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General Ledger Setup Checklist

The General Ledger Setup Checklist guides you through the steps necessary to set up the General Ledger module for use on a day-to-day basis.

When you access General Ledger for the first time, or if you have not yet completed the necessary steps to set up General Ledger, you will get a message dialog asking if you would like to view the checklist. Each of the items on the checklist should be completed in the order in which they are listed to accommodate any dependencies between operations or data. For example, if you have not yet completed General Ledger Configuration, you will not be allowed to access the Edit Chart of Accounts option.

Complete each setup by selecting the GOTO button located to the right of each item. The Checklist provides a visual means of identifying the areas that have been completed by displaying a check mark to the left of each completed item. Once all of the items on the checklist have been completed you will no longer be prompted to use the checklist.

**Items appearing on the General Ledger Setup Checklist are:**

<table>
<thead>
<tr>
<th>General Ledger Setup Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Create Account Number Mask</td>
</tr>
<tr>
<td>✅ Accounting Periods</td>
</tr>
<tr>
<td>GL Configuration</td>
</tr>
<tr>
<td>Edit Chart Of Accounts</td>
</tr>
<tr>
<td>Add User-Defined Journals</td>
</tr>
</tbody>
</table>

Create Account Number Mask

When the Create Account Number Mask button is clicked, the Maintain Companies dialog box will display. (See the System Manager On-Line Reference Manual for complete details.)

Accounting Periods

When the Accounting Periods button is clicked, the Maintain Accounting Periods dialog box will display. (See the System Manager On-Line Reference Manual for complete details.)

General Ledger Configuration

When the General Ledger Configuration button is clicked, you are prompted with a message asking if you want to copy the configuration setup and the Chart of Accounts from another company.

Edit Chart Of Accounts
When the **Edit Chart of Accounts** button is clicked, the **Maintain Chart of Accounts** dialog box will display. (See Maintain Chart of Accounts for complete details.)

**Add User-Defined Journals**

When the **Add User Defined Journals** button is clicked, the **Maintain Journals** dialog box will display. (See Maintain Journals for complete details.)
Setup Checklist - Edit Chart of Accounts

When you select the General Ledger Configuration or the Edit Chart of Accounts on the Checklist, you are prompted with a message asking if you want to copy the configuration setup and the Chart of Accounts from another company. You can also select to copy user-defined Journals and Allocations. Click the Yes button on the message to access the Copy Chart of Accounts dialog box and copy another company's setup. Or click the No button to access the Maintain Chart of Accounts dialog box and enter the chart of accounts.
Setup Checklist - Copy Chart of Accounts

The Copy Chart of Accounts dialog box allows you to copy selected information from an existing company. This streamlines the General Ledger setup.

Copy Chart of Accounts dialog box

Refer to the following field descriptions and requirements.

Company ID

Enter the Company ID for the company that contains the information that you wish to copy. The Browser is available to select one. The Company’s name appears in the adjacent text box.

General Ledger Company Options & Chart of Accounts

Select this check box to copy the configuration and the chart of accounts from the selected company to your new company.

The account mask for the new company and the existing company must be identical. If the company does not have the same account mask or no accounts have been set up, you will need to select a different company to copy.

Journals

Select this check box to copy the journals from an existing company to the company you are setting up.

Allocations

Select this check box to copy the allocations from an existing company to the company you are setting up.
Account Sub-Types

Select this check box to copy the sub-types from an existing company to the company you are setting up.

Copy Chart of Accounts Command Buttons

Once you have selected the appropriate items to copy, click the OK button.

Click the Cancel button to return to the Checklist without copying any information.
General Ledger Maintain Menu

General Ledger Maintain menu - Financial Management System

Selecting the **Maintain** menu from the General Ledger menu bar drops down a submenu that enables you to add or change general ledger demographic files.

From the **Maintain** Menu you can select:

**Chart of Accounts**
**Quick Chart of Accounts**
**Quick Budgets**
**Account Types**
**Account Sub-Types**
**Journals**
**Account Segment Names**
**Allocations** *(See System Manager Training Manual for more Information)*
**Cost Report Codes**
**Report Headers Submenu**
  - **Balance Sheet Headers**
  - **Income Statement Headers**
**Project Tracking Submenu (Financial Management System Only)**
  - **Projects**
Revenue Source
Project Type
Expense Types
Categories
Costing Codes
Actions

Grant Tracking Submenu (Not For Profit Only)
Grants
Funding Source
Funding Source Type
Core Object Expenses
Programs
Activity
Actions

Maintain Investments
Maintain Investment Types

After-the-Fact Submenu
CD Vendors
CD Vendor Types
CR Customers
CR Customer Types
Banks
Custom Forms

Segment Balancing (Financial Management System Only) (See System Manager Training Manual for more Information)

Funds (Not For Profit Only) (See System Manager Training Manual for more Information)

Configuration
Maintain Chart of Accounts

The chart of accounts is a company's systematic listing of accounts. Each account is assigned a name and number and are usually arranged in the order in which they appear on the company's financial statements. The Maintain Chart of Accounts dialog box is used to establish and maintain your company's chart of accounts and related information.

The dialog box consists of multiple tab pages, each containing information pertinent to the account. The tab pages consist of the following: Account Number, Budgets, Period Information, Notes, and Custom. For each account, maintain information such as the account type, original and revised budgets, prior period information, notes, and the user-defined custom data fields. This dialog box also allows you copy accounts.

Maintain Chart Of Accounts

Refer to the following field descriptions and requirements.

Account

The account mask defines the account structure, therefore, entering the account number is based on how the account mask is defined. It is extremely important that you give careful consideration on how you want your financial reports to print before you define your account numbers.

To create a new account, enter the appropriate characters according to the company's account mask defined on the Account Mask tab on the Maintain Companies dialog box. Each character position must be used, blanks and special characters are not permitted.
To edit an existing account, enter a valid account number or use the Browser to select one. Once the account is displayed, click the Edit button.

**Description**

Enter the account's description (up to 40 alphanumeric characters).

The Maintain Chart Of Accounts dialog is made up of the following tab pages:

- **Account Number**
- **Budgets**
- **Period Information**
- **TaxWorks**
- **Activity**
- **Notes**
- **Custom**

**Maintain Chart of Accounts Command Buttons**

**Edit**

The Edit button allows you to make changes to the displayed account. Click the Edit button once a valid account has been entered.

**Save**

The Save button validates the data entered and saves the data to the account. The Save button is enabled when data on the dialog box is changed.

**New**

The New button prompts you to save any changes to the active account (if applicable) and then clears the dialog box, allowing you to create a new account or select another account for viewing or editing.

**Delete**

The Delete button permanently removes the displayed account from the data file. The account must be in edit mode to enable this button. The account must meet the following conditions before it can be deleted from the system:

- The beginning balance must be zero.
- No transaction entries in the current file.
- No transaction entries in the history file.
- Is not being used in any configuration dialog throughout the system.

If the account's beginning balance is zero and there are transactions in the history file but not in the current file, the account can be changed to an inactive status. The system will inform you that the status can be changed to inactive and request you to confirm a change of status.

**Close**

The Close button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the ESC key performs the same function.
Maintain Chart of Accounts - Account Number Tab

The **Account Number** tab contains the core information for the account, such as the account type, balance forward information, and status. For income and expense type accounts, you can select a specific **Retained Earnings Account Net Asset Account**, if you are using more than one.

**Maintain Chart Of Accounts - Account Number Tab**

![Maintain Chart of Accounts - Account Number Tab](image)

Refer to the following field descriptions and requirements.

**Account Type**

Select an account type from the drop-down list. The account type determines in what section of the following General Ledger reports the displayed account is included: financial statements, ratio analysis, and cash flow worksheet. For example, an account with an account type of Cash will be included on the Current Asset portion of a Balance Sheet, in Liquidity Ratios on the Ratio Analysis Report and in the Cash Totals on the Cash Flow Worksheet. Select the **Memo** account type to use this account to accumulate user-defined quantities that can be used in calculations in the F9 Financial Report Writer.

*For more information on the F9 Financial Report Writer, contact your CYMA™ Certified Dealer or CYMA Systems, Inc., at (800) 292-2962.*

**Maintain Account Types** operation allows you to enter user-defined account type descriptions.
*Memo Account Type*

Select the Memo account type to use this account to accumulate user-defined quantities that can be used in calculations in the F9 Financial Report Writer. This is useful if you want to track income and expenses on a per item basis. The quantities are entered into the General Ledger through the Enter Journal Entries operation and are retained in the system by accounting period. This allows you to use these quantities in customized comparison financial statements in F9. Memo account types are excluded from all of the standard financial statements available from the Report menu in the CYMA General Ledger module. Amounts posted to Memo type accounts can only be used in the F9 Financial Report Writer, where they will most likely be included in a formula field.

For example, a company sells horses and tracks the dollar average cost per horse versus the average revenue per horse. The Memo account is used to track the number of horses sold each period. In F9, the formula is set up to divide revenues and expenses by the number of horses sold.

**Inactive**

This check box displays the current status of an account. If the check box is selected, the account is inactive and cannot be used in journal entries. To make an inactive account active, simply remove the check mark from the check box.

You can only change an account to an Inactive status if there are no current entries or balance forward amounts.

**Budget Control (Financial Management System Only)**

Select this checkbox to indicate this account will use the budget control feature. This checkbox is enabled when the "Use Budget Control" checkbox in Maintain Configuration is selected. Before the system can monitor the budget you will need to enter the budget amounts on the Budget Tab for each respective account. This should be done prior to entering any purchase orders for this account.

When adding a new account the Budget Control checkbox is automatically selected for any account that belongs to any of the following expense account type categories -- Selling Expenses, Operating Expenses, and General & Administrative Expenses. You may deselect this option if you do not wish to add budget control to this account.

**Encumber (Not For Profit Only)**

Select this checkbox to indicate this account will use the Encumbrance feature. This checkbox is enabled when the "Use Encumbrance" checkbox in Maintain Configuration is selected. Before the system can monitor the budget you will need to enter the budget amounts on the Budget Tab for each respective account. This should be done prior to entering any purchase orders for this account.

When adding a new account the Encumber checkbox is automatically selected for any account that belongs to any of the following expense account type categories -- Program Expenses, Fund Raising Expenses, Donated Services and Materials, and General & Administrative Expenses. You may deselect this option if you do not wish to add budget control to this account.

**Account Sub-Type**

Enter the Account Sub-type for the displayed account. The Browser displays the available Account Sub-Types for the selected Account Type. Account sub-types are user-generated and when they are assigned to your chart of accounts they provide extra grouping and totaling capabilities when printing the standard financial statements available on the Report menu. For example, if you have three individual cash accounts but wanted to show them as one summary amount on the standard Balance Sheet, you can assign the same account sub-type to all three cash accounts.
Cost Report Code

Enter a Cost Report Code or select one from the browser. Cost Report Codes can be used to group accounts together for reporting purposes.

Consolidation Account Number

Enter the account number to be used for consolidation or use the browser to select one. This field is added to the Account Number tab when the Use Consolidation checkbox is selected in Maintain Configuration. When using consolidation this field is required. You may alternately enter this information via the Quick Chart of Accounts. All accounts must have a corresponding account from the consolidation company. The account must be of the same account type as the consolidation company.

Retained Earnings Account (Financial Management System Only)

This text box is enabled when an income or expense account type is selected for the displayed account and allows only a Retained Earnings type account to be entered. This allows you to use multiple retained earnings accounts for accounts during the Year End Close operation.

During the Year End Close, the Retained Earnings account entered in this field overrides the Retained Earnings account entered on the Maintain Configuration dialog box. The displayed income or expense account's closing entries are made to the retained earnings account specified in this field.

Give careful consideration when assigning multiple Retained Earnings Accounts to ensure that you achieve the desired results during the Year End Close.

Net Asset Account (Not For Profit Only)

This text box is enabled when an income or expense account type is selected for the displayed account and allows only an account with a type of Unrestricted, Temporarily Restricted or Permanently Restricted to be entered. This allows you to use multiple Net Asset accounts for accounts during the Year End Close operation.

During the Year End Close, the Net Asset account entered in this field overrides the Net Asset account entered on the Maintain Configuration dialog box. The displayed income or expense account's closing entries are made to the net asset account specified in this field.

Give careful consideration when assigning multiple Net Asset Accounts to ensure that you achieve the desired results during the Year End Close.

Bal. Forward Date

This view-only field displays the date the previous accounting year was closed.

Balance Forward

This view-only field displays the balance of the displayed account as of the close of the previous accounting year. Only asset, liability, and equity accounts should have balance forwards. If you have balance forwards in your expense or liability accounts, you should consult your accounting professional and determine if you closed the previous year properly.

Ledger Balance Forward

This view-only field displays the balance of all accounts as of the close of the previous accounting year. This balance should always be zero. If you have a balance other than zero in this field, you need to contact your CYMA Certified Dealer or CYMA Technical Support.

Ledger Balance
This view-only field displays the current balance of all accounts. This balance should always be zero. If you have a balance other than zero in this field, you need to contact your CYMA\textsuperscript{v} Certified Dealer or CYMA Technical Support.

**Show Report Information In Group Box**

- **Detail**
  Select this option to show the account in detail on reports

- **Summary**
  Select this option to show the account in summary on reports.

**Project Tracking Default group box (Financial Management System Only)**

This group box is to give you the ability to assign a Expense or a Revenue Source to the GL account. You cannot assign both a Revenue Source and a Expense Type at the same time. This value will default into the entry screens to assist in data entry.

- **Expns Type**
  Select this radio button and then browse or enter a valid Expense Type ID.

- **Revenue Source**
  Select this radio button and then browse or enter a valid Revenue Source ID.

**Grant Tracking Default group box (Not For Profit Only)**

This group box is to give you the ability to assign a COE or a Funding Source to the GL account. You cannot assign both a Funding Source and a COE at the same time. This value will default into the entry screens to assist in data entry.

- **COE**
  Select this radio button and then browse or enter a valid COE.

- **Source**
  Select this radio button and then browse or enter a valid Funding Source.

**Copy Accounts Operation group box**

Click the **Copy Accounts** button to create new accounts that are based upon existing account numbers. When clicked, the Copy Accounts dialog box displays.
Maintain Chart of Accounts - Budgets Tab

A budget is a tool used to plan the use of resources. Budgets show a business’s objectives for a cost center and reflect the company’s projections for overall growth. Budgets are often based on past experience and adjusted for expectations.

To aid a company in the budget process, CYMAIV offers the ability to maintain two budgets per year; an original budget and a revised budget. The revised budget allows a company to change budget information during the year and still maintain the original budget for reference purposes. CYMAIV maintains the same number of budgets per year as periods defined per year. You can select to print either the original amount or the revised on the standard budget financial statements shipped with the software.

Budget information is entered by selecting the Budgets tab from the Maintain Chart of Accounts dialog box. The following methods are available for entering budget amounts:

- Enter individual amounts for each period
- Allocate an amount to each period
- Duplicate an amount in each period
- Use Windows cut and paste to copy amounts from a spreadsheet program

Budget amounts can also be revised using the Year End Processes/Calculate Budgets option on the Process menu.

Budget amounts can also be entered/revised using the General Import - GL Budget import or using F9's Budget Write Back function.
Refer to the following field descriptions and requirements.

**Year**

Enter or select from the drop-down list the year for which you want to enter, view, or change budget amounts. Budget amounts can be maintained for each fiscal year defined in the Maintain Accounting Periods operation in the System Manager module. The current year defaults.

**DataGrid Columns and Fields**

**End Date**

This view-only column displays the end date for each accounting period in the fiscal year.

**Original Amt - Revised Amt**

Enter the budget amount for each period in the appropriate column or use the command buttons below. Maintaining an original and a revised budget amount allows you to adjust your budgets during the year while still maintaining the original amounts projected. You can select to print either the original amount or revised amount on the standard budget financial statements.

If the budget amount is a debit amount, enter the amount as a positive number. For credit amounts, enter the amount as a negative number "-". Budget amounts for Revenue accounts generally need to be entered at a NEGATIVE amount and Expense accounts generally need to be entered as a POSITIVE amount.
Budgets Tab Command Buttons

Allocate

The Allocate button is enabled when the cursor placed in the first cell of the Original Amt column or the Revised Amt column. This button allows you to specify an amount and divide it evenly among the budget periods. To allocate an amount, click on the first cell of the appropriate column (Original Amt or Revised Amt) and then enter the amount you wish to divide evenly among the budget periods. Once entered, click the Allocate button. Any remainder is included in the last budget period.

Duplicate

The Duplicate button is enabled when the cursor is placed in the first cell of the Original Amt column or the Revised Amt column. This button allows you to specify an amount and copy it to each budget period. To duplicate an amount, click on the first cell of the appropriate column (Original Amt or Revised Amt) and then enter the amount you wish to have copied to each budget period. Once entered, click the Duplicate button.
Maintain Chart of Accounts - Period Information Tab

The **Period Information** tab allows you to view period and year-to-date information for the displayed account. Period history information can be viewed by selecting a different year from the drop-down list. The drill-down feature allows you to access transaction detail information for each period by Journal ID or Batch ID (refer to the **Period Activity** column description).

### Period Information tab

![Period Information tab image]

Refer to the following field descriptions.

**Year**

The drop-down list displays the fiscal years that have been set up through the **Maintain Accounting Periods** operation in the System Manager module. Select the year for which you want to view period information. The current year is the default.

**Balance Forward**

This view-only field displays the balance of the account as of the beginning of the accounting year. Only Balance Sheet accounts should have a balance in this field.

### DataGrid Columns and Fields

The columns and rows on the DataGrid are view-only mode and cannot be changed.
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Number</td>
<td>This column displays the accounting periods corresponding to the <strong>Year</strong> selected.</td>
</tr>
<tr>
<td>Period End Date</td>
<td>This column displays the end date for each period.</td>
</tr>
<tr>
<td>Period Activity</td>
<td>This column displays the total activity for the period for the displayed account. Period activity is updated each time journal entry batches are posted. The drill-down feature allows you to access transaction detail information for the displayed account. When the mouse is placed over this column, the pointer changes to a drill cursor. Position the drill over the row corresponding to the period for which you want to view detail transaction information and then left-click. When clicked, the <strong>Drill Down Details</strong> dialog box displays. This allows you to view the accounts detail transaction information by Journal ID or by Batch ID. To view detail information by Journal ID, position the pointer over the <strong>Journal ID</strong> column (the pointer changes once again), and then click the Journal ID you wish to view. To view detail information by Batch ID, position the pointer on the <strong>Batch ID</strong> column and then click the desired Batch ID.</td>
</tr>
<tr>
<td>Balance</td>
<td>This column displays the accounts year-to-date balance. The <strong>Balance</strong> is updated each time journal entry batches are posted.</td>
</tr>
<tr>
<td>Open PO Amount</td>
<td>This view only field displays the current accumulated dollar value of all open PO line items containing this GL account number. This field is only updated if you are using the Budget Control feature for this account. This amount is increased by the extended PO line item cost when a purchase order containing this account number is saved. This amount is reduced by the AP Qty * PO Unit Cost when the AP invoice receiving the purchase order is posted to GL.</td>
</tr>
</tbody>
</table>
Maintain Chart Of Accounts Activity Tab

The Maintain Chart of Accounts Activity tab contains activity for the selected Account.

Maintain Chart Of Accounts Activity Tab dialog

Refer to the following fields and descriptions

Sort Order group box
- Date
- Batch ID
- Journal ID

Include group box
- Unposted Only

Transaction File group box
- Current
- History

Dialog box columns and fields
The data grid has User Column functionality. For more information go to the Data grid - User Column topic in the System Manager Help.

**Date**
The **Date** column will display the date of the journal entry transaction.

**Batch ID**
The **Batch ID** column will display the batch ID that was assigned to the journal entry transaction.

**Journal ID**
The **Journal ID** column will display the Journal ID of the journal entry transaction.

**Posted?**
The **Posted?** column will display yes if the journal entry has been posted to the General Ledger.

**Document**
The **Document** column will display the document information for the journal entry transaction.

**Description**
The Description column will display the description of the journal entry transaction.

**Name**
The **Name** column will display the Employee Name if the transaction came from payroll and the "Post Employee Name to GL" checkbox is checked on the Posting Information tab in Payroll - Maintain Configuration.

**Amount**
The **Amount** column will display the amount of the journal entry transaction.

**Allocation ID**
The **Allocation ID** column will display the allocation ID of the journal entry transaction if one was entered during the Accounts Payable or General Ledger entry.

**Vendor ID**
The **Vendor ID** column will display the Vendor ID of any Accounts Payable transaction.

**Company ID**
The **Company ID** column will display the company ID of where the transaction originated. Transactions will come from other companies in two ways. The first is to enter a different company in System Manager Maintain Companies in the "Company To Post GL Data" field. The second is to check the "Use Consolidation" box in General Ledger Maintain Configuration.

**Job**
The **Job** column will display the job number of the journal entry transaction.

**Cost Code**
The **Cost Code** column will display the Cost Code of the journal entry transaction.

**Cost Type**
The **Cost Type** column will display the Cost Type of the journal entry transaction.
The **Trans Class 1** column will display the Transaction Classification Code of the journal entry transaction.

**Trans Class 2**

The **Trans Class 2** column will display the Transaction Classification Code of the journal entry transaction.

**Posted To Parent**

The **Posted To Parent** column will display yes if the transaction has been posted to the consolidated company. Otherwise, it will display no.
Drill Down Details dialog box

Drill Down allows you to view the account’s detail transaction information by Journal ID or by Batch ID. To view detail information by Journal ID, position the pointer over the Journal ID column (the pointer changes again), and then click the Journal ID you wish to view. To view detail information by Batch ID, position the pointer on the Batch ID column and then click the desired Batch ID.

Example 1:
This dialog displays when using the drill icon on a cell on the Period Activity column on the Period Information tab.

Example 2:
This dialog displays when using the drill on a cell in the Journal ID column from the dialogs shown in Example 1 or 3.
Example 3:
This dialog displays when using the drill on a cell in the Journal ID column from the dialogs shown in Example 1 or 2.

Example 4:
This dialog displays when using the drill on a cell in the Document column from the dialogs shown in Example 1, 2 or 3.
Example 5:
This dialog will display when selecting a PR check or AP check detail record from the dialog shown in Example 4.

Drill Down Details Command Button

When a detail line is selected in Example 4, the View Batch Detail will display the Entry dialog for Accounts Receivable Invoices, Accounts Receivable Payments or Accounts Payable Invoices; or a detail dialog for Accounts Payable checks and Payroll Checks (see Example 5).
The **Close** button closes the Drill Down Details dialog box.
### Sample Chart of Accounts

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>10002-0000-AZ-GLN</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>12000-0000-AZ-GLN</td>
</tr>
<tr>
<td>Inventory</td>
<td>13000-0000-AZ-GLN</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>15000-0000-AZ-GLN</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>20000-0000-AZ-GLN</td>
</tr>
<tr>
<td>Other Payables</td>
<td>21000-0000-AZ-GLN</td>
</tr>
<tr>
<td>Common Stock</td>
<td>28300-0000-AZ-GLN</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>28500-0000-AZ-GLN</td>
</tr>
<tr>
<td>Sales</td>
<td>40000-0001-AZ-GLN</td>
</tr>
<tr>
<td>Sales</td>
<td>40000-0002-AZ-GLN</td>
</tr>
<tr>
<td>Sales</td>
<td>40000-0003-AZ-GLN</td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>45000-0001-AZ-GLN</td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>45000-0002-AZ-GLN</td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>45000-0003-AZ-GLN</td>
</tr>
<tr>
<td>Salaries</td>
<td>50000-0001-AZ-GLN</td>
</tr>
<tr>
<td>Salaries</td>
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<tr>
<td>Accounts Receivable</td>
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<td>Inventory</td>
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<td>Accounts Payable</td>
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<tr>
<td>Other Payables</td>
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<tr>
<td>Common Stock</td>
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<tr>
<td>Retained Earnings</td>
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<td>Office Supplies</td>
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<td>Other Expenses</td>
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<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
</tr>
</tbody>
</table>
Maintain Chart of Accounts - Copy Accounts

When the Copy Accounts button is clicked on the Maintain Chart of Accounts dialog box, the Copy Accounts dialog box displays. The Copy Accounts feature saves time when entering similar accounts. This allows you to duplicate sets of accounts using a source account mask and a new account mask. The mask overlays the new account number over the original account number to create the new accounts.

To make use of this feature, you must first create a master set of accounts (e.g., accounts for a job, division, location, etc.). Then use the copy feature to duplicate the accounts for the next job, division or location.

To explain the copy accounts feature, we will use Hometown Sporting Goods as an example. The account mask for Hometown Sporting Goods is as follows:

<table>
<thead>
<tr>
<th>Segment Name</th>
<th>Length</th>
<th>Segment Type</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Account</td>
<td>5</td>
<td>Numeric</td>
<td>3</td>
</tr>
<tr>
<td>Department</td>
<td>4</td>
<td>Numeric</td>
<td>4</td>
</tr>
<tr>
<td>State</td>
<td>2</td>
<td>Alphabetic</td>
<td>1</td>
</tr>
<tr>
<td>City</td>
<td>3</td>
<td>Alphabetic</td>
<td>2</td>
</tr>
</tbody>
</table>

Hometown Sporting Goods has three stores; two in Arizona and one in New Mexico. To distinguish the state in the account number, the two letter state postal abbreviation is used in the third segment of the account number. The fourth segment signifies the city where the store is located. The controller decided to use GLN for Glendale, AZ, PHX for Phoenix, AZ and ALB for Albuquerque, NM. Sample Chart of Accounts

Hometown Sporting Goods has purchased a fourth store in Las Cruces, NM. The controller has decided to use LAC in the fourth segment as the abbreviation for Las Cruces.

To create the accounts for the new store, complete the dialog as follows:

Copy Accounts dialog box
Accounts Copied in Example

Refer to the following field descriptions and requirements.

**Copy From group box**

The **Copy From** group box allows select the accounts to be copied. In the example above, the **All** radio button was selected.

- **All**
  
  Select the **All** option button to copy all accounts that match the **Source Account Mask** in the **Mask** group box. (The adjacent **From** and **To** fields are disabled when **All** is selected).

- **From** [ ]
- **To** [ ]

  Select the **From** option button to enable the **From** and **To** option button and select the beginning and ending range accounts to copy. The Browser is available to select the range of accounts. All accounts in the range that match the **Source Account Mask** in the **Mask** section are selected for the copy function.

**Mask group box**

The **Mask** group box displays the company’s account mask. The account mask is used to determine which accounts in the **Copy From** group box (**Source Account Mask**) are copied to the specified **New Account Mask**.

- **Source Account Mask**
  
  In the **Source Account Mask** field, enter the account number or portion of the account number that you want duplicated. If nothing is entered into this field, then all accounts within the range will be used in creating new account(s).
You can use the pound sign (#) to indicate a specific position of a numeric character in relation to the separator, the exclamation point (!) to indicate a specific position of an alphabetic character, or the ampersand (&) to indicate a specific position of an alphanumeric character.

In the example above, the controller of Hometown Sporting Goods is going to use the accounts for the Phoenix store as the source for copying to the new Las Cruces store. The controller enters ####-####-AZ-PHX in the **Source Account Mask** field.

**New Account Mask**

In the **New Account Mask** field, enter the portion of an account number you want created. Again, use of the pound sign (#), exclamation point (!), and ampersand (&) is permissible in creating the new account mask.

Continuing the above example, the new store will have NM in the third segment and LAC in the fourth segment. The controller enters ####-####-NM-LAC in the **New Account Mask** field.

**Copy Accounts Command Buttons**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Once the <strong>Copy From</strong>, <strong>Source Account Mask</strong>, and <strong>New Account Mask</strong> are defined, click the <strong>OK</strong> button. Once clicked, the <strong>Maintain Chart of Accounts</strong> dialog box displays. This allows you to view the new accounts one by one and either save the account, edit the account and save, skip the account; or you can select to save all accounts copied without editing and/or saving each individual account.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Click the <strong>Cancel</strong> button to abandon the operation and return to the <strong>Maintain Chart of Accounts</strong> dialog box.</td>
</tr>
</tbody>
</table>
Maintain Quick Chart of Accounts

When **Quick Chart of Accounts** is selected from the **Maintain** menu, the **Quick Maintain Chart of Accounts** dialog box displays. This provides an alternate method for setting up General Ledger accounts.

The dialog box combines the required fields onto a DataGrid. This is useful when you need to set up several accounts quickly and efficiently. Simply enter all the required fields for each account you want to create on the DataGrid, along with any of the optional fields, such as the Account Sub-type. Click the **OK** button to save the new records. The new accounts are saved to the master account file and can be accessed just like any other account in the system. You can access the accounts through the **Maintain Chart of Accounts** operation and fill in any additional information at any time.

**Quick Maintain Chart of Accounts dialog box**

Refer to the following field descriptions and requirements.

**Data grid columns and fields**

- **Account**
  - The account mask defines the account structure, therefore, entering the account number is based on how the account mask is defined. It is extremely important that you give careful consideration on how you want your financial reports to print before you define your account numbers.
  - To create a new account, go to the end of the account list on the DataGrid and then enter the appropriate characters. The account is entered according to the company's account mask defined on the **Account Mask** tab on the **Maintain Companies** dialog box. Each character position must be used, blanks and special characters are not permitted.

- **Description**
Enter the account’s description (up to 40 alphanumeric characters).

**Account Type**

Select an account type from the drop-down list. The account type determines in what section of the following General Ledger reports the displayed account is included: financial statements, ratio analysis, and cash flow worksheet. For example, an account type of Cash will include the account’s activity on the Current Asset portion of a Balance Sheet, in Liquidity Ratios on the Ratio Analysis Report and in the Cash Totals on the Cash Flow Worksheet. Select the **Memo** account type to use this account to accumulate user-defined quantities that can be used in calculations in the F9 Financial Report Writer.

The **Maintain Account Types** operation allows you to enter user-defined account type descriptions.

**Account Sub-Type**

Enter the Account Sub-type for the displayed account. The Browser displays the available Account Sub-Types for the selected **Account Type**.

**Cost Report Code**

Enter a **Cost Report Code** or select one from the browser. Cost Report Codes can be used to group accounts together for reporting purposes.

**Retained Earnings Account** *(Financial Management System Only)*

This text box is enabled when an income or expense account type is selected for the displayed account and allows only a Retained Earnings type account to be entered. This allows you to use multiple retained earnings accounts for accounts during the Year End Close operation.

During the **Year End Close**, the Retained Earnings account entered in this field overrides the **Retained Earnings** account entered on the Maintain Configuration dialog box. The displayed income or expense account’s closing entries are made to the retained earnings account specified in this field.

Give careful consideration when assigning multiple **Retained Earnings Accounts** to ensure that you achieve the desired results during the **Year End Close**.

**Net Asset Account** *(Not For Profit Only)*

This text box is enabled when an income or expense account type is selected for the displayed account and allows only an account with a type of Unrestricted, Temporarily Restricted or Permanently Restricted to be entered. This allows you to use multiple Net Asset accounts for accounts during the **Year End Close** operation.

During the **Year End Close**, the Net Asset account entered in this field overrides the **Net Asset** account entered on the Maintain Configuration dialog box. The displayed income or expense account’s closing entries are made to the net asset account specified in this field.

Give careful consideration when assigning multiple **Net Asset Accounts** to ensure that you achieve the desired results during the **Year End Close**.

**Bal. Forward Date**

This view-only field displays the date the previous accounting year was closed.

**Balance Forward**
This view-only field displays the balance of the displayed account as of the close of the previous accounting year. Only asset, liability, and equity accounts should have balance forwards. If you have balance forwards in your expense or liability accounts, you should consult your accounting professional and determine if you closed the previous year properly.

**Ledger Balance Forward**

This view-only field displays the balance of all accounts as of the close of the previous accounting year. This balance should always be zero. If you have a balance other than zero in this field, you need to contact your CYMA® Certified Dealer or CYMA Technical Support.

**Ledger Balance**

This view-only field displays the current balance of all accounts. This balance should always be zero. If you have a balance other than zero in this field, you need to contact your CYMA® Certified Dealer or CYMA Technical Support.

**Show Report**

The Show Report column is view only and will display the option selected in Maintain Chart of Accounts. If Detail is shown the account will show in detail on reports. If Summary is shown the account will display with a one line total on reports.

**Expense Type (Financial Management System Only)**

Enter a default Expense Type or select one from the browser. Only an Expense Type or a Revenue Source can be selected for each account. This column is only available if Project Tracking is checked in Maintain Configuration. This value will default into the entry screens to assist in data entry.

**Revenue Source (Financial Management System Only)**

Enter a default Revenue Source or select one from the browser. Only an Expense Type or a Revenue Source can be selected for each account. This column is only available if Project Tracking is checked in Maintain Configuration. This value will default into the entry screens to assist in data entry.

**COE (Not For Profit Only)**

Enter a default COE or select one from the browser. Only a COE or a Funding Source can be selected for each account. This column is only available if Grant Tracking is checked in Maintain Configuration. This value will default into the entry screens to assist in data entry.

**Funding Source (Not For Profit Only)**

Enter a default Funding Source or select one from the browser. Only a COE or a Funding Source can be selected for each account. This column is only available if Grant Tracking is checked in Maintain Configuration. This value will default into the entry screens to assist in data entry.

**Consolidation Account ID**

Enter the account number to be used for consolidation or use the browser to select one. This column is added to the Quick Chart of Accounts when the Use Consolidation checkbox is selected in Maintain Configuration. When using consolidation this field is required. All accounts must have a corresponding account from the consolidation company. The account must be of the same account type as the consolidation company.

**Consolidation Account Type**

The Consolidation Account Type column displays the account type of the selected account number in the Consolidation company. The Consolidation Account type must match the Account Type column prior to saving. If the Consolidation Account Type needs to be changed, you must change it within the Consolidation company first.
Consolidation Account Description

The **Consolidation Account Description** will display the description from the consolidation company of the account entered in the Consolidation Account Number column.

**Go to Account**

Enter an account or select one from the browser in the **Go to Account** field to immediately navigate to that record in the grid.

**Maintain Quick Chart of Accounts Command Buttons**

Click the **OK** button to validate and save the data entered and then close the dialog box.

Click the **Cancel** button to close the dialog box, you will be prompted to save any changes if the information on the dialog box has changed.
Maintain Quick Budgets

When Maintain Quick Budgets... is selected from the Maintain menu, the Maintain Quick Budgets dialog box displays.

Maintain Quick Budgets dialog

The Maintain Quick Budget dialog consists of two tabs:

**Budget Criteria**

The Budget Criteria tabs allows you to filter the Budget based on various criteria.

**Budget**

The Budget tab displays the records that meet the criteria entered on the Budget Criteria tab.

Maintain Quick Budgets command buttons

Click the Find Now button to apply the Budget Criteria and display the results on the Budget Information tab.

Click the Print button to print the Budget Report. See Maintain Quick Budgets - Print Budget topic for more information.

Save
Click the **Save** button to save changes and close the dialog box.

Click the **Cancel** button to exit the dialog without saving any changes.
Maintain Quick Budgets - Budget Criteria tab

The Budget Criteria tabs allows you to filter the Budget based on various criteria. The result will display on the Budget Information tab.

Refer to the following fields and Descriptions

Enter Budget Criteria group box

Data grid columns and fields

For more information regarding the Selection Criteria go to the Selection Criteria topic in the System Manager Help.

Segment Values

A field for each segment in the GL account mask will be displayed. The DEMO company that is installed with the software will show a field for Base Account, Location and Department. Criteria can be entered to filter on each of the segments. The information regarding segments and account mask will be found in System Manager - Maintain Company - Account Mask Tab.

Account Type

The Account Type will filter based on the Account Type of the General Ledger account.

Acct Sub-Type

The Acct Sub-Type will filter based on the Sub-Type of the General Ledger account.
Show Only P/L Accounts?

The Show Only P/L Account? field will filter based on if the General Ledger account is a Profit/Loss account or a Balance Sheet account. A Yes value will display only Profit/Loss accounts and a No value will display all accounts.
Maintain Quick Budgets - Budgets Tab

The Budgets tab displays the records that meet the criteria entered on the Budget Criteria tab.

Refer to the following fields and descriptions

**Year**
Select the Year from the drop down that you want values to display in the grid.

**Original**
Select Original to display the original budget values.

**Revised**
Select Revised to display the revised budget values.

**Duplicate**
Click on the Duplicate button to copy the same value in the selected cell to all other cells for the given line. This will only duplicate from the current cell to future dated cells. For example, if the cursor is in the second column for a given account and the value 100.00 is type in, when clicking on the Duplicate button, 100.00 will be copied to the 3rd through last column.

**Allocate**
Click on the Allocate button to copy an equal portion of the selected cell to all other cells for the given line. This will only allocate from the current cell to future dated cells. For example, if the cursor is in the
second column for a given account and the value 110.00 is type in, when clicking on the Allocate button, 10.00 will be copied to the 3rd through last column.

**DataGrid Columns and Fields**

**Account No**
- This column will display all account numbers in your Chart of Accounts.

**Description**
- The *Description* column will display the description for the GL Account.

**Period Dates**
- Additional columns will show the ending date of all periods within the year selected.
Maintain Quick Budget - Print Budget

When you select Print from the Maintain Quick Budgets dialog box, the Print Budget dialog box will display. This dialog box gives you options for the proof report.

Maintain Quick Budget - Print Budget dialog box

Refer to the following field descriptions and requirements.

Selections DataGrid group box

Use the DataGrid columns and fields to select which invoices to post. The following selection criteria are available:

For more information regarding the Selection Criteria go to the Selection Criteria topic in the System Manager Help.

Status

The Status option allows you to select accounts based on if they are active or inactive.

Segment Name(s)

The Segment Name option allows you select accounts based on values in each General Ledger account segment as defined in Maintain Companies. Multiple options will show based on your configuration. If you have three account segments, you will see three options. Each option will display the segment name set up in the System Manager module under Maintain Companies - Account Mask tab.

Print Options Group Box

Click on the Setup Printer button to change the active printer for the report.

Screen
Select the **Screen** option button to display the requested report on your screen. The report may then be sent to the Windows default printer from your screen. This option button is selected by default.

**Printer**

Select the **Printer** option button to direct the report to the printer shown in the "default printer" text box.

**File**

Select the **File** option button to export the displayed report in one of several common formats.

**Print Budget Command Buttons**

**Print**

Click the **Print** button to print the report

**Close**

Click the **Close** button to exit the dialog without printing the report.
Maintain Account Types

When Account Types... is selected from the Maintain menu, the Maintain Account Types dialog box displays. This operation allows you to enter user-defined descriptions for the standard CYMA™ account types in the General Ledger. User-defined descriptions will be displayed throughout the system whenever Account Types are referenced. This allows each industry to tailor the descriptions of the account types to their needs without affecting the standard layout of the financial statements provided in the General Ledger.

Changing account type names does not affect how information displays on any reports in CYMA™. It only changes the name on drop down menus and can not be used to customize heading on reports.

Maintain Account Types dialog box

Refer to the following field descriptions and requirements.

DataGrid columns and fields

   Acct Type
   This view-only column lists the account type ID.

   Default Description
   This view-only columns lists the account types's default description.

   Description
   Enter the user-defined account type description (up to 30 alphanumeric characters). This description is displayed throughout the system.

Maintain Account Types Command Buttons

Click the OK button to save the descriptions and then close the dialog box.
Click the **Cancel** button to abandon any changes made and then close the dialog box.
Income and Expense Account Types

Gross Sales
Returns & Allowances
Cost of Goods Sold
Selling Expense
Operating Expense
General & Admin. Expense
Interest Expense
Interest Income
Other Income Expense
Gain/Loss on Asset Disposal
Income Tax Expense
## Account Types

### Financial Management

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<thead>
<tr>
<th>Account Type</th>
<th>Financial Statement Section</th>
<th>Cash Flow Worksheet Section</th>
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<td>Cash</td>
<td>Current Asset</td>
<td>Cash &amp; Equivalents</td>
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<tr>
<td>Marketable Securities</td>
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<td>Cash &amp; Equivalents</td>
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<td>Accounts Receivable</td>
<td>Current Asset</td>
<td>Operations</td>
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<td>Current Asset</td>
<td>Operations</td>
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<td>Current Asset</td>
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<td>Current Asset</td>
<td>Operations</td>
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<tr>
<td>Other Assets</td>
<td>Current Asset</td>
<td>Operations</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>Investments</td>
<td>Investing</td>
</tr>
<tr>
<td>Property, Plant, &amp; Equipment</td>
<td>Fixed Assets</td>
<td>Investing</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>Fixed Assets</td>
<td>Operations</td>
</tr>
<tr>
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<td>Current Liabilities</td>
<td>Operations</td>
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<td>Notes Payable</td>
<td>Current Liabilities</td>
<td>Operations</td>
</tr>
<tr>
<td>Current Portion of Long Term Debt</td>
<td>Current Liabilities</td>
<td>Operations</td>
</tr>
<tr>
<td>Other Accrual of Payables</td>
<td>Current Liabilities</td>
<td>Operations</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>Current Liabilities</td>
<td>Operations</td>
</tr>
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<td>Long Term Debt</td>
<td>Long Term Liabilities</td>
<td>Financing</td>
</tr>
<tr>
<td>Common Stock</td>
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<tr>
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<td>Paid in Capital</td>
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<tr>
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</tr>
<tr>
<td>Gross Sales</td>
<td>Revenues</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Returns &amp; Allowances</td>
<td>Revenues</td>
<td>Operations (Net Income)</td>
</tr>
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<td>Cost of Goods Sold</td>
<td>Cost of Goods Sold</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Selling Expense</td>
<td>Selling Expense</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>Operating Expense</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>General &amp; Administrative Expense</td>
<td>General &amp; Administrative Expense</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>Other Income (Expense)</td>
<td>Operations (Net Income)</td>
</tr>
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<td>Interest Income</td>
<td>Other Income (Expense)</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Other Income Expense</td>
<td>Other Income (Expense)</td>
<td>Operations (Net Income)</td>
</tr>
<tr>
<td>Gain/Loss on Asset Disposal</td>
<td>Other Income (Expense)</td>
<td>Operations (Net Income)</td>
</tr>
</tbody>
</table>
### Not For Profit

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Financial Statement Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo</td>
<td>Excluded</td>
</tr>
<tr>
<td>Cash</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Pledges Receivables</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Inter-Fund Receivables</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Inventory</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Prepaid Expense</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>Current Asset</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>Investments</td>
</tr>
<tr>
<td>Property, Plant, &amp; Equipment</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>Fixed Assets</td>
</tr>
<tr>
<td>Other Assets</td>
<td>Current Assets</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Notes Payable</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Inter-fund Payable</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Long Term Debt</td>
<td>Long Term Liabilities</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>Net Assets</td>
</tr>
<tr>
<td>Temporarily Restricted</td>
<td>Net Assets</td>
</tr>
<tr>
<td>Permanently Restricted</td>
<td>Net Assets</td>
</tr>
<tr>
<td>Cash Contributions</td>
<td>Revenues</td>
</tr>
<tr>
<td>Non-Cash Contributions</td>
<td>Revenues</td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>Revenues</td>
</tr>
<tr>
<td>Special Events</td>
<td>Revenues</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>Revenues</td>
</tr>
<tr>
<td>Program Expenses</td>
<td>Program Expenses</td>
</tr>
<tr>
<td>Fund Raising Expenses</td>
<td>Fund Raising Expenses</td>
</tr>
<tr>
<td>Donated Services &amp; Materials</td>
<td>Donated Services &amp; Materials</td>
</tr>
<tr>
<td>General &amp; Admin Expenses</td>
<td>General &amp; Administrative Expenses</td>
</tr>
<tr>
<td>Interest Income</td>
<td>Other Income (Expense)</td>
</tr>
<tr>
<td>Description</td>
<td>Category</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Other Income</td>
<td>Other Income (Expense)</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Other Income (Expense)</td>
</tr>
<tr>
<td>Gain/Loss on Asset Disposal</td>
<td>Other Income (Expense)</td>
</tr>
</tbody>
</table>
Maintain Account Sub-Types

When **Account Sub-Types** is selected from the **Maintain** menu, the **Maintain Account Sub-Types** dialog box displays. This allows you to create user-defined account sub-types based on the standard account types supported in the General Ledger module. Account sub-types are assigned to your chart of accounts and provide extra grouping and totaling capabilities when printing the standard financial statements available on the **Report** menu. For example, if you have three individual cash accounts but wanted to show them as one summary amount on the standard Balance Sheet, you can assign the same account sub-type to all three cash accounts.

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Description</th>
<th>Account Type</th>
<th>Account Sub-Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>110000-GEN-000</td>
<td>Cash in Bank - General Fund</td>
<td>Cash</td>
<td>Cash on Hand</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>110000-MAN-000</td>
<td>Cash in Bank - Manual Checks</td>
<td>Cash</td>
<td>Cash on Hand</td>
<td>$ 6,000.00</td>
</tr>
<tr>
<td>110000-PAY-000</td>
<td>Cash in Bank - Payroll</td>
<td>Cash</td>
<td>Cash on Hand</td>
<td>$ 15,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 31,000.00</strong></td>
</tr>
</tbody>
</table>

When the Balance Sheet from the **Financial Statements (Sub Type Grouping)** category is printed from the **Report** menu, the accounts would print as follows:

**Current Assets**

Cash on Hand $31,000.00

The account type tree displays the account types and their corresponding sub-types in the standard expand and collapse Windows tree structure. Click on the plus sign (⁺) to expand the branch and view the sub-types for an account type.

To create **Account Sub-Types**, refer to the following steps:

1. Access the **Maintain Account Sub-Types** dialog box.
2. Select the **Account Type** from the drop-down list for which you want to create the sub-type(s).
3. Enter an ID for the sub-type in the **Account Sub-Type** field.
4. Enter the sub-type description in the **Desc** field.
5. Once the information has been entered, click the **Save** button.
Refer to the following field descriptions and requirements.

**Account Type**
Select the account type from the drop-down list to create or edit the sub-type. You can also left-click the account type on the account type tree.

**Account Sub-Type**
To create a new sub-type, enter an ID for the new account sub-type (up to 6 alphanumeric characters, no special characters).

To edit an existing sub-type, enter the ID and then click the **Edit** button or double-click the sub-type on the account type tree. Only the sub-type description can be edited.

**Desc**
Enter a description for the account sub-type (up to 35 alphanumeric characters).

**Account Sub-Types Command Buttons**

The **Edit** button is enabled when a valid **Account Sub-Type** ID is entered. This button allows you to change the description of the displayed sub-type.
Save

The **Save** button is enabled when a new sub-type is created and when changes are made to the displayed sub-type. Click this button to save any changes.

New

Click the **New** button to clear the dialog box and create a new account sub-type. You are prompted to save any changes to the displayed sub-type (if applicable).

Delete

The **Delete** button allows you to delete sub-types. Account sub-types can only be deleted if it is not being used by accounts.

Close

Click the **Close** button to confirm saving any changes to the displayed record (if applicable) and then close the dialog box.
Maintain Journals

When a business transaction has taken place, the economic effect of each transaction is formally entered into the accounting system in an archive known as a journal.

In a manual accounting system, the journal is a reference to many complex business transactions. Entries are grouped and listed in chronological order so that a tie to those groups of transactions could be viewed together. Typically, the dual effects of each transaction are recorded first in the journal and later transferred or “posted” to the appropriate accounts. Hence, the journal became the place of first entry and as a result became known as the book of original entry.

When Journals is selected from the Maintain menu, the Maintain Journals dialog box displays. This allows you to setup additional journals other than those predefined by CYMA IV. The predefined system journals are associated with transactions integrated from another module. For example, Accounts Payable invoice transactions are posted to the AP journal. The predefined journals cannot be used to enter General Ledger journal entries. User-defined journals must be created to enter your journal entries in the General Ledger.

Maintain Journal dialog box

Refer to the following field descriptions and requirements.

**Journal group box**

**ID**

To create a new journal, enter an ID for the user-defined journal (up to 6 alphanumeric characters).

To edit an existing user-defined journal, enter the journal ID or use the Browser to select one. Once the record is displayed, click the Edit button and make any changes. Edits are allowed only to the Description field.

You cannot edit or delete a predefined system journal. User-defined journals can only be deleted if they have not been referenced in a transaction.

**Description**
Enter a description for the journal (up to 80 alphanumeric characters).

**Type**
This view-only text box displays the journal's type: **User Defined** or **System**.

**Balance**
The displayed journal's balance displays in view-only mode.

**Maintain Journals Command Buttons**

The **Edit** button is enabled when a valid journal ID is entered. Click this button to make any changes to the displayed journal.

The **Save** button is enabled when a new journal is created or when changes are made to an existing user-defined journal. Click this button to save the information.

Click the **New** button to clear the dialog box and create a new journal. You are prompted to save any changes to the displayed record (if applicable).

The **Delete** button is enabled after the **Edit** button is clicked. Click the **Delete** button to permanently remove the displayed journal from the system. The journal must meet the following conditions before it can be deleted from the system:

1. The journal cannot be a predefined system journal.
2. No current transaction entries reference the journal.
3. No history transaction entries reference the journal.

Click the **Close** button to save any changes to the displayed record (if applicable) and then close the dialog box.
Maintain Account Segment Value Names

When Account Segment Names is selected from the Maintain menu, the Maintain Account Segment Value Names dialog box displays. This allows you to assign a description to a value found in a specified account segment. The segment name can then be used in F9 Financial Report Writer when creating financial reports.

These entries are also used to control what account segments and segment descriptions show in the Browser when browsing for an account segment in CYMA IV; such as when you run reports equal to a segment.

For example, the account mask for Southwestern Industries is designed as follows:

**Account Mask:** ###### - &&& - ###
**Account Length:** 12
**Number of Segments:** 3

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Length</th>
<th>Segment Name</th>
<th>Segment Type</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>Base Account</td>
<td>Numeric</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Location</td>
<td>Alphanumeric</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Department</td>
<td>Numeric</td>
<td>3</td>
</tr>
</tbody>
</table>

Southwestern Industries operates two locations and has four sales departments. They have the following accounts setup:

<table>
<thead>
<tr>
<th>Description</th>
<th>Location 1</th>
<th>Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales-Athletic Supplies</td>
<td>500000-100-001</td>
<td>500000-200-001</td>
</tr>
<tr>
<td>Sales-Athletic Equipment</td>
<td>500000-100-002</td>
<td>500000-200-002</td>
</tr>
<tr>
<td>Sales-Sportswear</td>
<td>500000-100-003</td>
<td>500000-200-003</td>
</tr>
<tr>
<td>Sales-Other</td>
<td>500000-100-004</td>
<td>500000-200-004</td>
</tr>
</tbody>
</table>

Using this operation, they name each location and department based on values in each of these segments in their chart of accounts as follows:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Location</td>
<td>100</td>
<td>Northwest Valley Store</td>
</tr>
<tr>
<td>2 - Location</td>
<td>200</td>
<td>Central Store</td>
</tr>
<tr>
<td>3 - Department</td>
<td>001</td>
<td>Athletic Supplies</td>
</tr>
<tr>
<td>3 - Department</td>
<td>002</td>
<td>Athletic Equipment</td>
</tr>
<tr>
<td>3 - Department</td>
<td>003</td>
<td>Sportswear</td>
</tr>
<tr>
<td>3 - Department</td>
<td>004</td>
<td>Other</td>
</tr>
</tbody>
</table>

Then, in F9 Financial Report Writer, they prepare a departmentalized income statement and reference the segment name along with the segment value. This allows the person reviewing the financial, to see the department name not just an account segment value. You can print a listing of the segment value names from the General Ledger Report menu.

For more information on the F9 Financial Report Writer, contact your CYMA IV Certified Dealer or CYMA Systems, Inc., at (800) 292-2962.
Maintain Account Segment Names dialog box

Refer to the following DataGrid column descriptions and requirements.

**Segment**

The drop-down list to displays the account mask segments for the current company. Select the segment that you want to name.

**Value**

Once the **Segment** is selected, this column displays the appropriate segment mask, such as pound signs (#) for numeric values or ampersands (&) for alphanumeric values. Enter a valid value found in the selected segment, the Browser is available to select one.

**Description**

Enter the segment name (up to 80 alphanumeric characters).

**Maintain Account Segment Names Command Buttons**

- **OK**
  
  Click the **OK** button to save the account segment names and close the dialog box.

- **Cancel**
  
  Click the **Cancel** button to confirm saving any changes to the displayed record (if applicable) and then close the dialog box.
Maintain Cost Report Codes

When Cost Report Codes... is selected from the Maintain menu, the Maintain Cost Report Codes dialog box displays. This dialog is used to set up codes to be assigned to GL Account numbers. These codes can be used to group accounts for reporting purposes. Any account can be assigned codes, the accounts do not have to have any specific attributes, so it allows maximum flexibility for reporting.

Maintain Cost Report Codes dialog

Refer to the following fields and descriptions

DataGrid Columns and Fields

Code
Enter a Code to represent the Cost Report Code, up to 20 alphanumeric characters.

Description
Enter a Description for the code, up to 100 alphanumeric characters.

Status
Select a Status from the dropdown. Codes with an inactive status cannot be assigned to Accounts.

Maintain Cost Report Codes command buttons

Click the OK button to save changes and close the dialog box.

Click the Cancel button to exit the dialog without saving any changes.
Maintain Balance Sheet Headers

The Maintain Balance Sheet Headers dialog box is accessed by selecting Report Headers - Balance Sheet... from the Maintain menu. This dialog box allows you to change the text on the standard Balance Sheet reports.

Maintain Balance Sheet Headers dialog (Financial Management System)

Refer to the following field descriptions and requirements.

DataGrid Columns and Fields

Original Header
The Original Header is read only and displays the groupings available on the report.

New Header
The New Header column shows the text that will display on the report. Enter the text that you would like to display on the report for the appropriate group.

Maintain Balance Sheet Headers command buttons

Click the OK button to save changes and close the dialog box.

Click the Cancel button to exit the dialog without saving any changes.
Maintain Income Statement Headers

The Maintain Income Statement Headers dialog box is accessed by selecting Report Headers - Income Statement.. from the Maintain menu. This dialog box allows you to change the text on the standard Balance Sheet reports.

Maintain Income Statement Headers dialog (Financial Management System)

Refer to the following field descriptions and requirements.

DataGrid Columns and Fields

Original Header
The Original Header is read only and displays the groupings available on the report.

New Header
The New Header column shows the text that will display on the report. Enter the text that you would like to display on the reports for the appropriate group.

Maintain Income Statement Headers Command Buttons

Click the OK button to save changes and close the dialog box.

Click the Cancel button to exit the dialog without saving any changes.
Maintain Grants (Not For Profit Only)

The Maintain Grants dialog box is accessed by selecting Grants... from the Not-For-Profit Maintain menu. Each tab page contains information relating to the Grant, such as demographic information, budget information, current and history transactions, and notes. Use the Custom tab to access the Custom Data Designer.

Maintain Grants dialog box

![Maintain Grants dialog box](image)

Refer to the following field descriptions and requirements.

**Grant ID**

To create a new Grant ID, enter a valid Grant ID (up to 6 alphanumeric characters).

To edit an existing Grant ID, enter a valid Grant ID or use the Browser to select one. Once the Grant ID is displayed, click the Edit button.

**Description**

Enter the Grant ID Description (up to 30 alphanumeric characters).

**Alt Desc**

Enter an alternative Grant ID description (up to 30 alphanumeric characters).

**Maintain Grants Command Buttons**
The **View Detail** button allows you to view Open PO Commitments associated with this grant.

The **Copy** button allows create a new Grant by making a copy of the selected Grant. Information from the Grant, Contacts and Budget tab are copied. Transactions, Actions, Notes and Attachments are not copied.

The **Edit** button allows you to make changes to the displayed Grant ID. Click the **Edit** button once a valid Grant ID has been entered.

The **Save** button validates the data entered and saves the data to the Grant ID. The **Save** button is enabled when data on the dialog box is changed.

The **New** button prompts you to save any changes to the active Grant ID (if applicable) and then clears the dialog box, allowing you to create a new Grant ID or select another Grant ID for viewing or editing.

The **Delete** button permanently removes the displayed Grant ID from the data file. The Grant ID must be in edit mode to enable this button. The Grant ID must meet the following conditions before it can be deleted from the system:

- No transaction entries in the current file.
- No transaction entries in the history file.

If there are transactions in the history file but not in the current file, the Grant ID can be changed to an inactive status. The system will inform you that the status can be changed to inactive and request you to confirm a change of status.

The **Close** button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the ESC key performs the same function.
Maintain Grants Grant Tab (Not For Profit Only)

The Maintain Grants Grant tab contains the core information for the Grant, such as the funding source, amount of the Grant, and status.

Maintain Grants Grant Tab

Refer to the following field descriptions and requirements.

CFDA
If applicable, enter the Catalog of Federal Domestic Assistance number in the CFDA field.

Inactive
The Status defaults to Active for new Grant records.

Group Box

Program
Select the Program checkbox to use Programs with the selected Grant. This checkbox will only be available if Programs is checked in Maintain Configuration. Default is off. This checkbox can be turned on or off at any time.

Activity
Select the Activity checkbox to use Activities with the selected Grant. This checkbox will only be available if Programs is checked in Maintain Configuration. Default is off. This checkbox can be turned on or off at any time.

Funding Source
Enter a valid Funding Source for this Grant ID or use the browser to select a Funding Source.
Term Type
Use the dropdown menu to select a Term Type. Available selections are One Time, Date Range, and Other.

Begin Date
Enter the date the Grant starts in the Begin Date field.

End Date
Enter the date the Grant ends in the End Date field.

Fund
Enter a valid Fund ID or use the browser to select a Fund.

Restriction Type
Use the dropdown menu to select a Restriction Type. Available selections are Restricted, Temporarily Restricted, and Unrestricted.

Fund Pattern
Use the dropdown menu to select a Fund Pattern. Available selections are One Time, Monthly, Quarterly, Annually, and Amount Per Period.

Amount Per Period
Enter the amount this Grant receives per period.

Grant Amounts Group Box
  
  Requested
  Enter the amount of funding Requested for the selected Grant.

  Awarded
  Enter the amount of funding Awarded for the selected Grant.
Maintain Grants Contacts Tab (Not For Profit Only)

The Maintain Grant Contacts Tab allows multiple contacts to be retained for each Grant. The contact information will be listed on the DataGrid in view-only mode. The only button enabled on this dialog when creating or editing a customer record will be the Add Contact button. The Edit Contact and Delete Contact buttons are enabled when a record is highlighted by clicking the selection box to the left of the DataGrid line.

Maintain Grant Contacts Tab Dialog

![Maintain Grant Contacts Tab Dialog]

Refer to the following field descriptions.

Maintain Grant Contacts Tab DataGrid Columns and Fields

All columns on the DataGrid are displayed in view-only mode. To enable the Edit Contact and Delete Contact buttons select the line by clicking the selection box to the left of the DataGrid.

Contact ID

The Contact ID entered on the Add/or Edit a Contact dialog displays in the view-only Contact ID column.

Name

The Contact Name entered on the Add/or Edit a Contact dialog displays in the view-only Name column.

Title

The Contact Title entered on the Add/or Edit a Contact dialog displays in the view-only Title column.

Phone/Email/Fax
The Contact Phone entered on the first line of phone data grid on the Add/or Edit a Contact dialog displays in the view-only Phone/Email/Fax column.

The **Add Contact** button will only be enabled when entering a new Grant record or when selecting an existing Grant record and then pressing the Edit button. This button allows you to create new Contact records. When selected, the Add/or Edit a Contact dialog displays.

The **Edit Contact** button will only be enabled when an existing Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Grant record MUST be in the Edit mode to select a Contact record. This button allows you to edit the existing Fund Contact record. When selected, the Add/or Edit a Contact dialog box will display.

The **View Contact** button is only enabled when an existing Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Funding Source record CANNOT be in the Edit mode to select a Contact record in View mode. This button allows you to view the existing Contact record. When selected, the Add/or Edit a Contact dialog box will display, but is not available for editing.

The **Delete Contact** button will only be enabled when an existing Contact record is selected. This button allows you to delete Contact records as long as no data exists for this record in the current or history files. If data is found in the history files, but not in the current data files, you will be asked if you would like to change the Status of this Contact record to Inactive.
Maintain Grants Budget Tab (Not For Profit Only)

The Maintain Grants Budget tab allows you to enter budget information for each Core Object Expense in your Grant. A budget is a tool used to plan the use of resources. Budgets show a Grant's objectives for a cost center and reflect the Grant's projections. Budgets are often based on past experience and adjusted for expectations.

Refer to the following field descriptions and requirements.

**Year**

Enter or select from the drop-down list the year for which you want to enter, view, or change budget amounts. Budget amounts can be maintained for each fiscal year defined in the Maintain Accounting Periods operation in the System Manager module. The current year defaults.

**Program**

Enter a valid Program. The browser is available to select a Program ID.

**Activity**

Enter a valid Activity. The browser is available to select an Activity ID.

**Begin Date**

The view-only Begin Date column displays the begin date for the selected Grant, that was entered on the Grant Tab.

**End Date**
The view-only **End Date** column displays the end date for the selected Grant, that was entered on the Grant Tab.

The **Duplicate** button is enabled when the cursor is placed in the first **End Date** cell of the row. This button allows you to specify an amount and copy it to each budget period. To duplicate an amount, click on the first cell of the appropriate row and then enter the amount you wish to have copied to each budget period. Once entered, click the **Duplicate** button.

The **Allocate** button is enabled when the cursor placed in the first **End Date** cell of the row. This button allows you to specify an amount and divide it evenly among the budget periods. To allocate an amount, click on the first cell of the appropriate row and then enter the amount you wish to divide evenly among the budget periods. Once entered, click the **Allocate** button.

**Maintain Grants Budget Tab DataGrid Columns and Fields**

**C.O.E.**

Enter the C.O.E ID or use the browser to select a valid C.O.E. Only the C.O.E. or Source column can be populated. If one is populated the other is disabled.

**Source**

Enter the Source ID or use the browser to select a valid Source. Only the C.O.E. or Source column can be populated. If one is populated the other is disabled.

**End of Period Dates**

Enter the budget amount for each period in the appropriate column or use the **Duplicate** or **Allocate** command buttons to automatically populate the fields.

*If the budget amount is a debit amount, enter the amount as a positive number. For credit amounts, enter the amount as a negative number "-".*

The column total displays below the last DataGrid line.

**Total**

The **Total** column displays the total of the row and will show as the very last column in the grid.

**Description**

The view-only **Description** field displays the selected rows C.O.E. or Source Description.

The **Print** button will allow you to print a budget report for the selected Grant.
Maintain Grants Contact Tab Add Or Edit Contacts (Not For Profit Only)

The Add or Edit Contacts dialog box will display when the Add Contact button, the Edit Contact, or the View Contact button is clicked. The Add or Edit Contacts dialog box allows you to create or edit Grant contacts. The dialog box will display the current Grant ID and Name for reference.

Maintain Grant Contacts Add or Edit Contacts dialog

Refer to the following field descriptions and requirements.

Grant ID
The Grant ID and Name from the Maintain Grants dialog displays in view-only mode.

Contact ID R
Enter a Contact ID that represents the contact (up to 6 alphanumeric characters).

Name
Enter the contact Name (up to 20 alphanumeric characters).

Title
Enter the Title of the contact (up to 20 alphanumeric characters).

Status
The Status defaults to Active for new Contact records.

Phone Type DataGrid
Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.
Phone Type

The Phone Type drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax.

This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

Phone

Enter the Phone data (up to 30 alphanumeric characters).

Use the Phone text box with the E-mail Phone Type to enter an Internet address.

Phone Desc

Enter the Phone Description (up to 20 alphanumeric characters), such as the branch office name or the contact's title.

Maintain Grant Contacts Add or Edit Contact Command Buttons

OK

The OK command button accepts and saves all information entered and returns you to the Maintain Grants dialog.

Cancel

The Cancel command button aborts current information entered and returns you to the Maintain Grants dialog. Pressing the Esc key has the same function.
Maintain Grants Transactions Tab (Not For Profit Only)

The Maintain Grants Transactions tab displays selected information from the current and history GL transaction file. The DataGrid allows you to filter the transactions that are displayed.

Maintain Grants Financial Overview Tab

Refer to the following field descriptions and requirements.

Display Group Box

- **All**
  Select the **All** option button to display all Actions for the selected Grant ID on the DataGrid. Default is on.

- **Selected**
  Select the **Selected** option button to display Actions selected clicking the selection boxes to the left of the DataGrid line.

- **Posted**
  Select the **Posted** option button to display the posted Actions for the selected Grant ID, on the DataGrid.

- **Unposted**
  Select the **Unposted** option button to display the unposted Actions for the selected Grant ID, on the DataGrid.

Sort Order Group Box

- **Date (Ascending)**
Select the **Date** option button to sort the DataGrid display by date, oldest date first. Default is on.

*Date (Descending)*

Select the **Date** option button to sort the DataGrid display by date, most recent date first. Default is on.

*C.O.E.*

Select the **C.O.E.** option button to sort the DataGrid display by Core Object Expense ID.

*Source*

Select the **Source** option button to sort the DataGrid display by the Funding Source ID.

*Program*

Select the **Program** option button to sort the DataGrid display by Programs ID.

*Activity*

Select the **Activity** option button to sort the DataGrid display by Activity ID.

*Posted*

Select the **Posted** option button to sort the DataGrid display by Posted/Unposted.

*Unposted*

Select the **Unposted** option button to sort the DataGrid display by Posted/Unposted.

**Transaction File Group Box**

*Current*

Select the **Current** option button to only display items in the current transaction file. Default is on.

*History*

Select the **History** option button to only display items in the history transaction file.

**Maintain Grants - Budget Tab DataGrid Columns and Fields**

> The data grid has User Column functionality. For more information go to the Data grid - User Column topic in the System Manager Help.

*C.O.E.*

The C.O.E ID displays in the view-only **C.O.E.** column. For a single transaction only the C.O.E. or Source column will be populated.

*Source*

The Source ID displays in the view-only **Source** column. For a single transaction only the C.O.E. or Source column will be populated.

*Program*

The Program ID displays in the view-only **Program** column.

*Activity*

The Activity ID displays in the view-only **Activity** column.

*Description*

The Description for this transaction displays in the view-only **Description** column.
Date
The date of this transaction displays in the view-only Date column.

Amount
The transaction line item amount displays in the view-only Amount column.

Account
The GL account this transaction posted to displays in the view-only Account column.

Journal ID
The Journal ID displays in the view-only Journal ID column.

Posted?
The posted status of this transaction (Yes/No) displays in the view-only Posted? column.

Document
The Document field will display additional information about the transaction based on the module that the transaction came from.
For example, if the transaction came from PR the Check number will display.

Document Desc
The Document Desc field will display additional information about the transaction based on the module that the transaction came from.

Name
The Name field will display additional information about the transaction based on the module that the transaction came from.
For example, if the transaction came from AP the Vendor name will display.
Maintain Grants - Financial Overview Tab

The Financial Overview tab provides a quick way to look at financial information for the selected Grant. The tab is accessed from Maintain - Grants.

Maintain Grants - Financial Overview tab

Refer to the following fields and descriptions

Revenue group

Total Funding

The Total Funding field will display the amount entered in the Awarded field on the Grant tab.

Amount Invoiced

The Amount Invoiced will display the total of all general ledger transactions for the selected Grant that had a Funding Source assigned to the transaction. Posted and unposted transactions will be included.

Amount of Funding Still Required

The Amount of Funding Still Required will display the total of the Total Funding less the Amount Invoiced.

Costs group

Total Funding

The Total Funding field will display the amount entered in the Awarded field on the Grant tab.

Less Costs Incurred
The **Less Costs Incurred** will display the total of all general ledger transactions for the selected Grant that had a C.O.E. assigned to the transaction. Posted and unposted transactions will be included.

**Less Open PO Commitments**

The **Less Open PO Commitments** will display the total of all Printed Purchase Orders entered for the selected Grant. This field only populates if PO is installed.

**Net Fund Status**

The **Net Fund Status** will display the total of the Total Funding less the Less Costs Incurred and the Less Open PO Commitments.
Maintain Grants Action Tab (Not For Profit Only)
The Maintain Grants Action tab displays a DataGrid tied to the Action table.

Maintain Grants Action Tab Dialog

Refer to the following field descriptions and requirements.

Display Group Box

- **All**
  Select the All option button to display all Actions for the selected Grant ID on the DataGrid. Default is on.

- **Open**
  Select the Open option button to display the open Actions for the selected Grant ID on the DataGrid.

- **Complete**
  Select the Complete option button to display the completed Actions for the selected Grant ID on the DataGrid.

Sort Order Group Box

- **Action ID**
  Select the Action ID option button to sort the DataGrid display by Action ID. Default is on.
Select the **User** option button to sort the DataGrid display by User.

Select the **Due Date** option button to sort the DataGrid display by due date.

**Maintain Grants Action Tab DataGrid Columns and Fields**

**Action ID**

The **Action ID** entered in the Maintain Actions dialog displays in the view-only **Action ID** column.

**Date Entered**

Enter the date that the fund is opened in the **Date Entered** column. The system date defaults.

**Due Date**

Enter the date that this fund is due in the **Due Date** column. The system date defaults.

**Complete?**

The **Complete?** column defaults to No for new Action records.

**Date Complete**

When the fund is complete, enter the date in the **Date Complete** column. The system date defaults.

Enter the **User** who entered the Action. The browser is available to select the User.

Enter any **Notes** or other **Descriptions**.
Maintain Grant Funding Source (Not For Profit Only)

Selecting Funding Source... from the General Ledger Maintain Grants submenu menu accesses the Maintain Funding Source dialog box. Each tab page contains information relating to the Funding Source such as Contact addresses and notes. Use the Custom tab to access the Custom Data Designer.

Maintain Funding Source Dialog

Refer to the following field descriptions and requirements.

**Funding Source ID**

To create a new Funding Source record, enter a Funding Source ID that represents the Funding Source (up to six alphanumeric characters).

To edit an existing Funding Source record, enter the Funding Source ID or use the Browser to select the ID. Once the record is displayed, click the Edit button.

**Name**

Enter the Funding Source name (up to 30 alphanumeric characters).
Maintain Funding Source Command Buttons

- **Edit**
  
  The **Edit** command button allows you to make changes to the displayed Funding Source. Click the Edit button once a valid Funding Source has been entered.

- **Save**
  
  The **Save** command button validates and saves the data entered. The Save button is enabled when data on the dialog box is changed.

- **New**
  
  The **New** command button prompts you to save any changes to the displayed Funding Source (if applicable) and then clears the dialog box. This allows you to create a new Funding Source or select another Funding Source ID for viewing or editing.

- **Delete**
  
  The **Delete** command button permanently removes the displayed Funding Source from the data file. This button is enabled after the Edit button has been clicked. If the Funding Source has any entries in the system it cannot be deleted.

- **Close**
  
  The **Close** command button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the **Esc** key performs the same function.
Maintain Grant Funding Source - Source Tab (Not For Profit Only)

The Source tab contains the Fund Source’s demographic information and Funding Source Type ID.

Maintain Grant Funding Source - Source Tab Dialog

Refer to the following field descriptions and requirements.

**Address**
Enter the Funding Source’s street address (up to 30 alphanumeric characters, per line).

**City**
Enter the city where the Funding Source is located (up to 25 alphanumeric characters).

**State**
Enter the state or province where the Funding Source is located (up to 25 alphanumeric characters).

**Zip**
Enter the Funding Source’s zip code or postal code (up to 11 alphanumeric characters).

**Country**
Enter the country where the Funding Source is located (up to 30 alphanumeric characters).

**Primary E-Mail**
Enter the Funding Source’s **Primary E-Mail** address (up to 60 alphanumeric characters).

**Funding Source Type ID**

Enter a valid **Funding Source Type ID** or use the Browser to select or create one.

**Status**

The **Status** defaults to **Active** for new Funding Source records.

**Phone Type DataGrid**

Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.

**Phone Type**

The drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax. This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

**Phone**

Enter the phone data (up to 30 alphanumeric characters).

Use the Phone text box with the E-mail Phone Type to enter an Internet address.

**Phone Desc**

Enter the phone description (up to 20 alphanumeric characters), such as the branch office name or the contact’s title.
Maintain Grant Funding Source Contacts Tab (Not For Profit Only)

The Maintain Grant Funding Source Contacts Tab allows multiple contacts to be retained for each Funding Source. The contact information will be listed on the DataGrid in view-only mode. The only button enabled on this dialog when creating or editing a customer record will be the Add Contact button. The Edit Contact and Delete Contact buttons are enabled when a record is highlighted by clicking the selection box to the left of the DataGrid line.

Maintain Grant Funding Source Contacts Tab Dialog

Refer to the following field descriptions.

Maintain Grant Funding Source Contacts Tab DataGrid Columns and Fields

All columns on the DataGrid are displayed in view-only mode. To enable the Edit Contact and Delete Contact buttons select the line by clicking the selection box to the left of the DataGrid.

Fund Contact ID

The Fund Contact ID entered on the Maintain Fund Contact dialog displays in the view-only Fund Contact ID column.

Name

The Fund Contact Name entered on the Maintain Fund Contact dialog displays in the view-only Name column.

Title
The Fund Contact Title entered on the Maintain Fund Contact dialog displays in the view-only Title column.

The Add Contact button will only be enabled when entering a new Funding Source record or when selecting an existing Funding Source record and then pressing the Edit button. This button allows you to create new Fund Contact records. When selected, the Maintain Fund Contact dialog displays.

The Edit Contact button will only be enabled when an existing Fund Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Funding Source record MUST be in the Edit mode to select a Fund Contact record. This button allows you to edit the existing Fund Contact record. When selected, the Maintain Fund Contact dialog box will display.

The View Contact button is only enabled when an existing Fund Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Funding Source record CANNOT be in the Edit mode to select a Fund Contact record in View mode. This button allows you to view the existing Fund Contact record. When selected, the Maintain Fund Contact dialog box will display, but is not available for editing.

The Delete Contact button will only be enabled when an existing Fund Contact record is selected. This button allows you to delete Fund Contact records as long as no data exists for this record in the current or history files. If data is found in the history files, but not in the current data files, you will be asked if you would like to change the Status of this Fund Contact record to Inactive.
Maintain Grant Funding Source Add/Edit Contact (Not For Profit Only)

The Maintain Fund Contact dialog box will display when the Add Contact button, the Edit Contact, or the View Contact button is clicked. The Maintain Fund Contact dialog box allows you to create or edit Fund Source contacts. The Maintain Fund Contact dialog box will display the current Fund Source's ID and Name for reference.

Maintain Fund Contact dialog

Refer to the following field descriptions and requirements.

**Funding Src ID**
The Funding Source ID and Name from the Maintain Funding Source dialog displays in view-only mode.

**Contact ID**
Enter a Contact ID that represents the contact (up to 6 alphanumeric characters).

**Name**
Enter the contact Name (up to 20 alphanumeric characters).

**Title**
Enter the Title of the contact (up to 20 alphanumeric characters).

**Status**
The Status defaults to Active for new Fund Contact records.

**Phone Type DataGrid**
Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.

**Phone Type**

The **Phone Type** drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax.

This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

**Phone**

Enter the **Phone** data (up to 30 alphanumeric characters).

Use the Phone text box with the E-mail Phone Type to enter an Internet address.

**Phone Desc**

Enter the **Phone Description** (up to 20 alphanumeric characters), such as the branch office name or the contact’s title.

**Maintain Fund Contact Command Buttons**

**OK**

The **OK** command button accepts and saves all information entered and returns you to the Maintain Funding Source dialog.

**Cancel**

The **Cancel** command button aborts current information entered and returns you to the Maintain Funding Source dialog. Pressing the **Esc** key has the same function.
Maintain Grant Funding Source Types (Not For Profit Only)

When Funding Source Type is selected from the Not-For-Profit Maintain Grant Tracking submenu the Maintain Funding Source Types dialog box displays. Select from the eight predefined Funding Source Types or add new Funding Source Types.

Maintain Funding Source Types Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Funding Source Types.

Funding Source Type ID
Enter a Funding Source Type ID that represents the Funding Source Type (up to 6 alphanumeric characters).

Description
Enter the Funding Source Type Description (up to 20 alphanumeric characters).

Status
The Status defaults to Active for new Funding Source Type records.

Maintain Funding Source Types Command Buttons

The OK command button accepts and saves all information entered and closes the Maintain Funding Source Types dialog.

The Cancel command button aborts current information entered and closes the Maintain Funding Source Types dialog. Pressing the Esc key has the same function.
Maintain Grant Core Object Expenses (Not For Profit Only)

When Core Object Expenses... is selected from the Not-For-Profit Maintain Grant Tracking... submenu the Maintain Core Object Expenses dialog box displays. Select from the nine predefined Core Object Expenses or add new Core Object Expenses.

Maintain Core Object Expenses Dialog

Refer to the following Data Grid column descriptions and requirements for entering and maintaining Core Object Expenses.

**Core Object Expense ID**
Enter a Core Object Expenses ID that represents the expense (up to 6 alphanumeric characters).

**Description**
Enter the Core Object Expense Description (up to 20 alphanumeric characters).

**Status**
The Status defaults to Active for new Core Object Expenses records.

Maintain Core Object Expenses Command Buttons

The OK command button accepts and saves all information entered and closes the Maintain Core Object Expenses dialog.

The Cancel command button aborts current information entered and closes the Maintain Core Object Expenses dialog. Pressing the Esc key has the same function.
Maintain Grant Programs (Not For Profit Only)

When Programs... is selected from the Not-For-Profit Maintain Grant Tracking... submenu the Maintain Programs dialog box displays. You can accept the Default Programs ID of 00 or add new Programs.

Maintain Programs Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Programs.

**Programs ID**
Enter a Programs ID that represents the Program (up to 6 alphanumeric characters).

**Description**
Enter the Program Description (up to 20 alphanumeric characters).

**Status**
The Status defaults to Active for new Program records.

Maintain Programs Command Buttons

**OK**
The OK command button accepts and saves all information entered and closes the Maintain Programs dialog.

**Cancel**
The Cancel command button aborts current information entered and closes the Maintain Programs dialog. Pressing the Esc key has the same function.
Maintain Grant Activity (Not For Profit Only)

When Activity... is selected from the Not-For-Profit Maintain Grant Tracking... submenu the Maintain Activity dialog box displays.

Maintain Activity Dialog

<table>
<thead>
<tr>
<th>GL</th>
<th>Activity ID</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00</td>
<td>Default</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>LIGHTS</td>
<td>Lighting</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td>GATES</td>
<td>Security Gates</td>
<td>Active</td>
</tr>
</tbody>
</table>

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Activities.

**Activity ID**

Enter an Activity ID that represents the Activity (up to 6 alphanumeric characters).

**Description**

Enter the Activity Description (up to 20 alphanumeric characters).

**Status**

The Status defaults to Active for new Activity records.

**Maintain Activity Command Buttons**

<table>
<thead>
<tr>
<th>OK</th>
</tr>
</thead>
</table>

The OK command button accepts and saves all information entered and closes the Maintain Activity dialog.

<table>
<thead>
<tr>
<th>Cancel</th>
</tr>
</thead>
</table>

The Cancel command button aborts current information entered and closes the Maintain Activity dialog. Pressing the Esc key has the same function.
Maintain Grant Actions (Not For Profit Only)

When Actions... is selected from the Not-For-Profit Maintain Grant Tracking... submenu the Maintain Actions dialog box displays.

Maintain Actions Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Actions.

**Actions ID**
Enter an Actions ID that represents the action (up to 6 alphanumeric characters).

**Description**
Enter the action Description (up to 20 alphanumeric characters).

**Status**
The Status defaults to Active for new Actions records.

**Maintain Actions Command Buttons**

The OK command button accepts and saves all information entered and closes the Maintain Actions dialog.

The Cancel command button aborts current information entered and closes the Maintain Actions dialog. Pressing the Esc key has the same function.
Maintain Projects (Financial Management System Only)

The Maintain Project dialog box is accessed by selecting Projects... from the General Ledger Maintain menu. Each tab page contains information relating to the Project, such as demographic information, budget information, current and history transactions, and notes. Use the Custom tab to access the Custom Data Designer.

Maintain Projects dialog box

Refer to the following field descriptions and requirements.

Project ID

To create a new Project ID, enter a valid Project ID (up to 6 alphanumeric characters).

To edit an existing Project ID, enter a valid Project ID or use the Browser to select one. Once the Project ID is displayed, click the Edit button.

Description

Enter the Project ID Description (up to 30 alphanumeric characters).

Alt Desc

Enter an alternative Project ID description (up to 30 alphanumeric characters).

Maintain Projects Command Buttons
The **View Detail** button allows you to view Open PO Commitments associated with this project.

The **Copy** button allows create a new Project by making a copy of the selected Project. Information from the Project, Contacts and Budget tab are copied. Transactions, Actions, Notes and Attachments are not copied.

The **Edit** button allows you to make changes to the displayed Project ID. Click the **Edit** button once a valid Project ID has been entered.

The **Save** button validates the data entered and saves the data to the Project ID. The **Save** button is enabled when data on the dialog box is changed.

The **New** button prompts you to save any changes to the active Project ID (if applicable) and then clears the dialog box, allowing you to create a new Project ID or select another Project ID for viewing or editing.

The **Delete** button permanently removes the displayed Project ID from the data file. The Project ID must be in edit mode to enable this button. The Project ID must meet the following conditions before it can be deleted from the system:

- No transaction entries in the current file.
- No transaction entries in the history file.

If there are transactions in the history file but not in the current file, the Project ID can be changed to an inactive status. The system will inform you that the status can be changed to inactive and request you to confirm a change of status.

The **Close** button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the ESC key performs the same function.
Maintain Projects - Project (Financial Management System Only)

The Maintain Projects Project tab contains the core information for the Project, such as the revenue source, amount of the Project, and status.

Maintain Projects - Project Tab

Refer to the following field descriptions and requirements.

- **Inactive**
  The Status defaults to Active for new Project records.

**Group Box**

- **Category**
  Select the Category checkbox to use Categories with the selected Project. This checkbox will only be available if Category is checked in Maintain Configuration. Default is off. This checkbox can be turned on or off at any time.

- **Costing Code**
  Select the Costing Code checkbox to use Costing Codes with the selected Project. This checkbox will only be available if Costing Code is checked in Maintain Configuration. Default is off. This checkbox can be turned on or off at any time.

**Revenue Source**

Enter a valid Revenue Source for this Project ID or use the browser to select a Revenue Source.

**Begin Date**

Enter the date the Project starts in the Begin Date field.
End Date
Enter the date the Project ends in the **End Date** field.

Project Amounts group box

Requested
Enter the amount requested for this Project.

Awarded
Enter the amount approved for this Project.
Maintain Projects Contacts Tab

The Maintain Projects Contacts Tab allows multiple contacts to be retained for each Project. The contact information will be listed on the DataGrid in view-only mode. The only button enabled on this dialog when creating or editing a customer record will be the Add Contact button. The Edit Contact and Delete Contact buttons are enabled when a record is highlighted by clicking the selection box to the left of the DataGrid line.

Maintain Projects Contacts Tab Dialog

Refer to the following field descriptions.

Maintain Projects Contacts Tab DataGrid Columns and Fields

All columns on the DataGrid are displayed in view-only mode. To enable the Edit Contact and Delete Contact buttons select the line by clicking the selection box to the left of the DataGrid.

Contact ID

The Contact ID entered on the Add/or Edit a Contact dialog displays in the view-only Contact ID column.

Name

The Contact Name entered on the Add/or Edit a Contact dialog displays in the view-only Name column.

Title

The Contact Title entered on the Add/or Edit a Contact dialog displays in the view-only Title column.

Phone/Email/Fax
The Contact Phone entered on the first line of phone data grid on the Add/or Edit a Contact dialog displays in the view-only Phone/Email/Fax column.

**Add Contact** button will only be enabled when entering a new Project record or when selecting an existing Project record and then pressing the Edit button. This button allows you to create new Project Contact records. When selected, the Add/or Edit a Contact dialog displays.

**Edit Contact** button will only be enabled when an existing Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Project record MUST be in the Edit mode to select a Contact record. This button allows you to edit the existing Contact record. When selected, the Add/or Edit a Contact dialog box will display.

**View Contact** button is only enabled when an existing Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Funding Source record CANNOT be in the Edit mode to select a Contact record in View mode. This button allows you to view the existing Contact record. When selected, the Add/or Edit a Contact dialog box will display, but is not available for editing.

**Delete Contact** button will only be enabled when an existing Contact record is selected. This button allows you to delete Contact records as long as no data exists for this record in the current or history files. If data is found in the history files, but not in the current data files, you will be asked if you would like to change the Status of this Contact record to Inactive.
Maintain Projects - Budget Tab (Financial Management System Only)

The Maintain Projects Budget tab allows you enter budget information for each Expense Type in your Project. A budget is a tool used to plan the use of resources. Budgets show a Project’s objectives for a cost center and reflect the Project’s projections. Budgets are often based on past experience and adjusted for expectations.

Maintain Project Budget Tab

Refer to the following field descriptions and requirements.

Year

Enter or select from the drop-down list the year for which you want to enter, view, or change budget amounts. Budget amounts can be maintained for each fiscal year defined in the Maintain Accounting Periods operation in the System Manager module. The current year defaults.

Category

Enter a valid Category. The browser is available to select a Category ID.

Costing Code

Enter a valid Costing Code. The browser is available to select a Costing Code ID.
Begin Date
The view-only Begin Date column displays the begin date for the selected Project, that was entered on the Project Tab.

End Date
The view-only End Date column displays the end date for the selected Project, that was entered on the Project Tab.

Duplicate
The Duplicate button is enabled when the cursor is placed in the first End Date cell of the row. This button allows you to specify an amount and copy it to each budget period. To duplicate an amount, click on the first cell of the appropriate row and then enter the amount you wish to have copied to each budget period. Once entered, click the Duplicate button.

Allocate
The Allocate button is enabled when the cursor placed in the first End Date cell of the row. This button allows you to specify an amount and divide it evenly among the budget periods. To allocate an amount, click on the first cell of the appropriate row and then enter the amount you wish to divide evenly among the budget periods. Once entered, click the Allocate button.

Maintain Project Budget Tab DataGrid Columns and Fields

Expense Type
Enter the Expense Type ID or use the browser to select a valid Expense Type. Only the Expense Type or Revenue Source column can be populated. If one is populated the other is disabled.

Revenue Source
Enter the Revenue Source ID or use the browser to select a valid Revenue Source. Only the Expense Type or Revenue Source column can be populated. If one is populated the other is disabled.

End of Period Dates
Enter the budget amount for each period in the appropriate column or use the Duplicate of Allocate command buttons to automatically populate the fields.

- If the budget amount is a debit amount, enter the amount as a positive number. For credit amounts, enter the amount as a negative number "-".

The column total displays below the last DataGrid line.

Total
The Total column displays the total of the row and will show as the very last column in the grid.

Description
The view-only Description field displays the selected rows Expense Type or Revenue Source Description.

Print
The Print button will allow you to print a budget report for the selected Project.
Maintain Projects Contacts Add or Edit Contact

The Add or Edit Contacts dialog box will display when the Add Contact button, the Edit Contact, or the View Contact button is clicked. The Add or Edit Contacts dialog box allows you to create or edit Project contacts. The dialog box will display the current Project ID and Name for reference.

Maintain Project Contacts Add or Edit Contacts dialog

Refer to the following field descriptions and requirements.

**Project ID**

The Project ID and Name from the Maintain Projects dialog displays in view-only mode.

**Contact ID**

Enter a Contact ID that represents the contact (up to 6 alphanumeric characters).

**Name**

Enter the contact Name (up to 20 alphanumeric characters).

**Title**

Enter the Title of the contact (up to 20 alphanumeric characters).

**Status**

The Status defaults to Active for new Contact records.

**Phone Type DataGrid**

Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.

Phone Type
The **Phone Type** drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax.

This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

**Phone**

Enter the **Phone** data (up to 30 alphanumeric characters).

- Use the Phone text box with the E-mail Phone Type to enter an Internet address.

**Phone Desc**

Enter the **Phone Description** (up to 20 alphanumeric characters), such as the branch office name or the contact's title.

**Maintain Project Contacts Add or Edit Contact Command Buttons**

- **OK** command button accepts and saves all information entered and returns you to the Maintain Projects dialog.

- **Cancel** command button aborts current information entered and returns you to the Maintain Projects dialog. Pressing the **Esc** key has the same function.
Maintain Projects - Transactions Tab (Financial Management System Only)

The Maintain Projects Transactions tab displays selected information from the current and history GL transaction file. The DataGrid allows you to filter the transactions that are displayed.

Maintain Projects - Expense Ledger Tab

Refer to the following field descriptions and requirements.

Display Group Box

- **All**
  Select the All option button to display all transactions for the selected Project ID on the DataGrid. Default is on.

- **Selected**
  Select the Selected option button to display transactions selected clicking the selection boxes to the left of the DataGrid line.

- **Posted**
  Select the Posted option button to display the posted transactions for the selected Project ID, on the DataGrid.

- **Unposted**
  Select the Unposted option button to display the unposted transactions for the selected Project ID, on the DataGrid.

Sort Order Group Box
Date (Ascending)
Select the Date option button to sort the DataGrid display by date, oldest date first. Default is on.

Date (Descending)
Select the Date option button to sort the DataGrid display by date, most recent date first. Default is on.

Expense Type
Select the Expense Type option button to sort the DataGrid display by Expense Type.

Source
Select the Source option button to sort the DataGrid display by the Revenue Source ID.

Category
Select the Category option button to sort the DataGrid display by Category ID.

Costing Code
Select the Costing Code option button to sort the DataGrid display by Costing Code.

Posted
Select the Posted option button to sort the DataGrid display by Posted/Unposted.

Unposted
Select the Unposted option button to sort the DataGrid display by Posted/Unposted.

Transaction File Group Box

Current
Select the Current option button to only display items in the current transaction file. Default is on.

History
Select the History option button to only display items in the history transaction file.

Maintain Projects - Expense Ledger DataGrid Columns and Fields

The data grid has User Column functionality. For more information go to the Data grid - User Column topic in the System Manager Help.

Expense Type
The Expense Type ID displays in the view-only Expense Type column.

Source
The Revenue Source ID displays in the view-only Source column.

Category
The Category ID displays in the view-only Category column.

Costing Code
The Costing Code ID displays in the view-only Costing Code column.

Description
The Description for this transaction displays in the view-only Description column.
Date
The date of this transaction displays in the view-only Date column.

Amount
The transaction line item amount displays in the view-only Amount column.

Account
The GL account this transaction posted to displays in the view-only Account column.

Journal ID
The Journal ID displays in the view-only Journal ID column.

Posted?
The posted status of this transaction (Yes/No) displays in the view-only Posted? column.

Document
The Document field will display addition information about the transaction based on the module that the transaction came from.
For example, if the transaction came from PR the Check number will display.

Document Desc
The Document Desc field will display addition information about the transaction based on the module that the transaction came from.

Name
The Name field will display addition information about the transaction based on the module that the transaction came from.
For example, if the transaction came from AP the Vendor name will display.
Maintain Projects - Financial Overview Tab

The Financial Overview tab provides a quick way to look at financial information for the selected Project. The tab is accessed from Maintain - Projects.

Maintain Projects - Financial Overview tab

Refer to the following fields and descriptions

Revenue group

Total Funding
The Total Funding field will display the amount entered in the Awarded field on the Project tab.

Amount Invoiced
The Amount Invoiced will display the total of all general ledger transactions for the selected Project that had a Revenue Source assigned to the transaction. Posted and unposted transactions will be included.

Amount of Funding Still Required
The Amount of Funding Still Required will display the total of the Total Funding less the Amount Invoiced.

Costs group

Total Funding
The Total Funding field will display the amount entered in the Awarded field on the Project tab.

Less Costs Incurred
The **Less Costs Incurred** will display the total of all general ledger transactions for the selected Project that had an Expense Type assigned to the transaction. Posted and unposted transactions will be included.

**Less Open PO Commitments**

The **Less Open PO Commitments** will display the total of all Printed Purchase Orders entered for the selected Project. This field only populates if PO is installed.

**Net Fund Status**

The **Net Fund Status** will display the total of the Total Funding less the Less Costs Incurred and the Less Open PO Commitments.
Maintain Project - Action Tab (Financial Management System Only)

The Maintain Projects Action tab is used to define actions that need to be completed for this Project.

Maintain Actions Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Actions.

Display group box

- **All**
  Select the All option to show all actions in the grid.
- **Open**
  Select the Open option to show actions in the grid that have not been marked as completed.
- **Complete**
  Select the Complete option to show actions in the grid that have been marked as completed.

Sort Order group box

- **Action ID**
  Select the Action ID option to sort the data by the Action ID column.
- **User**
Select the **User** option to sort the data by the User column.

**Due Date**
Select the **Due Date** option to sort the data by the Due Date column.

**Data grid columns and fields**

**Action ID**
Enter a valid **Action ID** or choose one from the browser.

**Date Entered**
The **Date Entered** field will default to the accounting date but may be changed.

**Due Date**
The **Due Date** field is for entering the date that the action should be completed by.

**Complete?**
The **Complete?** field is used to designate that this action has been completed.

**Date Complete**
The Date Complete field will default to the current date when changing the Complete? field to yes. The date can be changed.

**User**
Enter a valid system **User** or select one from the browser. The **User** field is used to enter the User that is responsible for this action.

**Note/Description**
Enter a **Note/Description** if needed to further explain the action (up to 255 characters).
Maintain Projects Revenue Source (Financial Management System Only)

Selecting **Revenue Source**... from the General Ledger Maintain Projects submenu menu accesses the Maintain Revenue Source dialog box. Each tab page contains information relating to the Revenue Source such as Contact information and notes. Use the Custom tab to access the Custom Data Designer.

**Maintain Revenue Source Dialog**

![Maintain Revenue Source Dialog](image)

Refer to the following field descriptions and requirements.

**Revenue Source ID**

- To create a new Revenue Source record, enter a Revenue Source ID that represents the Revenue Source (up to six alphanumeric characters).

- To edit an existing Revenue Source record, enter the Revenue Source ID or use the Browser to select the ID. Once the record is displayed, click the Edit button.

**Name**

Enter the Revenue Source name (up to 30 alphanumeric characters).
Maintain Revenue Source Command Buttons

The **Edit** command button allows you to make changes to the displayed Revenue Source. Click the Edit button once a valid Revenue Source has been entered.

The **Save** command button validates and saves the data entered. The Save button is enabled when data on the dialog box is changed.

The **New** command button prompts you to save any changes to the displayed Revenue Source (if applicable) and then clears the dialog box. This allows you to create a new Revenue Source or select another Revenue Source ID for viewing or editing.

The **Delete** command button permanently removes the displayed Revenue Source from the data file. This button is enabled after the Edit button has been clicked. If the Revenue Source has any entries in the system it cannot be deleted.

The **Close** command button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the **Esc** key performs the same function.
Maintain Projects Revenue Source - Source Tab (Financial Management System Only)

The Source tab contains the Revenue Source’s demographic information and Revenue Source Type ID.

Maintain Revenue Source - Source Tab Dialog

Refer to the following field descriptions and requirements.

**Address**
Enter the Revenue Source’s street address (up to 30 alphanumeric characters, per line).

**City**
Enter the city where the Revenue Source is located (up to 25 alphanumeric characters).

**State**
Enter the state or province where the Revenue Source is located (up to 25 alphanumeric characters).

**Zip**
Enter the Revenue Source’s zip code or postal code (up to 11 alphanumeric characters).

**Country**
Enter the country where the Revenue Source is located (up to 30 alphanumeric characters).
Primary E-Mail
Enter the Revenue Source’s Primary E-Mail address (up to 60 alphanumeric characters).

Funding Source Type ID
Enter a valid Revenue Source Type ID or use the Browser to select or create one.

Status
The Status defaults to Active for new Funding Source records.

Phone Type DataGrid
Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.

Phone Type
The drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax. This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

Phone
Enter the phone data (up to 30 alphanumeric characters).

Use the Phone text box with the E-mail Phone Type to enter an Internet address.

Phone Desc
Enter the phone description (up to 20 alphanumeric characters), such as the branch office name or the contact’s title.
Maintain Projects Revenue Source Contacts Tab (Financial Management System Only)

The Maintain Revenue Source Contacts Tab allows multiple contacts to be retained for each Revenue Source. The contact information will be listed on the DataGrid in view-only mode. The only button enabled on this dialog when creating or editing a customer record will be the Add Contact button. The Edit Contact and Delete Contact buttons are enabled when a record is highlighted by clicking the selection box to the left of the DataGrid line.

Maintain Revenue Source Contacts Tab dialog

Refer to the following field descriptions.

Maintain Revenue Source Contacts Tab DataGrid Columns and Fields

All columns on the DataGrid are displayed in view-only mode. To enable the Edit Contact and Delete Contact buttons select the line by clicking the selection box to the left of the DataGrid.

Revenue Source Contact ID

The Revenue Source Contact ID entered on the Maintain Revenue Source Contact dialog displays in the view-only Revenue Source Contact ID column.

Name

The Revenue Source Contact Name entered on the Maintain Revenue Source Contact dialog displays in the view-only Name column.
**Title**

The Revenue Source Contact Title entered on the Maintain Revenue Source Contact dialog displays in the view-only **Title** column.

The **Add Contact** button will only be enabled when entering a new Revenue Source record or when selecting an existing Revenue Source record and then pressing the Edit button. This button allows you to create new Revenue Source Contact records. When selected, the Maintain Revenue Source Contact dialog displays.

The **Edit Contact** button will only be enabled when an existing Revenue Source Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Revenue Source record MUST be in the Edit mode to select a Revenue Source Contact record. This button allows you to edit the existing Revenue Source Contact record. When selected, the Maintain Revenue Source Contact dialog box will display.

The **View Contact** button is only enabled when an existing Revenue Source Contact record is selected by clicking the selection box to the left of the record displayed in the DataGrid. The Revenue Source record CANNOT be in the Edit mode to select a Revenue Source Contact record in View mode. This button allows you to view the existing Revenue Source Contact record. When selected, the Maintain Revenue Source Contact dialog box will display, but is not available for editing.

The **Delete Contact** button will only be enabled when an existing Revenue Source Contact record is selected. This button allows you to delete Revenue Source Contact records as long as no data exists for this record in the current or history files. If data is found in the history files, but not in the current data files, you will be asked if you would like to change the Status of this Revenue Source Contact record to Inactive.
Maintain Project Revenue Source Add/Edit Contact (Financial Management System Only)

The Maintain Revenue Source Contact dialog box will display when the Add Contact button, the Edit Contact, or the View Contact button is clicked. The Maintain Revenue Source Contact dialog box allows you to create or edit Revenue Source contacts. The Maintain Revenue Source Contact dialog box will display the current Revenue Source's ID and Name for reference.

Maintain Revenue Source Contact dialog

Refer to the following field descriptions and requirements.

Revenue Source ID
The Revenue Source ID and Name from the Maintain Revenue Source dialog displays in view-only mode.

Contact ID
Enter a Contact ID that represents the contact (up to 6 alphanumeric characters).

Name
Enter the contact Name (up to 20 alphanumeric characters).

Title
Enter the Title of the contact (up to 20 alphanumeric characters).

Status
The Status defaults to Active for new Revenue Source Contact records.

Phone Type DataGrid
Up to four phone numbers per contact may be retained. Refer to the following column descriptions and field requirements.

**Phone Type**

The **Phone Type** drop-down list contains the following options: U.S. Standard, International, E-mail, and Fax.

This determines the formatting, if any, on the screen. The U.S. Standard is the default Phone Type. The International and E-mail types provide no formatting, and therefore will require appropriate punctuation when entered on the DataGrid (up to 30 alphanumeric characters).

**Phone**

Enter the **Phone** data (up to 30 alphanumeric characters).

Use the Phone text box with the E-mail Phone Type to enter an Internet address.

**Phone Desc**

Enter the **Phone Description** (up to 20 alphanumeric characters), such as the branch office name or the contact’s title.

**Maintain Revenue Source Contact Command Buttons**

The **OK** command button accepts and saves all information entered and returns you to the Maintain Revenue Source dialog.

The **Cancel** command button aborts current information entered and returns you to the Maintain Revenue Source dialog. Pressing the **Esc** key has the same function.
Maintain Projects Project Types (Financial Management System Only)

When Project Types... is selected from the Project Tracking... submenu the Maintain Project Types dialog box displays. Select from the eight predefined Project Types or add new Project Types.

Maintain Project Types Dialog

![Maintain Project Types Dialog](image)

Refer to the following Data Grid column descriptions and requirements for entering and maintaining Project Types.

**Project Type ID**
Enter a Project Type ID that represents the Project Type (up to 6 alphanumeric characters).

**Description**
Enter the Project Type Description (up to 20 alphanumeric characters).

**Status**
The Status defaults to Active for new Project Type records.

Maintain Project Types Command Buttons

![OK Button](image)

The OK command button accepts and saves all information entered and closes the Maintain Project Types dialog.

![Cancel Button](image)

The Cancel command button aborts current information entered and closes the Maintain Project Types dialog. Pressing the Esc key has the same function.
Maintain Project Expense Types (Financial Management System Only)

When Expense Types... is selected from the Project Tracking... submenu the Maintain Expense Types dialog box displays. Select from the nine predefined Expense Types or add new Expense Types.

Maintain Expense Types Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Expense Types.

Expense Type ID
Enter a Expense Type ID that represents the expense (up to 6 alphanumeric characters).

Description
Enter the Expense Type Description (up to 20 alphanumeric characters).

Status
The Status defaults to Active for new Expense Type records.

Maintain Expense Types Command Buttons

The OK command button accepts and saves all information entered and closes the Maintain Expense Types dialog.

The Cancel command button aborts current information entered and closes the Maintain Expense Types dialog. Pressing the Esc key has the same function.
Maintain Project Categories (Financial Management System Only)

When Categories... is selected from the Project Tracking... submenu the Maintain Categories dialog box displays. You can accept the Default Category ID of 00 or add new Categories.

Maintain Categories Dialog

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Categories.

Category ID
Enter a Category ID that represents the Category (up to 6 alphanumeric characters).

Description
Enter the Category Description (up to 20 alphanumeric characters).

Status
The Status defaults to Active for new Category records.

Maintain Categories Command Buttons

OK
The OK command button accepts and saves all information entered and closes the Maintain Categories dialog.

Cancel
The Cancel command button aborts current information entered and closes the Maintain Categories dialog. Pressing the Esc key has the same function.
Maintain Project Costing Codes (Financial Management System Only)

When **Costing Codes...** is selected from the **Project Tracking...** submenu the Maintain Costing Codes dialog box displays.

**Maintain Costing Codes Dialog**

![Image of Maintain Costing Codes Dialog]

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Costing Codes.

**Costing Code**
Enter an **Costing Code** that represents the Costs that are to be tracked (up to 6 alphanumeric characters).

**Description**
Enter the Costing Code **Description** (up to 20 alphanumeric characters).

**Status**
The **Status** defaults to Active for new Costing Code records.

**Maintain Costing Code Command Buttons**

**OK**
The **OK** command button accepts and saves all information entered and closes the Maintain Costing Code dialog.

**Cancel**
The **Cancel** command button aborts current information entered and closes the Maintain Costing Code dialog. Pressing the **Esc** key has the same function.
Maintain Project Actions (Financial Management System Only)

When **Actions...** is selected from the **Project Tracking...** submenu the Maintain Actions dialog box displays.

**Maintain Actions Dialog**

Refer to the following DataGrid column descriptions and requirements for entering and maintaining Actions.

**Actions ID**

Enter an **Actions ID** that represents the action (up to 6 alphanumeric characters).

**Description**

Enter the action **Description** (up to 20 alphanumeric characters).

**Status**

The **Status** defaults to **Active** for new Actions records.

**Maintain Actions Command Buttons**

The **OK** command button accepts and saves all information entered and closes the Maintain Actions dialog.

The **Cancel** command button aborts current information entered and closes the Maintain Actions dialog. Pressing the **Esc** key has the same function.
Maintain Investments

When Investments... is selected from the Maintain menu, the Maintain Investments dialog displays. The Maintain Investments dialog is used to enter information related to investments made by the company. Investments could include Certificates of Deposit (CDs), stocks, bonds, property, etc.

This dialog is for storing data for informational purposes only. No transactions are created in the General Ledger.

Maintain Investments dialog

Refer to the following fields and descriptions

Investment ID

The Investment ID is a auto increment field. When a new record is being added the field will show a "-1", until the record is saved and a number assigned. Once records are saved, the browser can be used to select a record.

Description

Enter a Description for the investment, up to 30 alphanumeric characters.

Bank ID

Enter a Bank ID or select one from the browser.

Segment Value Fund ID
Enter a **Segment Value Fund ID** or select one from the browser. The segment value is used to relate the investment to a specific segment of the GL account structure. This field is only used if **Maintain Segments Funds** is configured.

**Status**
Select Active or Inactive from the Status drop down list.

**Investment Type**
Enter an **Investment Type** or select one from the browser.

**Investment No**
Enter an Investment number, up to 20 alphanumeric characters.

**Stock Symbol**
Enter a **Stock Symbol** to identify the investment, up to 6 alphanumeric characters.

**Purchase Date**
Enter a date to represent the day the investment was purchased.

**Maturity Date**
Enter a date to represent the day the investment will reach maturity.

**Interest Rate**
Enter the **Interest Rate** for the investment.

**Length of Investment Days**
Enter a numeric value to represent the number of days the investment covers.

**Redeemed**
Check the **Redeemed** check box to signify the investment has been redeemed, sold or otherwise ended.

**Date Redeemed**
Enter the date the investment was redeemed. This field is required when the Redeemed check box is checked.

**Notes**
Enter any **Notes** for this investment, up to 100 alphanumeric characters.

**Initial Purchase group box**
The **Initial Purchase** group box contains fields to track values at the time the investment was acquired.

**Units**
Enter a number to represent the number of **Units** for the investment.

**Price/Unit**
Enter an amount to represent the price per unit for the investment.

**Investment Amount**
The **Investment Amount** will default the total of the Units field times the Price/Unit field. This field can be changed.

**Projected Interest**
Enter the amount of interest that is expected to be received over the life of the investment into the **Projected Interest** field.

**Interest Paid**
Enter the amount of interest paid for the investment into the **Interest Paid** field.

**Current Value group box**
The **Current Value** group box contains fields to track the current values for the investment.

**Units**
Enter a number to represent the current number of **Units** for the investment.

**Price/Unit**
Enter an amount to represent the current price per unit for the investment.

**Investment Amount**
The **Investment Amount** will default the total of the Units field times the Price/Unit field. This field can be changed.

**Projected Interest**
Enter the total current amount of interest into the **Projected Interest** field.

**Interest Paid**
Enter the total of any interest paid for the investment into the **Interest Paid** field.

**Maintain Investments command buttons**

- **Edit** button allows you to make changes to the record.
- The **Save** button validates the data entered and saves the data to the account. The **Save** button is enabled when data on the dialog box is changed.
- The **New** button prompts you to save any changes to the active record (if applicable) and then clears the dialog box, allowing you to create a new account.
- The **Clear** button prompts you to save any changes to the active record (if applicable) and then clears the dialog box, allowing you to select another record for viewing or editing.
- The **Delete** button permanently removes the displayed record from the data file.
- The **Close** button prompts you to save any changes (if applicable) and then closes the dialog box. Pressing the ESC key performs the same function.
**Maintain - Investment Types**

When Investment Types... is selected from the Maintain menu, the Maintain Investment Types dialog displays. Investment Types are used to group and define investments.

**Maintain Investment Types**

Refer to the following fields and descriptions

**Datagrid columns and fields**

- **Type**
  - Enter a value to define the Investment Type in the Type column, up to 6 alphanumeric characters.

- **Description**
  - Enter a Description for the Investment type, up to 30 alphanumeric characters.

- **Status**
  - Select Active or Inactive from the Status drop down. Investment Types with an inactive status cannot be used when setting up Investments.

**Maintain Investment Types command buttons**

- **OK**
  - Click OK to save any changes and exit the dialog.

- **Cancel**
  - Click Cancel to exit the dialog without saving.
Maintain - After the Fact - CD Vendors

The Maintain Vendors dialog box is accessed by selecting Maintain - After the Fact - CD Vendors from the menu bar. Each tab page contains information relating to the Vendor, such as demographic information and notes. Use the Custom tab to access the Custom Data Designer.

Maintain CD Vendors dialog

Refer to the following fields and descriptions.

Vendor ID

To create a new vendor record, enter a Vendor ID that represents the Vendor (up to 6 alphanumeric characters).

To edit an existing Vendor record, enter the ID or use the Browser to select the ID. Once the record is displayed, select the Edit button. All fields can be edited except the Vendor ID.

Name

Enter the company name (up to 30 alphanumeric characters).

Maintain Vendor tabs:

Demographics
1099 Reporting
Notes
Custom
Maintain - After the Fact - CD Vendors - Demographics Tab

The **Demographics** tab contains demographic information, Vendor Type, the vendor’s GL Accounts Payable account, default expense account, default **Allocation ID**.

**Maintain CD Vendors - Demographics tab**

Refer to the following field descriptions and requirements.

**Address**
Enter the Vendor's street **address** (up to 30 alphanumeric characters, per line).

**City**
Enter the **city** where the Vendor is located (up to 25 alphanumeric characters).

**State**
Enter the **state** or province where the Vendor is located (up to 25 alphanumeric characters).

**Zip**
Enter the Vendor's **zip** code or postal code (up to 11 alphanumeric characters).

**Country**
Enter the **country** where the vendor is located (up to 30 alphanumeric characters).

**Status**
The Status defaults to **Active** for new vendor records.
Type

Enter a valid Vendor Type or use the Browser to select or create one. If the Accounts Payable module is installed the Type will default from AP Maintain Configuration.

GL Defaults group box

AP Account

Enter the Accounts Payable account or use the Browser to select or create the account that this vendor's transactions should be associated with. The default account is the Accounts Payable account entered on the General Ledger Maintain Configuration - CD Defaults tab. If the Accounts Payable module is installed the AP Account will default from AP Maintain Configuration.

This option allows each vendor record to have an individual Accounts Payable account. This is helpful when the General Journals will accrue Accounts Payable, etc.

Default Exp. Account

Enter a valid GL account number or use the Browser to select one. This account will default as the Account ID for line items on the DataGrid when entering cash disbursements for the current Vendor. This account may be overridden during the Enter Cash Disbursements operation.

Default Allocation ID

Enter a valid Allocation ID or use the Browser to select one. This default Allocation ID will default as the Allocation ID on the Enter Cash Disbursements dialog box. This ID may be overridden during the Enter Cash Disbursements operation.

Default Invoice Description

Optional 30 character field that will default into the Description field of Enter CD Checks and/or Enter ATF Quick Transactions for Disbursements and Electronic Payments when selecting a Vendor ID.

Note: If a value has already been entered on AP Maintain Vendors, the value input there will default.
Maintain - After the Fact - CD Vendors - 1099 Amounts tab

The 1099 Amounts tab allows you to specify if the Vendor will receive a 1099 and the Vendor's default 1099 type. This tab can also be used for entering 1099 beginning balance amounts when setting up mid-year and for adjusting 1099 amounts at year-end.

When the Process 1099s operation is performed, the system will calculate the 1099 amounts from checks entered during the calendar year plus any amounts on this tab.

The amounts are automatically cleared by the system when you perform the Process/Process 1099s/Clear 1099 Amounts operation. This operation should not be performed until after you have printed your final 1099 forms. Otherwise, all Vendor 1099 amounts from this tab will have to be reentered prior to printing their 1099 forms.

Maintain - After the Fact - CD Vendors - 1099 Amounts tab

Refer to the field descriptions.

- **Print 1099(s)**
  Select this check box if the Vendor will require a 1099 Miscellaneous Income form.

- **Type of 1099**
  Enter a valid 1099 box or Form Type or use the Browser to select one. The type selected will default as the 1099 Type when entering Cash Disbursements in Enter - After the Fact - Cash Disbursements or Enter - After the Fact - Quick Transactions

- **FEIN or SS#**
Type the vendor's Federal Employee Identification Number or Social Security Number (up to 15 alphanumeric characters). This number will print on the 1099 form.

**1099 Amounts DataGrid**

The DataGrid columns list the 1099 types and descriptions in view-only mode. Enter any amounts in the **Amount** column.

<table>
<thead>
<tr>
<th>1099 Amount</th>
<th>Description</th>
<th>Starting Balance</th>
</tr>
</thead>
</table>
Maintain - After the Fact - CD Vendor Types

The Maintain Vendor Types dialog box can be accessed by selecting Maintain - After the Fact - CD Vendor Types from the menu bar. Each vendor record created must be assigned a Vendor Type. The type can be used to classify and sort vendors, such as by market, as a raw materials vendor, etc. The sorting is available for reports.

Maintain Vendor Types dialog box

Refer to the following field descriptions.

DataGrid Columns and Fields

- **Vendor Type**
  Enter an ID to represent the vendor type (up to 6 alphanumeric characters).

- **Description**
  Enter the vendor type description (up to 30 alphanumeric characters).

Maintain Vendor Types Command Buttons

- **OK**
  The OK command button accepts and saves all information entered and closes the Maintain Vendor Types dialog.

- **Cancel**
  The Cancel command button aborts current information entered and closes the Maintain Vendor Types dialog. Pressing the Esc key has the same function.
Maintain - After the Fact - CR Customers

When CR Customers... is selected from the Maintain - After the Fact submenu the Maintain CR Customers dialog displays. These customers are used in the Enter - After the Fact - Quick Transactions.

Maintain CR Customers

Refer to the following fields and descriptions

Customer ID

To create a new customer record, enter a Customer ID that represents the Customer (up to 15 alphanumeric characters).

To edit an existing Customer record, enter the ID or use the Browser to select the ID. Once the record is displayed, select the Edit button. All fields can be edited except the Customer ID.

Name

Enter a name for the customer, up to 30 alphanumeric characters.

Type

Enter a Type ID or select one from the browser.

Status

Select either Active or Inactive from the Status drop down. Customers with an Inactive status cannot be used in Enter - After the Fact - Quick Transactions.
Address
Enter an **Address** for this customer. Two lines are available for the address each will accept up to 30 alphanumeric characters.

City
Enter a **City** for this customer, up to 25 alphanumeric characters.

State
Enter a **State** for this customer, up to 25 alphanumeric characters.

Zip
Enter a **Zip** code for this customer, up to 11 alphanumeric characters.

Country
Enter a **Country** for this customer, up to 30 alphanumeric characters.

Sales Acct
Enter a **Sales Account** for this customer or select one from the browser. The sales account will default in Enter - After the Fact - Quick Transactions when the customer is selected.

**CR Customers command buttons**

**Edit**
Click the **Edit** button to edit the selected Customer. The Edit button will change to Save when the dialog is in edit mode.

**Save**
Click the **Save** button to save any changes and allow the entry of a new customer or selection of an existing customer.

**New**
Click the **New** button to clear the dialog and allow the entry of a new customer or selection of an existing customer. If changes have been made to an existing record, you will be prompted to save the changes.

**Delete**
Click the **Delete** button to delete the selected customer.

**Close**
Click the **Close** button to close the dialog. If changes have been made to an existing record, you will be prompted to save the changes.
Maintain - After the Fact - CR Customer Types

When CR Customer Types... is selected from the Maintain - After the Fact submenu, the Maintain CR Customer Types dialog displays.

Maintain CR Customer Types

Refer to the following fields and descriptions

Datagrid columns and fields

Type
Enter a value to define the Customer Type in the Type column, up to 6 alphanumeric characters.

Description
Enter a Description for the customer type, up to 30 alphanumeric characters.

Status
Select Active or Inactive from the Status drop down. Customer Types with an inactive status cannot be used when setting up CR Customers.

Maintain CR Customer Types command buttons

Click OK to save any changes and exit the dialog.

Click Cancel to exit the dialog without saving.
Maintain Configuration

The **Maintain Configuration** dialog box maintains data used throughout the General Ledger for reports, messaging, closing operations.

**Maintain Configuration dialog box**

The Maintain Configuration dialog consists of two tabs.

**Maintain Configuration General tab**

The **Maintain Configuration General tab** allows you to select the current accounting period and set up default information that is used throughout the General Ledger module.

**Maintain Configuration After-the-Fact Defaults tab**

The **Maintain Configuration After-the-Fact Defaults tab** is for setting up information if using the After-The-Fact portion of the General Ledger.

**Maintain Configuration TaxWorks Software Integration tab**

The **Maintain Configuration TaxWorks Software Integration tab** is for setting up information if integrating to TaxWorks.

**Maintain Configuration Command Buttons**
Click the **OK** button to save the information and close the dialog box.

Click the **Cancel** button to abort, or cancel any changes you have made and close the dialog box. You will be asked to confirm the cancel request.
Maintain Configuration General Tab

The Maintain Configuration General tab allows you to select the current accounting period and set up default information that is used throughout the General Ledger module.

Maintain Configuration General Tab

Refer to the following field descriptions and requirements.

Current Year

Select the current fiscal year from the drop-down list. Only open years that have been set up in the System Manager, Maintain Accounting Periods operation are listed.

Current Period

Select from the drop-down list the current accounting period for the General Ledger. Once set, the current period is advanced when the Period End Close operation is performed.

Default Retained Earnings (Financial Management System only)

When the Maintain Configuration dialog box is accessed for the first time, you must create the default Retained Earnings account. Enter the account number according to the displayed account mask and then enter the account description (up to 40 alphanumeric characters). Thereafter, to change the default Retained Earnings account, the Browser is available to select one. The account description displays in view-only mode.
This account is used as a default during the Year End Close operation to offset the closing entries made to income and expense accounts. Specific retained earnings accounts can be assigned to account numbers on the Maintain Chart of Accounts dialog box Account Number tab. The retained earnings accounts assigned to specific account numbers will override the Default Retained Earnings account.

Default Net Asset (Not For Profit only)

When the Maintain Configuration dialog box is accessed for the first time, you must create the default Net Asset account. Enter the account number according to the displayed account mask and then enter the account description (up to 40 alphanumeric characters). Thereafter, to change the default Net Asset account, the Browser is available to select one. The account description displays in view-only mode.

This account is used as a default during the Year End Close operation to offset the closing entries made to income and expense accounts. Specific net asset accounts can be assigned to account numbers on the Maintain Chart of Accounts dialog box Account Number tab. The net asset accounts assigned to specific account numbers will override the Default Net Asset account.

Options Group Box

☐ Pop-up Notes during data entry

Select this check box to automatically check the Auto Pop-Up check box on all Notes tabs for any new master records. This default may be overridden on new records.

☐ Warn if Unposted Entries in General Ledger

Select the Warn if Unposted Entries in General Ledger checkbox to produce a warning message when running General Ledger reports if there are un-posted entries in the General Ledger.

Default Journal ID

Enter the Default Journal ID or select one from the browser. The Journal ID selected here will default in Enter Journal Entries.

Budget to print on Financial Statements Group Box

The General Ledger maintains two budget amounts per year; an original budget and a revised budget. Click on the appropriate radio button to select which budget to print on the standard financial statements for budget comparison.

☐ Original

Click the Original option button to select the original budget to print on the standard financial statements for budget comparison.

☐ Revised

Click the Revised option button to select the revised budget to print on the standard financial statements for budget comparison.

☐ Use Transaction Classification Codes

Select this checkbox to enable transaction classification codes in General Ledger. When selected the following datagrids will contain Transaction Classification Code columns: Enter Journal Entries and Enter Recurring Journal Entries.

Default Trans Class 1

Enter the default transaction classification code to be used during data entry or use the browser to select one.
**Default Trans Class 2**

Enter the default transaction classification code to be used during data entry or use the browser to select one.

**Budget Control /AP Budgets group box**  (Financial Management System only)

- **Use PO Budget Control**

  Select this checkbox to indicate that this company will use the budget control feature. Budget control is used to ensure that purchase orders will not exceed an expense accounts budget amount. Once this election has been made and the following fields completed you will need to specify those accounts that will be included and their respective budget amounts. This is done on an account by account basis via Maintain Chart of Accounts.

  The Budget Control feature is disabled when the Purchase Order module is not installed.

- **Verify AP Budgets**

  Check the **Verify AP Budgets** options to turn on verification of budgets when entering AP Invoices. When this options is selected, entered invoices will be compared to the GL budget and warn the user if the invoice will create an over budget situation.

**Year End Processing Group Box**

- **Roll Forward Open PO Amounts**

  Select this checkbox if you wish to roll open PO amounts forward during the GL Year End Close process.

**Period Group Box**

- **Annual**

  Select the **Annual** option to signify that budget control is maintained on an annual basis. When this option is selected the purchase order is compared against the annual budget. This option is the default selection.

- **YTD**

  Select the **YTD** option to signify that budget control is maintained on a year-to-date basis. When this option is selected the purchase order is compared against the accumulated budget up through and including the Budget Date of the purchase order. As a result when this option is selected you should enter budget amounts by period.

**Budget Group Box**

- **Original**

  Select the **Original** option to use the original budget for comparison against purchase orders. This option is the default selection.

- **Revised**

  Select the **Revised** option to use the revised budget for comparison against purchase orders.

**Exceed By Group Box**

- **Dollar Amount**

  Enter the **dollar amount** by which the budget may be exceeded, if any. This option is selected by default.

- **Percent**
Enter the **percentage** amount by which the budget may be exceeded, if any.

**Encumbrance/AP Budgets group box  (Not For Profit only)**

- **Use Encumbrance**
  Select this checkbox to indicate that this company will use the encumbrance feature. Encumbrance is used to ensure that purchase orders will not exceed an expense accounts budget amount. Once this election has been made and the following fields completed you will need to specify those accounts that will be included and their respective budget amounts. This is done on an account by account basis via Maintain Chart of Accounts.

- **The Encumbrance feature is disabled when the Purchase Order module is not installed.**

- **Verify AP Budgets**
  Check the **Verify AP Budgets** options to turn on verification of budgets when entering AP Invoices. When this options is selected, entered invoices will be compared to the GL budget and warn the user if the invoice will create an over budget situation.

**Year End Processing Group Box**

- **Roll Forward Open PO Amounts**
  Select this checkbox if you wish to roll open PO amounts forward during the GL Year End Close process.

**Period Group Box**

- **Annual**
  Select the **Annual** option to signify that encumbrance is maintained on an annual basis. When this option is selected the purchase order is compared against the annual budget. This option is the default selection.

- **YTD**
  Select the **YTD** option to signify that encumbrance is maintained on a year-to-date basis. When this option is selected the purchase order is compared against the accumulated budget up through and including the Budget Date of the purchase order. As a result when this option is selected you should enter budget amounts by period.

**Budget Group Box**

- **Original**
  Select the **Original** option to use the original budget for comparison against purchase orders. This option is the default selection.

- **Revised**
  Select the **Revised** option to use the revised budget for comparison against purchase orders.

**Exceed By Group Box**

- **Dollar Amount**
  Enter the **dollar amount** by which the budget may be exceeded, if any. This option is selected by default.

- **Percent**
  Enter the **percentage** amount by which the budget may be exceeded, if any.
Consolidation Group Box

☐ Use Consolidation
Select this checkbox to indicate that this company will use the consolidation feature. This feature is used to consolidate journal entries from multiple companies into one General Ledger. Once this selection has been made and the following fields completed you will need to specify the consolidation account numbers in Maintain Chart of Accounts.

☐ Post in Detail
Select this checkbox if you wish to post consolidation entries in detail. This checkbox is deselected by default.

Consolidation Company
Enter the Company ID of the consolidation company. This is the company that entries will be posted to during the consolidation process.

Grant Tracking Group Box (Not For Profit only)

☐ Use Grant Tracking
Select this option if you want to use the grant tracking feature throughout the system.

☐ Program
Select this option if you would like to track programs on grants. You can turn on or off programs at the grant level.

☐ Activity
Select this option if you would like to track activity on grants. You can turn on or off activity at the grant level.

Project Tracking Group Box (Financial Management System only)

☐ Use Project Tracking
Select this option if you want to use the project tracking feature throughout the system.

☐ Category
Select this option if you would like to track categories on projects. You can turn on or off categories at the project level.

☐ Costing Code
Select this option if you would like to track costing codes on projects. You can turn on or off costing code at the project level.

Income Statement group box

Header
Enter text that you would like to see displayed in the Header on the Income Statements that are included with the program.

Footer
Enter text that you would like to see displayed in the Footer on the Income Statements that are included with the program.

Balance Sheet group box

Header
Enter text that you would like to see displayed in the Header on the Balance Sheet reports that are included with the program.

**Footer**

Enter text that you would like to see displayed in the Footer on the Balance Sheet Reports that are included with the program.
Maintain Configuration - After-the-Fact Defaults Tab

The Maintain Configuration After-the-Fact Defaults tab is for setting up information if using the After-The-Fact portion of the General Ledger.

Refer to the following fields and descriptions

Default GL Accounts group box

Accounts Payable ID

Enter a valid General Ledger Account number or select one from the browser. The Description will display in the read only field. This account will default when setting up CD Vendors.

Sales ID

Enter a valid General Ledger Account number or select one from the browser. The Description will display in the read only field. This account will default when setting up CR Customers.

Default Bank group box

Cash Disbursements Bank ID

Enter a Bank ID or select one from the browser. This bank will be used when entering CD checks in Enter - After The Fact - CD Checks and Enter - After The Fact - Quick Transactions.
**Cash Receipts Bank ID**

Enter a **Bank ID** or select one from the browser. This bank will be used when entering Receipts in Enter - After The Fact - Quick Transactions.

**Electronic Pymts Bank ID**

Enter a **Bank ID** or select one from the browser. This bank will be used when entering Electronic Payments Enter - After The Fact - Quick Transactions.

Electronic Payments will be assigned a system generated check number, therefore, a separate bank should be set up for Cash Disbursements and Electronic Payments.

**Defaults**

**Customer ID**

Enter a **Customer ID** or select one from the browser. The Customer ID selected will default when entering receipts in Enter - After The Fact - Quick Transactions.

**Vendor ID**

Enter a **Vendor ID** or select one from the browser. The Vendor ID selected will default when entering Disbursements or Electronic Payments in Enter - After The Fact - Quick Transactions.

**CD Entry Defaults group box**

- **Use CD Check Print**
  Check the **Use CD Check Print** if you will enter CD check information and need to print checks.

**Options group box**

- **Post through GL**
  Check the **Post through GL** to automatically post transactions to the General Ledger created through the Enter After the Fact Quick Transactions process.

**CD Check Defaults**

- **Use check settings from last saved CD entry**
  Select the **Use check settings from last saved CD entry** if you would like the dialog to remember the Print Check setting in Enter - After The Fact - CD Checks.

- **"Print Check" box is checked**
  Select the **Use check settings from last saved CD entry** if you would like the Print Check setting to be turned on when accessing the Enter - After The Fact - CD Checks dialog.
Enter Menu

Once you have set up your company you can begin your data entry. The items listed on the Enter menu allow you to enter journal entries, enter beginning balance amounts for balance sheet type accounts, enter prior year adjustments, and enter recurring journal entries.

The following options are available from the General Ledger Enter menu:

Journal Entries
Batch Status Inquiry
Beginning Balances
Prior Year Adjustments
Recurring Journal Entries
Budget Transactions
After-the-Fact
   Quick Transactions
   CD Checks
   CR Journals
Enter Journal Entries

When Journal Entries... is selected from the Enter menu, the Enter Journal Entries dialog box displays. The entry process is batch driven, meaning that user journal entries are entered and posted by batch. You can create, edit, and view journal entries by batch. Certain types of batches can be viewed but not edited, such as posted batches or those that originated in other modules, such as AR, AP, etc.

System batches (batches originated in other modules) can be edited but only if they are first posted within General Ledger and then un-posted from General Ledger.

The data entry screen is designed for data entry speed. To help achieve this goal, the following features have been incorporated into the Enter Journal Entries dialog box:

- Easy advancement of the entry date using the plus key (+).
- New rows default some data from the last row and can be overridden.
- Use of the minus key (-) to toggle between the Debit and Credit column on same row.
- Browser look-up capability on General Ledger accounts.
- The New button on the Browser to create General Ledger accounts "on-the-fly".

Enter Journal Entries dialog box

Refer to the following field descriptions and requirements.

Batch ID

To start a new batch, click the New button. The batch ID will display a "-1" until the batch is saved. At that time an ID will be assigned by the system.

To view an existing batch, enter the batch ID or use the Browser to select it.
Click the **Edit** button to make changes to entries in the selected batch. If the batch cannot be edited, a message will notify you and the batch will remain in view-only mode.

The following batch types cannot be edited or deleted: System, Closing, and Standard-Posted batches.

**Desc**

Enter the batch description (up to 80 alphanumeric characters).

**Ref**

Enter an optional user-defined reference code for the batch (up to 15 alphanumeric characters). For example, the reference for all batches in accounting period 8 will start with "08", such as 08-1, 08-2, 08-3, etc.

**Journal ID**

Enter a Journal ID to assign to the batch or use the Browser to select one. Only user-defined journals can be selected—this makes reconciliation to subsidiary modules an uncomplicated process. The journal description displays in the adjacent text field. Reporting is available both by Batch ID and Journal ID.

You can add new journal IDs by selecting the **New** button from the Browser.

**Status**

This view-only text box displays the batch types. The batch status determines whether you can add, change, or delete entries in the current batch.

**Year**

Accept the default value of the current accounting year, or select a different open accounting year from the drop down list box. The value entered in this field is the year the journal entries will be posted to.

**Period**

Accept the default value of the current accounting period, or select a different period from the drop down list box. The value entered in this field is the period the journal entries will be posted to.

The Year and Period cannot be changes for system generated batches, even if they are unposted.

**Starting / Ending**

These view-only text boxes display the start and end date for the selected period.

**Create Reversing Entries**

Selecting the **Create Reversing Entries** checkbox will enable the **Year** and **Period** fields located to the right of this check box and allow you to create reversing entries for the current batch.

**Year**

The **Year** field is enabled when the **Create Reversing Entries** check box is selected. The year entered in this field is the year the reversing journal entries will post to. The year selected on the
originating batch is the default, use the drop-down list to select another open year for the reversing entry batch.

**Period ▼ R**

The **Period** field is enabled when the **Create Reversing Entries** check box is selected. The period entered in this field is the period the reversing journal entries will post to. Use the drop-down list to select the period for the reversing entry batch. The period following the originating batch's selected period is the default.

The period selected must be greater than the period selected for the current batch.

**Date**

Enter a **Date** for the recurring journal entry if you would like a data other than the period end date for the period and year selected. The date entered here will be used for all line entries in the created recurring batch. This date must be within the Year and Period selected in the previous fields.

This button is enabled when an **Allocation ID** is entered on the DataGrid. This allows you to view and edit the line item detail associated with an allocated entry. When clicked, the **Edit Allocation** dialog box displays.

**DataGrid Columns and Fields**

**Date**

Accept the default date or enter a different date for the transaction. This date must be within the period selected. The date field will default to the last day of the selected period, subsequent rows will default to the date on the previous row.

**Account ▼**

Enter the appropriate account number for the transaction, the Browser is available to select it, or go to the **Allocation ID** column and choose an allocation record. When an **Allocation ID** is entered, this cell, for the current row, is disabled.

You can select the **New** button in the Browser to add new accounts. If you selected to have **Notes** pop-up automatically on a General Ledger account, the note will display once you have selected the account and moved from this field.

**Allocation ID ▼**

This cell is enabled, for the current row, when the **Account** cell is left blank. This allows you to enter an allocation ID to break-down this entry or use the Browser to select it. This will calculate and create entries for each of the General Ledger accounts in the allocation record. When an account is entered in the **Account** column, this cell is disabled.

Click the **Edit Allocation** button to view the line item detail for the allocated entry.

**Document**

Use this row to assign specific document numbers to each line item being added (up to 20 alphanumeric characters). The system will keep track of each document number, and display a grand total for all items assigned to that specific document number. The grand total for each
document number is displayed in the Document Total filed at the bottom of the Enter Journal Entries dialog box.

- Press the plus (+) key to automatically increment the document number.

**Debit/Credit**

If the transaction is a debit amount, enter that amount in the Debit column. To enter a credit amount, you can enter a minus - in the Debit column and the cursor will go to the Credit column. You can also leave the Debit column blank and TAB to the Credit column (or left-click on the cell).

- The minus (-) toggles the cursor between the Credit column and the Debit column.

If allocated, enter the amount to be distributed in the appropriate column. You can click the Edit Allocation button to view or change the allocated amounts.

The total of the Debit and Credit columns displays at the bottom of the DataGrid. Each time a transaction entry is completed, the appropriate column total is updated.

**Job**

If you are using the CYMA IV Job Cost module this field enables you to enter costs associated with a specific job. A browser is provided to assist in finding the right job number and description. Journal Entries containing a valid job will update a Job Cost Transaction file when the journal entry is posted. The entries will eventually be used to create an invoice in the CYMA IV AR module for services and goods used on the job.

**Cost Type**

If you are using the CYMA IV Job Cost module this field enables you to specify a pre-defined type of cost for this journal entry. A dropdown box will provide the choices of Direct Labor, Direct Material, Other Direct Charges, Subcontract, Other and Overhead. The combination of the job number and cost type will ensure that this journal entry will be included in the invoicing of the customer, and that the cost will update the actual cost field for this cost type when comparing actual costs to budgets for a job. Based upon the cost type selected, a “system product” will be assigned to the journal entry to meet the product requirement for the Accounts Receivable invoice that will ultimately be sent to the customer. The description assigned to the journal entry will be used as the product description.

- The Job and Cost Type columns are enabled by selecting the “Include Job & Cost Type on Journal Entries” checkbox on Maintain Configuration in the Job Costing module.

- A Job Cost Type of “Blank” is allowed in General Ledger Journal Entries, however, entries with a “blank” cost type are not written to the Job Cost transaction file and do not update the “Cost to Date” field in Maintain Jobs. This type of journal entry is used specifically to record revenue recognition for Estimate to Complete (ETC) jobs. When saving a Journal Entry that contains a job number and a blank cost type, a warning message will appear as a reminder that generally this type of entry should only be used for recording job revenue.

**Cost Code**

The Cost Code column is added to the data grid when “Use Cost Codes” is selected in Job Costing Maintain Configuration. Enter a Cost Code or use the browser to select one.
Project (Financial Management System Only)
Enter valid Project or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration.

Expense Type (Financial Management System Only)
Enter valid Expense Type or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and a Revenue Source is not selected.

Revenue Source (Financial Management System Only)
Enter valid Revenue Source or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and an Expense Type is not selected.

Category (Financial Management System Only)
Enter valid Category or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Categories.

Costing Code (Financial Management System Only)
Enter valid Costing Code or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Costing Codes.

Grant (Not For Profit only)
Enter valid Grant ID or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration.

C.O.E (Not For Profit only)
Enter valid C.O.E or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a Source is not selected.

Source (Not For Profit only)
Enter valid Source or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a C.O.E. is not selected.

Program (Not For Profit only)
Enter valid Program or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses programs.

Activity (Not For Profit only)
Enter valid Activity or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses activities.

Description
Enter a description for the transaction (up to 30 alphanumeric characters).

Allocated line items will contain the Document and Description entered in the above fields.

**Name**
Enter a name for the transaction (up to 30 alphanumeric characters).

**Trans Class 1**
Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

**Trans Class 2**
Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

**Account or Allocation Desc**
This view-only text box displays the description of the General Ledger account or the allocation record for the current row on the DataGrid.

**Document Total**
This view only field displays the grand total amount of all line items associated with a certain document number.

**Batch Total**
This view-only field displays the total of the debit and credit entries in the current batch. Batches without a zero total may be saved but your batch must be in balance (equal to zero) before it can be posted.

**Journal Total**
This view-only field displays the current balance for the selected journal.

**Enter Journal Entries Command Buttons**

**Copy**
The Copy button allows you to copy the displayed Journal Entry batch values to create a new batch. When clicked, a new record will generate and populate with the copied values.

**Edit**
Click the Edit button to make changes to an existing, unposted batch. This button is enabled when an existing batch ID is selected.

**Save**
Posted, System, and Closing batches cannot be edited. System batches can be edited if they have first been posted to the General Ledger module and then un-posted from the General Ledger module.

**New**
Click the Save button to save a new batch or to save any changes to an edited batch.
Click the **New** button to clear the dialog box and create a new batch. The cursor is placed in the **Desc** field, enter the description of the new batch. You are prompted to save any changes to the displayed batch (if applicable).

Click the **Clear** button to clear the dialog box. The cursor is placed in the **Batch ID** field. You are prompted to save any changes to the displayed batch (if applicable).

Click the **Delete** button to delete the displayed batch and its transactions. This button is enabled once the **Edit** button is clicked. Posted or System type batches cannot be deleted. After the **Delete** button is clicked, a confirmation message is displayed prior to deleting the batch.

Click the **Proof** button to produce a Proof report of the current batch and its transactions. Posted and System type batches cannot be edited or produce a proof.

The **Post** button is only enabled if the batch is in balance. Click this button to post the current batch to the General Ledger files. Posting the batch will:

- Update the ledger with the journal entries.
- Update the appropriate period account balances.
- Create unposted reversing entries (if applicable).

Batches can also be posted in groups at a later time from the **Process/Post Journal Entries** operation.

Click the **Close** button to close the dialog box. You are prompted to save any changes to the displayed batch (if applicable).

This dialog has the following additional tabs:

- **Attach**
Create Reversing Entries

Selecting this check box will enable the **Year** and **Period** fields located to the right of this check box (this allows you to select the date for the reversing entries) and creates reversing entries for the current batch. When the current batch is posted, the system will create an additional General Ledger batch with a set of identical entries with the following exceptions:

- The system will assign a new batch ID to the reversing entry batch.
- The status of the new batch will be "Standard-Open" and will use the same journal ID as the originating batch.
- The **Year** and **Period** selected will fill the **Year** and **Period** fields on the reversing batch.
- All Debits will become Credits and all Credits will become Debits.

The following fields are enabled when the **Create Reversing Entries** check box is selected:

**Year**  
This field is enabled when the **Create Reversing Entries** check box is selected. The year entered in this field is the year the reversing journal entries will post to. The year selected on the originating batch is the default, use the drop-down list to select another open year for the reversing entry batch.

**Period**  
This field is enabled when the **Create Reversing Entries** check box is selected. The period entered in this field is the period the reversing journal entries will post to. Use the drop-down list to select the period for the reversing entry batch. The period following the originating batch's selected period is the default.

The period selected must be greater than the period selected for the current batch.
Edit Allocation

When the Edit Allocation button is clicked, the Edit Allocation dialog box displays. This allows you to view the line item detail for allocated entries and edit the amounts.

Edit Allocation dialog box

Refer to the following field descriptions.

Allocation ID

The allocation ID and description display in view-only mode.

Allocation Amount

Enter or change the allocation amount. The sum of the allocations must equal the allocation amount in order to save the allocation.

DataGrid Columns and Fields

Account

This view-only column lists the General Ledger accounts corresponding to the allocation record.

Account Description

This view-only column displays the corresponding account’s description.

Amount

This column displays the calculated amount for each General Ledger account. You can change the allocation amount, however, the total of the amount column must equal the Allocation Amount in order to save the record.

Job

The Job field will display the value entered in Maintain Allocations. The job may be changed by entering a valid job or selecting one from the browser. Journal Entries containing a valid job will
update a Job Cost Transaction file when the journal entry is posted. The entries will eventually be used to create an invoice in the CYMA\textsuperscript{IV} AR module for services and goods used on the job.

**Cost Type**
The Cost Type field will display the value selected in Maintain Allocations. This value cannot be changed. If a job was not entered in Maintain Allocations and a job will be entered here, the cost type of Other Costs will be automatically assigned.

The Job and Cost Type columns are enabled by selecting the "Include Job & Cost Type on Journal Entries" checkbox on Maintain Configuration in the Job Costing module.

**Cost Code**
The Cost Code column is added to the data grid when "Use Cost Codes" is selected in Job Costing Maintain Configuration. Enter a Cost Code or use the browser to select one.

**Project** (Financial Management System Only)
The Project field will display the value entered in Maintain Allocations. The Project may be changed by entering a valid Project or selecting one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration.

**Expense Type** (Financial Management System Only)
The Expense Type field will display the value entered in Maintain Allocations. The Expense Type may be changed by entering a valid Expense Type or selecting one from the browser. This column is only available if a Project is selected and an Expense Type is not selected.

**Revenue Source** (Financial Management System Only)
The Revenue Source field will display the value entered in Maintain Allocations. The Revenue Source may be changed by entering a valid Revenue Source or selecting one from the browser. This column is only available if a Project is selected and a Revenue Source is not selected.

**Category** (Financial Management System Only)
The Category field will display the value entered in Maintain Allocations. The Category may be changed by entering a valid Category or selecting one from the browser. This column is only available if a Project is selected and a Category is not selected.

**Costing Code** (Financial Management System Only)
The Costing Code field will display the value entered in Maintain Allocations. The Costing Code may be changed by entering a valid Costing Code or selecting one from the browser. This column is only available if a Project is selected and a Costing Code is not selected.

**Grant** (Not For Profit only)
The Grant field will display the value entered in Maintain Allocations. The Grant may be changed by entering a valid Grant or selecting one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration.

**C.O.E** (Not For Profit only)
The C.O.E. field will display the value entered in Maintain Allocations. The C.O.E may be changed by entering a valid C.O.E. or selecting one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a Source is not selected.

**Source** (Not For Profit only)

The Source field will display the value entered in Maintain Allocations. The source may be changed by entering a valid Source or selecting one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a C.O.E. is not selected.

**Program** (Not For Profit only)

The Program field will display the value entered in Maintain Allocations. The program may be changed by entering a valid Program or selecting one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses programs.

**Activity** (Not For Profit only)

The Activity field will display the value entered in Maintain Allocations. The Activity may be changed by entering a valid Activity or selecting one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses activities.

**Trans Class 1**

The Trans Class 1 field will display the value entered in Maintain Allocations. The code may be changed by entering a valid code or selecting one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

**Trans Class 2**

The Trans Class 2 field will display the value entered in Maintain Allocations. The code may be changed by entering a valid code or selecting one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

**Edit Allocations Command Buttons**

Click the OK button to save any changes made to the allocated entry and close the dialog box.

Click the Cancel button to close the dialog box. You are prompted to save any changes to the allocated entry (if applicable).
Recording Revenue Recognition Before Delivery (Estimate to Complete Jobs)

For the most part, recognition at the point of sales (delivery) is used because most of the uncertainties concerning the earning process are removed and the exchange price is known. Under certain circumstances, however, revenue is recognized prior to completion and delivery. The most notable example is long-term construction contract accounting where the percentage-of-completion method is applicable.

Percentage-of-Completion Method -- Revenues and gross profit are recognized each period based upon the progress of the construction, that is, the percentage of completion. Construction costs plus gross profit earned to date are accumulated in an inventory account (Construction in Process), and progress billings are accumulated in a contra inventory account (Billings on Construction in Process).

General Ledger Accounts:
To record the cost of construction:
1. Construction in Process  Debit  Balance Sheet Inventory Account
2. Materials, Cash, AP, PR Credit  Balance Sheet AP, Cash, etc.
To record progress billings:
3. Accounts Receivable  Debit  Balance Sheet Accounts Receivable
4. Billings on Construction in Process  Credit  Balance Sheet Contra Inventory Account
NOTE: When rendering progress billings, use this account instead of the sales account. A product called Billings on Construction in Process will also need to be established.

To record cash collections:
5. Cash Debit Balance Sheet Cash Account
6. Accounts Receivable Credit Balance Sheet Accounts Receivable

Based on the above entries, revenue for this job has not yet been recognized. What has occurred is the accumulation of costs against a job from all sources and based on the contract's progress billing terms invoices have been rendered. Note - The progress billing terms have nothing to do with the incurring of costs. All of the above entries are recorded by the system when posting to the General Ledger from subsidiary modules. To determine "Recognition of Revenue and Gross Profit" the following data is acquired from the Job Costing Revenue Recognition report.

To recognize revenue and gross profit:
7. Construction in Process Gross Profit Debit Balance Sheet Inventory Account
9. Revenue from Long Term Contracts Credit Income Statement Revenue Account

Progress billings are recorded to a General Ledger Billings on Construction in Process account. This account is a Contra Inventory account and not a Revenue account. Over the life of the contract the amount in this account will equal the Contract Value. Additional accounts needed are a General Ledger Revenue account for "Revenue from Long Term Contracts" and a Cost of Goods Sold account called "Construction Expenses from Long Term Contracts".

The Job Costing Revenue Recognition report will provide the information needed to record the manual journal entry. When recording the journal entry to recognize revenue, it is very important to select the "Create Reversing Entries" checkbox and assign the following period for reversal. The purpose of creating a reversing entry is that the current month is always recording the contract financial results on a cumulative basis. In the last month of a contract, the journal entry should not be reversed. Each month the Job Costing Revenue Recognition report will supply a new entry based on the actual costs incurred and or a change in the budget amount.

Construction in Process Gross Profit (debit) = Gross Profit multiplied by percentage complete
Construction in Process Long Term Contracts Expense (debit) = Revenue from Long Term Contracts minus Construction in Process Gross Profit (Inception to date actual)
Revenue from Long Term Contracts (credit) = Contract Value multiplied by percentage complete

When actual costs incurred exceed contract value, these excess costs should be expensed immediately. No additional monthly revenue should be recorded until additional contract value is obtained.
General Ledger Batch Types

There are five types of batches. The type of batch determines if you can add, change or delete entries in the batch. The batch types are:

**Standard - Open** - A standard batch that is open is a batch of entries created in General Ledger that has not been posted. You can add, change and delete entries in an open standard batch.

**Standard - Posted** - A standard batch that is posted is a batch of entries created in General Ledger, saved and posted internally. You cannot add, change or delete entries in a posted standard batch.

**System - Open** - A system batch is created when an integrated module (e.g., AR, AP, etc.) posts entries to the General Ledger. Entries in a system batch cannot be changed or deleted unless the batch is posted and then unposted.

**System - Closed** - A system batch is created when an integrated module (e.g., AR, AP, etc.) posts entries to the General Ledger and has been posted to the GL. Entries in a posted system batch cannot be changed or deleted unless the batch is unposted first.

**Closing** - A closing batch is created during the end of year process to close the income and expense accounts into the retained earnings account. Entries in a closing batch cannot be changed or deleted.
# Predefined System Journals

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Description</th>
<th>Origin of transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>Adjustment Journal</td>
<td>General Ledger (adjust prior periods)</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable</td>
<td>Accounts Payable (charges/invoices)</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
<td>Accounts Receivable (invoices, CM’s)</td>
</tr>
<tr>
<td>BB</td>
<td>Beginning Balances</td>
<td>General Ledger (Enter beginning balances)</td>
</tr>
<tr>
<td>BR</td>
<td>Bank Reconciliation</td>
<td>Bank Reconciliation (adjusting bank reconciliation entries)</td>
</tr>
<tr>
<td>CD</td>
<td>Cash Disbursements</td>
<td>Accounts Payable (payments)</td>
</tr>
<tr>
<td>CR</td>
<td>Cash Receipts</td>
<td>Accounts Receivable (cash receipts)</td>
</tr>
<tr>
<td>CS</td>
<td>Closing Entries</td>
<td>General Ledger (closing entries)</td>
</tr>
<tr>
<td>GL</td>
<td>General Ledger</td>
<td>General Ledger (journal entry)</td>
</tr>
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<td>IN</td>
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<tr>
<td>JC</td>
<td>Job Cost Transfers</td>
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<tr>
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<td>Job Cost Adjustments</td>
<td>Job Costing (adjustments)</td>
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<td>JCDL</td>
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</tr>
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<td>JCOVH</td>
<td>Job Cost Overhead</td>
<td>Job Costing (applied overhead)</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Orders</td>
<td>Order Processing (purchase orders)</td>
</tr>
<tr>
<td>PR</td>
<td>Payroll</td>
<td>Payroll</td>
</tr>
<tr>
<td>SJ</td>
<td>Sales Journal</td>
<td>Order Processing (sales orders)</td>
</tr>
<tr>
<td>WC</td>
<td>WIP to COGS Journal</td>
<td>Job Costing</td>
</tr>
</tbody>
</table>
Enter Batch Status Inquiry

When Batch Status Inquiry... is selected from the Enter Menu the Batch Status Inquiry dialog displays. This dialog is used to quickly find and view General Ledger Batches. The dialog allows you to enter selection criteria to filter the records and then displays the records for viewing. Drill down capability is available to display the detail of the batches.

Enter Batch Status Inquiry dialog

The Enter Batch Inquiry dialog consists of two tabs:

**Inquiry Criteria**

The Inquiry Criteria tabs allows you to filter the batches based on various criteria.

**Selected Batches**

The Selected Batches tab displays the batches that meet the criteria entered on the Inquiry Criteria tab.

Enter Status Inquiry command buttons

Click the Find Now button to apply the Inquiry Criteria and display the results on the Selected Batches tab.

Click the View Document button to display the record in the original entry dialog.

Click the Cancel button to exit the dialog.
Enter Batch Status Inquiry Criteria Tab

The Inquiry Criteria tab allows you to filter batches based on various criteria. The result will display on the Selected Batches tab.

Enter Batch Status Inquiry Criteria tab

Refer to the following fields and descriptions

Enter Batch Criteria group box

Data grid columns and fields

For more information regarding the Selection Criteria go to the Selection Criteria topic in the System Manager Help.

Batch ID
The Batch ID will filter the selection to the Journal Batch ID assigned by the system.

Status
The Status will filter the selection based on the status of the batch. The options are Open, Posted, Deleted, Aborted and History.

Journal
The Journal will filter the selection based on the Journal ID assigned to the batch by the user.

Year
The Year will filter the selection based on the year assigned to the batch.

Period
The Period will filter the selection based on the year assigned to the batch.
Enter Batch Status Inquiry Selected Batches Tab

The **Selected Batches** tab displays the records that meet the criteria entered on the Inquiry Criteria tab.

### Selected Batches tab

Refer to the following fields and descriptions:

#### Data grid columns and fields

The data grid has User Column functionality. For more information go to the Data grid - User Column topic in the System Manager Help.

This data grid has drill down functionality. The Journal ID and Batch ID fields can be drilled down. When clicked, the **Drill Down Details** dialog box displays. This allows you to view the accounts detail transaction information. To view detail information by Journal ID, position the pointer over the **Journal ID** column (the pointer changes once again), and then click the Journal ID you wish to view. To view detail information by Batch ID, position the pointer on the **Batch ID** column and then click the desired Batch ID.

**Batch ID**

The **Batch ID** column will display the batch ID assigned to the batch by the system.

**Record Type**

The Record Type column will display Closing, Standard or System. A Closing type defines a batch that was created as part of the Year End Close process. A Standard type defines a batch that was entered by the user. A System type is a batch created by the program, i.e. a batch created during the Post Invoices to GL Process in Accounts Payable.

**Status**
The **Status** column will display the status of the batch. Open batches have not been posted, Posted batches have been posted, Deleted batches are batches that have been deleted by the user, Aborted batches are batches that have been deleted by the system and History are batches that have been moved to the historical files.

**Journal**
The **Journal** column will display the Journal ID assigned to the batch.

**Origin**
The **Origin** column displays a two letter code that represents the module the batch was created by.

**Year**
The **Year** column will display the year assigned to the batch.

**Period Number**
The **Period** column will display the period assigned to the batch.

**User Ref**
The **User Ref** column displays the value entered in the Ref field of the Journal Entry.

**Description**
The **Description** column will display the description of the batch.

**Trx Count**
The **Trx Count** column will display the number of transactions in the batch.

**Balance**
The **Balance** column will display the current balance of the batch.

- Only batches with an Open status should have a balance.

**Date Posted**
The **Date Posted** column will display the date that the batch was posted.

**Reverse**
The **Reverse** column with display Yes or No. If Yes is displayed a reversing journal entry was created by the system.

**Reversal Period**
The **Reversal Period** will display the period the reversing batch was posted in.

**Reversal Year**
The **Reversal Year** will display the year the reversing batch was posted in.

**Reversing Batch ID**
The **Reversing Batch ID** will display the Batch ID of the reversing batch.

**Unposted?**
The **Unposted** column will display Yes or No. If Yes is displayed the batch has been unposted at least once after the initial posting.

**Posted to Parent**
The **Posted to Parent** column will display Yes or No. If Yes is displayed the batch has been posted to the Consolidated Company. This column will only display if the Use Consolidation box is checked in Maintain Configuration.
Enter - Prior Year Adjustments

Once a year has been closed you will no longer be able to enter regular journal entries for that year through the Enter Journal Entries operation. The Prior Year Adjustments operation allows you to make adjusting entries to closed years.

When prior year adjustments are saved, the system re-closes the year by creating closing entries and adjusts the associated balance forward amounts for subsequent years.

Enter Prior Year Adjustments dialog box

Refer to the following field descriptions and requirements.

**Period group box**

- **Year**
  - Select the appropriate closed year from the drop-down list for posting the adjusting entries. The default value in this field is the last closed year.

- **Period**
  - Select a period from the drop-down list for the adjusting entries.

**Journal group box**

- **ID**
This view-only field indicates the ID and name of the journal used for prior year adjusting journal entries. Prior year adjusting journal entries uses journal AJ, a predefined journal.

**Reference group box**

**Document**

Enter a document number to be used on all entries created in this operation (up to 20 alphanumeric characters).

**Description**

Enter a description for the prior year adjustment entries (up to 30 alphanumeric characters). The default description is "Adjusting Entries."

**DataGrid Columns and Fields**

**Account Number**

This view-only column lists all accounts.

**Current Balance**

This view-only column indicates the account balance as of the year and period selected.

**Debit / Credit**

If the transaction is a debit amount, enter that amount in the debit column. To enter a credit amount, you can enter a minus (-) and the cursor will move to the Credit column. You press can also leave the Debit column blank and enter an amount in the Credit column.

If you enter a minus (-) before the amount in the credit column, the cursor is returned to the debit column.

**New Balance**

This view-only column is updated with the amount entered to reflect the "new balance" for the account.

**Totals - Current Balance, Debit, Credit and New Balance**

The total row displays a total for each column respectively displayed in the DataGrid. The totals are automatically updated as amounts are entered in the debit and credit columns.

**Account Description**

The Account Description is a view only field that displays the account description of a selected line.

**Recalc GL Balances**

The Recalc GL Balances checkbox is selected by default. If this box is checked the program will recalculate you GL balances prior to applying the Prior Year Adjustments entered. Only uncheck this box if you have just recalculated the GL balance from the System Manager - Utilities menu option.

**Enter Prior Year Adjustments Command Buttons**

**OK**

Click the OK button to save and post the prior year adjustments. The total of the debit column must be equal to the total of the credit column in order to save the transactions. When clicked, the prior year adjusting entries are posted to the "AJ" journal, the year is re-closed, and the balance forward amounts are adjusted for all subsequent years.
Click the **Cancel** button to exit this operation without saving entries. The system will confirm that you canceled the operation.
Recurring Journal Entries

The Recurring Journal Entries feature allows you to enter repetitive journal entries that are made on a routine basis, such as depreciation entries. These recurring entry batches can be selectively chosen to create batches that can then be edited (if necessary) and posted to the General Ledger.

Recurring journal entries allow you to specify a frequency for creating journal entries from the recurring entry file from a predefined list of frequencies (Weekly, Biweekly, Monthly, Semi-Monthly, Quarterly, Semi-Annually and Annually). You can also specify how many times each recurring batch should create entries. The system will track how many times each recurring batch has been created. When the specified count has been reached, the recurring entry batch will automatically change to an inactive status. This prevents it from being created again. Recurring entry batches can also be created with unlimited repeat counts by entering "999" in the Repeat field.

Recurring Journal Entries dialog box

Refer to the following field descriptions and requirements.

Enter Recurring Journal Entries group box
Click the **Enter / Edit Recurring Journal Entries** button to create or edit recurring entry batches. When selected, the **Enter Recurring Journal Entries** dialog box displays.

### Create Journal Entries group box

Click the **Create Journal Entries for:** button to create journal entries from the recurring entry file based on the **Frequency** selected. This will create entries for all recurring batches that have the **Frequency** selected. Once the entries are created, the view-only counter fields on the **Enter Recurring Journal Entries** dialog box will be updated. The **Count** will be increased by one, the **Repeat** count will be decreased by one (unless it is unlimited), and the **Processed** date will display the current accounting date.

Optionally, after the journal entries are created a proof listing of the entries can be printed. You may edit the entries through the **Enter Journal Entries** operation after the batches have been created. This gives you the option of making a reversing entry from a recurring batch.

**Frequency**

Use the drop-down list to select the frequency code for which you would like to generate journal entries. The available options are: Weekly, Biweekly, Semi-Monthly, Monthly, Quarterly, Semi-Annually, and Annually.

**In Year**

Select the fiscal year that the entries will be assigned to. The drop-down list displays the available open years. The current year is the default.

**Period**

Select the accounting period that the entries will be posted to. The drop-down list displays the accounting periods for the selected year.

**Dated**

Select the actual date of the transaction. This date will be used to post the transactions to the General Ledger. This allows transactions that occur mid-month to post on the actual transaction date rather than the period end date.

**Group**

This drop-down list will display all the user defined groups you have created while entering journal entries from the Enter Recurring Journal Entry screen. If you choose a specific group, only those journal entries which belong to that group, and are within the selected frequency, will have journal entries generated.

**Create Journal Entries with Updated Allocations**

Check the **Create Journal Entries with Update Allocations** box if changes have been made to an allocation that is used on a Recurring Journal entry. If this option is checked the system will read the allocation and use those values instead of what was stored when the recurring entry was entered.

**Update Allocations on Recurring Journal Entries**

Check the **Update Allocations on Recurring Journal Entries** box if you want any changes made to an allocation to be written to the recurring entry.
Print Recurring Journal Entries group box

DataGrid Columns and Fields
Use the following selection criteria to filter the Recurring Entry Listing report.

Journal ID
Select the Journal ID option to sort the report by Journal ID.

Frequency
Select the Frequency option to sort the report by Frequency.

Group Code
Select the Group Code option to sort the report by Group Code.

Trans Class 1
Select the Trans Class 1 option to sort the report by the Transaction Classification Code.

Trans Class 2
Select the Trans Class 2 option to sort the report by the Transaction Classification Code.

Click the List Recurring Entries button to print a list of the recurring entry batches stored in the recurring file.

Screen
Click this radio button to display the list on your screen. It may then be sent to the Windows default printer.

Printer
Click this radio button to print the list directly to the printer shown on the "default printer" section.

File
Click this radio button to print the list to a file in one of several common formats.

Recurring Journal Entries Command Buttons

Setup Printer
Click the Setup Printer button to redirect the report to a printer other than the "default printer" displayed or to change the orientation from Portrait to Landscape.

Close
Click the Close button to close the dialog box.
Enter Recurring Journal Entries

When the Enter / Edit Journal Entries button is chosen on the Recurring Journal Entries dialog box, the Enter Recurring Journal Entries dialog box displays. This allows you to create or edit the recurring entry batches.

Enter Recurring Journal Entries dialog box

Refer to the following field descriptions and requirements.

Recurring ID

To start a new recurring journal entry batch, click the New button. The recurring ID will display a "-1" until the batch is saved. At that time an ID will be assigned by the system.

To view an existing batch, enter the recurring ID or use the Browser to select it.

Click the Edit button to make changes to entries in the selected recurring batch.

Desc

Enter the recurring batch description (up to 80 alphanumeric characters).
Enter an optional user-defined reference code for the recurring batch (up to 15 alphanumeric characters). For example, the reference for all batches in accounting period 8 will start with "08", such as 08-1, 08-2, 08-3, etc.

**Journal ID**

Enter a Journal ID to assign to the entries or use the Browser to select one. Only user-defined journals can be selected. The journal description displays in the adjacent view-only text field.

You can add new journal IDs by selecting the **New** button from the Browser.

**Last Processed**

This view-only field displays the last date that entries were created from this recurring entry batch.

**Frequency**

The frequency code selected allows you to tell the system which group of recurring entry batches to create journal entries for. Available frequency codes are: Weekly, Biweekly, Monthly, Semi-Monthly, Quarterly, Semi-Monthly, Annually, or Semi-Anually.

**Count**

Enter the number of times the system should create journal entries for this recurring batch. If 999 is entered, this batch can create journal entries indefinitely when the appropriate frequency is selected. Any number other than 999 will specify how many times this batch will create journal entries before its status is automatically changed to “inactive”.

**Generated**

The number of times this recurring batch has previously created journal entries will display in this field.

**Edit Allocation**

This button is enabled when an Allocation ID has been entered on the DataGrid. This allows you to view and edit the line item detail associated with an allocated entry. When clicked, the **Edit Allocation** dialog box displays.

**DataGrid Columns and Fields**

**Account**

Enter the appropriate account number for the transaction, the Browser is available to select it, or go to the Allocation ID column and choose an allocation record. When an Allocation ID is entered, this cell, for the current row, is disabled.

You can select the **New** button in the Browser to add new accounts. If you selected to have Notes pop-up automatically on a General Ledger account, the note will display once you have selected the account and moved from this field.

**Allocation ID**

This cell is enabled, for the current row, when the Account cell is left blank. This allows you to enter an allocation ID to break-down this entry or use the Browser to select it. This will calculate and create entries for each of the General Ledger accounts in the allocation record. When an account is entered in the Account column, this cell is disabled.
The allocation is stored with the recurring entry is not updated if the allocation changes through Maintain Allocations. To make those changes impact the recurring entries check the Create Journal Entries with Update Allocations or the Update Allocations on Recurring Journal Entries on the Enter Recurring Journal Entry dialog box.

Click the Edit Allocation button to view the line item detail for the allocated entry.

Document
Enter a document number for the transaction (up to 20 alphanumeric characters).

Debit/Credit
If the transaction is a debit amount, enter that amount in the Debit column. To enter a credit amount, you can enter a minus - in the Debit column and the cursor will go to the Credit column. You can also leave the Debit column blank and TAB to the Credit column (or left-click on the cell).

The minus "-" toggles the cursor between the Credit column and the Debit column.

If allocated, enter the amount to be distributed in the appropriate column. You can click the Edit Allocation button to view or change the allocated amounts.

The total of the Debit and Credit columns displays at the bottom of the DataGrid. Each time a transaction entry is completed, the appropriate column total is updated.

Job
If you are using the CYMA IV Job Cost module this field enables you to enter costs associated with a specific job. A browser is provided to assist in finding the right job number and description. Journal Entries containing a valid job will update a Job Cost Transaction file when the journal entry is posted. The entries will eventually be used to create an invoice in the CYMA IV AR module for services and goods used on the job.

If you are not using the CYMA IV Job Cost module this field is informational only, and will only appear if you indicated on the General Ledger Configuration dialog box that you would like to have access to this user-defined field in the detail of a journal entry.

Cost Type
If you are using the CYMA IV Job Cost module this field enables you to specify a pre-defined type of cost for this journal entry. A dropdown box will provide the choices of Direct Labor, Direct Material, Other Direct Charges, Subcontract, Other and Overhead. The combination of the job number and cost type will ensure that this journal entry will be included in the invoicing of the customer, and that the cost will update the actual cost field for this cost type when comparing actual costs to budgets for a job.

A Job Cost Type of “Blank” is allowed in General Ledger Journal Entries, however, entries with a "blank" cost type are not written to Job Cost transaction file and do not update the "Cost to Date" field in Maintain Jobs. This type of journal entry is used specifically to record revenue recognition for Estimate to Complete (ETC) jobs. When saving a Journal Entry that contains a job number and a blank cost type, a warning message will appear as a reminder that generally this type of entry should only be used for recording job revenue.
If you are not using the CYMA Job Cost module this field is informational only, and will only appear if you indicated on the General Ledger Configuration dialog box that you would like to have access to this user-defined field in the detail of a journal entry.

Description
Enter a description for the transaction (up to 30 alphanumeric characters).

Allocated line items will contain the Document and Description entered in the above fields.

Account or Allocation Desc
This view-only text box displays the description of the General Ledger account or the allocation record for the current row on the DataGrid.

Batch Total
This view-only field displays the total of the debit and credit entries in the current batch. Batches without a zero balance may be saved but your batch must be in balance (equal to zero) before it can be posted.

Enter Recurring Journal Entries Command Buttons

Clear Amounts
Click the Clear Amounts button to clear the debit/credit amounts but retain the accounts included in the batch.

Edit
Click the Edit button to make changes to an existing batch. This button is enabled when an existing batch ID is selected.

Save
Click the Save button to save a new batch or to save any changes to an edited batch.

New
Click the New button to clear the dialog box and create a new batch. The cursor is placed in the Desc field, enter the description of the new batch. You are prompted to save any changes to the displayed batch (if applicable).

Clear
Click the Clear button to clear the dialog box. The cursor is placed in the Batch ID field. You are prompted to save any changes to the displayed batch (if applicable).

Delete
Click the Delete button to the delete the displayed batch and its transactions. This button is enabled once the Edit button is clicked. After the Delete button is clicked, a confirmation message is displayed prior to deleting the batch.

Close
Click the Close button to close the dialog box. You are prompted to save any changes to the displayed batch (if applicable).
Enter Budget Transactions

When **Budget Transactions**... is selected from the **Enter** menu the **Enter Budget Transactions** dialog displays. This dialog is used to track changes to the original budget. The revised budget will be updated with the total of the original budget plus any transactions entered. Budget Transaction functionality is available when the Use Budget Transactions option is turned on in **System Manager - Maintain Accounting Periods**.

---

**Enter Budget Transactions**

![Enter Budget Transactions Dialog](image)

**Budget Batch ID**

- To start a new batch, click the **New** button. The batch ID will display a "-1" until the batch is saved. At that time an ID will be assigned by the system.

- To view an existing batch, enter the batch ID or use the Browser to select it.

- Click the **Edit** button to make changes to entries in the selected batch. If the batch cannot be edited, a message will notify you and the batch will remain in view-only mode.

- Batches with a status Open can be edited, Posted batches cannot.
Desc
Enter the batch description (up to 30 alphanumeric characters).

Status
This view-only text box displays the batch status. The batch status determines whether you can add, change, or delete entries in the current batch.

Batch Type
Select a Batch Type from the drop down list. There are three types of batches; Account Transfer, Adjustment, and Period Transfer. Account Transfer batches must balance before posting. Adjustment batches can be posted out of balance. Period Transfer batches will create an offset batch in the year and period selected in the Transfer Offset Period options.

Ref
Enter an optional user-defined reference code for the batch (up to 6 alphanumeric characters).

Year
Accept the default value of the current accounting year, or select a different open accounting year from the drop down list box. The value entered in this field is the year the budget transactions will be posted to.

Period
Accept the default value of the current accounting period, or select a different period from the drop down list box. The value entered in this field is the period the budget transactions will be posted to.

Starting / Ending
These view-only text boxes display the start and end date for the selected period.

Transfer Offset Period

Year
The Year field is enabled when a batch type of Period Transfer is selected in the Batch Type drop down. The year entered in this field is the year the offset budget batch will post to. The year selected on the originating batch is the default, use the drop-down list to select another open year for the offset batch.

Period
The Period field is enabled when a batch type of Period Transfer is selected in the Batch Type drop down. The period entered in this field is the period the offset budget batch will post to. Use the drop-down list to select the period for the reversing entry batch. The period following the originating batch's selected period is the default.

The period selected must be greater than the period selected for the current batch.

Date
Enter a Date for the recurring journal entry if you would like a date other than the period end date for the period and year selected. The date entered here will be used for all line entries in the created offset batch. This date must be within the Year and Period selected in the previous fields.

DataGrid Columns and Fields
Date
Accept the default date or enter a different date for the transaction. This date must be within the period selected. The date field will default to the last day of the selected period, subsequent rows will default to the date on the previous row.

Account
Enter the appropriate account number for the transaction, the Browser is available to select it.

Document
Use this row to assign specific document numbers to each line item being added (up to 20 alphanumeric characters). The system will keep track of each document number, and display a grand total for all items assigned to that specific document number. The grand total for each document number is displayed in the Document Total field at the bottom of the Enter Budget Transactions dialog box.

Press the plus (+) key to automatically increment the document number.

Debit/Credit
If the transaction is a debit amount, enter that amount in the Debit column. To enter a credit amount, you can enter a minus - in the Debit column and the cursor will go to the Credit column. You can also leave the Debit column blank and TAB to the Credit column (or left-click on the cell).

The minus (-) toggles the cursor between the Credit column and the Debit column.

The total of the Debit and Credit columns displays at the bottom of the DataGrid. Each time a transaction entry is completed, the appropriate column total is updated.

Description
Enter a description for the transaction (up to 30 alphanumeric characters).

Trans Class 1
Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

Trans Class 2
Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

Account
This view-only text box displays the description of the General Ledger account for the current row on the DataGrid.

Document Total
This view only field displays the grand total amount of all line items associated with a certain document number.

Batch Total
This view-only field displays the total of the debit and credit entries in the current batch.

Enter Budget Transactions Command Buttons
Click the **Edit** button to make changes to an existing, unposted batch. This button is enabled when an existing batch ID is selected.

*Posted batches cannot be edited.*

Click the **Save** button to save a new batch or to save any changes to an edited batch.

Click the **New** button to clear the dialog box and create a new batch. The cursor is placed in the **Desc** field, enter the description of the new batch. You are prompted to save any changes to the displayed batch (if applicable).

Click the **Clear** button to clear the dialog box. The cursor is placed in the **Batch ID** field. You are prompted to save any changes to the displayed batch (if applicable).

Click the **Delete** button to delete the displayed batch and its transactions. This button is enabled once the **Edit** button is clicked. Only open batches can be deleted. After the **Delete** button is clicked, a confirmation message is displayed prior to deleting the batch.

The **Post** button is only enabled if the batch meets the criteria for the batch type. Click this button to post the current batch to the General Ledger Budget files. Posting the batch will:

- Update the budget ledger with the budget transactions.
- Update the revised budget balances.
- Create and post offset entries (if applicable).

Click the **Close** button to close the dialog box. You are prompted to save any changes to the displayed batch (if applicable).
Enter Beginning Balances

When setting up a General Ledger for an existing company that does not have converted data associated with it, beginning balances for balance sheet type accounts need to be entered. This operation provides a convenient way to enter this information. If data already exists for years prior to the current year and balances need to be adjusted, this should be done with the Enter Prior Year Adjustments operation.

Before entering beginning balance journal entries you must define both a current accounting year and a previous accounting year. The previous accounting year will be used by the system to post the beginning balance amounts. When you save the entries, they will "roll forward" to become beginning balances for the current year.

Enter Beginning Balances dialog box

Refer to the following field descriptions and requirements.

Period group box

`Year ▼`

This view-only field displays the first (or oldest) accounting year defined. This is the year recorded with the beginning balance journal entries. You cannot edit this field.

ℹ️ Remember, this is your previous accounting year, not your current accounting year.
This view-only field displays the last period (e.g., sixth out of six, twelfth out of twelve, etc.) defined for the year displayed. This is the period recorded with the beginning balance journal entries. You cannot edit this field.

**Journal group box**

**ID**

This view-only field displays the ID and name of the journal used for the beginning balance journal entries. Journal ID "BB" (Beginning Balance) is a system journal that is used by CYMA IV for beginning balance journal entries. This field cannot be edited.

**Reference group box**

**Document**

All beginning balance journal entries use Document 1. This cannot be changed.

**Description**

All beginning balance journal entries use the description "Beginning Balance Entry." This description cannot be edited.

**DataGrid Columns and Fields**

**Account Number**

This view-only column lists all asset, liability and equity (balance sheet) accounts for entering the beginning balances.

**Current Balance**

This view-only column displays the account balance as of the close of the last year.

If there is an amount in this column, it is recommended that you do not enter an amount through the Enter Beginning Balances operation. Go to the Enter Prior Year Adjustments operation instead. The Enter Beginning Balances operation is designed to enter beginning balances only when no prior year data exists.

**Debit / Credit**

If the transaction is a debit amount, enter that amount in the Debit column. To enter a credit amount, you can enter a minus - in the Debit column and the cursor will go to the Credit column. You can also leave the Debit column blank and TAB to the Credit column (or left-click on the cell).

The minus "-" toggles the cursor between the Credit column and the Debit column.

**New Balance**

This view-only field is updated to reflect the accounts "new balance". This amount will be rolled forward and used as the "beginning balance" for the account in the selected current year.

**Totals - Current Balance, Debit, Credit and New Balance**

The total row will automatically recalculate for each column on the DataGrid.

**Account Description**

This view-only field displays the name of the account being debited or credited.

**Enter Beginning Balances Command Buttons**
Click the **Proof** button to print a proof report of the changes entered.

Click the **OK** button to save and post the beginning balances. The total of the debit column must be equal to the total of the credit column in order to save the beginning balances.

Click the **Cancel** button to exit this operation without saving entries. The system will confirm that you canceled the operation.
Enter - After The Fact - Quick Transactions

When Quick Transactions... is selected from the Enter - After the Fact menu, the Enter Quick Transactions dialog box displays. This dialog allows the entry of Cash Disbursement Checks and Electronic Payments, Cash Receipts and Journal Entries. The transactions entered can be for any open GL period. Transactions of the same type will be grouped together based on the assigned Bank ID and Date.

Enter After The Fact Quick Transactions

Refer to the following fields and descriptions

The data grid has User Column functionality. For more information go to the Data grid - User Column topic in the System Manager Help.

Options group box

Increment Check Number

Check the Increment Check Number box if the check number field should increment as transactions are entered with a type of Disbursement. This option can be turned on and off as transactions are entered. The option only affects the next entered line and does not change previously entered lines.

Default Date from Previous Line

Check the Default Date from Previous Line box if the date should default from the previous line. If this box is unchecked the current accounting date will default for Cash Disbursements, Cash Receipts and Electronic Payments. The last day of the period selected in the Journal Entry Defaults option will default for Journal Entries.

Journal Entry Defaults group box
Year
Select the Year from the drop down that will default in the grid for Journal Entry transactions.

Period
Select the Period from the drop down that will default in the grid for Journal Entry transactions.

Batch Control Totals group box

Cash Receipts
Enter the total of Cash Receipts to be entered in the grid. When the transactions are saved, the total of all Receipts will be compared to this total and a message displayed if the totals don't match. Enter zero in the field to bypass the total checking.

Cash Disbursement
Enter the total of Cash Disbursements to be entered in the grid. When the transactions are saved, the total of all Disbursements entered will be compared to this total and a message displayed if the totals don't match. Enter zero in the field to bypass the total checking.

Electronic Pymts
Enter the total of Electronic Pymts to be entered in the grid. When the transactions are saved, the total of all Electronic Pymts entered will be compared to this total and a message displayed if the totals don't match. Enter zero in the field to bypass the total checking.

Datagrid columns and fields

Trans Type
Select the transaction type to be enter from the Trans Type drop down. The line behavior will change based on the transaction type selected.

Date
Enter a Date for this transaction. The date must be in an open and defined period. The date will default based on the Default Date from Previous Line option. For Journal Entry transactions the date must be within the Year and Period selected on the line.

Bank ID
Enter the Bank ID for this transaction select one from the Browser. The Bank ID will default from Maintain Configuration - After the Fact Defaults tab. This field is available and required for Disbursement, Electronic Pymt and Receipt transactions.

Check No
Enter the check number for this transaction in the Check No column, up to 10 numeric characters. The first transaction entered for a given bank, will default to the next highest available number for that bank. Subsequent lines will default based on the Increment Check Number option. This field is available and required for Disbursement and Electronic Pymt transactions.

Vendor ID
Enter a Vendor ID or select one from the browser. If defaults are set up for the Vendor, those values will display in the grid. The Vendor ID is available and required for Disbursement and Electronic Pymt transactions.

The Vendor ID is required, but if Vendors are not needed to be tracked, one vendor can be set up and then assigned as a default in General Ledger - Maintain Configuration.
Customer ID

Enter a Customer ID or select one from the browser. If defaults are set up for the Customer, those values will display in the grid. The Customer ID is available but not required for Receipt transactions.

Account ID

Enter an Account ID or select one from the browser. If the use of an Allocation ID is needed, leave this field blank and select an Allocation ID in the Allocation ID column. The Vendor’s Default Expense Account is the default and can be overridden. When an Account ID is entered, the Allocation ID field for the current row is disabled.

Allocation ID

Enter an Allocation ID or select one from the browser. This cell is enabled when the Account ID field is left blank. This allows you to enter an Allocation ID to break-down this entry or use the Browser to select one. This will calculate and create entries for each of the GL accounts in the allocation record. When an Allocation ID is entered, the Account ID field is disabled. The Allocation ID will default from the Vendor, unless the Vendor also has a default Expense Account defined. This field is available for all transaction types. If an Allocation ID is entered on an active or selected line, the Edit Allocation button will be active to allow changes to the allocation for the transaction.

Amount

Enter an Amount for this transaction. This field is available for Disbursement, Electronic Pymt and Receipt transactions. This field will accept zero or any positive or negative amount.

Debit Amt

Enter the debit amount in the Debit Amt column. This field is available for Journal Entry transactions.

Credit Amt

Enter the credit amount in the Credit Amt column. This field is available for Journal Entry transactions.

Year

Enter a Year or select one from the browser. The year will default from the Journal Entry default options or from the previous line if the line was a Journal Entry transaction. This field is available and required for Journal Entry transactions.

Period

Select a Period from the drop down. The period will default from the Journal Entry default options or from the previous line if the line was a Journal Entry transaction. This field is available and required for Journal Entry transactions.

Document

Enter a value to represent the document in the Document field. For Disbursement transactions the Check Number will default. This field is useful to further define a transaction. When a line is selected in the grid the Document Total field at the bottom of the dialog will be updated with the total of all lines that contain a matching document value.

Description

Enter a Description for this transaction, up to 80 alphanumeric characters.
Journal ID

Enter a Journal ID or select one from the browser. This field is available and required for Journal Entry transactions.

Reference

Enter a value to further define the transaction in the Reference field, up to 6 alphanumeric characters. This field is available for Receipt and Journal Entry transactions.

1099 Type

Select the default 1099 type for the transaction, the 1099 Type selected on the vendor's record is the default and can be overridden. This field is only available when Disbursement or Electronic Pymt is selected in the Trans Type column.

Job

If you are using the CYMA™ Job Cost module this field enables you to enter costs associated with a specific job. A browser is provided to assist in finding the right job number and description. Journal Entries containing a valid job will update a Job Cost Transaction file when the journal entry is posted. The entries will eventually be used to create an invoice in the CYMA™ AR module for services and goods used on the job. The Job column will not be available for Trans Type of Receipt.

Cost Type

If you are using the CYMA™ Job Cost module this field enables you to specify a pre-defined type of cost for this journal entry. A dropdown box will provide the choices of Direct Labor, Direct Material, Other Direct Charges, Subcontract, Other and Overhead. The combination of the job number and cost type will ensure that this journal entry will be included in the invoicing of the customer, and that the cost will update the actual cost field for this cost type when comparing actual costs to budgets for a job. Based upon the cost type selected, a "system product" will be assigned to the journal entry to meet the product requirement for the Accounts Receivable invoice that will ultimately be sent to the customer. The description assigned to the journal entry will be used as the product description.

The Job and Cost Type columns are enabled by selecting the "Include Job & Cost Type on Journal Entries" checkbox on Maintain Configuration in the Job Costing module.

A Job Cost Type of "Blank" is allowed in General Ledger Journal Entries, however, entries with a "blank" cost type are not written to the Job Cost transaction file and do not update the "Cost to Date" field in Maintain Jobs. This type of journal entry is used specifically to record revenue recognition for Estimate to Complete (ETC) jobs. When saving a Journal Entry that contains a job number and a blank cost type, a warning message will appear as a reminder that generally this type of entry should only be used for recording job revenue.

NOTE: It is extremely important that the correct General Ledger Account to Cost Type to Job relationship is entered for a journal entry to ensure that a job is correctly accounted financially and whenever a WIP to COGS movement is executed.

Cost Code

The Cost Code column is added to the data grid when "Use Cost Codes" is selected in Job Costing Maintain Configuration. Enter a Cost Code or use the browser to select one.
Enter valid **Project** or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration.

**Expense Type** *(Financial Management System Only)*

Enter valid **Expense Type** or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and a Revenue Source is not selected.

**Revenue Source** *(Financial Management System Only)*

Enter valid **Revenue Source** or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and an Expense Type is not selected.

**Category** *(Financial Management System Only)*

Enter valid **Category** or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Categories.

**Costing Code** *(Financial Management System Only)*

Enter valid **Costing Code** or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Costing Codes.

**Grant** *(Not For Profit only)*

Enter valid **Grant** ID or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration.

**C.O.E** *(Not For Profit only)*

Enter valid **C.O.E** or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a Source is not selected.

**Source** *(Not For Profit only)*

Enter valid **Source** or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a C.O.E. is not selected.

**Program** *(Not For Profit only)*

Enter valid **Program** or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses programs.

**Activity** *(Not For Profit only)*

Enter valid **Activity** or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses activities.

**Year**
Enter a **Year** or select one from the browser. The year will default from the Journal Entry default options or from the previous line if the line was a Journal Entry transaction. This field is available and required for Journal Entry transactions.

**Period**

Select a **Period** from the drop down. The period will default from the Journal Entry default options or from the previous line if the line was a Journal Entry transaction. This field is available and required for Journal Entry transactions.

**Trans Class 1**

Enter a **Trans Class** code or select one from the browser. The Trans Code will default from the previous line.

**Trans Class 2**

Enter a **Trans Class** code or select one from the browser. The Trans Code will default from the previous line.

**Vendor or Customer Name**

The **Vendor** or **Customer Name** will display when a transaction is selected in the grid.

**Document Total**

The **Document Total** field will display the total of all transactions in the grid that match the document for a selected line. The field will only be updated when the cursor is in the document field.

**Account or Allocation Desc**

The **Account** or **Allocation Description** will display when a transaction is selected in the grid.

**Batch Total**

The **Batch Total** field displays the total of the debit and credit entries for all Journal Entry transactions in the grid that match the year and period of the active line. The field will only be updated when the cursor is in the credit or debit field.

**Enter Quick Transactions command buttons**

Click the **Select All** button to select all transactions in the grid.

Click the **Deselect All** button to clear the selection of all transactions in the grid.

Click the **Create JE** button to create Journal Entries from all selected transactions. If the transactions are Disbursements or Electronic Payments, entries will also be made to the Cash Disbursement files.

Click the **Edit Allocation** button to make changes to the allocation on a selected line.

Click the **Proof** button to display a proof report for all lines in the grid.
Click the **Save** button to save all entered transactions prior to creating journal entries.

Click the **Delete** button to delete all transactions in the grid. To delete individual lines, select the lines and push the "Del" button on the keyboard.

Click the **Close** button to close the dialog. If changes have been made a message will display allowing the saving of the transactions.
Enter - After the Fact - Cash Disbursements

When CD Checks is selected from the Enter - After the Fact menu, the Enter Cash Disbursements dialog box displays. This allows you to enter a client's cash disbursement checks. You can use Allocations to distribute checks, specify GL expense accounts by line item. You can also print checks for cash disbursements. To print a check for a cash disbursement, you must select the Print Check check box when entering the check data, and then go to Process - After the Fact - Print CD Checks. After you enter all the checks, the Process - After the Fact - Create CD Journal Entries operation must be performed to create CD journal entry batches in the General Ledger files. The CD journal entry batches can then be posted to the General Ledger using the Process - Post Journal Entries operation.

When the CD journals have been created, the cash disbursement entries can no longer be edited.

Enter Cash Disbursements dialog box

Refer to the following field descriptions and requirements.

Print Check

Click the Print Check check box to print a check for the cash disbursement being entered. When selected, enter the corresponding check data, save, and then go to Process - After the Fact - Print CD Checks to print the check.

Bank ID

Enter the Bank ID for this check, or use the Browser to select one. The Bank name displays in view-only mode to the right of this field.
If the Print Check check box is selected, this text box is not available. The Bank is selected during the Print CD Checks operation.

If the Print Check checkbox is unchecked the Bank ID will default from Maintain Configuration.

Check No

Enter the check number (up to 10 numeric characters). To edit an existing cash disbursement check, enter the check number or use the Browser to view the checks for the selected bank ID.

If the Print Check check box is selected, this text box is not available. The check number is assigned during the Print CD Checks operation.

If a CD Journal has been created for the record, it cannot be edited.

Desc

Enter the check description (up to 80 alphanumeric characters). The description entered becomes the default description for the first line item.

If the Print Check check box is selected, this text box is enabled after the Vendor ID is entered.

Vendor ID

When the check number is entered, this text box is enabled. Enter the Vendor ID for the check or use the Browser to select it. The Vendor name displays in view-only mode to the right of this field.

The system defined One Time Vendor “ONETIM” can be used if Accounts Payable is installed and the “Enable One-Time Invoicing” option is checked in Accounts Payable Maintain Configuration. When the ONETIM vendor is selected the Vendor Name field will be available for entry of the Vendor’s name.

Check Date

Enter the date of this check; the current accounting date is the default and can be overridden.

If the Print Check check box is selected, this text box is not available. The check date is entered during the Print CD Checks operation.

Amt

Enter the amount of the check (up to 13 numeric characters to left of the decimal and two characters to the right).

1099 Type

Select the default 1099 type for this check, the 1099 Type selected on the vendor’s record is the default and can be overridden. The 1099 type selected will be the default 1099 Type for the first row on the DataGrid.

Check Distribution group box

Cash Acct

This view-only text box displays the GL cash account associated with the selected Bank ID.

This button is enabled when the current row on the DataGrid contains an Allocation ID. This allows you to view and edit the line item detail associated with an allocated entry. When clicked, the Edit Allocation dialog box displays.
### DataGrid Columns and Fields

**Account ID**

Enter the appropriate account number for the transaction, the Browser is available to select it, or go to the Allocation ID column and choose an allocation record. The Vendor’s Default Exp. Account is the default and can be overridden. When an Account ID is entered, the Allocation ID field for the current row is disabled.

You can select the New button in the Browser to add new accounts. If you selected to have Notes pop-up automatically on a GL account, the note will display once you’ve selected the account and moved from this field.

**Allocation ID**

This cell is enabled when the Account ID field is left blank. This allows you to enter an allocation ID to break-down this entry or use the Browser to select one. This will calculate and create entries for each of the GL accounts in the allocation record. When an Allocation ID is entered, the Account ID field is disabled.

Click the Edit Allocation button to view the line item detail for the allocated entry.

**Amt Paid**

Enter the amount paid (up to 13 numeric characters to the left of the decimal and 2 numeric characters to the right of the decimal), the check amount previously entered is the default and can be overridden. On subsequent rows, the amount paid will default to the balance of the check amount previously entered and can be overridden.

If allocated, enter the amount to be distributed as described above. You can click the Edit Allocation button to view or change the allocated amounts.

The total of the amounts entered displays at the bottom of the DataGrid. Each time an entry is completed, the total is updated. The amount paid total must equal the check amount before the record can be saved.

**1099 Type**

Enter the 1099 type for the current line item, the 1099 Type previously entered is the default and can be overridden. Thereafter, the 1099 Type on the previous row is the default and can be overridden.

Allocated line items will contain the 1099 type selected in this column.

**Document**

Enter a document number for the check line item (up to 20 alphanumeric characters). This will usually be the Vendor's invoice number.

**Desc**

Enter a description for the check line item (up to 30 alphanumeric characters). The check description previously entered defaults as the first line item description. Thereafter, the previous row’s description is the default and can be overridden.

Allocated line items will contain the Document and Description entered in the above columns for the allocated row.
Job

If you are using the CYMA® Job Cost module this field enables you to enter costs associated with a specific job. A browser is provided to assist in finding the right job number and description. Journal Entries containing a valid job will update a Job Cost Transaction file when the journal entry is posted. The entries will eventually be used to create an invoice in the CYMA® AR module for services and goods used on the job.

Cost Type

If you are using the CYMA® Job Cost module this field enables you to specify a pre-defined type of cost for this journal entry. A dropdown box will provide the choices of Direct Labor, Direct Material, Other Direct Charges, Subcontract, Other and Overhead. The combination of the job number and cost type will ensure that this journal entry will be included in the invoicing of the customer, and that the cost will update the actual cost field for this cost type when comparing actual costs to budgets for a job. Based upon the cost type selected, a "system product" will be assigned to the journal entry to meet the product requirement for the Accounts Receivable invoice that will ultimately be sent to the customer. The description assigned to the journal entry will be used as the product description.

The Job and Cost Type columns are enabled by selecting the "Include Job & Cost Type on Journal Entries" checkbox on Maintain Configuration in the Job Costing module.

A Job Cost Type of "Blank" is allowed in General Ledger Journal Entries, however, entries with a "blank" cost type are not written to the Job Cost transaction file and do not update the "Cost to Date" field in Maintain Jobs. This type of journal entry is used specifically to record revenue recognition for Estimate to Complete (ETC) jobs. When saving a Journal Entry that contains a job number and a blank cost type, a warning message will appear as a reminder that generally this type of entry should only be used for recording job revenue.

NOTE: It is extremely important that the correct General Ledger Account to Cost Type to Job relationship is entered for a journal entry to ensure that a job is correctly accounted financially and whenever a WIP to COGS movement is executed.

Cost Code

The Cost Code column is added to the data grid when "Use Cost Codes" is selected in Job Costing Maintain Configuration. Enter a Cost Code or use the browser to select one.

Trans Class 1

Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

Trans Class 2

Enter an active Transaction Classification Code or select one from the browser. If a default has been set up in Maintain Configuration it will default but may be changed.

Account or Allocation Desc

The view-only text box below the DataGrid displays the description of the GL account or the allocation record for the current row on the DataGrid.

Enter Cash Disbursements Command Buttons

Create JE
Click the **Create JE** button to create a General Ledger Journal Entry from the check information entered.

The **Edit** button is enabled when an existing cash disbursement record is selected. Click the **Edit** button to make any desired changes to the displayed record.

- Once a CD Journal has been created for a record, it cannot be edited.

Click the **Save** button to save the displayed disbursement.

Click the **New** button to clear the dialog box allowing you to enter a new cash disbursement record or select an existing record. The system prompts you to save any changes to the active record (if applicable).

The **Delete** button is enabled when an existing record is selected and the **Edit** button is clicked. This button permanently removes the active record from the data file. Once the **Delete** button is clicked, a confirmation message is given prior to deleting the record. Click the **OK** button on the message to confirm the deletion of the record. Once the record has been successfully deleted, the dialog box is cleared.

The **Close** button closes the dialog box. The system will prompt you to save any changes to the active record (if applicable).
Enter - After the Fact - CR Journals

When CR Journals... is selected from the Enter - After the Fact menu, the Enter Cash Receipts dialog box displays. This entry process is batch driven, meaning that cash receipts journal entries are entered and posted by batch. You can create, edit, and view entries by batch. Posted cash receipt batches can be viewed but not edited. The Enter Cash Receipts operation is very similar to the Enter General Journal Entries operation but is tailored for entering cash receipts. The Amount column on the DataGrid automatically assumes that all amounts are credit entries - do not enter a minus sign (-). Amounts entered with a minus sign (-), will be saved as a debit entries. In order to save the batch, the total of the Amount column must match the batch Amount.

Enter Cash Receipts dialog box

Refer to the following field descriptions and requirements.

Batch ID

- To start a new batch, click the New button. The batch ID will display a "-1" until the batch is saved. At that time an ID number will be assigned by the system.

- To view an existing batch, enter the batch ID or use the Browser to select it.

- Click the Edit button to make changes to entries in the selected batch.

- If the batch has been posted it cannot be edited. You will be prompted with a message to notify you and the batch will remain in view-only mode.

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Desc
Enter the batch description (up to 80 alphanumeric characters). This will default as the description of the first line item on the DataGrid.

Ref
Enter an optional user-defined reference code for the batch (up to 6 alphanumeric characters). For example, the reference for all batches in accounting period 8 could start with "08", such as 08-1, 08-2, 08-3, for period 8, deposit 1, etc.

Journal ID
The CR Journal (Cash Receipts) is used for all cash receipts batches. This field cannot be edited.

Status
This view-only text box displays the batch status. The batch status determines whether you can add, edit, or delete entries in the displayed batch.

Cash Acct
Enter the cash account for the cash receipt batch or use the Browser to select it.

Date
The Accounting Date for the client company is the default date. Accept the default or enter a different date for the batch.

Once the batch has been saved, the Date cannot be changed.

Amount
Enter the amount of the cash receipt/deposit (up to 13 numeric characters to left of the decimal and two characters to the right). The system will assume that this amount will be debited to the specified cash account. In order to save the batch, the DataGrid Amount column total must match this amount.

This button is enabled when the current row on the DataGrid contains an Allocation ID. This allows you to view and edit the line item detail associated with an allocated entry. When clicked, the Edit Allocation dialog box displays.

DataGrid Columns and Fields

Account
Enter the appropriate GL account for the transaction, the Browser is available to select it, or go to the Allocation ID column and choose an allocation record. When an Account ID is entered, the Allocation ID field for the current row is disabled.

You can select the New button in the Browser to add new accounts. If you selected to have Notes pop-up automatically on a GL account, the note will display once you’ve selected the account and moved from this field.

Allocation ID
This field is enabled for the current row, when the Account field has been left blank. This allows you to enter an allocation ID to break-down this entry or use the Browser to select one. This will
calculate and create entries for each of the GL accounts in the allocation record. When an Allocation ID is entered, the Account column for the current row is disabled.

Click the Edit Allocation button to view the line item detail for the allocated entry.

Document

Enter a document number for the receipt (up to 20 alphanumeric characters). This will usually be each check number included in a deposit.

Amount

Enter the dollar amount to be credited to the Account selected (up to 13 numeric characters to left of the decimal and two characters to the right). For convenience, this column assumes that all amounts entered are credit entries - entering a minus sign (-) will make the amount a debit entry.

Amounts entered as a negative display in parenthesis and are saved as debit entries.

If allocated, enter the amount to be distributed as described above. You can click the Edit Allocation button to view or edit the allocated amounts.

The total of the Amount column displays at the bottom of the DataGrid. Each time an entry is completed, the total is updated. The net total of this column, debits and credits, must match the batch Amount previously entered.

Project (Financial Management System Only)
Enter valid Project or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration.

Expense Type (Financial Management System Only)
Enter valid Expense Type or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and a Revenue Source is not selected.

Revenue Source (Financial Management System Only)
Enter valid Revenue Source or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The field is only available if a Project is selected and an Expense Type is not selected.

Category (Financial Management System Only)
Enter valid Category or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Categories.

Costing Code (Financial Management System Only)
Enter valid Costing Code or select one from the browser. This column is only available if Use Project Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the Project selected uses Costing Codes.

Grant (Not For Profit only)
Enter valid Grant ID or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration.
C.O.E (Not For Profit only)
Enter valid C.O.E or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a Source is not selected.

Source (Not For Profit only)
Enter valid Source or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The field is only available if a Grant is selected and a C.O.E. is not selected.

Program (Not For Profit only)
Enter valid Program or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses programs.

Activity (Not For Profit only)
Enter valid Activity or select one from the browser. This column is only available if Use Grant Tracking is checked in Maintain Configuration. The default value is "00" and can be changed if the grant selected uses activities.

Description
Enter a description for the receipt (up to 30 alphanumeric characters). The batch description previously entered defaults as the first line item description. Thereafter, the previous row's description will default and can be overridden.

Allocated line items will contain the Document and Description entered in the above fields for the allocated row.

Account or Allocation Desc
This view-only text box displays the description of the GL account or the allocation record for the current row on the DataGrid.

Enter Cash Receipts Command Buttons

Edit
Click the Edit button to make changes to an existing, unposted batch. This button is enabled when an existing batch ID is selected.

Posted Cash Receipt batches cannot be edited.

Save
Click the Save button to save a new batch or to save any changes to an edited batch.

New
Click the New button to clear the dialog box and create a new cash receipt batch. The cursor will be placed in the Desc field, enter the description for the new batch. You are prompted to save any changes to the displayed batch (if applicable).

Clear
Click the **Clear** button to clear the dialog box. The cursor is placed in the **Batch ID** field. You are prompted to save any changes to the displayed batch (if applicable).

Click the **Delete** button to delete the displayed batch and its transactions. This button is enabled once the **Edit** button is clicked. Posted Cash Receipt batches cannot be deleted. After the **Delete** button is clicked, a message is displayed confirming the deletion of the batch.

The **Post** button is only enabled if the of the **Amount** column equals the batch **Amount**. Click this button to post the current batch to the General Ledger files. Posting the batch will:

- Update the ledger with the journal entries.
- Update the appropriate period account balances.

Cash Receipt batches can also be posted at a later time with other GL batches from the Process/Post Journal Entries operation.

Click the **Close** button to close the dialog box. You are prompted to save any changes to the displayed batch (if applicable).
Process Menu

The Process menu is used to post entries to the General Ledger, un-post entries, consolidate journal entries, process the period end close, close a fiscal year, and to calculate budget amounts.

The following options are available from the General Ledger Process menu:

- Post Journal Entries
- Un-Post Journal Entries
- Consolidate Journal Entries
- Import Fixed Asset File
- After-the-Fact
  - Print CD Checks
  - Create CD Journal Entries
- Allocations
- Period End Close
- Export to TaxWorks Software
- Calculate Budgets
- Year End Close
Process - Post Journal Entries

The General Ledger operates in batch mode. Entries are assigned a unique batch number that allows you to view, change, report, and post entries by batch. Once you verify the entries in a batch, it can be posted. The posting process updates the appropriate period and year-to-date accumulators. Once entries have been posted, they will appear on the appropriate ledger and financial reports.

Entries in batches that have been posted cannot be edited. If any adjustments need to be made to a batch that has been posted, you may use the Un-Post Journal Entries function to unpost the batch. An unposted batch may be edited or deleted. This provides an audit trail on the journal transactions once they have been posted.

When a Journal Entry containing a job number and job cost type is posted, a transaction is written to the Job Costing transaction file. Additionally, the “Costs to Date” field on the Maintain Job dialog will be updated with the transaction amount. Keep in mind, if both the debit and the credit side of the journal entry contain the same job number, the net effect will be the amount that is used to update the Costs to Date field on the job.

Post Journal Entries dialog Box

Refer to the following field descriptions and requirements.

Display group box

This group box allows you to select what batches to display on the DataGrid. Click the appropriate option button to display all open batches or only batches selected for posting in the DataGrid.

- **All**
  - Click the **All** option button to display all open batches in the DataGrid for posting.

- **Selected**
  - Click the **Selected** option button to display only the batches selected in the DataGrid for posting.
The default for the Display options is All batches when you enter this option. Once you have selected batches for posting you can click on the Selected button and confirm your choices before posting the selected batches.

**Sort Order group box**

Click the appropriate option button to determine how the batches will be sorted for viewing in the DataGrid. The default value for Sort Order is Batch.

- **Batch**
  Click the Batch option button to sort the batches by Batch ID.
- **Journal**
  Click the Journal option button to sort the batches by Journal.
- **User**
  Click the User option button to sort the batches by the user that created the batch.
- **Period**
  Click the Period option button to sort the batches by the Period they were created in.

**DataGrid Columns and Fields**

Once you have made your Display and Sort Order selections, and moved the cursor to the DataGrid, the batches will be displayed according to your selections. You can then select or deselect batches for posting.

Within the DataGrid you can select a single row or groups of rows. Using standard windows conventions—left-click or SPACEBAR to select single rows, SHIFT+SPACEBAR or SHIFT+left-click to select multiple adjacent rows, and CTRL+SPACEBAR or CTRL+left-click to select multiple nonadjacent rows—select and deselect rows.

The following columns display on the DataGrid:

- **Batch**
  This view-only field displays the batch ID number assigned by the system.
- **Record Type**
  This view-only field displays the batch Record type.
- **Create User**
  This view-only field displays the User that created the batch.
- **Create Date**
  This view-only field displays the date the batch was created.
- **Origin**
  This view-only field displays the Module the batch was created in.
- **Journal**
  This view-only field displays the journal the batch will post to.
- **Year**
  This view-only field displays the year the batch will post to.
- **Period**
  This view-only field displays the period the batch will post to.
Description
The Description field displays the Batch Description. This makes selecting General Ledger batches easier to identify so the correct batches are posted.

Trans No.
This view-only field displays the number of transactions in the batch.

Post Journal Entries Command Buttons

Click on the Proof button to generate a proof listing.

Click on the Select All button to select all batches for posting.

Click on the Deselect All button to return all selected batches to a non-selected status.

Open batches that are in use or out of balance are dimmed out in the DataGrid and cannot be selected for the post process.

Click the Post button to commit the selected batches to the General Ledger.

Click the Cancel button to exit the dialog box without posting any batches. You will be prompted to confirm your cancel selection.
Un-Post Journal Entries

When Un-Post Journal Entries... is selected from the Process menu, the Un-Post Journal Entries dialog box displays. This operation allows you to unpost Standard and System type batches that reside within an open year. When a batch is un-posted the system will automatically:

- create an audit record of each batch
- remove journal entries from the ledger
- remove amounts from period balances

Once a batch is un-posted, the status of the batch is "Standard-Open" or "System-Open". Unposted batches can be edited or deleted through the Enter General Journal Entries dialog box.

Prior year adjustment entry batches and closing entry batches cannot be un-posted.

Un-Post Journal Entries dialog box

The Process Unpost Journal Entries dialog box consists of two tabs:

Journal Entries Criteria

The Journal Entries Criteria tab contains selection criteria that will limit the journal entries that are processed.

Selected Journal Entries

The Selected Journal Entries tab displays the journal entries that fulfill the selection criteria entered on the Journal Entries Criteria tab.

Un-Post Journal Entries Command Buttons
Click on the **Find Now** button to find all Journal Entries that match the criteria entered on the Journal Entries Criteria tab.

Click on the **Select All** button to select all batches for un-posting.

Click on the **Deselect All** button to return all selected batches to a non-selected status.

Click the **Un-Post** button to unpost the selected batches. Once clicked you are presented with a message advising you of the actions performed by the **Un-Post Journal Entries** operation and asks you to confirm un-posting the selected batches. Unposting will create an audit record of the batches, remove the corresponding journal entries from the ledger, and remove the appropriate amounts from period balances.

Click the **Close** button to exit the dialog box without un-posting any batches. If batches were selected, you will be prompted to confirm closing the dialog box. Click the **Yes** button on the message to close the dialog box and deselect any selected batches.
Process UnPost Journal Entries - Journal Entries Criteria Tab

The Journal Entries Criteria tab contains selection criteria that will limit the journal entries that are processed.

Refer to the following fields and descriptions

Enter Journal Entries Criteria

**Batch ID**
The Batch ID field will limit the Journal Entries by the batch ID assigned at the time of entry.

**Create User**
The Create User field will limit the Journal Entries based on the user that was logged in at the time the Journal Entry was created.

**Create Date**
The Create Date field will limit the Journal Entries based on the date the Journal Entry was created.

**Journal**
The Journal field will limit the Journal Entries by the Journal ID associated with the entry.

**Year**
The Year field will limit the Journal Entries by the year.

**Period**
The Period field will limit the Journal Entries by the period.
For more information regarding the Selection Criteria go to the Selection Criteria topic in the System Manager Help.
Process UnPost Journal Entries - Selected Journal Entries Tab

The **Selected Journal Entries Tab** displays all journal entries that match the criteria entered on the Journal Entries Criteria tab.

### Process UnPost Journal Entries - Selected Journal Entries Tab dialog

![UnPost Journal Entries dialog](image)

Refer to the following field descriptions and requirements.

**Display group box**

This group box allows you to select what batches to display on the DataGrid. Click the appropriate option button to display **All** posted **Standard** and **System** type batches or only batches that have been **Selected** for un-posting. The default selection is **All**.

- **All**
  - Click the All option button to display all batches in the DataGrid for un-posting.

- **Selected**
  - Click the Selected option button to display only the batches selected in the DataGrid for un-posting.

  The **Selected** option button is enabled once you have selected at least one batch for un-posting. This allows you to view your selections before proceeding.

**Sort Order group box**

Click the appropriate option button to determine how the batches will be sorted for viewing in the DataGrid. The default value for **Sort Order** is Batch.

- **Batch**
Click the Batch option button to sort the batches by Batch ID.

- **Journal**
  Click the Journal option button to sort the batches by Journal.

- **User**
  Click the User option button to sort the batches by the user that created the batch.

- **Period**
  Click the Period option button to sort the batches by the Period they were created in.

**DataGrid Columns and Fields**

Once you have made your **Display** and **Sort Order** selections, and moved the cursor to the DataGrid, the batches will be displayed according to your selections. Use the DataGrid to select or deselect batches for un-posting.

Within the DataGrid you can select a single row or groups of rows. Using standard windows conventions—left-click or SPACEBAR to select a single row, SHIFT+SPACEBAR or SHIFT+left-click to select multiple adjacent rows, and CTRL+SPACEBAR or CTRL+left-click to select multiple nonadjacent rows—select and deselect rows.

The following columns display on the DataGrid:

- **Batch ID**
  This view-only field displays the batch ID number.

- **Record Type**
  This view-only field displays the batch Record type.

- **Create User**
  This view-only field displays the User that created the batch.

- **Create Date**
  This view-only field displays the date the batch was created.

- **Origin**
  This view-only field displays the Module the batch was created in.

- **Journal**
  This view-only field displays the journal the batch will unpost from.

- **Year**
  This view-only field displays the year the batch will unpost from.

- **Period Number**
  This view-only field displays the period the batch will unpost from.

- **Description**
  The **Description** field displays the Batch Description. This makes selecting General Ledger batches easier to identify so the correct batches are unposted.

- **Trans No.**
  This view-only field displays the number of transactions in the batch.
Process Consolidate Journal Entries

When Consolidate Journal Entries... is selected from the Process menu the General Ledger Consolidation dialog opens.

Consolidation provides you with a method in which multiple companies journal entries can be consolidated into one regardless of the Account Mask structure. The following prerequisite steps are necessary prior to running a consolidation:

- the consolidation (parent) company must be configured
- select the Use Consolidation checkbox in Maintain Configuration
- select the Post in Detail flag in Maintain Configuration, if desired
- assign each account number a corresponding account number in the consolidation (parent) company via Maintain Chart or Accounts / Quick Chart of Accounts

All accounts must be assigned a corresponding account number, of the same account type, in the consolidation company.

Consolidate Journal Entries dialog

Transfer Transactions in Period Range:

- Select the beginning date for the period in which to consolidate journal entries. Use the drop down list box to choose a different period. The beginning date for the current period defaults.

To:

- Select the ending date for the period in which to consolidate journal entries. Use the drop down list box to choose a different period. The ending date for the current period defaults.

Print Destination Groupbox

This group box allows you to select where the "Consolidation Proof Listing" will print. The system default printer displays in the view-only text box.

Screen

Select this button to display the Consolidation Proof Listing on your screen. Once displayed on your screen, the report may also be sent to the system default printer.
Select this button to direct the report to the printer shown in the "default printer" section of the destination group of the dialog.

Select this button to export the displayed report in one of several common formats.

**Consolidate Journal Entries Command Buttons**

**Setup Printer**

Click the **Setup Printer** button to select a printer other than the default printer displayed or to change the orientation from Portrait to Landscape if necessary.

**Post**

Click the **Post** button to continue. After the proof listing is printed you are prompted with a "Do you wish to continue with the posting process?" message. Click the Yes button to continue and consolidate journal entries. To cancel the consolidation, click the No button on the message. Once the post is complete, a message displays the number of transactions posted.

**Cancel**

The **Cancel** button closes the dialog box.
Process Import Fixed Assets

When Import Fixed Assets... is selected from the Process menu, the GL Fixed Asset Import Dialog displays. This dialog will allow you to import the exported file from third party fixed asset programs. Currently, the supported fixed asset programs are AssetKeeper by ProWare and Fixed Assets DesktopPro by BNA Software. For more information see the document in eDesk under Reference - Module-by-Module Tutorials - General Ledger.

To set up the export refer to the appropriate link:
AssetKeeper export instructions
DesktopPro export instructions
AssetKeeper Export Instructions

Steps to export files from AssetKeeper. For more information see the document in eDesk under Reference - Module-by-Module Tutorials - General Ledger.

1. Run the AssetKeeper program.
2. Open a company.
3. Click on File – Options – Export
4. You will see the Export Wizard Overview window. Click on Next.
5. The next window is titled "Assets to Export”.
   a. Select "ALL fields in monthly depreciation file" from the dropdown field labeled "Export what".
   b. Change "Include” to what you would like to include. The default is "All Assets"
   c. Change "Active Method" to the appropriate method.
   d. Click on Next.
6. Next you will see the Folder, Filename, and File Type for Export File
   e. Browse out and select a folder that you will remember.
   f. Type in a filename
   g. Make sure file type is set to CSV.
   h. Click on Next.
7. You are now ready to Import the file.
Fixed Assets DesktopPro Export Instructions

Steps to Export the File from BNA Fixed Assets DesktopPro.

Prior to running the export you may need to set up the export. This only needs to be done once and will be automatically included in future versions of the BNA software.

Starting with Version 2006.0.0.8 you no longer need to set up the export. It is included with the install.

Steps to set up the Export

1. Run the AssetKeeper program.
2. Open a company.
3. Click on the Export button
4. Click on the Custom Export
5. Click on Duplicate
6. Click on Edit
7. You will see the Edit Export Properties dialog box.
   a. On the General Tab
      i. Change the Name to CYMA Export
      ii. Fill in the Description field
      iii. Select the Book that this export will be for
      iv. Fill in the JE Description with the description that you want to see in your GL.
   b. On the File Format tab change the Detail Level to Asset-by-Asset Detail.
   c. On the Query Tab, select a query from the dropdown.
   d. On the Header Tab select Include Header.
   e. On the Detail Tab
      i. Change the Debits/Credit Format to Separate Lines
      ii. Change the format for the field Depr Exp/Accu to show -999999.99 instead of 999999.99.
      iii. Select a new field in the bottom row called JE Description.
8. Click on OK.

Steps to Export from BNA

1. Run the BNA program.
2. Open a company.
3. Click on the Export button
4. Select the CYMA Export
5. Click on Export
6. Change the date to be the date range you want to include in the export
7. Change the posting date if necessary. NOTE: This is the date that CYMAiv will use to post the transactions regardless of the date range selected.
8. Click Next.
9. Browse out to a location that you will remember and change the filename if desired.
10. Click on Next
11. Click on Finish. For more information see the document in eDesk under Reference - Module-by-Module Tutorials - General Ledger.
Process - After the Fact - Print CD Checks

When **Print CD Checks** is selected from the **Process - After the Fact** menu, the **Print Checks** dialog box displays. This operation allows you to print checks for cash disbursements. A check can only be printed for a cash disbursement if the **Print Check** check box was selected when the cash disbursement was entered. After printing checks, you can create CD journal entries and post journal entries.

![Info icon] The menu option is not available if the “Print CD Checks” option is not checked in Maintain Configuration - CD Defaults tab.

CYMA provides standard CD check formats. Use them as they are or select the Custom Forms item on the **Maintain** menu bar to customize the standard check formats or to create your own. All custom forms are created using Crystal Reports. Therefore, Crystal Reports is needed in order to modify existing forms or create new forms. If you do not have Crystal Reports, contact your CYMA dealer or CYMA at 1-800-292-2962 for more information on obtaining Crystal Reports.

**Print Checks dialog box**

Refer to the following field descriptions and requirements.

**Options group box**

**Check Date**

Enter the date of the checks; the login date defaults.

**Beginning Check Number**

Enter the beginning check number, the next available check number for the Bank defaults. This may be overridden (up to ten numeric characters).
Bank ID

Enter the Bank to be used for this check printing. The Bank ID entered in Maintain Configuration - After-the-Fact Defaults tab defaults. The Browser is available to select another Bank ID.

Bank Name

The selected Bank record's name displays in this view-only text box.

Cash Account

The General Ledger cash account associated with the selected Bank record displays in this view-only text box.

Check Form group box

Use the drop-down list box to select the check format. CYMA provides standard check formats. Use them as they are or select the Custom Forms item on the Maintain menu bar to customize the standard check formats or to create your own.

All custom forms are created using Crystal Reports. Therefore, Crystal Reports is needed in order to modify existing forms or create new forms. If you do not have Crystal Reports, contact your CYMA dealer or CYMA at 1-800-292-2962 for more information on obtaining Crystal Reports.

Click this button to preview the checks on the screen. This allows you to verify the checks before printing them on your check stock.

Click this button to print a test form to verify the form alignment.

Proof Listing group box

Screen

Select this radio button to display the proof listing on your screen. The proof listing can then be sent to the Windows default printer from your screen. This radio button is selected by default.

Printer

Select this radio button to direct the proof listing to the printer shown in the "default printer" text box.

File

Select this radio button to export the proof listing to one of several common formats.

Click the Print Proof button to print the proof listing. The listing allows you to verify the checks prior to printing them.

This allows you to select another printer that you have set up in Windows, change the printer's properties, and change the paper options (size, source, and orientation). The default printer displays in view-only mode.
Print CD Checks Command Buttons

Click the **Print** button to begin printing checks.

Click the **Close** button to close the dialog box without printing checks.
Process - After the Fact - Create CD Journals

When Create CD Journals... is selected from the Process - After the Fact menu, the Create CD Journals dialog box displays. This operation will create General Ledger entry batches for cash disbursement checks that were entered through the Enter Cash Disbursements operation. Once the CD journals are created, the batches can be viewed through the Enter General Journal Entries operation can be posted to the General Ledger files with the Post Journal Entries operation.

Create CD Journals dialog box

Refer to the following field descriptions and requirements.

Create Journals for Period

Select the range of periods from the drop down boxes to create entries for. A single batch will be created for each period in the range selected.

Options group box

- All Checks in Period
This radio button is selected by default when the Create CD Journals dialog box is accessed. This will create CD journals for all checks whose check dates fall within the period selected.

Range of Check Dates in Period

From Date

To Date

When selected, this radio button allows you to choose the range of check dates within the above period for which to create CD journals. The From Date and To Date text boxes are enabled, allowing you to enter the beginning and ending date range.

Create CD Journal group box

Detail

This radio is selected by default when the Create CD Journals dialog box is accessed. This will create one batch with one line item for each line of each check in the selected period.

Summary

When this radio button is selected, the Description text box is enabled. When selected, the system will create one batch for all checks in the selected period. The batch will contain one line item for each General Ledger account. The batch will contain one line item for each expense account and cash account.

Description

This text box is enabled when the Summary radio button is selected. This allows you to enter the description (up to 30 alpha numeric characters) that you want assigned to the batch. A default description for the selected period, such as “CD 11/1/97 to 11/30/97”, is provided and can be overridden.

Print Destination group box

Once the Continue button is clicked, you will be prompted with a message presenting the option to print a proof listing prior to creating the CD journals. This group box allows you to select the output for the proof listing.

Screen

Select this radio button to display the proof listing on your screen. The proof listing can then be sent to the Windows default printer from your screen. This radio button is selected by default.

Printer

Select this radio button to direct the proof listing to the printer shown in the "default printer" text box.

File

Select this radio button to export the proof listing to one of several common formats.

Setup Printer

This allows you to select another printer that you have set up in Windows, change the printer's properties, and change the paper options (size, source, and orientation). The default printer displays in view-only mode.

Create CD Journals Command Buttons

Continue
Click the **Continue** button to proceed creating CD journals. Once clicked, you are prompted with a message giving you the option to print a proof listing. Click the **Yes** button on the message to print the listing, or click the **No** button on the message to continue creating the CD journals without printing the proof listing.

![Cancel]

Click the **Cancel** button to close the dialog box.
Process Allocations

When Allocations... is selected from the Process menu, the Allocations dialog box displays. This dialog allows the user to move totals from one account to multiple accounts based on a predefined allocation. This process will take all transactions for the selected Allocation Account and the given date range and create an offsetting journal entry based on the selected Allocation ID.

Process Allocations dialog box

Refer to the following fields and descriptions

Create Allocation group box

**Allocation Account**

Enter a valid GL Account or select one from the browser.

**Journal Entry Date**

Enter the date for the Journal Entry into the Journal Entry Date field.

**Allocation ID**

Enter an valid Allocation ID or select one from the browser.

Date Range group box

**From**

Enter the starting date for the transactions to be used in the allocation.

**To**

Enter the ending date for the transactions to be used in the allocation.
Enter the ending date for the transactions to be used in the allocation.

**Print Destination group box**

- **Screen**
  Select the *Screen* option to print the Proof listing to the screen.

- **Printer**
  Select the *Printer* option to print the Proof listing to the selected printer.

- **File**
  Select the *File* option to export the Proof listing to a file.

  **Setup Printer**
  Click the *Setup Printer* button to change printers or adjust options for the current printer.

**Process Allocations command buttons**

- **Proof**
  Click the *Proof* button to print a report of the allocation that will be created based on the entered data.

- **OK**
  Click the *OK* button to process the allocation. An unposted journal entry will be created. This journal entry can be viewed through Enter Journal Entries and posted through Process Post Journal Entries.

- **Cancel**
  Click the *Cancel* button to exit the dialog without creating a journal entry.
Process - Period End Close

Once an accounting period is completed, this operation needs to be performed to advance the current period indicator for the General Ledger. This current period indicator is used as a default during creation of new batches of journal entries.

This operation will check to make sure that all batches associated with the period being closed have been posted. Once a Period End Close has been performed for a given period, entries can still be made to closed periods, but you will be notified that they are making entries into a period that has been closed.

Period End Close dialog box

Refer to the following field descriptions and requirements.

Actions Performed By Operation group box

These three view-only fields indicate the period, year and ending date of the period you are closing.

Prerequisites For Operation group box

This group box lists the items that must be completed prior to performing a Period End Close.

1. All information from subsidiary modules for the period should already be posted to the General Ledger.
   a. Post all information for the period from the subsidiary modules.

2. All Batches for the period should be posted within General Ledger.
   a. Post all batches for the period internally in the General Ledger. ALL batches must be posted internally before performing this operation.
3. Reports for the period should be printed.
   a. Print pertinent reports for the period.
   a. Make a current backup of the General Ledger data.

**Period End Close Command Buttons**

Click the **Process** button to perform the Period End Close process. You will be prompted to confirm your update selection. If you select to continue with the process, the system will verify that all batches for the period are posted. If unposted batches are found, the process will be discontinued and the Period End Close dialog box will be closed.

Click the **Cancel** button to exit the dialog box without performing period end close. You will be prompted to confirm your cancel selection.
Year End Close

The Year End Close is performed at the end of the fiscal year. This operation should only be performed after all subsidiary modules have been posted to the General Ledger and closed for the year. All adjusting journal entries should already be entered and posted and all financial reporting for the year should be complete.

If the Year End Close is started and not completed, the next user to enter the General Ledger for that company will be notified that the operation was not completed.

During this operation, the revenue and expense accounts are cleared and the net balance of these accounts into the Retained Earnings account associated with each revenue and expense account. Final balances for balance sheet accounts are rolled forward as beginning balances in the new fiscal year.

Detail journal entries for the year being closed are physically transferred from the current transaction file to the history transaction file. The batch IDs associated with the journal entries that are transferred to history are updated to a historical status.

Detail entry listings and ledgers are available on the Report menu to view historical data.

Year End Close dialog box

Refer to the following field descriptions and requirements.

Actions Performed By Operation group box

This group box displays the operations that the Year End Close will perform.
Close the Year: 

Select the year to close from the drop-down list. The current year is the default.

Ending

This view only field displays the last period for the year selected.

Using the Retained Earnings Account

The default equity account that will be used for closing entries entered on the Maintain Configuration dialog box displays in view-only mode. During the Year End Close, the Retained Earnings Account entered on the Maintain Chart of Accounts, Account Number tab - for revenue and expense accounts - overrides the Retained Earnings account entered on the Maintain Configuration dialog box. Accounts without a specific retained earnings account assigned will use the displayed default account for closing entries.

- Transfer Journal Entries for the year to History
- Update Account Balance Forward Amounts
  Balance forward amounts will be updated.
- Optionally Roll Forward Open PO Amounts
  The Open PO Amounts will roll forward if the Roll Forward Open PO Amounts box is checked in Maintain Configuration.

Purge group box

- Master Audit Information
  The master audit file maintains information regarding any changes or deletions to general ledger account numbers. Check this check box to delete all entries in the master audit file.

- Inactive Accounts
  Inactive accounts will only be purged for those accounts that have no transactions associated with them in either the current transaction file or the historical transaction file and are marked as inactive. Check this check box to remove unused accounts from the master account file.

Prerequisites For Operation group box

This group box displays the items that should be completed before performing the Year End Close.

1. All information from subsidiary modules for the year should already be posted to the General Ledger.
   Post all information for the year from the subsidiary modules.

2. All batches for the year should be posted within General Ledger.
   Post all batches for the year internally in the General Ledger. ALL batches must be posted internally before performing this operation.

3. Appropriate reports for the year should be printed and verified.
   Print all pertinent reports for the year.

4. A current backup of the General Ledger data files should have been made.
   Make a current backup of the General Ledger data. The Year End Close updates large amounts of data and may take a while to perform. For this reason, it is always recommended that your General Ledger data be backed up prior to starting this operation. It is always easier to restore data and restart a process, rather than dealing with the consequences of damaged data files.
Year End Close Command Buttons

Click the **Process** button to perform the **Year End Close**. When the **Year End Close** operation is complete, a confirmation message displays. Once the **Process** button is clicked, the system verifies the following information:

- The next accounting year is defined in the **System Manager - Maintain Accounting Periods**. You must have the next accounting year defined so that the Year End Close can roll forward the balance forward amounts to the new accounting year. If the next accounting year does not exist, a message indicating the steps you need to perform displays and the operation terminates and closes the dialog box. You will need to define the next accounting year to continue.

- The retained earnings account on the **Maintain Configuration** dialog box is valid. If the account is invalid, a message indicating the steps you need to perform displays and the operation terminates and closes the dialog box. You need to either change the account defined in the **Maintain Configuration** dialog box or set up the account in **Maintain Chart of Accounts** to continue.

- All batches for the current accounting year are posted. If any batches for the current year have not been posted, a message indicating the steps you need to perform displays and the operation terminates and closes the dialog box. You will need to **Post** batches to continue.

Click the **Cancel** button to exit the dialog box without performing the **Year End Close**. You will be prompted to confirm your cancel selection.
Process - Calculate Budgets

To save time when entering budget amounts for the next fiscal year (or updating current year budgets), the system allows you to calculate new budget amounts based on prior year budget amounts, current year budget amounts, or period averages of actual amounts.

The year selected in the Calculate For section dialog box must have the same number of periods defined as the year selected in the Calculate Amounts Based On section of the dialog box.

Calculate Budgets dialog box

Refer to the following field descriptions and requirements.

Calculate For group box

The Calculate For group box defines the year, period(s), range of accounts, and which budget (original or revised) in which to enter the newly calculated budget amounts. The default is the Original Budget.

- **Original Budget**
  - Select the Original Budget option button to specify that the calculated amounts should be sent to the Original budget.

- **Revised Budget**
  - Select the Revised Budget option button to specify that the calculated amounts should be sent to the Revised budget.
Year
Select the applicable year from the drop-down list box in which the new budget amounts will be entered. Only years defined in System Manager - Maintain Accounting Periods can be selected for this process. This can be the current year or a future year.

From Period
Select the first period for the year in which new amounts will be created. The default value is period one.

To Period
Select the last period for the year in which new amounts will be created. The default value is the last period defined in System Manager - Maintain Accounting Periods.

All Accounts
Select the All Accounts option button to calculate budget amounts for all accounts. The From Account and To Account fields are dimmed when you select All Accounts.

Account Range
To specify a range of accounts, select the Account Range option button. You can then enter a beginning and ending account for the range.

Calculate Amounts Based On group box
The Calculate Amounts Based On section of the dialog box controls the year and method that will be used as the basis for the budget calculations.

Year
Select the applicable year from the drop-down list box to use as the basis for the calculations. Only years defined in System Manager - Maintain Accounting Periods can be selected for this process. (You can select the same year for both the Calculate Amounts Based On section and the Calculate For section of the dialog box.)

Future years will not have actual amounts.

Original Budget
Select the Original Budget radio button to calculate the budget amounts based on existing Original Budget amounts.

Revised Budget
Select the Revised Budget radio button to calculate the budget amounts based on existing Revised Budget amounts.

Period Average of Actual
Select the Period Average of Actual radio button to calculate the budget amounts based on actual posted amounts for the year selected. The system will sum all amounts for the period range specified and divide each of these by the number of periods in the range.
Actual Amounts - Period by Period

Select the Actual Amounts - Period by Period option button to calculate the budget amounts period by period.

Options group box

Adjust Period Amounts By group box

- Percent

Select the Percent option to change the budget by a percentage. The percent entered will be multiplied by the appropriate amounts based on the selection above. For example enter 5.5 for five and one half percent. Enter a minus "-" sign before the number to indicate a decrease in the budget amount.

Amounts

Select the Amounts option to change the budget by a fixed amount. The amount entered here will be added to the appropriate amounts based on the selection above. Enter a minus "-" sign before the number to indicate a decrease in the budget amount.

Round to the Nearest

The Round to the Nearest drop-down list box allows you to round amounts by none, $1, $10, $100, and $1000.

Calculate Budgets Command Buttons

- Update

Once you are have completed all fields, click the Update button to begin processing. When the process is complete you will be given the option to print a listing of the new budget amounts.

- Clear

Click the Clear button to clear the account range and reset the default values.

- Close

Click the Close button to close the dialog without adjusting budget amounts.
Report Menu

The reports are organized into categories which utilize the standard Windows expanding/collapsing tree structure convention.

Each category may be expanded to display all the reports within that category by clicking your mouse on the symbol to the left of each category. To collapse a category click the symbol to the left of the category. To launch an individual report:

1. Click on the report title, which enables the Continue button and the Destination group box.
2. Select the destination for your output and click the Continue button.
3. Enter the selection criteria and click the OK button.

A report may also be launched for display by double-clicking on the report title.

Refer to the following descriptions for the report categories that are available in the CYMA® Accounting for Windows™ General Ledger module. Reports are either based on transactional information and a range of dates (date sensitive) or period information and each offers selection criteria that allows to print the specific data you desire. Entry Listings and Ledgers are date sensitive. Financial Statements and Worksheets are by either period or a range of periods.

- **Entry Listings**
  The standard entry reports provide complete listings of journal entry batches in various forms as well as recurring entry batches and history listings.

- **Ledgers**
  The standard ledgers allow you to view current and historical information in various ledger formats as well as the Memo Account Ledger.

- **Worksheets**
  The standard accounting worksheets provided aid in account reconciliation.

- **FASB 117 Financial Statements (Not For Profit Only)**
  The reports required of NFP organizations.

- **Financial Statements in Detail**
  The "Detail" financial statements - Balance Sheet and Income Statement - allow you to view your financial data with the account detail.

- **Financial Statements with Sub-Type Grouping**
  The "Sub-Type Groupings" financial statements - Balance Sheet and Income Statement - allow you to view your financial data summarized by Account Sub-Types.

- **Grant Reports (Not For Profit Only)**
  The Grant Reports contain entry reports, ledgers, financial reports and profile reports for those people using the Grant Tracking Module.

- **Project Reports (Financial Management System Only)**
  The Project Reports contain entry reports, ledgers, financial reports and profile reports for those people using the Project Tracking Module.

- **Ratio Analysis**
  The analysis reports allow you to view standard business ratios for analyzing your company’s position.
Module Profile

The standard reports in this category allow you to print listings of your master file data, such as your chart of accounts, allocations, etc.

After the Fact Reports

The After the Fact Reports contain entry and transactional reports for those people using the After the Fact Module.

The Crystal Reports file names can optionally show in the report list. This allows you to see what report file is being used to print the report. To do this, select the “ShowReportNames” checkbox under Maintain Users.

Show group box

- All Reports
  
  Select the All Reports option to display all reports available within the module.

- User Reports
  
  Select the User Reports option to display the user reports selected within the module. For more information see the Report Menu User Reports topic in the System Manager Manual.

Report Menu Command Buttons

Add User Reports

Click the Add User Reports button to display the Add User Reports dialog. From this dialog you can add/remove reports from the User Reports list.

Add Custom Report

The Add Custom Report button allows you to add customized or new custom designed Crystal Reports to the Report menu tree structure.

Delete Custom Report

The Delete Custom Report button allows you to remove customized Crystal Reports from the Report menu tree structure. This button is only enabled when a custom report is highlighted.

Continue

Click the Continue button to output the report to the selected destination.

Close

Click the Close button to close the dialog box.
General Ledger Report List

The General Ledger reports available are:

**Entry Listings**
- By Batch
- Open Batches
- Out Of Balance Batches
- Batch Audit Report
- In Chronological Order
- By Document Number
- By Date
- In Account Order
- Recurring Entries
- History
- History By Batch
- Account Audit

**Ledgers**
- **Detail Ledgers**
  - Detail By Period
  - Detail By Date Range
  - Detail Ledger (Current and History)
  - History (Detail by Date Range)
  - Detail (Job and Cost Type)
- Summary By Period
- Memo Account Ledger (Detail by Date Range)

**Worksheets**
- Trial Balance Worksheet (Landscape)
- Trial Balance Worksheet (Periods & YTD)(Landscape)
- History Trial Balance Worksheet (Landscape)
- Trial Balance Worksheet (Current and History)
- Activity by Range of Periods Worksheet
- Cash Flows Worksheet (Financial Management System Only)
- Consolidation Totals

**FASB 117 Financial Statements (Not For Profit Only)**
- **Statements of Financial Position**
  - Statements of Financial Position
  - Statements of Financial Position (Sub Type)
  - Statements of Financial Position (Comparative)
  - Statements of Financial Position (Sub Type, Comparative)
  - Statements of Financial Position (Columnar, Portrait)
Statements of Financial Position (Sub Type, Columnar, Portrait)
Statements of Financial Position (Columnar, Landscape)

• Statements of Activities
  • Statements of Activities
  • Statements of Activities (Columnar, Portrait)
  • Statements of Activities (Columnar, Landscape)
  • Statements of Activities (Columnar, By Subtype Portrait)
  • Statements of Activities (Columnar, By Subtype Landscape)

• Statements of Activities (YTD)
  • Statements of Activities (YTD)
  • Statements of Activities (YTD) (Columnar, Portrait)
  • Statements of Activities (YTD) (Columnar, Landscape)
  • Statements of Activities (YTD) (Columnar, By Subtype Portrait)
  • Statements of Activities (YTD) (Columnar, By Subtype Landscape)

• Statements of Functional Expenses
  • Statements of Functional Expenses
  • Statements of Functional Expenses (Columnar, Portrait)
  • Statements of Functional Expenses (Columnar, Landscape)
  • Statements of Functional Expenses (Columnar, By Subtype Portrait)
  • Statements of Functional Expenses (Columnar, By Subtype Landscape)

• Statement of Cash Flows Worksheet

• Financial Statements
  • Income Statements
    • Detail
      • Income Statement Detail
      • Income Statement Detail (Period, Drilldown)
      • Income Statement Detail (YTD)
      • Income Statement Detail (Period, YTD)
      • Income Statement Detail (YTD Comparative)
      • Income Statement Detail (Period, YTD Comparative)
      • Income Statement Detail (Period, YTD Variance [Landscape])
      • Income Statement Detail (Budget to Actual Comparison [Landscape])
      • Income Statement Detail (Group by Segment)
      • Income Statement Detail (12 Periods)
    • SubType
      • Income Statement SubType
      • Income Statement SubType (Period, Drilldown)
      • Income Statement SubType (YTD)
      • Income Statement SubType (Period, YTD)
      • Income Statement SubType (YTD Comparative)
Income Statement SubType (Period, YTD Comparative)
Income Statement SubType (Period, YTD Variance [Landscape])
Income Statement SubType (Budget to Actual Comparison [Landscape])
Income Statement Detail (Group by Segment)

Balance Sheets
  Detail
    Balance Sheet Detail
    Balance Sheet Detail (Drilldown)
    Balance Sheet Detail (Comparative)
  SubType
    Balance Sheet SubType
    Balance Sheet SubType (Drilldown)
    Balance Sheet (Comparative)

Ratio Analysis (Financial Management System Only)
  Summarized Statement
  Financial Ratios

Project Reports (Financial Management System Only)
  Entry Listings
    By Batch
    Open Batches
    In Chronological Order
  Ledgers and Misc Reports
    Detail Ledger (by Date Range)
    Summary Ledger (by Date Range)
    Project Transaction Report
    Project Action Report
  Financial Reports
    Project Income Statement Detail (Period, Drilldown)
    Project Income Statement SubType (Period, Drilldown)
    Project Budget to Actual Report
  Project Profile
    Budget Listing (Summary by Project)
    Project Listing
    Revenue Source Listing
    Project Types Listing
    Action Type Listing
    Categories Listing
    Costing Codes Listing
    Expense Types Listing
Grant Reports (Not For Profit Only)

- Entry Listings
  - By Batch
  - Open Batches
  - In Chronological Order

Ledgers and Misc Reports

- Detail Ledger (by Date Range)
- Summary Ledger (by Date Range)
- Grant Transaction Report
- Grant Action Report

Financial Reports

- Grant Income Statement Detail (Period, Drilldown)
- Grant Income Statement SubType (Period, Drilldown)
- Grant Budget to Actual Report

Grant Profile

- Budget Listing (Summary by Grant)
- Grant Listing
- Fund Source Listing
- Fund Source Type Listing
- Action Type Listing
- Program Listing
- Activity Type Listing
- Core Object Expense Listing

Module Profile

- Chart of Accounts
- List of Budget Amounts
- Budget Control Report (Financial Management System Only)
- Encumbrance Report (Not For Profit Only)
- List of Journals
- Allocation Listing
- Account Listing by Type and Sub-Type
- Sub-Type Listing by Account Type
- Account Segment Value Names
- List of Memo Accounts
- Import Log
- Retained Earnings Segment Test (Financial Management System Only)
- Net Asset Account Fund Test (Not For Profit Only)
- Out of Balance Account Segments

After the Fact Reports

- CD Check Register
Vendor Listing
Vendor Detail Listing
Vendor Contact Listing
Vendor Type Listing
Terms Listing
Bank Listing
Vendor Labels (Avery 5160 - Sorted by Name)
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When contacting CYMA Systems, Inc. for technical support, please have the following information available:

- CYMA<sup>IV</sup> Account Number (if known)
- Windows Version
- Network Operating System (if applicable)
- CYMA<sup>IV</sup> Version