	0	0	0	
43340.000	TELEPHONE	0	1	1	2	0	0	0	
43350.000	OFFICE EXPENSES	0	1	1	2	0	0	0	
43360.000	POSTAGE	0	1	1	2	0	0	0	
43390.000	DEPRECIATION	0	1	1	2	0	0	0	
43399.050	TOTAL	2	1	1	5	1	0	0	
43400.050	OUTSIDE SERVICES	3	1	1	5	0	0	0	
43410.000	PROFESSIONAL FEES-LEGAL	0	1	1	2	0	0	0	
43420.000	CONSULTING FEES	0	1	1	2	0	0	0	
43499.050	TOTAL	2	1	1	5	1	0	0	
43500.050	ADVERTISING	3	1	1	5	0	0	0	
43520.000	DIRECT MAIL	0	1	1	2	0	0	0	
43550.000	PERIODICALS/NEWSPAPERS	0	1	1	2	0	0	0	
43599.050	TOTAL	2	1	1	5	9	0	0	

PLUS/4 GENERAL LEDGER

Exhibit IV-A: Sample Chart of Accounts

ABC ASSOCIATES									
GENERAL LEDGER ACCOUNT LISTING									
05/25/84									
=====									
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT	
43700.000	ACCRUALS	0	1	1	5	1	0	0	
45999.051	TOTAL OPERATING EXPENSES	2	1	1	6	2	0	0	
49999.050	TOTAL EXPENSES	2	1	1	8	2	0	0	
99 ACCOUNTS ON FILE									
END OF REPORT									

PLUS/4 GENERAL LEDGER

PLUS/4 GENERAL LEDGER

Exhibit IV-B: Sample Financial Statements

ABC ASSOCIATES		PAGE 1
BALANCE SHEET		
05/25/84		

MONTHLY REPORT		
PRESENT MONTH		

ASSETS		
CASH		
SAVINGS-BANK	58,790.00	
CHECKING-BANK	24,515.25	
TOTAL CASH		83,305.25
ACCOUNTS RECEIVABLE		
TRADE ACCOUNTS RECEIVABLE	11,489.00	
ALLOWANCE FOR DOUBT ACCTS	0.00	
NOTES RECEIVABLE	8,696.00	
TOTAL ACCTS RECEIVABLE		20,185.00
INVENTORY		
FINISHED GOODS	501,630.00	
RAW MATERIALS	80,000.00	
TOTAL INVENTORY		581,630.00
PROPERTY & EQUIPMENT		
ORIGINAL COST		
MACHINERY & EQUIPMENT	61,020.00	
FURNITURE & FIXTURES	67,010.00	
LEASEHOLD IMPROVEMENTS	40,000.00	
TOTAL		168,030.00
ACCUMULATED DEPRECIATION		
MACHINERY & EQUIPMENT	4,500.00	
FURNITURE & FIXTURES	296.00	
LEASEHOLD IMPROVEMENTS	0.00	
TOTAL		4,796.00
TOTAL PROPERTY & EQUIP		172,826.00
TOTAL ASSETS		857,946.25

PLUS/4 GENERAL LEDGER

Exhibit IV-B: Sample Financial Statements

ABC ASSOCIATES		PAGE 2
BALANCE SHEET		
05/25/84		

MONTHLY REPORT		
PRESENT MONTH		

LIABILITIES & STOCKHOLDERS EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE		
VENDOR PAYABLES	64,170.00	
SALES TAX PAYABLE	1,900.00	
INCOME TAX PAYABLE		
FEDERAL TAXES	4,567.00	
STATE TAXES	200.00	
CITY TAXES	0.00	
TOTAL	4,767.00	
TOTAL		70,837.00
PAYROLL TAXES PAYABLE		
FICA	500.00	
FED INC TAX WITHHOLDING	700.00	
FED UNEMPLOYMENT TAX	0.00	
STATE INC TAX WITHHOLDING	200.00	
STATE UNEMPLOYMENT TAX	0.00	
CITY INC TAX WITHHOLDING	0.00	
TOTAL		1,400.00
ACCRUED LIABILITIES		
INTEREST	1,200.00	
PAYROLL	1,500.00	
VACATION PAY	100.00	
PROPERTY TAXES	750.00	
CONTRACT SERVICES	325.00	
TOTAL		3,875.00
TOTAL CURRENT LIABILITIES		76,112.00
STOCKHOLDERS EQUITY		
CAPITAL STOCK	49,800.00	
PAID IN CAPITAL	25,000.00	
RETAINED EARNINGS	707,034.25	
TOTAL STOCKHOLDERS EQUITY		781,834.25
TOTAL LIAB & STOCK EQUITY		857,946.25
BALANCE SHEET PROOF \$ 0.00		
END OF REPORT		

Exhibit IV-B: Sample Financial Statements

IV-25

PLUS/4 GENERAL LEDGER

Exhibit IV-B: Sample Financial Statements

ABC ASSOCIATES					PAGE 2
STATEMENT OF INCOME & EXPENSE					
05/25/84					
MONTHLY REPORT					
	PRESENT MONTH		YEAR TO DATE		
		(%)		(%)	
EXPENSES					
COST OF INCOME					
COST OF GOODS SOLD	75,000.00	9.3	75,000.00	9.3	
COMMISSIONS	2,400.00	0.3	2,400.00	0.3	
SUB-CONTRACTS	0.00	0.0	0.00	0.0	
FREIGHT EXPENSE	0.00	0.0	0.00	0.0	
TOTAL COST OF INCOME	77,400.00	9.6	77,400.00	9.6	
OPERATING EXPENSES					
SALARIES WAGES & BENEFITS					
SALARIED	5,560.00	0.7	5,560.00	0.7	
HOURLY	2,054.00	0.3	2,054.00	0.3	
OVERTIME	0.00	0.0	0.00	0.0	
TOTAL	7,614.00	0.9	7,614.00	0.9	
FACILITIES & ADMIN					
OFFICE RENTAL	3,600.00	0.4	3,600.00	0.4	
EQUIPMENT LEASES	3,400.00	0.4	3,400.00	0.4	
TELEPHONE	1,122.00	0.1	1,122.00	0.1	
OFFICE EXPENSES	230.00	0.0	230.00	0.0	
POSTAGE	195.00	0.0	195.00	0.0	
DEPRECIATION	650.00	0.1	650.00	0.1	
TOTAL	9,197.00	1.1	9,197.00	1.1	
OUTSIDE SERVICES					
PROFESSIONAL FEES-LEGAL	3,000.00	0.4	3,000.00	0.4	
CONSULTING FEES	1,352.75	0.2	1,352.75	0.2	
TOTAL	4,352.75	0.5	4,352.75	0.5	
ADVERTISING					
DIRECT MAIL	3,504.00	0.4	3,504.00	0.4	
PERIODICALS/NEWSPAPERS	100.00	0.0	100.00	0.0	
TOTAL	3,604.00	0.4	3,604.00	0.4	
ACCRUALS	0.00	0.0	0.00	0.0	
TOTAL OPERATING EXPENSES	24,767.75	3.1	24,767.75	3.1	
TOTAL EXPENSES	102,167.75	12.6	102,167.75	12.6	
NET PROFIT (LOSS)	707,034.25	87.4	707,034.25	87.4	
END OF REPORT					

PLUS/4 GENERAL LEDGER

V. SAMPLE REPORTS

This section contains sample reports from the BAS PLUS/4 General Ledger System.

Each report is shown photo-reduced and included as an example of the key control documents you will use in managing and controlling your operation. Additionally, a brief profile of each report has been prepared to describe its purpose, menu item to be selected and frequency of preparation.

The index of reports is as follows:

Report Title	Page
General Ledger Account Listing.....	V - 2
General Ledger Account Balances.....	V - 3
General Journal.....	V - 4
General Ledger Transaction File.....	V - 5
Cash Receipts Journal.....	V - 6
Cash Disbursements Journal.....	V - 7
General Ledger Update Report.....	V - 8
Posting Update Error Report.....	V - 9
Trial Balance - Balance Sheet.....	V - 10
Monthly - Balance Sheet.....	V - 11
Quarterly - Balance Sheet.....	V - 12
Trial Balance - Profit & Loss Statement.....	V - 13
Monthly - Profit & Loss Statement.....	V - 14
Quarterly - Profit & Loss Statement.....	V - 15
Special Report.....	V - 16
G/L Information File.....	V - 17
Chart-of-Account Set-up Sheet.....	V - 18

PLUS/4 GENERAL LEDGER

Report Title: **General Ledger Account Listing**

Purpose: Provides a master list of General
 Ledger Accounts and the parameters
 assigned to each account

How: **05 Maintain G/L Accounts**
 3 Print 1 Listing

When: As needed

Special Codes:

Acct Type - Account Type

- 0 - Regular (posting account)
- 1 - Heading ("dummy" for report heading)
- 2 - Total ("dummy" for total lines)
- 3 - Title ("dummy" for page title)

Rpt Type - Report Type

- 1 - Income Statement
- 2 - Balance Sheet Accounts

Norm Bal - Normal Balance

- 1 - Debit
- 2 - Credit

Totl Lev1 - Level of total(s) accumulation
Range 0 - 9

Extr Line - No. of Extra Lines after printing
Range 0 - 9
9 - Forces a New Page

Sale Acct - Sales Account Indicator

- 0 - Not used for Sales Account
- 1 - Used in Sales percentage calculation

Spec Rpt - Special Report Indicator

- 0 - Not used for Special Report
- 1 - Include account in Special Report

ABC ASSOCIATES								PAGE 1
GENERAL LEDGER ACCOUNT LISTING								
05/25/84								
ACCT NO	* ACCOUNT NAME	* ACCT TYPE	RPT TYPE	NORM BAL	TOTL LEVL	EXTR LINE	SALE ACCT	SPEC RPT
10000.050	ASSETS	1	2	1	8	0	0	0
11100.050	CASH	3	2	1	6	0	0	0
11110.000	SAVINGS-BANK	0	2	1	3	0	0	0
11120.000	CHECKING-BANK	0	2	1	3	0	0	0
11999.050	TOTAL CASH	2	2	1	6	1	0	0

PLUS/4 GENERAL LEDGER

Report Title: **General Ledger Account Balances**

Purpose: Provides a master list of all Regular General Ledger Accounts and current dollar balances.

How: **05 Maintain G/L Accounts**
3 Print 2 Balances

When: As needed

ABC ASSOCIATES GENERAL LEDGER ACCOUNT BALANCES 05/25/84							PAGE 1
THIS MONTH	THIS QUARTER	THIS YEAR	1ST PREV QUARTER	2ND PREV QUARTER	3RD PREV QUARTER	LAST YEAR	
11110.000 SAVINGS-BANK							
\$58790.00	\$-1210.00	\$58790.00	\$0.00	\$0.00	\$0.00	\$0.00	
11120.000 CHECKING-BANK							
\$24515.25	\$-484.75	\$24515.25	\$0.00	\$0.00	\$0.00	\$0.00	
12110.000 TRADE ACCOUNTS RECEIVABLE							
\$11489.00	\$-511.00	\$11489.00	\$0.00	\$0.00	\$0.00	\$0.00	
12120.000 ALLOWANCE FOR DOUBT ACCTS							
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12130.000 NOTES RECEIVABLE							
\$8696.00	\$1696.00	\$8696.00	\$0.00	\$0.00	\$0.00	\$0.00	
14110.000 FINISHED GOODS							
\$501630.00	\$1630.00	\$501630.00	\$0.00	\$0.00	\$0.00	\$0.00	
14120.000 RAW MATERIALS							
\$80000.00	\$80000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15110.000 MACHINERY & EQUIPMENT							
\$61020.00	\$1020.00	\$61020.00	\$0.00	\$0.00	\$0.00	\$0.00	
15120.000 FURNITURE & FIXTURES							
\$67010.00	\$10.00	\$67010.00	\$0.00	\$0.00	\$0.00	\$0.00	
15130.000 LEASEHOLD IMPROVEMENTS							
\$40000.00	\$0.00	\$40000.00	\$0.00	\$0.00	\$0.00	\$0.00	
15210.000 MACHINERY & EQUIPMENT							
\$4500.00	\$0.00	\$4500.00	\$0.00	\$0.00	\$0.00	\$0.00	
15220.000 FURNITURE & FIXTURES							
\$296.00	\$-50.00	\$296.00	\$0.00	\$0.00	\$0.00	\$0.00	
15230.000 LEASEHOLD IMPROVEMENTS							
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21100.000 VENDOR PAYABLES							
\$64170.00	\$-830.00	\$64170.00	\$0.00	\$0.00	\$0.00	\$0.00	
21400.000 SALES TAX PAYABLE							
\$1900.00	\$-400.00	\$1900.00	\$0.00	\$0.00	\$0.00	\$0.00	
21510.000 FEDERAL TAXES							
\$4567.00	\$67.00	\$4567.00	\$0.00	\$0.00	\$0.00	\$0.00	
(CONTINUED ON PAGE 2)							

PLUS/4 GENERAL LEDGER

Report Title: **General Journal**

Purpose: Provides an audit trail of all General Journal Transactions.

How: **01 Post/Print Entries**
2 Print 1 General Journal

When: Immediately after performing **01 Post/Print Entries**

ABC ASSOCIATES GENERAL JOURNAL 05/25/84					PAGE 1
DATE	ACCOUNT NUMBER	ACCOUNT NAME	REFERENCE	DEBITS	CREDITS
05/25	11110.0	SAVINGS-BANK	DEP 0401	8000.00	
	43390.0	DEPRECIATION	CK# 1250		3000.00
	15210.0	MACHINERY & EQUIPMENT	REF# 675		5000.00
		MONTHLY DEPRECIATION			
05/25	11110.0	SAVINGS-BANK	DEP 0401	8000.00	
	43390.0	DEPRECIATION	CK 1250		3000.00
	12130.0	NOTES RECEIVABLE	REF# 675		5000.00
		XFER CASH TO SAVINGS			
05/25	43390.0	DEPRECIATION	DEPC EXP	950.00	
	15210.0	MACHINERY & EQUIPMENT	MACH		520.00
	15220.0	FURNITURE & FIXTURES	F&F		280.00
	15230.0	LEASEHOLD IMPROVEMENTS	LSE IMPR		150.00
		MONTHLY DEPRECIATION J/E			
END OF REPORT					

PLUS/4 GENERAL LEDGER

Report Title: **General Ledger Transaction File**

Purpose: Provides an audit trail of all postings from other interfaced BAS modules, Direct Postings, and Cash Receipt/Disbursement Postings.

How: **01 Post/Print Entries**
2 Print 2 Transactions

When: As needed; but prior to **03 Update G/L Files**

Special Codes: S - Source Code

- 1 - Accounts Payable System
- 2 - Accounts Receivable System
- 3 - General Ledger System
- 4 - Payroll System

ABC ASSOCIATES										PAGE 1
GENERAL LEDGER TRANSACTION FILE										
05/25/84										
=====										
ACCOUNT	S	DATE	REFERENCE	AMOUNT	ACCOUNT	S	DATE	REFERENCE	AMOUNT	
11110.0	2	0525	AR UPDTE	100.00	11110.0	2	0525	AR UPDTE	100.00	
11110.0	2	0525	AR UPDTE	100.00	11110.0	2	0525	AR UPDTE	100.00	
11110.0	2	0525	AR UPDTE	100.00	11110.0	2	0525	AR UPDTE	100.00	
11110.0	2	0525	AR UPDTE	100.00	11110.0	2	0525	AR UPDTE	100.00	
4 CREDIT TRANSACTIONS: TOTAL \$				100.00						
4 DEBIT TRANSACTIONS: TOTAL \$				100.00						
8 TOTAL TRANSACTIONS: PROOF \$				\$0.00						
END OF REPORT										

PLUS/4 GENERAL LEDGER

Report Title: **Cash Receipts Journal**

Purpose: Provides an audit trail of all cash receipts posted directly to the General Ledger.

How: **02 Post/Print Cash Transactions**

When: Automatically prints while posting cash receipts.

ABC ASSOCIATES					PAGE 1
CASH RECEIPTS JOURNAL					
05/25/84					
ACCOUNT	DATE	REFERENCE	DESCRIPTION	AMOUNT	
11120.0 CHECKING-BANK					
12130.0	0525	NT#9-11		-2000.00	
14110.0	0525	CK#5749		-1540.00	
31110.0	0525	DIV 1		987.00	
31110.0	0525	DIV 1		2715.00	
\$162.00 TRANSACTION TOTAL CHECKING-BANK ACCOUNT					
END OF REPORT					

PLUS/4 GENERAL LEDGER

Report Title: **Cash Disbursements Journal**

Purpose: Provides an audit trail of all cash disbursements posted directly to the General Ledger.

How: **02 Post/Print Cash Transactions**

When: Automatically prints while posting cash disbursements.

ABC ASSOCIATES					PAGE 1
CASH DISBURSEMENTS JOURNAL					
05/25/84					
ACCOUNT	DATE	REFERENCE	DESCRIPTION	AMOUNT	
11120.0	FIRST CHECKING ACCOUNT				
14110.0	0525	CK#2001	SOFTWARE	500.00	
14120.0	0525	CK#2003	SOFTWARE	100.00	
15120.0	0525	CK#2003	SOFTWARE	250.00	
\$-850.00 TRANSACTION TOTAL FIRST CHECKING ACCOUNT ACCOUNT					
END OF REPORT					

PLUS/4 GENERAL LEDGER

Report Title: General Ledger Update Report

Purpose: Provides an audit trail of all transactions posted to General Ledger Accounts.

How: 03 Update Account Balances

When: This report is printed automatically during the G/L update

Special Codes: Srce - Source Code

- 1 - Accounts Payable System
- 2 - Accounts Receivable System
- 3 - General Ledger System
- 4 - Payroll System

ABC ASSOCIATES
 GENERAL LEDGER UPDATE REPORT
 05/25/84

PAGE 1

* SRCE	* DATE	* REFERENCE	* AMOUNT	*
--------	--------	-------------	----------	---

11120.0 CHECKING-BANK				
3	0525	C JRNAL	162.00	
P/R:	0	A/P: 0	A/R: 0	G/L: 1
	\$0.00	\$0.00	\$0.00	\$162.00
				OPENING BALANCE \$ 24353.25
				NET CHANGE 162.00
				CLOSING BALANCE \$ 24515.25
12130.0 NOTES RECEIVABLE				
3	0525	NT#9-11	2000.00	
P/R:	0	A/P: 0	A/R: 0	G/L: 1
	\$0.00	\$0.00	\$0.00	\$2000.00
				OPENING BALANCE \$ 6696.00
				NET CHANGE 2000.00
				CLOSING BALANCE \$ 8696.00
14110.0 FINISHED GOODS				
3	0525	CK#5749	1540.00	
P/R:	0	A/P: 0	A/R: 0	G/L: 1
	\$0.00	\$0.00	\$0.00	\$1540.00
				OPENING BALANCE \$ 500090.00
				NET CHANGE 1540.00
				CLOSING BALANCE \$ 501630.00
31110.0 FINISHED GOODS				
3	0525	DIV 1	2715.00	
3	0525	DIV 1	987.00	
P/R:	0	A/P: 0	A/R: 0	G/L: 2
	\$0.00	\$0.00	\$0.00	\$3702.00
				OPENING BALANCE \$ 800000.00
				NET CHANGE 3702.00
				CLOSING BALANCE \$ 803702.00
TOTAL POSTINGS: CREDIT ACCOUNTS \$			3702.00	
DEBIT ACCOUNTS			3702.00	

PROOF \$			0.00	

\$3702.00 POSTED TO RETAINED EARNINGS

END OF REPORT

PLUS/4 GENERAL LEDGER

Report Title: **Posting Update Error Report**

Purpose: Provides an error list of any **invalid** transactions that were processed during the update. These transactions were **not** posted to the General Ledger File.

An error usually indicates that a transaction from a "feeder" system contained an invalid G/L Account number; or that the G/L Account File Maintenance was performed (e.g., to delete an account) after some transactions were already entered for that account.

As a general rule, once a G/L Account number is set up and **any** transactions have been recorded, **do not delete the account.**

How: **03 Update Account Balances**

When: Printed automatically, if invalid transactions are procesed

Note: If you do have any errors, your General Ledger will likely be out of balance. These errors occur most often during the early stages of using the system. For example, an invalid General Ledger Account was entered into the "feeder system's Information File. These types of errors may be fixed through the use of **05 Maintain G/L Accounts**, where you can modify balances. **REMEMBER** to enter a valid account number in either the "feeder system" or the General Ledger Chart-of-Accounts prior to executing the modules again.

ABC ASSOCIATES						PAGE 1
POSTING UPDATE ERROR REPORT						
05/25/84						
=====						
ACCOUNT	*	SRCE	*	DATE	*	REFERENCE * AMOUNT
11000		3		05/25		25.00
1	ERROR POSTINGS: \$25					
END OF REPORT						

PLUS/4 GENERAL LEDGER

Report Title: Trial Balance - Balance Sheet

Purpose: Prints a Trial Balance in Balance Sheet format. Account numbers are shown for easy verification of balances. It includes current month account balances.

How: 04 Print Reports
1 Trial Balance, 2 Balance Sheet;

When: Monthly, after each update and prior to closing the books for an accounting period

ABC ASSOCIATES
BALANCE SHEET
05/25/84

PAGE 2

TRIAL BALANCE
PRESENT MONTH

ABC ASSOCIATES
BALANCE SHEET
05/25/84

PAGE 1

TRIAL BALANCE
PRESENT MONTH

ASSETS

CASH			
11110.0	SAVINGS-BANK	58,790.00	
11120.0	CHECKING-BANK	24,515.25	
	TOTAL CASH		83,305.25
ACCOUNTS RECEIVABLE			
12110.0	TRADE ACCOUNTS RECEIVABLE	11,489.00	
12120.0	ALLOWANCE FOR DOUBT ACCTS	0.00	
12130.0	NOTES RECEIVABLE	8,696.00	
	TOTAL ACCTS RECEIVABLE		20,185.00
INVENTORY			
14110.0	FINISHED GOODS	501,630.00	
14120.0	RAW MATERIALS	80,000.00	
	TOTAL INVENTORY		581,630.00
PROPERTY & EQUIPMENT			
ORIGINAL COST			
15110.0	MACHINERY & EQUIPMENT	61,020.00	
15120.0	FURNITURE & FIXTURES	67,010.00	
15130.0	LEASEHOLD IMPROVEMENTS	40,000.00	
	TOTAL	168,030.00	
ACCUMULATED DEPRECIATION			
15210.0	MACHINERY & EQUIPMENT	4,500.00	
15220.0	FURNITURE & FIXTURES	296.00	
15230.0	LEASEHOLD IMPROVEMENTS	0.00	
	TOTAL	4,796.00	
	TOTAL PROPERTY & EQUIP		172,826.00
TOTAL ASSETS			857,946.25

PLUS/4 GENERAL LEDGER

Report Title: Monthly - Balance Sheet

Purpose: Prints a Monthly Balance Sheet in final format. Indicating current month account balances.

How: 04 Print Reports
3 Monthly Report, 2 Balance Sheet

When: Monthly, after the last update

ABC ASSOCIATES BALANCE SHEET 05/25/84		PAGE 2

MONTHLY REPORT PRESENT MONTH		
LIABILITIES & STOCKHOLDERS EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE		
VENDOR PAYABLES	64,170.00	

ABC ASSOCIATES BALANCE SHEET 05/25/84		PAGE 1

MONTHLY REPORT PRESENT MONTH		
ASSETS		
CASH		
SAVINGS-BANK	58,790.00	
CHECKING-BANK	24,515.25	
TOTAL CASH		83,305.25
ACCOUNTS RECEIVABLE		
TRADE ACCOUNTS RECEIVABLE	11,489.00	
ALLOWANCE FOR DOUBT ACCTS	0.00	
NOTES RECEIVABLE	8,696.00	
TOTAL ACCTS RECEIVABLE		20,185.00
INVENTORY		
FINISHED GOODS	501,630.00	
RAW MATERIALS	80,000.00	
TOTAL INVENTORY		581,630.00
PROPERTY & EQUIPMENT		
ORIGINAL COST		
MACHINERY & EQUIPMENT	61,020.00	
FURNITURE & FIXTURES	67,010.00	
LEASEHOLD IMPROVEMENTS	40,000.00	
TOTAL		168,030.00
ACCUMULATED DEPRECIATION		
MACHINERY & EQUIPMENT	4,500.00	
FURNITURE & FIXTURES	296.00	
LEASEHOLD IMPROVEMENTS	0.00	
TOTAL		4,796.00
TOTAL PROPERTY & EQUIP		172,826.00
TOTAL ASSETS		857,946.25

PLUS/4 GENERAL LEDGER

Report Title: **Quarterly - Balance Sheet**

Purpose: Prints a Quarterly Balance Sheet in final format, indicating current quarter account balances.

Quarterly reports are available for Current Quarter, 1st Previous Quarter, 2nd Previous Quarter, and 3rd Previous Quarter.

How: **04 Print Reports**
4 Quarterly Report, [1 Current OR 2 1st Previous OR 3 2nd Previous OR 4 3rd Previous], **2** Balance Sheet

When: Monthly, after the last update

ABC ASSOCIATES		PAGE 1
BALANCE SHEET		
05/25/84		
=====		
QUARTERLY REPORT		
CURRENT QUARTER		
ASSETS		
CASH		
SAVINGS-BANK	1,210.00	
CHECKING-BANK	484.75	
TOTAL CASH		1,694.75
ACCOUNTS RECEIVABLE		
TRADE ACCOUNTS RECEIVABLE	511.00	
ALLOWANCE FOR DOUBT ACCTS	0.00	
NOTES RECEIVABLE	1,696.00	
TOTAL ACCTS RECEIVABLE		1,270.00
INVENTORY		
FINISHED GOODS	1,630.00	
RAW MATERIALS	80,000.00	
TOTAL INVENTORY		81,630.00
PROPERTY & EQUIPMENT		
ORIGINAL COST		
MACHINERY & EQUIPMENT	1,020.00	
FURNITURE & FIXTURES	10.00	
LEASEHOLD IMPROVEMENTS	0.00	
TOTAL	1,030.00	
ACCUMULATED DEPRECIATION		
MACHINERY & EQUIPMENT	0.00	
FURNITURE & FIXTURES	50.00	
LEASEHOLD IMPROVEMENTS	0.00	
TOTAL	50.00	
TOTAL PROPERTY & EQUIP		1,530.00
TOTAL ASSETS		86,039.75

PLUS/4 GENERAL LEDGER

Report Title: Trial Balance - Profit & Loss Statement

Purpose: Prints a Trial Balance in P & L format. Account numbers are shown for easy verification of balances. Provides current month and quarter-to-date account balances, including percentage of sales calculation

How: **04 Print Reports**
1 Trial Balance, 1 Income Statement

When: Monthly, after the last update and before closing the books for an accounting period

[illegible]

PLUS/4 GENERAL LEDGER

Report Title: **Monthly - Profit & Loss Statement**

Purpose: Prints a Monthly P & L in final format. Shows current month and year-to-date account balances, including percentage of sales calculations

How: **04 Print Reports**
3 Monthly Report, 1 Income Statement

When: Monthly, after the last update.

ABC ASSOCIATES
STATEMENT OF INCOME & EXPENSE
05/25/84

PAGE 2

MONTHLY REPORT

	PRESENT MONTH		YEAR TO DATE	
	(\$)		(\$)	
EXPENSES				
COST OF INCOME				
COST OF GOODS SOLD	75,000.00	9.3	75,000.00	9.3
COMMISSIONS	2,400.00	0.3	2,400.00	0.3
SUB-CONTRACTS	0.00	0.0	0.00	0.0
FREIGHT EXPENSE	0.00	0.0	0.00	0.0
TOTAL COST OF INCOME	77,400.00	9.6	77,400.00	9.6

ABC ASSOCIATES
STATEMENT OF INCOME & EXPENSE
05/25/84

PAGE 1

MONTHLY REPORT

	PRESENT MONTH		YEAR TO DATE		
	(&)		(&)		
	INCOME				
SALE OF GOODS					0.4
					0.4
					0.1
					0.0
FINISHED GOODS	803,702.00	99.3	803,702.00	99.3	0.0
SALES RETURNS & ALLOWANCE	5,500.00	0.7	5,500.00	0.7	0.1
					1.1
TOTAL	809,202.00	100.0	809,202.00	100.0	
					0.4
TOTAL INCOME	809,202.00	100.0	809,202.00	100.0	0.2
					0.2

0.7
0.3
0.0
0.9
0.4
0.4
0.1
0.0
0.0
0.1
1.1
0.4
0.2
0.5
0.4
0.0
0.4
0.0
3.1

PLUS/4 GENERAL LEDGER

Report Title: **Quarterly - Profit & Loss Statement**

Purpose: Prints a Quarterly Balance Sheet in final format, indicating current quarter and year-to-date account balances, including percentage sales calculations.

Quarterly reports are available for Current Quarter, 1st Previous Quarter, 2nd Previous Quarter, and 3rd Previous Quarter.

How: **04 Print Reports**
4 Quarterly Report, [1 Current, OR 2 1st Previous, OR 3 2nd Previous, OR 4 3rd Previous], 1 Income Statement

When: Quarterly, after the last update

ABC ASSOCIATES				PAGE 2	
STATEMENT OF INCOME & EXPENSE					
05/25/84					
=====					
QUARTERLY REPORT					
		CURRENT QUARTER	YEAR TO DATE		
		(%)	(%)		
EXPENSES					

ABC ASSOCIATES				PAGE 1		9.3
STATEMENT OF INCOME & EXPENSE						0.3
05/25/84						0.0
=====						0.0
QUARTERLY REPORT						9.6
		CURRENT QUARTER	YEAR TO DATE			
		(%)	(%)			
INCOME						0.7
SALE OF GOODS						0.3
FINISHED GOODS		3,702.00 100.0	803,702.00 99.3			0.0
SALES RETURNS & ALLOWANCE		0.00 0.0	5,500.00 0.7			0.9
TOTAL		3,702.00 100.0	809,202.00 100.0			0.4
TOTAL INCOME		3,702.00 100.0	809,202.00 100.0			0.4
						0.1
						0.0
						0.0
						0.0
						0.1
						1.1
						0.4
						0.2
						0.5

PLUS/4 GENERAL LEDGER

Report Title: **Special Report**

Purpose: Provides a listing of current account
 balances for all accounts with the
 Special Report parameter set in the
 account record.

How: **04 Print Reports**
 2 Special Report

When: As needed

ABC ASSOCIATES		PAGE 1
SPECIAL REPORT		
05/25/84		

43110.0 SALARIED		5,560.00
43120.0 HOURLY		2,054.00
43130.0 OVERTIME		0.00
END OF REPORT		

PLUS/4 GENERAL LEDGER

Report Title: **G/L Information File**

Purpose: Provides a listing of the G/L Information File.

How: **06 G/L Information File**
99 Print; as required.

When: As needed

ABC ASSOCIATES
G/L INFORMATION FILE
05/25/84

PAGE 1

COMPANY : ABC ASSOCIATES
SYSTEM DATE: 05/25/84
CAPITAL ACCT NO.: 25200.0
PASSWORD : PASS

END OF REPORT

PLUS/4 GENERAL LEDGER

Report Title:	Chart of Account Set-up Sheet
Purpose:	Provides an input form for coding appropriate account information when setting up the General Ledger Account File.
How:	Manually prepared
When:	When adding or changing General Ledger Accounts.

[illegible]

PLUS/4 GENERAL LEDGER

VI. TROUBLESHOOTING GUIDE

Most of the diagnostic error messages that appear on the screen are edit messages and provide the operator with a warning that there is an error condition present. These errors are self-correcting since they lock-out an incorrect function or command. It is possible for an unexpected error to occur from which the system may not be able to recover.

The following pages contain a list of possible errors, probable causes and appropriate actions. They should be used as a reference guide in the event an error occurs.

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Check that Disk is in Unit 9	Configurator File set for 2 single disk drives; first drive is Unit 8, second is Unit 9. System is looking for disk in Unit 9.	Make sure disk is inserted in Unit 9 Make certain that Disk Unit 9 was not turned off--the reason is when it is turned back on, it will default to Unit 8 again. You will have to use 08 Configuration File Maintenance to change the Unit Number back to 9
Can't Read Disk	Disk is not inserted in drive Drive door is not closed Disk has not been formatted "NEWED" therefore the system can't read it	Correctly seat disk in drive and close drive door Insert formatted disk in drive If you don't have a formatted disk, turn off system, then insert a new high quality disk and follow directions in Section III-B
Remove Write Protect on Disk	Each disk has adhesive tabs that may be placed over the notch -- to prevent writing	Remove the write-protect tab from your disk since the system must write on the disk If there is no tab and you still get this error... you may have a hardware problem with your disk drive. Call your dealer.

PLUS/4 GENERAL LEDGER

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Bad Configuration Data...See Manual	The configuration file is not present or contains an invalid configuration of hardware	The system will automatically execute Configuration File Maintenance to allow you to create and/or correct the file
Security Violated... See Manual	A program was executed on your disk directly, instead of booting up through the Main Menu	Turn off system, then turn on, place side 1 of program disk in drive 0 and enter: load"*",8 <RETURN>, run <RETURN>
	A copy of the original program disk was made--causing security to be violated	The program disk CANNOT BE COPIED! Attempting to copy the disk may cause damage to the Original.
Disk Error #	Tampering with the security on the system may cause the error	Pull out disk(s), Re-Start system
Transaction File Full - Run Update	The G/L Transaction file holds up to 1500 transactions. Only 200 transactions should be entered at one time	Go back to the main menu. Choose the same function and continue to enter transactions
	Once capacity is reached, you will have to update the system to free up transaction space.	Run 03 Update Account Balances

PLUS/4 GENERAL LEDGER

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Incorrect Account Number Format	Account Numbers in the G/LIF must conform to these conventions: 10000.0 Asset Accounts 20000.0 Liability Accounts 30000.0 Income Accounts 40000.0 Expense Accounts	You need to use G/L Account Numbers when you are interfacing with the General Ledger module The exact numbering scheme is discussed in the General Ledger Operator's Guide (Section IV-D)
System hesitates	Normal	Do nothing -- wait
System hangs	If, after a prolonged wait, the system totally hangs	Pull out disk(s) Re-start system
File data error in XXXXX	This error caused by a bad record with alpha data in a numeric field	Pull out disk(s) Re-start system If same error occurs, re-start using a back-up disk
Screen displays READY	Program came to an irrecoverable problem	Hit <SHIFT><CLR/HOME> together, then enter run<RETURN> If same error occurs, pull out disk(s) and re-start system

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
No G/L Info File on System	The system requires a G/L Information File which contains the Company Name, password, and G/L accounts This file: <u>g/l</u> if is not on the Data Disk	Exit back to Main Menu, select 06 G/L Information File to create a G/L IF on the data disk
Wrong Password for this disk	Each disk may be assigned its own password for security of data	Check the password you entered when you first turned on your system to be sure it is the password for this disk. In the event that you changed a password on a data disk and don't recall what it is, follow these steps to re-create the G/L Information File on the data disk: Scratch file g/l if as follows: Place Data disk in drive 0 Enter open 15,8,15,"s0:if" <RETURN> Now turn off system, turn system back on, load the system, select 06 G/L Information File to re-create a new G/L IF on the data disk.

PLUS/4 GENERAL LEDGER

ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
G/L Menu Not Found	The Main Program Menu is only on Side 1 of the disk	Re-insert G/L Program disk with Red Label up (Side 1) If above doesn't work then the program g/l000 is missing from your disk...use your Security Copy to run your system
No Accounts on File	Before you can post, you must use Maintain G/L Accounts to Add at least one account to the system	Select 05 Maintain G/L Accounts. to Add accounts
Disk Err# xx	Whenever a disk error occurs the system will print the error number and brief description	See your Floppy Disk User's Manual for list of error codes (Page 43 of VIC-1541 Manual)
Invalid Password	Password must be 4 characters System detected a password that was not 4 Characters	Input 4 character password If this error occurs in a Program other than the Main Menu, then you may have a hardware problem, or you may have a tape cassette connected to your system. Disconnect the tape unit, and re-start the system.

PLUS/4 GENERAL LEDGER

SUMMARY OF CBM FLOPPY DISK ERROR MESSAGES

- 0 OK, no error exists.
- 1 Files scratched response. Not an error condition.
- 2-19 Unused error messages: should be ignored.
- 20 Block header not found on disk.
- 21 Sync character not found.
- 22 Data block not present.
- 23 Checksum error in data.
- 24 Byte decoding error.
- 25 Write-verify error.
- 26 Attempt to write with write protect on.
- 27 Checksum error in header.
- 28 Data extends into next block.
- 29 Disk id mismatch.
- 30 General syntax error.
- 31 Invalid command
- 32 Long line.
- 33 Invalid filename.
- 34 No file given.
- 39 Command file not found.
- 50 Record not present.
- 51 Overflow in record.
- 52 File too large.
- 60 File open for write.
- 61 File not open.
- 62 File not found.
- 63 File exists.
- 64 File type mismatch.
- 65 No block.
- 66 Illegal track or sector.
- 67 Illegal system track or sector.
- 70 No channels available.
- 71 Directory error.
- 72 Disk full or directory full.
- 73 Power up message, or write attempt with DOS mismatch.
- 74 Drive not ready.

PLUS/4 GENERAL LEDGER



PLUS/4 GENERAL LEDGER

TELEPHONE SUPPORT SERVICE

As a subscriber of our Telephone Support Service Plan, you can call the Commodore BAS Support Center at (313) 334-9882, anytime during regular business hours about any questions or assistance you may need for your software.

We have had four years of experience supporting over 100,000 users of our software. Our team of Customer Support Representatives are ready to serve you. We can effectively handle questions relating to software functions and procedures, as well as many hardware and interfacing questions.

When you register your software over the telephone, you will receive a support ID number, which you will want to record in your manual to use whenever you call for support.

Telephone Support Subscription Fee Price Schedule

\$25.00 provides one hour of technical assistance for each software module for up to six months.

Enrollment can be initiated by your call with a Visa, MasterCard or American Express Card. If you want to subscribe with a check, please make your check payable to "IDI - Customer Service", or just call us for the necessary information.

PLUS/4 GENERAL LEDGER

USING TELEPHONE CONSULTING ASSISTANCE

Before you call - check the following:

- [] Review the operator's manual first
 - Look at Section II - System Functions
 - Look at the Troubleshooting section
- [] If you have a problem, try to re-create the problem and document your procedures to enable you to fully describe the problem
- [] Before you call, please have the following information available:
 - Your name and phone number
 - Your subscription number or charge card
 - Your hardware (e.g. Commodore PLUS/4 with 1541 drive and 1526 printer)
 - Your software module (e.g. Accounts Receivable/Billing)
 - Brief description of your problem (eg: Not able to access customer records)

To save you time and money, provide this information immediately to your Customer Support Representative, as soon as requested.

PLUS/4 GENERAL LEDGER

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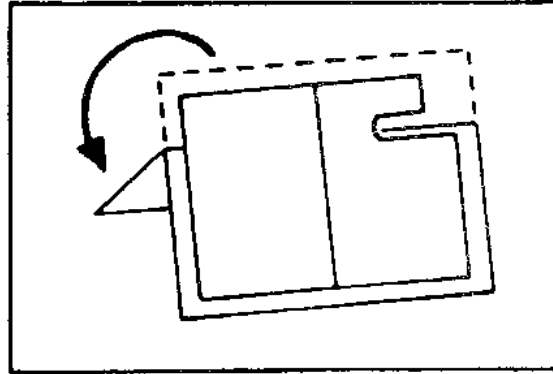
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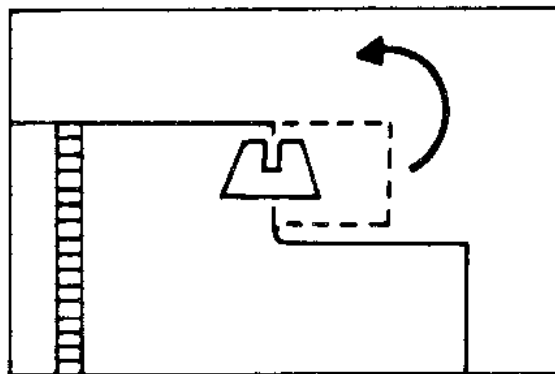
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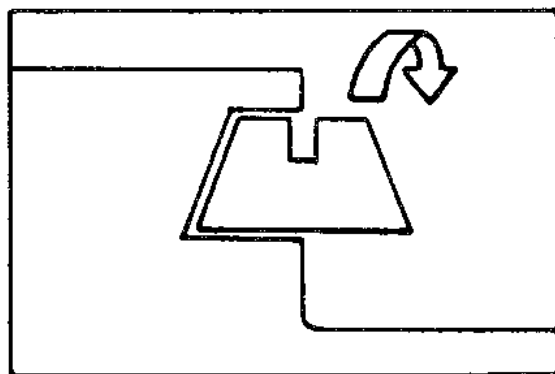
**Directions for your easel
binder set-up.**



1. Fold upper panel on
binder downward.



2. Fold support tab back.



3. Fold locking tab down to
engage with support tab.