

ACCOUNTING - GENERAL LEDGER

THE ACCOUNTING SYSTEM SUPPORTS MULTIPLE COMPANIES. AND MULTIPLE DIVISIONS WITHIN A COMPANY. (LIMIT OF 999 DIVISIONS WITHIN A COMPANY.) DIVISIONAL ACCOUNTING PERMITS AN INCOME STATEMENT FOR EACH DIVISION BUT MAINTAINS THE ABILITY TO COMBINE THE INFORMATION INTO AN INCOME STATEMENT FOR THE ENTIRE COMPANY.

SCREEN DISPLAY

JOURNAL ENTRY (8.1)

THE "JOURNAL ENTRY" PROGRAM IS USED TO ENTER TRANSACTIONS OUTSIDE THE SCOPE OF THE MDS SYSTEM OR ADJUSTING ENTRIES TO AUTO ENTRIES MADE BY MDS. GENERAL JOURNAL. MDS MODULES MAKE GENERAL JOURNAL ENTRIES AUTOMATICALLY. THE TYPES OF ENTRIES MADE BY EACH OF THE MODULES ARE DISCUSSED LATER IN THIS MANUAL.

WHEN YOU MAKE A GENERAL JOURNAL ENTRY, THE GENERAL LEDGER ACCOUNT IS NOT AFFECTED UNTIL THE JOURNAL IS POSTED TO THE GENERAL LEDGER.

WHEN YOU ENTER THE PROGRAM, A JOURNAL ENTRY SCREEN DISPLAYS:

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JOURNAL ENTRY PROGRAM - UER 10.20.00
G/L ACCOUNT # : ██████████
AMOUNT # : .....
Debit or Credit : .
DATE : 07/30/85
REFERENCE NO : .....
COMMENT : .....
TYPE : GL

G/L ACCOUNT # : ..... AMOUNT : .....
G/L ACCOUNT # : ..... AMOUNT : .....
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SCREEN FIELDS	DESCRIPTION
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G/L ACCOUNT # THE GENERAL LEDGER ACCOUNT NUMBER YOU WISH DEBITED OR CREDITED FOR THE AMOUNT OF THE TRANSACTION.

AMOUNT # THE AMOUNT OF THE TRANSACTION.

DEBIT OR CREDIT WHETHER THE AMOUNT ABOVE IS TO BE DEBITED OR CREDITED TO THE GENERAL LEDGER ACCOUNT NUMBER ENTERED ABOVE. PRESS {C} THEN {ENTER} FOR CREDITS. PRESS {D} THEN {ENTER} FOR DEBITS. THE FIELD ACCEPTS NO OTHER LETTERS.

DATE DEFAULT IS THE SYSTEM DATE. THIS IS THE DATE OF THE TRANSACTION. IF THE DATE IS CORRECT, PRESS {ENTER} OR THE {DOWN ARROW} KEY TO SKIP THE FIELD. IF YOU CHANGE THIS DATE, THE NEW DATE ENTERED BECOMES THE DEFAULT DATE FOR THE NEXT TRANSACTION.

REFERENCE NO THIS FIELD PROVIDES AN AUDIT TRAIL FOR THE TRANSACTION. THE FIELD MAY BE SET TO A CHECK OR INVOICE NUMBER OR ANY REFERENCE YOU DESIRE. NOTE: THE NUMBER MUST BE LESS THAN 32767 OR AN ERROR WILL OCCUR.

COMMENT FIELD PROVIDED FOR ANY NOTES ABOUT THE TRANSACTION. TYPICAL COMMENTS MIGHT BE THE PERSON A CHECK IS MADE OUT TO, THE CUSTOMER AN INVOICES IS TO, OR AN EXPLANATION OF A CORRECTING JOURNAL ENTRY.

TYPE DEFAULT IS "GL". YOU MAY CHANGE THIS FIELD IF YOU WISH TO REFLECT THE SOURCE OF THE DOCUMENT. OTHER MDS SYSTEM SET THE TYPE IDENTIFIER AUTOMATICALLY TO INDICATE THE SECTION OF THE OVERALL SYSTEM THE ENTRY WAS MADE FROM. CODES USED BY THE DIFFERENT SECTIONS OF THE MDS SYSTEM ARE:

GL	GENERAL LEDGER
AR	ACCOUNTS RECEIVABLE
AP	ACCOUNTS PAYABLE
PR	PAYROLL
IN	INVENTORY
IV	INVOICING
RT	ROUTING
RN	RENTAL
ET	EQUIPMENT TRACKING
VN	VENDING

THESE ARE NOT THE ONLY CODES WHICH ARE VALID. ANY TWO LETTER CODE MAY BE USED IN THE GENERAL JOURNAL SYSTEM TO HELP ISOLATE TRANSACTIONS. THE MDS SYSTEM USES THE CODES DEFINED ABOVE. NOTE: FUTURE ENHANCEMENTS TO THE MDS SYSTEM MAY DEFINE ADDITIONAL CODES.

G/L ACCOUNT # THIS FIELD AND THE "AMOUNT" FIELD ARE REPEATED 13 TIMES. THIS ALLOWS THE JOURNAL ENTRY AMOUNT ENTERED ABOVE TO BE DEBITED OR CREDITED TO SEVERAL DIFFERENT GENERAL LEDGER ACCOUNTS. IF A "C" IS ENTERED IN THE "DEBIT OR CREDIT" FIELD, THE AMOUNTS ENTERED BELOW ARE DEBITED TO THESE ACCOUNTS. IF A "D" IS ENTERED IN THE "DEBIT OR CREDIT" FIELD, THE AMOUNTS ENTERED BELOW ARE CREDITED TO THESE ACCOUNTS.

AMOUNT THE AMOUNT TO BE DEBITED OR CREDITED TO THE GENERAL LEDGER ACCOUNT ENTERED ABOVE.

IF YOU HAVE AN INVALID DATE ON A TRANSACTION, THE TRANSACTION IS NON-POSTABLE UNTIL THE DATE IS CORRECTED. IF YOU DO NOT HAVE VALID GENERAL LEDGER ACCOUNT CODES FOR THE DEBIT AND CREDIT, THE ENTRY IS NON-POSTABLE UNTIL CORRECTED.

WHEN FINISHED, PRESS {PF2} AT A BLANK JOURNAL ENTRY SCREEN TO EXIT THE PROGRAM. JOURNAL ENTRIES ARE NOT POSTED TO THE GENERAL LEDGER UNTIL THE "POST JOURNAL" PROGRAM IS RUN.

PRINT JOURNAL (8.2)

IN MOST CASES JOURNALS ARE RUN BY SUMMARY, RUNNING A DETAILED LISTING IS FOR ARCHIVE OR BALANCING. A DETAIL LISTING WILL NORMALLY BE MANY PAGES LONG.

THE SCREEN DISPLAYS A SERIES OF QUESTIONS TO ANSWER.

ONCE ALL QUESTIONS ARE ANSWERED, THE SYSTEM PROCESSES THE JOURNAL REQUESTED. ONCE THE PROCESS IS COMPLETE, THE "REPORT SELECTIONS MENU" APPEARS.

PRINT JOURNAL PROGRAMS ARE IN MOST OF THE MODULES. ALL THE PRINT JOURNAL PROGRAMS ARE EXACTLY THE SAME.

8.3 ADD/EDIT CHART OF ACCOUNTS

THE "ADD/EDIT CHART OF ACCOUNTS" PROGRAM CREATES, EDITS OR DELETES ACCOUNTS FROM THE CHART OF ACCOUNTS.

WHEN YOU ENTER THE PROGRAM, AN INPUT SCREEN DISPLAYS WITH ACCOUNT TYPES DISPLAYED AT THE BOTTOM. IF YOU ARE EDITING AN ACCOUNT, USE THE {ENTER} OF UP/DOWN ARROW KEYS TO SKIP ANY FIELDS YOU DO NOT WISH TO CHANGE.

SCREEN DISPLAY

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#####
SCREEN FIELDS      DESCRIPTION
#####
ACCOUNT #          TYPE IN AN EIGHT CHARACTER NUMBER AND PRESS {ENTER}.
                   THIS IS THE NUMBER ASSIGNED TO THE ACCOUNT. THE COMPUTER
                   SEARCHES THE CHART OF ACCOUNTS TO SEE IF THE NUMBER
                   ALREADY EXISTS. IF THE NUMBER DOES NOT EXIST, THE OTHER
                   FIELDS REMAIN BLANK. IF THE COMPUTER FINDS THE NUMBER,
                   IT DISPLAYS THE PREVIOUS INFORMATION ENTERED ABOUT THE
                   ACCOUNT AND PERMITS EDITING.

DESCRIPTION        IF YOU ARE ENTERING A NEW ACCOUNT OR WISH TO CHANGE THE
                   NAME OF THE ACCOUNT, TYPE IN THE NAME YOU WISH TO GIVE
                   THE ACCOUNT AND PRESS {ENTER}. THIS NAME IS PRINTED ON
                   THE FINANCIAL STATEMENT. EXAMPLES: CASH IN BANK, CASH
                   IN BANK - FIRST TEXAS

TYPE               THE TYPE NUMBER FOR THIS GENERAL LEDGER ACCOUNT. TYPE IN
                   THE TYPE NUMBER AND PRESS {ENTER}. IF YOU ARE DELETING
                   AN EXISTING ACCOUNT, CHANGE THE TYPE TO "0" AND PRESS
                   {ENTER}.
```

WARNING! DO NOT DELETE AN ACCOUNT WITH A BALANCE.

IF YOU DO, THE GENERAL LEDGER IS THROWN OUT OF BALANCE. THE BALANCE MUST BE TRANSFERRED TO ANOTHER ACCOUNT VIA JOURNAL ENTRIES. AFTER THE BALANCE IS TRANSFERRED YOU MAY DELETE THE ACCOUNT.

TYPES ARE DISPLAYED AT THE BOTTOM OF THE SCREEN. AN EXPLANATION OF TYPES IS INCLUDED AT THE END OF THIS SECTION.

BEGINNING BALANCE FIELD FOR SETTING THE INITIAL BALANCE OF THE ACCOUNT. TYPE IN THE BEGINNING BALANCE AND PRESS {ENTER}.

NOTE: IF THE BEGINNING BALANCE ON THE ACCOUNT IS A CREDIT BALANCE, IT MUST BE ENTERED AS A NEGATIVE AMOUNT. ALSO THE COMPUTER DOES NOT ACCEPT THE "\$" (DOLLAR SIGN) OR "," (COMMA).

FOR BALANCE SHEET ACCOUNTS, TYPES 1-9, THIS IS THE BALANCE OF THE ACCOUNT SINCE THE START OF THE BUSINESS. FOR OTHER ACCOUNTS, TYPES 10-16, THIS IS THE BALANCE SINCE THE START OF THE FISCAL YEAR. AFTER SETTING THESE BALANCES, IT IS IMPORTANT THAT YOU RUN A "TRIAL BALANCE" TO CHECK THAT THE LEDGER BALANCE IS ZERO. IF YOU ARE USING MULTIPLE DIVISIONS, AN INTENT TO SET DIVISIONAL BALANCES ON THE ACCOUNT DO NOT SET THIS BALANCE.

WHEN FINISHED ENTERING OR EDITING, PRESS {PF2}. YOU MAY ENTER OR EDIT ANOTHER ACCOUNT OR PRESS {PF2} TO EXIT. BEFORE YOU EXIT THE PROGRAM, THE SCREEN DISPLAYS:

SORT CHART OF ACCOUNTS (Y/N)

ANYTIME YOU ADD A NEW ACCOUNT OR CHANGE THE TYPE, ANSWER THE QUESTION BY PRESSING {Y} THEN {ENTER}. IF YOU ONLY CHECKED A BALANCE OR CHANGED THE DESCRIPTION, YOU MAY PRESS {N} THEN {ENTER}. TO SIMPLIFY THINGS, YOU MIGHT MAKE A HABIT OF SORTING EACH TIME YOU EXIT THE PROGRAM.

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DESCRIPTION          TYPE NUMBER AND EXPLANATION
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CURRENT ASSETS      1 - ASSETS THAT CHANGE FREQUENTLY.  SUCH AS CASH,
                    ACCOUNTS RECEIVABLE, OR INVENTORY.

FIXED ASSETS        2 - ASSETS THAT HAVE A LONG LIFE.  SUCH AS OFFICE
                    EQUIPMENT, BUILDING, TRUCKS AND COMPUTER EQUIPMENT.

OTHER ASSETS        3 - ANY OTHER ASSETS SUCH AS DEPOSITS FOR UTILITIES,
                    LEASE SPACE AND SIMILAR ITEMS.  ALSO INCLUDED ARE ASSETS
                    KNOWN AS "CONTRA-ASSETS WHICH REDUCE THE VALUE OF AN
                    ASSET.  SUCH AS ACCUMULATED DEPRECIATION ON FIXED ASSETS.

CURRENT LIABILITIES 5 - LIABILITIES THAT CHANGE FREQUENTLY.  SUCH AS ACCOUNTS
                    PAYABLE, FEDERAL WITHHOLDING PAYABLE, OR FICA PAYABLE.

LONG TERM LIABIL-   6 - LIABILITIES WITH A LONG LIFE.  SUCH AS BANK LOANS.
ITIES
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EQUITY	9 - ACCOUNTS REFLECTING THE WORTH OF THE BUSINESS. SUCH AS COMMON STOCK, RETAINED EARNINGS, YEAR-TO-DATE PROFIT & LOSS, AND PROPRIETARY DRAW ACCOUNTS.
OPERATING INCOME	10 - VARIOUS INCOME ACCOUNTS FOR THE BUSINESS. SUCH AS WATER SALES, COFFEE SALES ETC.
COST OF SALES	11 - GENERAL LEDGER ACCOUNTS THAT REFLECT THE COST OF MAKING A SALE, SUCH AS COST OF A PRODUCT OR FREIGHT.
OPERATING EXPENSES	12 - ACCOUNTS WHICH ARE NOT COST OF SALES BUT DO REDUCE YOUR INCOME. GENERALLY REFERRED TO AS OVERHEAD. SUCH AS RENT, UTILITIES, AND TRUCK GAS.
OTHER REVENUE	15 - ACCOUNTS REFLECTING INCOME NOT PRODUCED AS A NORMAL PART OF THE BUSINESS, SUCH AS SALE OF AN ASSET OR INTEREST ON A SAVINGS ACCOUNT.
FEDERAL INCOME TAX	16 - ACCOUNTS USED FOR FEDERAL INCOME TAX ON THE BUSINESS.

8.4 EDIT JOURNAL

THE EDIT JOURNAL PROGRAM IS USED TO MODIFY JOURNAL ENTRIES BEFORE THEY ARE POSTED TO THE GENERAL LEDGER. THE PRIMARY PURPOSE OF THE PROGRAM IS RECOVERY FROM NON-POSTABLE JOURNAL ENTRIES.

THERE MAY BE CASES WHEN THE DATE OF A JOURNAL ENTRY IS INVALID OR INCORRECT, OR WHEN EITHER THE ACCOUNT TO DEBIT, THE ACCOUNT TO CREDIT, OR BOTH ARE INCORRECT OR INVALID. THIS IS THE PRIMARY USE FOR THIS PROGRAM.

THE SCREEN DISPLAYS:

ENTER JOURNAL ENTRY NUMBER TO EDIT?

TO CORRECT A NON-POSTABLE ENTRY, YOU USE THE JOURNAL ENTRY NUMBER INDICATED ON THE "NON-POSTABLE ENTRIES REPORT" (PRINTS OUT AFTER "POST JOURNAL" (8.6) PROGRAM) OR THE JOURNAL ENTRY NUMBER INDICATED ON THE JOURNAL LISTING. ("PRINT JOURNAL" (5.B.1)) TYPE IN THE NUMBER AND PRESS {ENTER}. AN "EDIT" PAGE IS DISPLAYED.

SCREEN DISPLAY

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#####
SCREEN FIELDS      DESCRIPTION
#####
CREDITED          THIS IS THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT
                  CREDITED BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

ACC DEBITED       THE GENERAL LEDGER ACCOUNT CODE FOR THE ACCOUNT DEBITED
                  BY THE AMOUNT SHOWN ON THE "AMOUNT" LINE.

AMOUNT            THE AMOUNT OF THE TRANSACTION. THE AMOUNT IS ATTACHED AS
                  A CREDIT TO THE ACCOUNT CREDITED AND AS A DEBIT TO THE
                  ACCOUNT DEBITED.
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DATE THE DATE THAT THIS PARTICULAR JOURNAL ENTRY WAS MADE. IF THIS FIELD IS BLANK, OR IF THE DATE IS NOT IN VALID MDS DATE FORMAT, THE ENTRY WILL NOT POST.

REFERENCE NO. THIS NUMBER IS USED IN DEVELOPING AN AUDIT TRAIL FOR THE JOURNAL ENTRY. IF THE ENTRY IS PRODUCED BY PAYROLL, THE FIELD CONTAINS THE NUMBER OF THE CHECK WHICH PRODUCED THE ENTRY.

COMMENT COMMENT ATTACHED TO THE JOURNAL ENTRY.

TYPE IDENTIFIES THE SYSTEM THAT PRODUCED THIS PARTICULAR JOURNAL ENTRY.

GL - GENERAL LEDGER
AR - ACCOUNTS RECEIVABLE
AP - ACCOUNTS PAYABLE
PR - PAYROLL
IN - INVENTORY
IV - INVOICING
RT - ROUTING
RN - RENTAL
ET - EQUIPMENT TRACKING

ENTRY NO THE JOURNAL ENTRY NUMBER FOR THIS PARTICULAR JOURNAL ENTRY. THE NUMBER IS USED IN IDENTIFYING THE JOURNAL ENTRY TO EDIT.

WHEN YOU FINISH EDITING THE SCREEN, PRESS {PF2}. YOU ARE RETURNED TO THE FIRST SCREEN OF THE PROGRAM. YOU MAY EDIT ANOTHER JOURNAL ENTRY OR PRESS {PF2} TO EXIT THE PROGRAM.

8.5 PRINT CHART OF ACCOUNTS

THE "PRINT CHART OF ACCOUNTS" PROGRAM GENERATES A LISTING OF THE CURRENT CHART OF ACCOUNTS. THE LIST IS SORTED FIRST BY ACCOUNT TYPE AND THEN ALPHABETICALLY BY ACCOUNT WITHIN AN ACCOUNT TYPE. THIS MEANS THAT ALL "CURRENT ASSETS" ARE GROUPED TOGETHER EVEN IF TWO "CURRENT ASSETS" ARE NUMBERED "1000" AND "5000" AND A "CURRENT LIABILITY" NUMBERED "2000". A COPY OF THIS LISTING IS HANDY AS A REFERENCE WHEN CODING TRANSACTIONS.

ANY ACCOUNT WITH AN INVALID "TYPE" IS PRINTED AS "UNKNOWN".

THE LISTING BEGINS PROCESSING WHEN YOU SELECT THIS PROGRAM. AS SOON AS THE LISTING HAS FINISHED PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

8.6 POST JOURNAL

THE "POST JOURNAL" PROGRAM POSTS THE GENERAL JOURNAL TO THE GENERAL LEDGER. THIS PROGRAM MUST BE RUN BEFORE YOU CAN PRINT AN INCOME STATEMENT, BALANCE SHEET, LEDGER LIST, OR A TRIAL BALANCE.

THE SCREEN DISPLAYS A SERIES OF QUESTIONS THAT MUST BE ANSWERED TO RUN THE PROGRAM.

ENTER TYPE (AR, AP, PR, IV, VN, ... OR <ENTER> OR ALL)

ENTER MONTH (1 - 12) OR <ENTER> FOR ALL

ENTER DAY (1 - 31) OR <ENTER> FOR ALL

START POSTING JOURNAL ?

MOST OF THE QUESTIONS ARE SELF-EXPLANATORY. THE ONLY QUESTION YOU MIGHT NEED HELP WITH IS THE FIRST. THE TYPES ARE:

GL	GENERAL LEDGER
AR	ACCOUNTS RECEIVABLE
AP	ACCOUNTS PAYABLE
PR	PAYROLL
IN	INVENTORY
IV	INVOICING
RT	ROUTING
RN	RENTAL
ET	EQUIPMENT TRACKING

WHEN YOU ANSWER THE FINAL QUESTION WITH "Y" THEN PRESS {ENTER}, THE JOURNAL BEGINS POSTING. AS THE PROGRAM BEGINS TO RUN, THERE ARE TWO PHASES OR PASSES ACROSS THE GENERAL JOURNAL ENTRIES. IN THE FIRST PASS, THE SYSTEM CHECKS EACH JOURNAL TRANSACTION TO DETERMINE WHETHER THE ENTRY IS VALID TO POST. IF AN INVALID ENTRY IS DETECTED, IT WILL BE PRINTED ON A "NON-POSTABLE ENTRIES" REPORT. THE SYSTEM ALWAYS CHECKS EACH OF THE SELECTED MONTHS TRANSACTIONS FOR VALIDITY. EACH INVALID OR NON-POSTABLE ENTRY PRODUCES A LINE ON THE "NON-POSTABLE ENTRIES" REPORT. IF ANY ERRORS ARE DISCOVERED, THE SYSTEM DOES NOT ATTEMPT TO PERFORM PASS 2 BUT INSTEAD, RETURNS TO THE ACCOUNTING MENU.

IF NO ERRORS ARE DETECTED, THE SYSTEM ENTERS PHASE TWO AND POSTS EACH TRANSACTION TO THE GENERAL LEDGER.

WHEN THE PROGRAM COMPLETES, YOU ARE RETURNED TO THE ACCOUNTING PROGRAM MENU.

8.7 PRINT INCOME STATEMENT

"PRINT INCOME STATEMENT" PRINTS THE PROFIT OR LOSS REPORT FOR THE COMPANY. THE REPORT HAS TWO COLUMNS. THE FIRST IS THE AMOUNT FOR THE SELECTED MONTH, AND THE SECOND IS FOR THE "YEAR-TO-DATE" TOTALS. THE REPORT CAN BE PRINTED WITH PERCENTAGES OR WITHOUT.

NOTE: BEFORE RUNNING THIS PROGRAM, THE GENERAL JOURNAL MUST BE POSTED TO THE GENERAL LEDGER.

SCREEN DISPLAY

PRESS {1} THEN {ENTER} TO SELECT A REPORT FORMAT WITHOUT A "PERCENTAGE" COLUMN.

PRESS {2} THEN {ENTER} TO SELECT A REPORT FORMAT WITH A "PERCENTAGE" COLUMN.

IF YOU ENTER THE PROGRAM IN ERROR, OR DO NOT WISH TO PRINT THE REPORT, PRESS

{PF2} TO EXIT THE PROGRAM.

AFTER SELECTING A FORMAT OPTION, THE PROGRAM ADDS A DISPLAY LINE:

ENTER MONTH NUMBER

TYPE IN THE NUMBER OF THE MONTH YOU WISH TO PRINT(1-12) AND PRESS {ENTER}.

IF YOU HAVE NOT DEFINED DIVISIONS, THE PROGRAM PRINTS THE INCOME STATEMENT.
IF DIVISIONS ARE DEFINED, THE PROGRAM ASKS:

SELECT DIVISION (1-XX, OR 0 FOR ALL)

TYPE IN THE NUMBER OF THE DIVISION YOU WISH TO PRINT AND PRESS {ENTER} OR
SELECT ALL DIVISIONS COMBINED BY PRESSING {0} THEN {ENTER}.

AFTER THE INCOME STATEMENT RUNS, THE "EARNINGS YTD" ACCOUNT IS UPDATED TO
REFLECT PROFIT OR LOSS ON THE BALANCE SHEET. SINCE THE INCOME STATEMENT
UPDATES THIS ACCOUNT, IT IS IMPORTANT THAT AN INCOME STATEMENT IS RUN BEFORE
THE BALANCE SHEET OR THE BALANCE SHEET WILL BE OUT OF BALANCE.

NOTE: IF YOU ARE USING DIVISIONAL ACCOUNTING, THE YEAR-TO-DATE EARNINGS
ARE NOT UPDATED UNTIL AN OVERALL DIVISION O INCOME STATEMENT IS RUN.

8.8 PRINT BALANCE SHEET

THE "PRINT BALANCE SHEET" PROGRAM PRODUCES THE BALANCE SHEET. THE INCOME
STATEMENT MUST BE RUN BEFORE THE BALANCE SHEET SO THAT THE YEAR-TO-DATE
EARNINGS CAN BE UPDATED.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

ENTER DATE HEADING

TYPE IN THE DATE HEADING YOU WANT ON THE BALANCE SHEET THEN PRESS {ENTER}.

WHEN THE BALANCE SHEET FINISHES PROCESSING, THE "REPORT SELECTIONS MENU"
APPEARS.

8.9 PRINT GENERAL LEDGER

THE "PRINT GENERAL LEDGER" PROGRAM HAS TWO FUNCTIONS. THE FIRST IS TO PRINT
THE DETAIL TRANSACTIONS OF EACH GENERAL LEDGER ACCOUNT. THE SECOND IS TO
CLOSE THE GENERAL LEDGER.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

LIST MODE (ACCOUNT # OR 'ENTER' FOR ALL) ?

PRESS {ENTER} IF YOU WISH TO PRINT THE DETAIL OF ALL OF THE LEDGER ACCOUNTS.
TYPE IN AN ACCOUNT NUMBER AND PRESS {ENTER} IF YOU WANT DETAIL ON ONLY ONE
ACCOUNT.

THE DISPLAY ADDS A LINE:

ENTER MONTH (1-12 OR 0 FOR Y-T-D) ?

PRESS {0} THEN {ENTER} TO PRINT THE YEAR-TO-DATE DETAIL OR TYPE IN THE NUMBER OF A MONTH AND PRESS {ENTER} TO PRINT DETAIL FOR THAT MONTH.

ENTER FISCAL YEAR START (1 - 12)

TYPE IN THE MONTH THE COMPANY'S FISCAL YEAR (ACCOUNTING YEAR) STARTS WITH AND PRESS {ENTER}. FOR MOST COMPANIES, THIS IS "1".

THE DISPLAY THEN ADDS:

DO YOU WANT TO CLOSE THE LEDGER (Y/N)

PRESS {N} THEN {ENTER} IF YOU DO NOT WANT TO DELETE THE MONTHLY DETAIL AFTER A LISTING IS PRODUCED, OR PERFORM A YEAR-END CLOSE.

PRESS {Y} THEN {ENTER} IF YOU WISH TO CLOSE THE GENERAL LEDGER. A MONTHLY CLOSE OF THE LEDGER PURGES DETAIL OF THE ACCOUNTS, BUT KEEPS THE MONTHLY BALANCES.

AFTER PRINTING A DETAIL LISTING, LARGE COMPANIES MAY WANT TO PERFORM A MONTHLY CLOSE TO MAINTAIN INFORMATION ON THE COMPUTER IN A MORE MANAGEABLE VOLUME. IT IS NOT NECESSARY TO CLOSE THE GENERAL LEDGER MONTHLY UNLESS AN EXCESSIVE AMOUNT OF DISK SPACE IS BEING USED BY THE SYSTEM.

??CANT GET THE YEAR CLOSE QUESTION

THE YEARLY GENERAL LEDGER CLOSE, UNLIKE THE MONTHLY GENERAL LEDGER CLOSE, IS REQUIRED FOR THE CORRECT OPERATION OF THE SYSTEM. AT YEAR END CLOSE, SEVERAL ADJUSTING ENTRIES ARE MADE BY THE SYSTEM. IN ADDITION, THE CLOSE PREPARES THE GENERAL LEDGER FOR USE DURING THE NEW YEAR.

8.A CASH DISBURSEMENTS

THE "CASH DISBURSEMENTS" PROGRAM IS FOR INPUT OF CASH DISBURSEMENTS??ASK JACK IF THIS IS ONLY PETTY CASH OR WHAT FOR

SCREEN DISPLAY

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#####
SCREEN FIELDS      DESCRIPTION
#####
ACC CREDITED      DEFAULTS TO THE CASH ACCOUNT NUMBER. THIS ACCOUNT IS
                  CREDITED FOR THE AMOUNT OF THIS DISBURSEMENT.

ACC DEBITED       THE ACCOUNT TO BE DEBITED FOR THE AMOUNT OF THIS
                  DISBURSEMENT.

AMOUNT            THE AMOUNT OF THE DISBURSEMENT.

DATE              DEFAULTS TO THE SYSTEM DATE. THE DATE OF THE
                  DISBURSEMENT. IF THIS DATE IS CORRECT, PRESS THE {ENTER}
                  OF DOWN ARROW KEY TO SKIP THE FIELD. IF THE DATE IS
                  CHANGED, THE NEW DATE ENTERED BECOMES THE DEFAULT DATE
```

FOR THE NEXT TRANSACTION.

CHECK NO. THE NUMBER OF THE CHECK.

COMMENT A FIELD FOR A NOTE ABOUT THE TRANSACTION. A TYPICAL COMMENT WOULD BE THE NAME OF THE PERSON THE CHECK IS MADE OUT TO.

TYPE DEFAULTS TO "GL". ??ASK JACK ABOUT CHANGING

8.B CASH RECEIPTS

THIS PROGRAM IS INTENDED TO ASSIST YOU IN ENTERING CASH TRANSACTIONS WHICH INVOLVE THE RECEIPT OF CASH.

SCREEN DISPLAY

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#####  
SCREEN FIELDS DESCRIPTION  
#####  
ACC CREDITED THE ACCOUNT TO BE CREDITED FOR THE AMOUNT OF THIS  
RECEIPT.  
  
ACC DEBITED DEFAULTS TO THE CASH ACCOUNT NUMBER. THIS ACCOUNT IS TO  
BE DEBITED FOR THE AMOUNT OF THIS RECEIPT.  
  
AMOUNT THE AMOUNT OF THE RECEIPT.  
  
DATE DEFAULTS TO THE SYSTEM DATE. THE DATE OF THE RECEIPT.  
IF THIS DATE IS CORRECT, PRESS THE {ENTER} OF DOWN ARROW  
KEY TO SKIP THE FIELD. IF THE DATE IS CHANGED, THE NEW  
DATE ENTERED BECOMES THE DEFAULT DATE FOR THE NEXT  
TRANSACTION.  
  
CHECK NO. THE NUMBER OF THE CHECK.  
  
COMMENT A FIELD FOR A NOTE ABOUT THE TRANSACTION. A TYPICAL  
COMMENT WOULD BE THE NAME OF THE PERSON THE CHECK IS  
FROM.  
  
TYPE DEFAULTS TO "GL". ??ASK JACK ABOUT CHANGING
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8.C DEFINE DIVISIONS

THE "DEFINE DIVISIONS" PROGRAM IS ONLY USED IF THE COMPANY WISHES TO TRACK MULTIPLE PROFIT CENTERS WITHIN THE COMPANY. THIS PROGRAM IS PRIMARILY INTENDED FOR USE WHEN THE GENERAL LEDGER SYSTEM IS USED IN ITS STAND-ALONE MODE, RATHER THAN USED IN CONJUNCTION WITH THE REMAINDER OF THE MDS SYSTEMS.

DIVISIONAL ACCOUNTING ALLOWS AN INDIVIDUAL INCOME STATEMENT TO BE PRODUCED FOR EACH DIVISION AND AN OVERALL COLLECTIVE INCOME STATEMENT FOR ALL DIVISIONS (DIVISION 0) TO BE PRODUCED FOR THE COMPANY. DIVISIONAL

ACCOUNTING, AS IMPLEMENTED ON THE MDS GENERAL LEDGER SYSTEM, ONLY AFFECTS THE INCOME STATEMENT. ALL OTHER REPORTS, SUCH AS BALANCE SHEETS, ARE NOT BROKEN DOWN BY DIVISION.

A DIVISION NUMBER IS AN INTEGER NUMBER BETWEEN 1 AND 999. DIVISION NUMBERS ARE GENERATED SEQUENTIALLY STARTING WITH 1. THE FIRST DIVISION IS ALWAYS DIVISION "1" THE SECOND IS ALWAYS DIVISION "2", AND SO ON.

A DIVISIONAL ACCOUNT NUMBER IS A STANDARD GENERAL LEDGER ACCOUNT NUMBER WHICH HAS A "." (PERIOD) AND THE DIVISION NUMBER APPENDED TO IT. FOR EXAMPLE: IF THE CASH ON HAND ACCOUNT IS "1000", THE ACCOUNT NUMBER FOR CASH ON HAND FOR DIVISION 4 IS "1000.4".

NOTE: DO NOT CREATE THESE ACCOUNTS USING THE "ADD/EDIT CHART OF ACCOUNTS PROGRAM.

WHEN YOU ENTER THE PROGRAM, THE "NEXT DIVISION" NUMBER IS DISPLAYED AT THE TOP OF THE SCREEN.

SCREEN DISPLAY

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DIVISION NO.      TO ADD A NEW DIVISION, TYPE IN THE "NEXT DIVISION" NUMBER  
                   DISPLAYED AND PRESS {ENTER}. IF YOU ARE EDITING AN  
                   EXISTING DIVISION, TYPE IN THE NUMBER OF THE DIVISION AND  
                   PRESS {ENTER}.
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NAME THE NAME OF THE DIVISION TO BE PRINTED ON THE DIVISION'S
INCOME STATEMENT.

PERCENTAGE 1-5 FIELDS PROVIDED FOR FUTURE PROGRAMMING ENHANCEMENTS.

WHEN FINISHED ADDING OR EDITING THE DIVISION, PRESS {PF2}. THE COMPUTER CREATES THE DIVISIONAL CHART OF ACCOUNTS. DURING THIS PHASE, A DIVISIONAL CHART OF ACCOUNTS ENTRY IS CREATED FOR EACH OF THE ACCOUNTS IN THE MAIN CHART OF ACCOUNTS. WHEN THE COMPUTERS FINISHES, YOU ARE RETURNED TO THE FIRST SCREEN. YOU MAY ENTER OR EDIT ANOTHER DIVISION OR PRESS {PF2} TO EXIT THE PROGRAM.

NOTE: ANYTIME YOU CHANGE A PRIMARY CHART OF ACCOUNTS LEDGER ACCOUNT, YOU MUST USE THIS PROGRAM TO UPDATE THE DIVISIONAL CHART OF ACCOUNTS. THIS ASSURES THAT A DIVISIONAL LEDGER ACCOUNT EXISTS FOR EACH OF THE PRIMARY CHART OF ACCOUNTS LEDGER ACCOUNTS.

8.D PRINT TRIAL BALANCE

THE "TRIAL BALANCE" PROGRAM PRODUCES A LISTING MUCH LIKE THE "LIST CHART OF ACCOUNTS" PROGRAM, WITH THE ADDITION OF THE GENERAL LEDGER ACCOUNT BALANCE. THE PROGRAM PRINTS A GENERAL LEDGER TOTAL WHICH MUST ALWAYS EQUAL "ZERO". IF THE GENERAL LEDGER TOTAL DOES NOT EQUAL "ZERO", THERE IS AN ERROR IN THE BEGINNING BALANCE OF ONE OF THE CHART OF ACCOUNTS ITEMS.

WHEN YOU ENTER THE PROGRAM YOU ARE ASKED TO:

ENTER MONTH NUMBER (1-12 OR 0 FOR BEGINNING BALANCES)

TYPE IN THE NUMBER OF THE MONTH TO PRINT THE TRIAL BALANCE FOR AND PRESS {ENTER}, OR PRESS {0} THEN {ENTER} TO PRINT A TRIAL BALANCE ON THE BEGINNING BALANCES.

WHEN THE REPORT FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

8.E PRINT DIVISIONS

"PRINT DIVISIONS" PRODUCES A PRINTED LISTING OF THE DIVISIONS CURRENTLY DEFINED FOR THE COMPANY.

THE PROGRAM BEGINS PROCESSING WHEN SELECTED.

WHEN THE LISTING FINISHES PROCESSING, THE "REPORT SELECTIONS MENU" APPEARS.

8.F VIEW JOURNAL ACCOUNT

THE "VIEW JOURNAL ACCOUNT" PROGRAM SHOWS THE CURRENT STATUS OF A GENERAL JOURNAL ACCOUNT. THIS PROGRAM SHOWS THE TOTALS ON THE ACCOUNT, NOT THE DETAIL.

THE FIRST SCREEN OF THIS PROGRAM ASKS YOU TO:

ENTER JOURNAL ACCOUNT NUMBER TO VIEW:

TYPE IN THE NUMBER OF THE JOURNAL ACCOUNT YOU WISH TO VIEW AND PRESS {ENTER}.

SCREEN DISPLAY

THE SELECTED JOURNAL'S ACCOUNT NUMBER, NAME, TOTAL DEBITS POSTED TO THE ACCOUNT, TOTAL CREDITS POSTED TO THE ACCOUNT, ACCOUNT TOTAL, AND CURRENT GENERAL LEDGER BALANCE DISPLAYS.

PRESS {PF2} WHEN FINISHED VIEWING THE INFORMATION. YOU MAY SELECT ANOTHER JOURNAL ACCOUNT FOR VIEWING, OR PRESS {PF2} TO EXIT THE PROGRAM.

8.G SET DIVISION BALANCES

THE "SET DIVISION BALANCES" PROGRAM SETS BEGINNING BALANCES ON THE DIVISIONS GENERAL LEDGER ACCOUNTS. IF YOU SET A BALANCE ON THE MASTER CHART OF ACCOUNTS ACCOUNT CODE, THIS DOES NOT AFFECT THE DIVISIONAL BEGINNING BALANCE. YOU CAN ONLY SET A BEGINNING BALANCE ON A DIVISIONS ACCOUNT USING THIS PROGRAM.

WHEN YOU ENTER THE PROGRAM THE SCREEN DISPLAYS:

UPDATE MAIN COA BALANCES (Y/N)

IF YOU WANT THE COMPANY ACCOUNT BALANCES UPDATED, PRESS {Y} THEN {ENTER}.
THE BEGINNING BALANCES FOR THE MASTER CHART OF ACCOUNTS IS CHANGED TO REFLECT
BALANCES SET FOR DIVISIONS.

IF YOU DO NOT WANT THE COMPANY ACCOUNT BALANCES UPDATED, PRESS {N} THEN
{ENTER}. THE BEGINNING BALANCES FOR THE MASTER CHART OF ACCOUNTS ARE NOT
CHANGED TO REFLECT BALANCES SET FOR DIVISIONS.

SCREEN DISPLAY

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
ACCOUNT #          TYPE IN THE ACCOUNT NUMBER OF THE GENERAL LEDGER ACCOUNT  
                   YOU WISH TO ENTER A DIVISIONAL BEGINNING BALANCE FOR AND  
                   PRESS {ENTER}. THE DESCRIPTION IS PULLED AND DISPLAYED  
                   ABOVE THE "ACCOUNT #" FIELD.
```

NOTE: THIS IS NOT A DIVISIONAL CHART OF ACCOUNTS
NUMBER (1001.1) BUT A MASTER CHART OF ACCOUNTS
NUMBER (1001).

DIVISION NO. TYPE IN THE NUMBER OF THE DIVISION AND PRESS {ENTER}.
THE PROGRAM PULLS THE DESCRIPTION OF THE DIVISION AND
DISPLAYS IT BELOW THE "BEGINNING BALANCE" FIELD.

MONTH TYPE IN THE NUMBER OF THE MONTH YOU WISH TO SET THE
BALANCE FOR AND PRESS {ENTER}. BECAUSE THE BALANCES
CONTAINED ON DIVISIONAL CHART OF ACCOUNT ITEMS ARE BROKEN
DOWN INTO MONTHLY TOTALS, THIS TELLS THE COMPUTER WHICH
MONTH TO USE.

BEGINNING BALANCE TYPE IN THE BALANCE FOR THE ACCOUNT AND PRESS {ENTER}.
REMEMBER, CREDIT BALANCES MUST BE ENTERED AS NEGATIVE
AMOUNTS.

PRESS PF2 TO ACCEPT THE BALANCE ENTERED. YOU MAY ENTER ANOTHER DIVISION
BALANCE, OR PRESS {PF2} TO EXIT THE PROGRAM.

YOU MAY ENTER ANOTHER DIVISION BALANCE OR PRESS {PF2} TO EXIT THE PROGRAM.

8.H SET MAPPING CODES

THE "SET MAPPING CODES" PROGRAM DEFINES THE WAY THE DIFFERENT MODULES OF THE
SYSTEM COMMUNICATE WITH EACH OTHER AND FEED INFORMATION TO THE ACCOUNTING
MODULE. INFORMATION IS TRANSFERRED TO THE ACCOUNTING JOURNAL IN THE FORM OF
"TRANSACTIONS". EVEN THOUGH THE ACCOUNTING CHART OF ACCOUNTS IS SET UP IN
THE COMPUTER, THE REST OF THE MDS MODULES DO NOT KNOW WHAT IS IN THE CHART OF
ACCOUNTS. THE ONLY WAY THAT THEY CAN COMMUNICATE WITH THE ACCOUNTING SECTION
IS THROUGH MAPPING CODES.

EACH AREA OF THE MDS SYSTEM USES A PARTICULAR SECTION OF THE MAPPING CODES.
THEREFORE THE MAPPING CODES PROGRAM IS SEPARATED INTO SECTIONS.

THE FIRST SCREEN OF "SET MAPPING CODES" IS SET UP FOR PAYROLL LEDGER CODES

AND INVENTORY LEDGER CODES.

SCREEN DISPLAY

PAYROLL LEDGER CODES

EXPENSE CODE
AUTO CODE
EMPLOYEE LOANS
W/H LIABILITY
FICA (EMPLOYEE)
FICA (EMPLOYER)
PAYROLL TAX
DEDUCTION # 1
DEDUCTION # 2
DEDUCTION # 3

INVENTORY LEDGER CODES

INVENTORY

USED FOR PRIMARY INVENTORY GENERAL LEDGER ACCOUNT NUMBER.

INV. CORRECTIONS

USED FOR VALUES DEVELOPED BY USING UPDATE INVENTORY AND THE AMOUNT
FROM THE VARIANCE REPORT

INVENTORY LABOR

INV. MISC. COST

ACCRUED RECEIVED PRODUCT

ACCRUED RECEIVED PRODUCTS MAPPING CODE IS A TRANSFER ACCOUNT
FOR UNACCOUNTED OR INVOICED PRODUCT THAT MAY BE CARRIED OVER AT
THE END OF THE MONTH.

THE SECOND SCREEN OF "SET MAPPING CODES" IS FOR INVOICING LEDGER CODES,
RECEIVABLES LEDGER CODES, AND OTHER LEDGER CODES.

INVOICING LEDGER CODES

INVOICE CHARGE 1
INVOICE CHARGE 2
INVOICE CHARGE 3
DELIVERY CHARGES
DEPOSIT CHARGES

RECEIVABLES LEDGER CODES

RECEIVABLE SALES

INTEREST
DISCOUNTS GIVEN`
RECEIVABLES
BAD DEBT RECOVERY

OTHER LEDGER CODES

CASH ON HAND
RETAINED EARNINGS
EARNINGS YTD

SALES TAX
PAY DISCOUNTS TAKEN
PAYABLE LIABILITY
GST TAX

THE THIRD SCREEN OF "SET MAPPING CODES" IS FOR VENDING LEDGER CODES AND EQUIPMENT LEDGER CODES.

VENDING LEDGER CODES

VENDING CASH CODE
VENDING RETURNS
VENDING SLUGS
VENDING COMMISSIONS
VENDING SUBSIDIES
VENDING SPOILAGE
NON COLLECTED SALES
VARIANCE

VENDING SALES
VENDING COST-OF-SALES
SPOILAGE EXPENSE
SPOILAGE RETURNED

EQUIPMENT LEDGER CODES

EQUIPMENT RENTALS
ACCUMULATED DEPR.
DEPRECIATION EXP.

OTHER LEDGER CODES NOT ON MAPPING

PRODUCT SALES - PRODUCT SALES ARE PICKED UP AND TRANSFERRED TO THE JOURNAL BY INVOICE SALES FROM THE ACCOUNT NUMBERS SET AT THE ADD/EDIT CATEGORY MENU SELECTION SCREEN 2, IN THE EXTENSION MENU OF ACCOUNTS RECEIVABLE.

PRODUCT COST - PRODUCT COSTS ARE PICKED UP AND TRANSFERRED TO THE JOURNAL BY INVOICE SALES FROM THE ACCOUNT NUMBERS SET AT THE ADD/EDIT CATEGORY MENU SELECTION SCREEN 3, IN THE EXTENSION MENU OF ACCOUNTS RECEIVABLE.

EXPENSE CODES - EACH ACCOUNTS PAYABLE VENDOR CAN BE ASSIGNED A LEDGER CODE THAT IS GENERALLY USED BY THE VENDOR. WHEN THE VENDOR IS INVOICED, THE LEDGER CODE AUTOMATICALLY DEFAULTS TO THE ASSIGNED CODE WHICH MAY BE ACCEPTED, CHANGED OR SPREAD TO MULTIPLE LEDGER CODES.

8.1 PRINT MAPPING CODES

THE "PRINT MAPPING CODES" PROGRAM PRODUCES A LISTING OF MAPPING CODES ENTERED INTO THE SYSTEM.

THE LISTING BEGINS PROCESSING WHEN THE PROGRAM IS SELECTED. ONCE PROCESSING FINISHES, THE "REPORT SELECTIONS MENU" APPEARS.