

Contents

SouthWare Self-Study Guide: GENERAL LEDGER.....	2
To create a data-directory:.....	2
To create a SouthWare Company ID to access the files in the GT directory:	2
To create a SouthWare Logon Operator who has access to the Company ID in XX-03-01:	3
LESSON 1: Overview of the General Ledger System	4
Learning Objectives:	4
The purpose/function of General Ledger	4
GL interface with the Excellence Series	4
Answer the Questions for Lesson 1 before going to the next Lesson.....	4
LESSON 2: Overview of Set Up	5
Learning Objectives:	5
THE G/L ACCOUNTING PERIODS ARE VERY IMPORTANT!	6
Answer the Questions for Lesson 2 before proceeding to the next Lesson.	7
LESSON 3: The Initial Installation.....	7
Learning Objectives:	7
Answer the questions for Lesson 3 before going to the next Lesson	13
LESSON 4: The Account File.....	13
Learning Objectives:	13
Using the files created in Lesson 3, let's look at the account file:	13
Cash Flow Type	14
User Account Types 1-5.....	15
Entering Beginning Balances	19
When are the current year actual balances updated?	23
LESSON 5: Purposes of Other Files	23
Learning Objectives	23
Let's move on now to Transaction Operators.	25
Answer the questions for Lesson 5 before going to the next Lesson.	31
LESSON 6: The Budget Subsystem.....	31
Learning Objectives	31
Answer the Questions for Lesson 6 before going to the next Lesson.....	36
LESSON 7: G/L Transactions.....	36
Learning Objectives	36
Let's enter a few transactions	37
REPORT # 5 – Print an edit listing (GL-01-02) and submit this report with your test.	39
Answer the questions for Lesson 7 before going to the next Lesson.	40
LESSON 8: Overview of Financial Statements	40
Learning Objectives:	40
Key points to Note about the run dates:	40
LESSON 9: Financial Statement Formats.....	41
Learning Objectives:	41
The types of statements you can create in SouthWare are:	41
Let's create an Income Statement	41
Answer the questions for Lesson 9 before going to the next Lesson	46
LESSON 10: Financial Statement Selections	47
Learning Objectives:	47
Purpose of the Selection File (GL-03-03)	47
REPORT # 7 – Submit a copy of this statement with your test.	53
LESSON 11: Overview of Inquiry and Reporting	54
Learning Objectives:	54
G/L Standard Reports.....	56
The G/L Trial Balance Report.....	57
The G/L Transaction History Report.....	57
Answer the questions for Lesson 11 before going to the next Lesson.	57
LESSON 12: Overview of Live Portal G/L	58
Learning Objectives:	58

SouthWare Self-Study Guide: GENERAL LEDGER

Welcome to the SouthWare General Ledger Self-Study Guide! This Self-Study Guide will help you to learn the most important concepts in the General Ledger System. This Guide is designed to be used in conjunction with reading the General Ledger Documentation. You will find that we refer to pages in the documentation and also require you to create a directory and load the demo files. If you do not have security to do this, you may need to get some help from your System's Administrator.

In order to effectively use this Self-Study Guide you should have the following:

- ✓ General Ledger Documentation
- ✓ Access to a computer with General Ledger properly installed
- ✓ Access to an unmodified copy of the Demo Files
- ✓ A basic knowledge of standard SouthWare functions such as using menus, help, printing, file maintenance, and security. *Please refer to the Quick Reference to the SouthWare functions.*

NOTE: If you cannot create files at the operating system level or don't know where your files are located, get help from your System's Administrator.

Before you begin, make sure you have access to a directory where no files currently exist and make sure you have an un-modified version of the demo files loaded into the DM (DEMO) data-directory:

To create a data-directory:

WINDOWS: From Windows Explorer or My Computer
Click on c:\swrun (or current SouthWare run directory)
Click on FILE, NEW, FOLDER
Rename the new folder GT

UNIX: cd /usr/swrun (or current SouthWare run directory)
 mkdir GT

To create a SouthWare Company ID to access the files in the GT directory:

At a SouthWare main menu, type XX-03-01
Create a Company ID record to access files in the GT sub-directory
WINDOWS: Company ID = GT\
UNIX: Company ID = GT/

Use the RENAME function to create a new Company ID record for this exercise:

- Press <F1> until the DM\ record appears.
- Enter 'R' for Rename and press Enter.
- Answer No to the question about deleting the current record.
- Type "GT\" in field 1 and press Enter.
- Type '2' and press Enter to access field 2.
- Type "GL Self-Study Guide" and press Enter.
- Enter to write the record.

To create a SouthWare Logon Operator who has access to the Company ID in XX-03-01:

At a SouthWare main menu, type XX-03-02 to create an operator who has GT as the Company ID.

Use the RENAME function to create a new operator for this exercise:

- Press <F1> until the DEMO operator record appears.
- Enter 'R' for Rename and press Enter.
- Answer No to the question about deleting the current record.
- Type "GT" in field 1 and press Enter.
- Type '4' and press Enter to access field 4.
- Type "GT\" and press Enter.
- Answer No to the question about re-entering transaction operator records.
- Enter to write the record.

The SouthWare Excellence Series offers multiple user interfaces. As you work through the exercises your keystrokes will depend on which user interface you select. If using the "Classic" interface (DOS or UNIX), then you will use Function Keys when suggested. If using one of the graphical interfaces "BUI" or "EUI" or "GUI" you will want to use buttons and mouse clicks when appropriate. The function keys work in the graphical interface if you prefer to use them.

LESSON 1: Overview of the General Ledger System

Learning Objectives:

- ✓ Understand the purpose/function of General Ledger
- ✓ Know how G/L interfaces with the Excellence Series
- ✓ *Read the Introduction of the General Ledger documentation before proceeding.*

The purpose/function of General Ledger

General Ledger is a key part of your accounting system. Its purpose is to accumulate financial information (debits and credits) from the other accounting packages, summarize this information and present it on financial statements.

The accounting functions of SouthWare's General Ledger Payable are:

- ✓ To accumulate the debits and credits from transactions created from other SouthWare Accounting packages
- ✓ To accept additional debit and credit transactions
- ✓ To store these results by account number
- ✓ To present these results on financial statements

GL interface with the Excellence Series

The other SouthWare Accounting packages interface to General Ledger through the use of interface files. Debits and credits created in each of the accounting packages are posted to a temporary interface file within that package. These interface transactions are then posted from these applications automatically or periodically to General Ledger.

NOTE: You must post the interface file to the General Ledger from each package before the debits and credits will be available in General Ledger. The distributions posted to General Ledger will be placed in the temporary Journal file (GL-01-01) where they may be reviewed before posted to the permanent ledger.

Answer the Questions for Lesson 1 before going to the next Lesson

LESSON 2: Overview of Set Up

Learning Objectives:

- ✓ Understand the concept of the account number and account categories
- ✓ Understand the concept of accounting periods and fiscal years

The heart of G/L is the account file. Here you define the different account numbers you need to track your financial records. Actual summary amounts for each period are automatically stored and you may also choose to store budget and comparative (prior year) amounts.

If you can picture all of the financial information of your company as being contained in a file drawer, an account can be pictured as one file folder within the drawer. Each account folder contains data about one type of financial activity. All activity for an account is summarized into an account balance.

Example: I want to know every month how much money I made from selling widgets. You would have to look at two accounts to obtain the figure you are looking for:

Sales account (A) - stores how much you sold the widget for
Cost of goods sold account (B) - stores the cost of the widgets sold

A - B = profit from the sale of widgets

Refer to GL-08-01 in the documentation for more information on our Standard Chart of Accounts and our Standard Ranges of Accounts.

Accounts are divided into standard categories to increase their usefulness. Your chart of accounts is divided into two major sections: Balance Sheet accounts and Income Statement Accounts.

They are further subdivided as follows:

The Balance Sheet accounts are a category of accounts that determine your financial position:

Assets - value of things you own
Liabilities - amounts you owe
Owner's Equity - value of ownership

Assets and Liabilities are usually classified as current or non-current:

Current Assets - cash and assets turned into cash within one year
Current Liabilities - amounts to be paid to creditors within one year
Fixed Assets - assets not turned into cash within one year
Long-Term Liabilities - amounts owed but not to be paid within one year

The standard accounting equation is that the value of your ownership (Owner's Equity) is the difference between the value of the things you own (Assets) and the amounts you owe (Liabilities).

$$\text{Owner's Equity} = \text{Assets} - \text{Liabilities}$$

The Balance Sheet financial statement is a "snapshot" of your financial position as of a point in time and shows the components of this equation.

Income Statement Accounts are categories of accounts that determine your financial direction and movement:

Revenue - value of sales made by your business

Expenses - amounts spent in operating the business

These are often broken down into numerous subcategories.

The standard formula for using these accounts is that the difference between Revenue and Expenses is the change to Owner's Equity.

$$\text{Revenue} - \text{Expense} = \text{Change in Owner's Equity (Net Income)}$$

The Income Statement financial report shows the components of this equation over a period of time.

The main thing to remember is this:

<i>Debits</i>	- increase Assets, Expenses
	- decrease Liabilities, Owner's Equity, Revenue
<i>Credits</i>	- increase Liabilities, Owner's Equity, Revenue
	- decrease Assets, Expenses.

Each transaction should have the same amount of debits as credits (a balanced transaction).

THE G/L ACCOUNTING PERIODS ARE VERY IMPORTANT!

Refer to Section GL-08-01 of the G/L Documentation for more information on periods and years.

- Each transaction you process has a G/L Post Date that will cause a transaction to be posted to one of these periods.
- When you process financial statements the default is to a standard accounting period.
- Excel History by period in the other SouthWare packages is based on these periods.

Each Accounting Period is also associated with a Year ID stored in each G/L period table.

Log on as the Demo Operator and familiarize yourself with the control record setup. Pay particular attention to range of accounts, the account structure and the period table. Later on, we will do some processing that will help with these concepts.

Answer the Questions for Lesson 2 before proceeding to the next Lesson.

LESSON 3: The Initial Installation

Learning Objectives:

- ✓ To be familiar with the Control Record options
- ✓ Understand the purpose of account type ranges
- ✓ Understand what an entity is
- ✓ Understand what a memo account is
- ✓ Understand Transaction/Account Types

For this lesson we will setup files from scratch using the operator we created for the GT company ID.

-  Log in as this operator and enter **GL08 <ENTER>** at the main menu. The first time you log in as this operator the system will automatically build all the data files for the GT directory.
-  Now type **GL0801 <ENTER>** to setup the General Ledger control record.
-  Like our other control records, you will first see a copyright screen; read this carefully and then press **<ENTER>** to continue.
-  The GL Wizard will start.

Let's stop here and discuss our options.

When setting up the chart of accounts, the code portion is required and the other parts are optional. You may have up to 4 parts and any part may be up to six digits as long as the total number (including dashes between parts) does not exceed fifteen characters. Once you've defined your account structure, you will be asked what portion of your account structure will be used for profit center recaps. All reports that recap account activity will recap (summarize) by each profit center. For example, if you select Department as your recap portion, all reports that recap account activity will recap by Department.

-  Choose **“C”** for the first account part and make it 4 digits long. Choose **“D”** for the second account part and make it 3 digits long.
-  Press **<ENTER>** to choose **“No More Parts.”**

You will now see a box with a recap of the account structure you just set up.

G/L Account Number Structure

Account number format: XXXX->XXX

PART 1: CODE

PART 2: DEPARTMENT (Recap part)

PART 3: **unused**

PART 4: **unused**

Total edited length: 8

F4 to change account structure

- Press <ENTER> if the box contains the following information otherwise press <F4> to change.
- In Field # 2, accept the default of “1”.
- In Field # 3, the answer to this question and question # 4 are particularly beneficial when setting up a chart of accounts. If you don't use budgets, answer "N" here. You also have the option to choose how to enter and display budget figures. Your two options are "P" for Period Amounts or "C" for Cumulative Amounts (a running total). Choose “N” and “P”.
- Field # 4 works like Field # 3. Comparatives are the actual balances from prior years. Choose “N” and “P”.

Another important field is Field # 5. Do you know what an entity is? Well it's simple. An *entity* is a way of grouping your accounts for financial reporting. Entities are helpful and used in the following ways:

- When you create financial statements you may choose to print information for a particular entity instead of for the whole company. By entering the entity code, you can easily indicate exactly which accounts are included in the reporting.
- The ExcelReport Success Report Card (XL-01) lets you analyze your financial goals by entity.
- Each of these entity records keeps a running total of amounts for a quick review of activity.

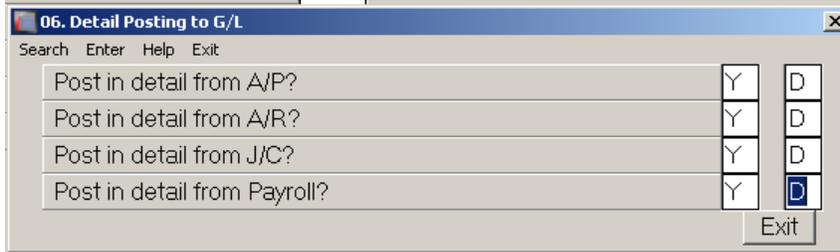
- Field # 5 accept the default of “Y”es and **accept the other default entries**. Later on we will add entities to our chart of accounts.

Let's look at Field # 6. This field displays a window of information and allows you to select and to post in detail or summary from A/P, A/R, J/C, and P/R. This is a critical question and should be evaluated carefully.

You **MUST** post in detail if you want to be able to zoom from a G/L transaction back to its original source document in another system (GL-02). If you do not post in detail, it will be very difficult to track activity in and out of an account.

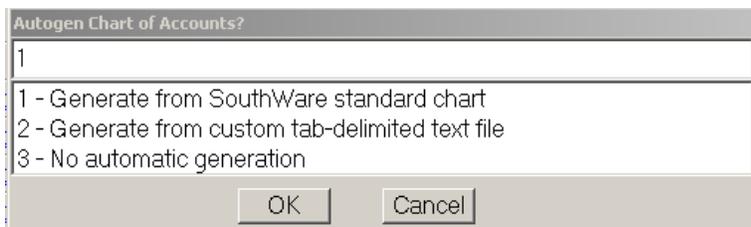
I suggest you post in detail for any new installations until you become more familiar with General Ledger and the other accounting packages.

 Field # 6, enter “Y” for detail posting and “D” for dates.



Field # 7 contains your Account Categories and is where you define the range of accounts that fall into each category. The purpose in defining these account type ranges is so that the system will always know what type of account you are working with when you enter an account number. Also, these ranges are used when we create a standard financial statement. The account number ranges within the balance sheet accounts and within the income statement accounts MUST use ascending numbers. The Cost of Sales, Other Assets, Other Liabilities, Other Revenue and Memo Accounts are optional.

 You have three choices, for our lesson **choose option # 1:**



 Take the defaults until you get to **Capital Range** - the system will stop you at “Multi Ret Earn?” During year-end processing the system transfers net income for the year to retained earnings. If you entered "N" to this field, the retained earnings account here will receive the entire net income. If you enter "Y" the net income for each profit center will be transferred into a retained earnings account for the profit center. Enter “Y” at “Multi Ret Earn?” Continue taking defaults.

The default account range for Memo accounts is 8000 - 8199.

Your Field #7 should look like the following:

07. Account Type Ranges

Search Enter Help Exit

-Ranges of Codes-		-Special Values within Ranges-				
	Begin	End				
Current Assets	1000	1699	Cash Accounts	1000	1099	
Fixed Assets	1700	1999				
Other Assets	0	0				
Current Liabilities	2000	2699				
Long Term Liabilities	2700	2999	Multi Ret Earn?	<input checked="" type="checkbox"/>	3040-000	
Other Liabilities	0	0				
Capital	3000	3999	Non-Cash Expenses		6300	6349
Revenue	4000	4999				
Cost of Sales	5000	5999				
Expenses	6000	6999				
Other Revenue	7000	7099				
Other Expenses	7100	7199				
Memo Accounts	8000	8199				

Exit

Memo accounts allow you to store non-dollar reference amounts such as pounds, hours, or other units. You can then print these on financial statements. Memo accounts may only be used in "MM" type G/L journal entries entered through GL-01-01. Memo accounts may not be used in any other system. Memo accounts do not add into any totals on reports.

Example: You are a service business and wish to know your income and revenues based on hours worked. You could use a memo account to enter monthly hours worked. Then on financial statements you could print the memo account and even print a column where you divide the accounts on the financial statement by hours worked to show a common unit ratio.

Field # 8 is where your accounting periods are set-up.

☞ Use the current year as your Year and enter **0101xx** and **0131xx** (with xx being the last two digits of the current year) as beginning and ending dates for period one. You will now be asked to default remaining periods, answer "Y".

Please note, period 13 may not be used if you use months

8. Accounting Periods- Current Yr

Search Enter Help Exit

Year ID: 2012

	Start Date	End Date	Closed?
Period 1	01/01/12	01/31/12	N *Current*
Period 2	02/01/12	02/29/12	N
Period 3	03/01/12	03/31/12	N
Period 4	04/01/12	04/30/12	N
Period 5	05/01/12	05/31/12	N
Period 6	06/01/12	06/30/12	N
Period 7	07/01/12	07/31/12	N
Period 8	08/01/12	08/31/12	N
Period 9	09/01/12	09/30/12	N
Period 10	10/01/12	10/31/12	N
Period 11	11/01/12	11/30/12	N
Period 12	12/01/12	12/31/12	N
Period 13	00/00/00	00/00/00	N

Exit

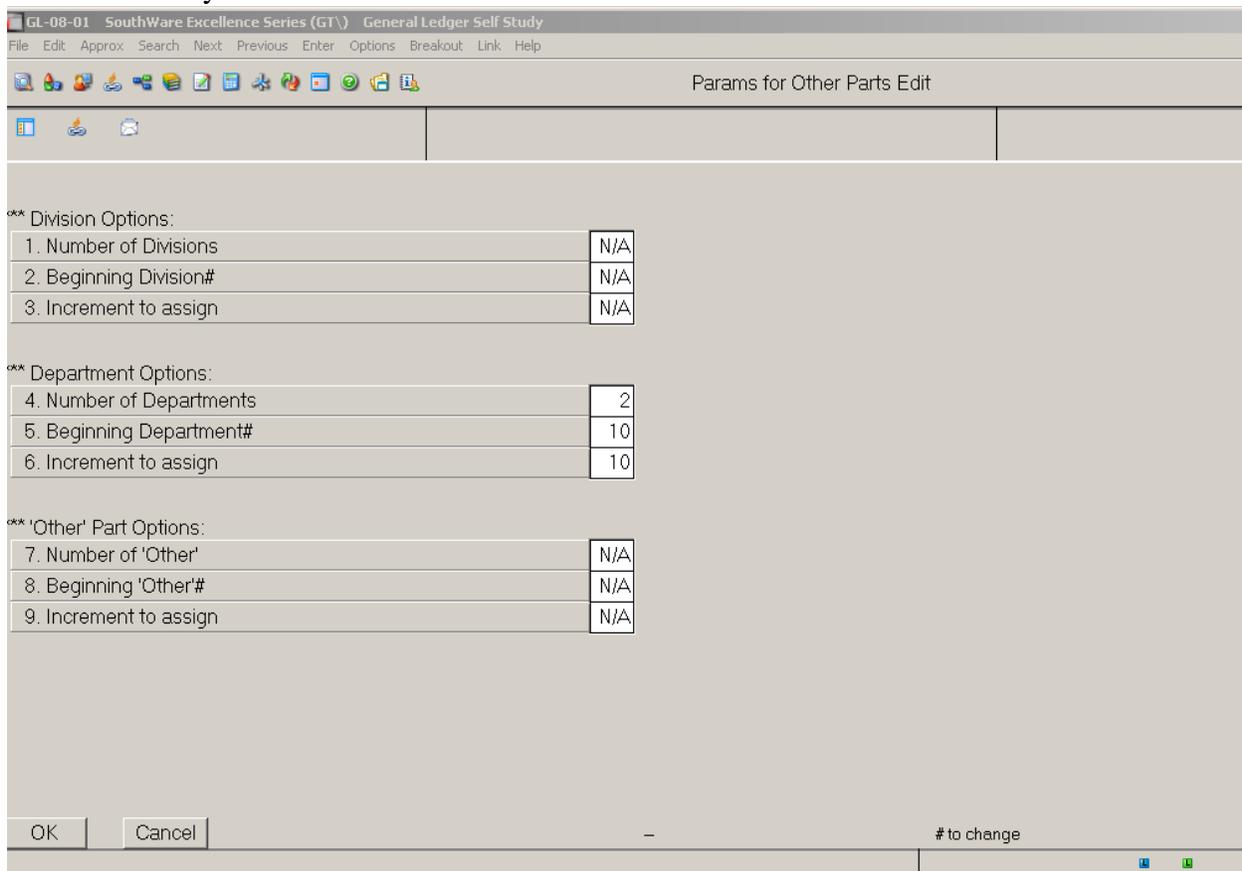
This period table also indicates the current period. The first period with "N" is considered to be your current G/L period.

- The trial balance automatically prints for the current period.
- The End of period process (GL-05-06) closes the current period.
- When you enter G/L transactions (GL-01-01) you will get a warning message if the date you enter is outside the current G/L period.

 Press <ENTER>.

 A series of popup boxes will now appear:

- *Autogen Chart of Accounts* box: Choose **OK**
- *Enter the name of the tab-delimited text file* - Take the default here. Choose **OK**.
- *Maintain Account Codes Edit File* box: Choose “**No**”.
- *Create Breakdown Parts Edit File* box: Choose **OK**.
- *Number of Departments Parts Values* box: For our lesson we will have **2** departments.
- The beginning department will be **10** and the increment will be **10**. Press Enter for Okay



** Division Options:	
1. Number of Divisions	N/A
2. Beginning Division#	N/A
3. Increment to assign	N/A

** Department Options:	
4. Number of Departments	2
5. Beginning Department#	10
6. Increment to assign	10

** 'Other' Part Options:	
7. Number of 'Other'	N/A
8. Beginning 'Other#	N/A
9. Increment to assign	N/A

OK Cancel - # to change

- *Maintain Breakdown Parts Edit File* box: Choose “**No**”.
- *Income Statements Account Generation* box: Take default “**Y**” to Divide Income and Expenses among Departments.
- *Balance Sheet Account Generation* box: Take default “**N**” to leave this part zero in

- all accounts.
- Press <ENTER> to continue.
- Create Standard Chart of Accounts: Choose “Yes”.
- When processing is complete, Choose **OK** to continue.

☞ Type **GL0803** and press <ENTER> at the select prompt. This menu selection is where you define transaction and account types.

Transaction types allow you to track different kinds of G/L transactions. The transaction edit listing (GL-01-02) allows you to print an edit list for each type to serve as a subsidiary journal. There is also a history listing (GL-04-03) that allows you to sort by Transaction Type.

☞ Set up a Journal Entry transaction type for Depreciation and call it “**DP**”.

The screenshot shows the 'Transaction Type Maintenance' window. The form contains the following fields:

- *1. Record Type:
- *2. Type Code:
- 3. Description:
- 4. Short Description:
- 5. Typical Balance:

A 'Valid Record Types' dialog box is open, displaying the following list:

- 1 - Journal Transaction Type
- 2 - Account Type
- 3 - Cash Flow Type

- Enter '1' in field # 1.
- Enter 'DP' in field # 2.
- Enter a 'Depreciation' in field # 3.
- Press <ENTER> in field # 4.
- Press <ENTER> to write the record.

Account types are used by the Financial Ratio calculations. The system-reserved codes identify the types of accounts defined in the Control Record.

Cash Flow types allow you to define the detail lines, which may appear on the Cash Flow Statement. They are only used when you generate standard Cash Flow statement formats. When generating a standard chart of accounts, we automatically issue a cash flow type to each account.

 Choose <F8> to exit the program when you are finished.

Answer the questions for Lesson 3 before going to the next Lesson

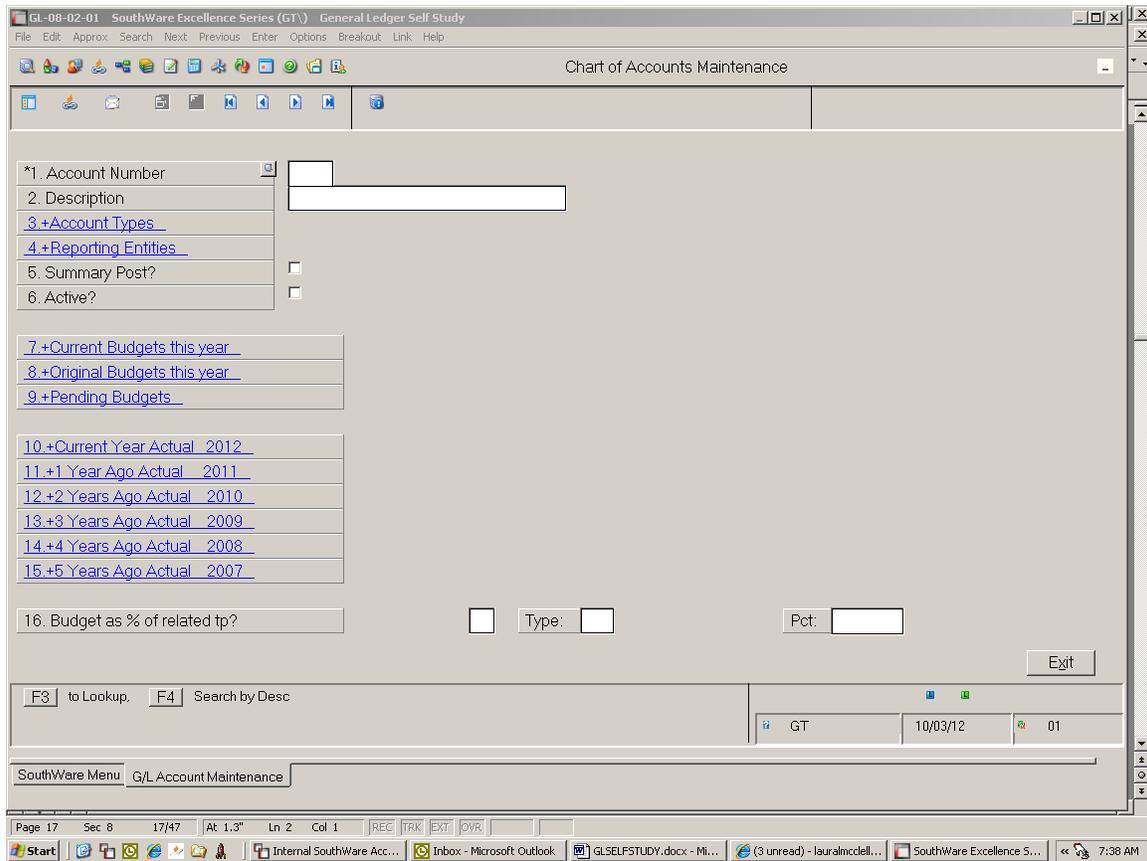
LESSON 4: The Account File

Learning Objectives:

- ✓ Understand the use of account types
- ✓ Familiarize yourself with the information stored per account
- ✓ Understand how to create Beginning Balances for accounts
- ✓ Understand when the account file is updated for activity

Using the files created in Lesson 3, let's look at the account file:

-  At the main menu, type **GL0802** <ENTER>. What you see here are the menu selections for setting up your chart of accounts.
-  Now type **GL080201** <ENTER>. You are now looking at the maintenance program for the chart of accounts.



The Chart of Accounts file is the nucleus of the SouthWare General Ledger system. All of the information entered into and reported from the system is dependent on and organized by the account numbers.

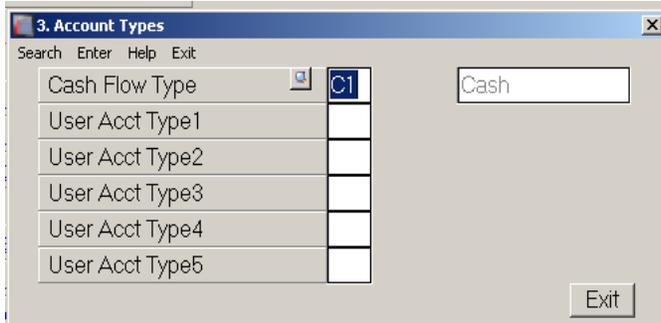
Each "account" you use in your company's set of books (such as "Cash", "Accounts Payable", or "Sales") is treated as a separate account record. The account number is the "Key" or identifier of each account record used.

When your General ledger interfaces with other SouthWare Excellence Series Accounting products, you should refer to the documentation on the general ledger accounts needed by the other products prior to setting up your Chart of Accounts.

 Press the <F1> key or click on the 3rd "VCR type" button (Next ) and bring up the first account. The account number should be 1010-000. Now access field # 3 (Account Types).

Cash Flow Type

When you go to account types Field #3, you will see Cash Flow Type. This indicates where this account should be included in the Statement of Cash Flow.



Type <F3> here to see the different cash flow types.

Cd	Desc	Record Type
C1	Cash	CASH FLOW STMT
F1	Proceeds from Sale of Stock	CASH FLOW STMT
F2	Other Investment by Owners	CASH FLOW STMT
F3	Proceeds from Debt	CASH FLOW STMT
F4	Proceeds from Long-term Debt	CASH FLOW STMT
I1	Purchase of Investments	CASH FLOW STMT
I2	Proceeds from Property Sale	CASH FLOW STMT
O1	Cash Received from Customers	CASH FLOW STMT
O2	Cash Paid to Suppliers & Empl.	CASH FLOW STMT
O3	Interest Received	CASH FLOW STMT
O4	Interest Paid	CASH FLOW STMT
O5	Income Taxes Paid	CASH FLOW STMT

For further explanation see the Cash Flow discussions under GL-07-04 and GL-03-01 in the General Ledger Documentation and Lesson 3.

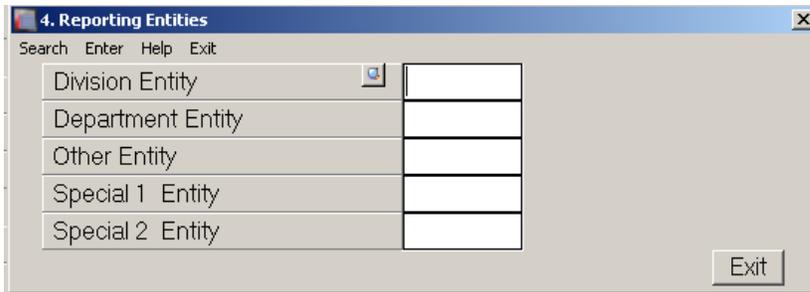
<F8> out of this window.

User Account Types 1-5

In these fields you may enter alternate account types. These are used by the Financial Ratio calculation available in General Ledger.

Please refer to GL-07-04 in the General Ledger Documentation and Lesson 3 for more information concerning account types.

<F8> to exit this field and access field # 4 (**Reporting Entities**).



As you can see, the first three levels relate to account parts. The last two levels may be used if you defined descriptions for them in the Control Record. Later on, we will add entities to some of our accounts.

 <F8> to exit.

Let's discuss field # 5 (**Summary Post**).

If you remember back when we were looking at the Control Record, we had the option to post in Summary or Detail by application. If you choose to post in Detail from another SouthWare product, this option allows you to specify that the detail for this account only be summarized when posting to G/L.

Example: In our Control Record, we've specified to post in Detail from Payroll but for security purposes, we've decided that we do not want to see the individual distributions for our Salaries Account. Changing the Summary Post Flag in the Salaries Account Record can solve this. Now when we post Payroll, all the distributions (employees' pay for that pay period) will be summarized into one distribution. Of course you may still see the detail in the Payroll System.

Let's discuss fields 7-15.

These fields contain the dollar amounts for budgets, current year activity, and prior year activity.

 Access field # 7 for account 4010-010. The key to entering budgets and comparatives lies in understanding how to enter the amounts. To do this:

 <F8> Do you want to abandon? **Yes**.

 In field 1 enter **4010** <ENTER> **010** <ENTER> to bring up account 4010-010.

 Type '**7**' and <ENTER> to access field 7.

Period Amounts	
01/31/12	00
02/29/12	.00
03/31/12	.00
04/30/12	.00
05/31/12	.00
06/30/12	.00
07/31/12	.00
08/31/12	.00
09/30/12	.00
10/31/12	.00
11/30/12	.00
12/31/12	.00
Running Bal	.00

Enter all amounts as positive numbers as long as the amounts agree with the typical balance for the account type.

EXAMPLE: If you are entering budgets for Sales accounts you should enter these as positive numbers and the program will assume they are credit amounts. If you enter a negative amount the program will assume you are entering an amount that is opposite to the Typical Balance.

The type of amounts you will see or enter here is defined in your G/L Control Record (Refer to Lesson 3). In the Control Record you indicated whether you wanted to enter Period Change Amounts or Cumulative Ending Balance Amounts for your Income Statement Accounts.

NOTE: The program always stores amounts as cumulative ending balances but gives you the option to see them and enter them in the way most useful to you.

We're going to enter an annual budget here and prorate the amount among all the periods.

To do this, enter **1200.00 <F6>**. What you should see here is \$100.00 for each period.

7. Current Budgets

Search Enter Help Exit

Period Amounts

01/31/12	100.00
02/29/12	100.00
03/31/12	100.00
04/30/12	100.00
05/31/12	100.00
06/30/12	100.00
07/31/12	100.00
08/31/12	100.00
09/30/12	100.00
10/31/12	100.00
11/30/12	100.00
12/31/12	100.00
Running Bal	1,200.00

Exit

- ☞ Answer “Y” to the “Any Change” question and key in a period amount for all periods.
- ☞ Enter **500 <F4>**. What you should see is \$500.00 for each period’s budget.
- ☞ Go ahead and answer “N” to “Any Change” and **Exit** field #7 by pressing **<ENTER>**.

If we wanted to, we could have keyed in different amounts in each period. Later on we will look at the Budgeting Subsystem, which is typically what you should use to enter budgets for each account.

- ☞ **Access field #10** of the same account. As you can see, you cannot change the amounts for the current year. You must enter a journal entry to change current year balances.

10. Current Year Actual

Search Enter Help Exit

Period Amounts

01/31/12	.00
02/29/12	.00
03/31/12	.00
04/30/12	.00
05/31/12	.00
06/30/12	.00
07/31/12	.00
08/31/12	.00
09/30/12	.00
10/31/12	.00
11/30/12	.00
12/31/12	.00
Running Bal	.00

Exit

- ☞ **<F8>** to exit field.

The last field we want to look at is field #16 (Budget as % of related type?).

When using the Budget Subsystem, you have the option to recalculate the budgets for an account based on the total budget amount for a particular account. If you enter a “Y” here you will be asked to enter a valid account type and a percentage.

Let’s set up an example:

Suppose our Salaries are estimated to be about 10% of our Revenue. How would we set up this field?

- ☞ Call up account number 6010-010 (Use <F3> to lookup account -or- use same process used to call up account 4010-010 earlier in lesson) and change field #16 to “Y”. Now for the account type, we need to enter “RV” for revenue, and for the percentage, enter “10” for 10%; <ENTER> to write the record.

Entering Beginning Balances

- ☞ Get to a menu by typing <F8> to exit account maintenance. Now type **GL-08-06**. This is the menu selection used to enter beginning balances.
- ☞ Access the first menu selection.
- ☞ If you didn’t set up a default operator code in your SwiftMate operator record (XX-03-02), enter “GL” for the operator record to access this program.



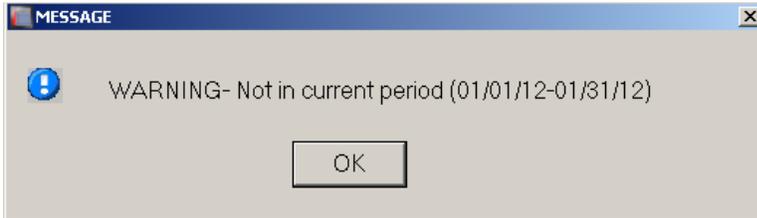
This program is used to enter special beginning balance type journal entries. The screen you see here is identical to the normal journal entry screen shown in GL-01-01.

We’ll stop here and enter a beginning balance transaction.

- ☞ Enter through the transaction number.

Did you notice that the transaction type defaulted to “BB” for beginning balance and the transaction date defaulted to 01/01/xx? If you were entering beginning balances for May 31, 20xx, you would need to escape back to the date field and enter a date of 0601xx.

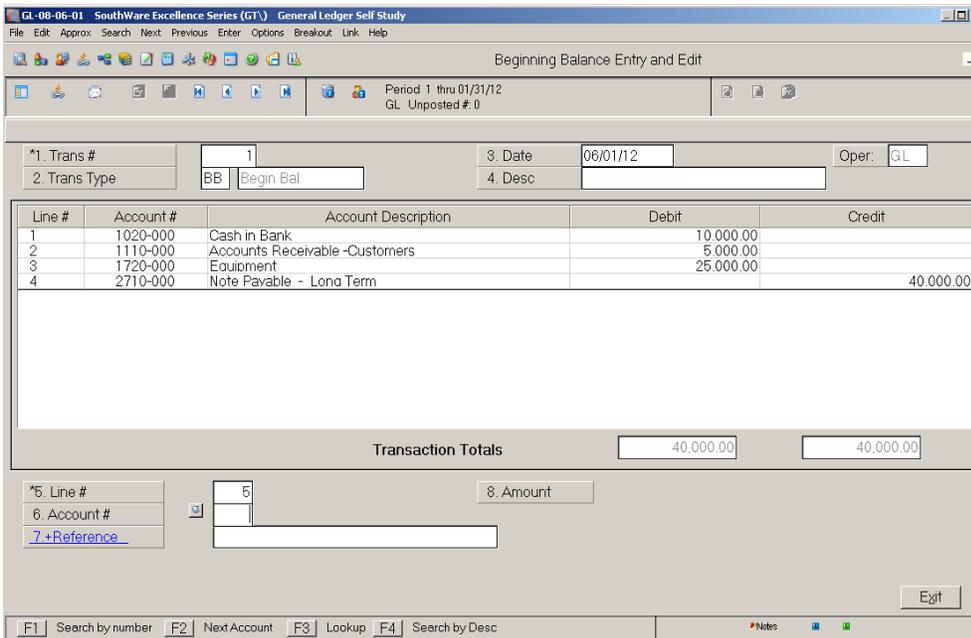
Let's do that right now. You should get a screen telling you that you are not in the current period. Remember, our current period right now is January.



-  Enter twice to the transaction entry screen.
-  Below are a few distributions I would like you to enter into this transaction.

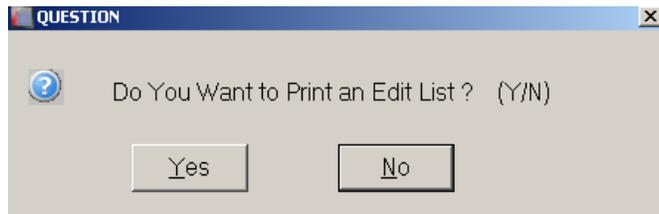
1	1020-000	Cash in Bank	10,000.00
2	1110-000	Accounts Receivable	5,000.00
3	1720-000	Equipment	25,000.00
4	2710-000	Note Payable - Long Term	40,000.00

Did you notice the system automatically defaulted you to the credit or debit side depending on the GL account number you entered?



-  <F8> or Click on Exit after all entries are complete.

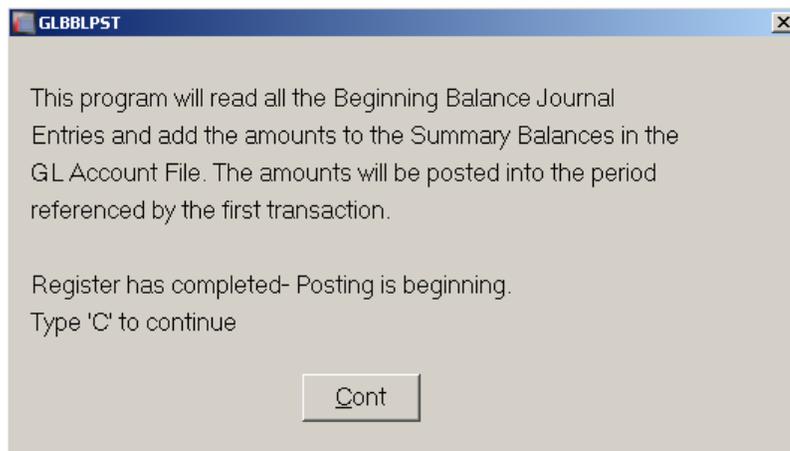
HINT: When exiting this transaction, you will be asked to print an edit listing (answer “Y” here) or choose menu option #2 from the GL-08-06 menu to print the edit listing.



REPORT # 1 – Print the edit listing, label Report # 1 and submit it with your test.

Post this transaction.

- ☒ Choose option # 3 (Post Beginning Balance Transactions) from the GL-08-06 menu and enter operator code of GL if needed. A couple of key points to note here:
 - When you post transactions you must print a posting register. In all the SouthWare products you do not have the option to display a posting register. This report must be printed or spooled. Spooling a report simply means to print it to disk instead of to a printer. If you choose to spool the report, you may later print the register through XX-01.
 - **You do not have the option to abort posting.** Once you’ve chosen to print the register, you must follow through with posting. This is why you should ALWAYS check your edit listing before choosing to post transactions.
 - Always keep a hard copy of your posting registers either on disk or paper. This is your audit trail of the transactions you enter.



- ☒ Choose ‘C’ to continue

What happened when this transaction was posted?

- The control record period table was changed. Because we entered beginning balances as of 06/01/xx, the system automatically closed periods 1 - 5 for us. See GL-08-01, Field 8. Periods 1-5 are now closed.

Year ID	Start Date	End Date	Closed?
2012			
Period 1	01/01/12	01/31/12	Y
Period 2	02/01/12	02/29/12	Y
Period 3	03/01/12	03/31/12	Y
Period 4	04/01/12	04/30/12	Y
Period 5	05/01/12	05/31/12	Y
Period 6	06/01/12	06/30/12	N *Current*
Period 7	07/01/12	07/31/12	N
Period 8	08/01/12	08/31/12	N
Period 9	09/01/12	09/30/12	N
Period 10	10/01/12	10/31/12	N
Period 11	11/01/12	11/30/12	N
Period 12	12/01/12	12/31/12	N
Period 13	00/00/00	00/00/00	N

- The account file (GL-07-01) was updated with the beginning balance figures.

Let's go look at account 1020-000.

- ☞ At a SouthWare menu type **GL0701<ENTER>**. Once in the program use the **<F3>** key to search by account number. Highlight the account number 1020-000 using the **DOWN ARROW** key; then **<ENTER>** to select it.
- ☞ Now access field #10. As you can see, the system updated periods 5 - 12 with \$10,000. Once a transaction is posted, the account record is updated for the "transaction date" period and all subsequent periods in the current year.

Cumulative Amounts	
Beginning Bal	.00
01/31/12	.00
02/29/12	.00
03/31/12	.00
04/30/12	.00
05/31/12	10,000.00
06/30/12	10,000.00
07/31/12	10,000.00
08/31/12	10,000.00
09/30/12	10,000.00
10/31/12	10,000.00
11/30/12	10,000.00
12/31/12	10,000.00

When are the current year actual balances updated?

- By Posting Beginning Balances
- By Posting Journal Entries

Answer the Questions for Lesson 4 before going to the next Lesson.

Don't forget to include a copy of your Beginning Balance Edit List REPORT#1 with your test.

LESSON 5: Purposes of Other Files

Learning Objectives

- ✓ Understand the concept of reporting entities
- ✓ Understand the purpose of a G/L Transaction Operator
- ✓ Understand the use of recurring transactions

We discussed entities briefly in Lesson 3. During this Lesson, we will set up some entities and assign them to accounts.

 At a menu type **GL0802 <ENTER>**.

 Now select the third menu (Set Up G/L Reporting Entities). In this program we will set up some entities.

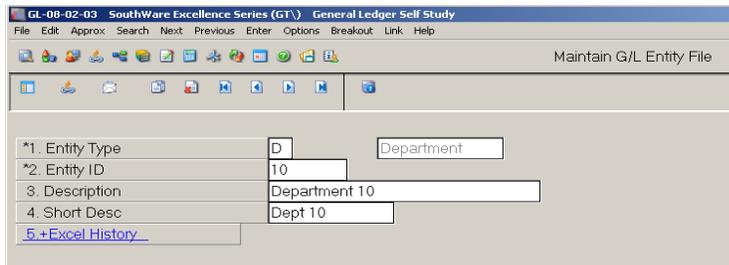
With entities you can do the following:

When you create financial statements you may choose to print information for a particular entity instead of for the whole company. By entering the entity code you can easily indicate exactly which accounts are included in the reporting.

- ✓ The ExcelReport Card (XL-01) lets you analyze your financial goals by entity.
- ✓ Each of these entity records keeps a running total of amounts for a quick review of activity.
- ✓ Enter two department entities, a Department 10 entity and a Department 20 entity.

You can use any naming convention you like but remember your names, if you do not use our example below, because we will be assigning these entities to accounts in the next step.

 Entity Type: Choose "**D**" for Department
Entity ID: Enter "**10**"
Description: Type "**Department 10**"
Short Description: Type "**Dept 10**"
<ENTER> to write record.

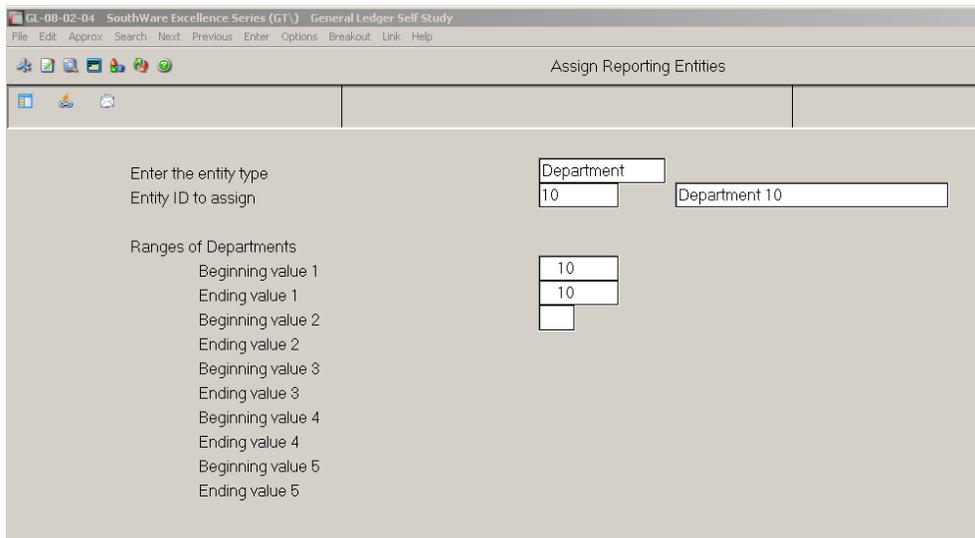


☒ Repeat for Department 20 entity.

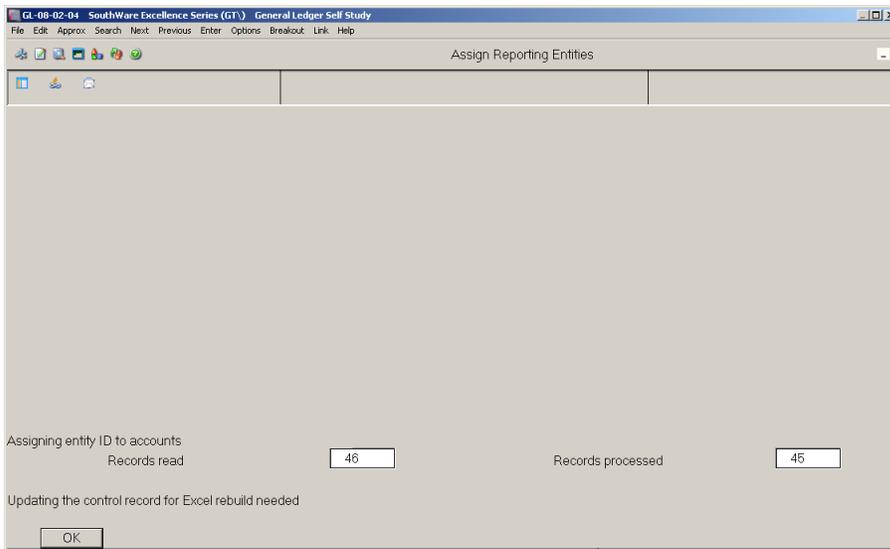
☒ Once you've entered the two entities, exit this program and access menu **GL080204**.

In this program we can automatically assign an entity to a range of accounts. Assign the Department 10 entity to department 10 account numbers and the Department 20 entity to department 20 account numbers. To do this:

- ☒ Select Entity Type: Choose “**D**” for Department
- Entity ID to Assign: Use <**F3**> key to search for and select Department **10** entity
- Beginning Value 1: Enter “**10**”.
- Ending Value 1: Enter “**10**”

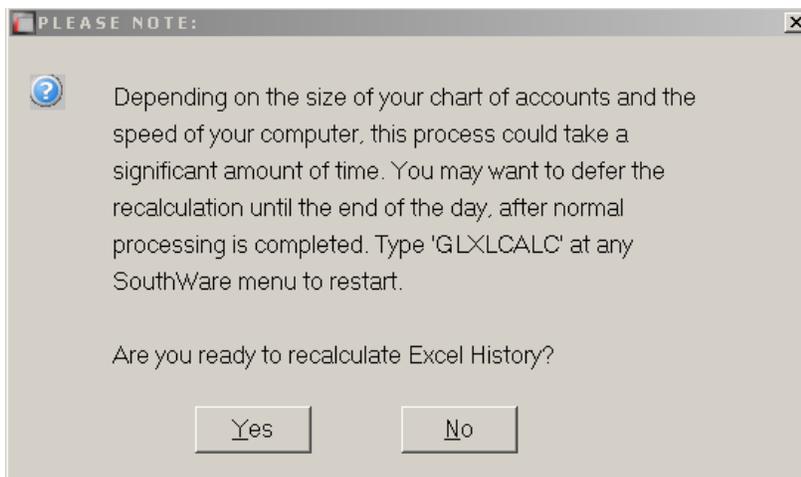


- ☒ Use the <**F1**> key to skip the remaining ranges
- <**ENTER**> to write record <**OK**>



Follow Steps 1 through 5 for Department 20
 <ENTER> to write record <OK> <F8>

Ready to recalculate Excel History? Choose **Yes**.



Let's move on now to Transaction Operators.

- ☒ Access menu selection **GL-08-04**. In this program you define security and defaults for the operators who will be entering or maintaining G/L transactions.
- ☒ Using the <F1> key, access the **GL** operator record. This operator record is automatically created for you when you set-up the General Ledger control record.
- ☒ Access field # 4 (Security Features). These options help you tailor the security of your

system. The last two options: **Enter Out-Of-Balance transactions?** and **Access Interfaced Trans?** are of particular importance. There should never be a need to enter an out-of-balance transaction except in special support situations. Also, you should never change an interfaced transaction because of the G/L distribution history in each module and because the Cash Flow ledger is already updated for interfaced transactions.



- ☞ Set up an operator record called “GT”. Familiarize yourself with the security features and customized keystrokes.

Refer to the General Ledger documentation (Section GL-07-07) for more information.

REPORT # 2 – Print the Report GL-04-10 (G/L Transaction Operator Listing), label Report # 2 and submit this report with your test.

```

List General Ledger Operators
General Ledger Self Study      Date-10/03/12   Ref# GL-04-10
                               Time-15:16:45   Page    1

Operator: GL
----- Process Security -----
Access Other Oper Entries?    Y
Allow Prior Year Entries?     Y
Hot Key To Change Operator?   Y
Allow Posting to Permanent Ledger? Y
Enter Out of Balance Trans?   N
Change/Delete Interfaced Trans? Y

----- Customize Keystrokes -----
Skip Detail Line Number?     Y
Skip Posting Date?           Y
Skip Reference Date?         Y
Skip reference description 1? Y
Skip reference description 2? Y
Default Debit/Credit amount column?Y
Skip 'Any Change' question?  Y
Ask for edit listing upon exit? Y

-----

Operator: GT
----- Process Security -----
Access Other Oper Entries?    Y
Allow Prior Year Entries?     Y
Hot Key To Change Operator?   Y
Allow Posting to Permanent Ledger? Y
Enter Out of Balance Trans?   N
Change/Delete Interfaced Trans? Y

----- Customize Keystrokes -----
Skip Detail Line Number?     Y
Skip Posting Date?           Y
Skip Reference Date?         Y
Skip reference description 1? Y
Skip reference description 2? Y
Default Debit/Credit amount column?Y
Skip 'Any Change' question?  Y
Ask for edit listing upon exit? Y

-----

2 RECORDS READ          2 RECORDS PROCESSED

```

In the Last section of this lesson we will discuss the purpose and use of Recurring Transactions.

- ☞ Access menu select **GL-07-03**. This program is used to set up recurring transactions that recur periodically, such as the end of the month depreciation entries. The information shown here is similar to the information you enter in a journal transaction in GL-01-01.

Let's set up a recurring transaction for Depreciation.

At transaction No.: **1**
At Recur Type: **A** (for amount type)
At Freq Code: **M** (for monthly)
At Desc: **Monthly Equipment Depreciation**
At Trans Type: **DP** (the Depreciation Transaction type we set up earlier)
At Begin: **0131xx**
At End: **<ENTER>**
Last: **<ENTER>**

*1. Transaction#	1	4. Desc	Monthly Equipment Depreciation	6. Begin	01/31/12
2. Recur Type	A	5. Trans Type	DP	7. End	00/00/00
3. Freq Code	M			8. Last	00/00/00

to change OK Cancel

GT 10/03/12 92

For the distributions:

6310-010 (Depreciation Expense)	1,000.00	
1721-000 (Accumulated Depreciation)		1,000.00

<F8> to end.

Ln#	Account#	Account Description	Debit	Credit
1	6310-010	Depreciation	1,000.00	
2	1721-000	Accumulated Depreciation - E		1,000.00

Transaction Totals: Debit 1,000.00, Credit 1,000.00

*1. Transaction# 1 4. Desc Monthly Equipment Depreciation 6. Begin 01/31/12
2. Recur Type A 5. Trans Type DP 7. End 00/00/00
3. Freq Code M 8. Last 00/00/00

Ln# 3 Account# Account Description Debit Credit

F1 Find Acct# F4 Find Desc F8 to end

Let's talk about field #2 (Recurring Type). Here we have three options:

1. Enter an "A" if you want to enter dollar amounts for the distributions on this transaction.
2. Enter "P" if you want to define the distribution percentages for a transaction but distribute a different amount each time. The system will let you specify a percentage for each distribution and will require that these percentages add up to 100%. Each time you select a percentage type transaction the system will allow you to enter the amount to be distributed.
3. Enter "F" if you want to enter only the accounts and then have the system prompt you to enter the amounts each time you generate a transaction. The system will let you enter only account numbers.

- ☒ Enter a percentage type recurring transaction for monthly utilities. Prorate the expense equally between accounts 6120-010 and 6120-020. Use account 2110-000 as the offset to the expense.
- ☒ Enter a Format type recurring transaction. Set one up for transferring funds from your checking account to your petty cash fund. You are on your own on this one.

REPORT # 3 – Print GL-04-11 (Recurring Journal Entries Listing), label Report # 3 and include this report with your test.

We created these recurring transactions, now let’s see how we can generate transactions from them.

- ☒ Access the Menu GL05. Type **GL05** <ENTER> at any SouthWare menu.

The menu items you see here are the operations that are normally performed at the end of a month.

- ☒ Select option #1 (Select Recurring Journal Transactions).

Enter **0131xx** as the date to be assigned to the transaction
 Enter “**M**” for the Frequency of Transactions to be selected
 Answer “**No**” to any change question.

Once the questions are answered, you will be asked if you want to generate the transaction (the first transaction displayed should be the depreciation entry we created). Answer “**Y**” to this question.

Ln#	Account #	Account Description	Debit	Credit
1	6310-010	Depreciation	1,000.00	
2	1721-000	Accumulated Depreciation - E		1,000.00

Transaction Totals → Debit: 1,000.00 Credit: 1,000.00

Gen Frequency: M
 Transaction #: 1
 Trans Type: DP

Gen Date: 01/31/12
 Last Date Used: 00/00/00
 Desc: Monthly Equipment Depreciation

Generate this transaction ? <F1> to skip, <F8> to end [Yes] [No]

You will then be asked “Proceed to Journal Transaction Maintenance for Changes?” Answer “N” here.

Ln#	Account #	Account Description	Debit	Credit
1	6310-010	Depreciation	1,000.00	
2	1721-000	Accumulated Depreciation - E		1,000.00

Transaction Totals: Debit 1,000.00, Credit 1,000.00

Gen Frequency: M
 Transaction #: 1
 Trans Type: DP
 Gen Date: 01/31/12
 Last Date Used: 00/00/00
 Desc: Monthly Equipment Depreciation
 Generated transaction#: 2

Proceed to Journal Trx Maintenance for Changes?

The Next recurring transaction should now be on the screen to process (this transaction should be our utilities recurring entry). Answer “Y” to create this entry.

Because this transaction was a “Percent” type recurring entry, you are asked to enter the amount to distribute. Enter **100.00** here. Answer “N” to proceed to Journal Transaction Maintenance.

Ln#	Account #	Account Description	Debit	Credit
1	6120-010	Utilities	50.00%	%
2	6120-020	Utilities	50.00%	%
3	2110-000	Accounts Payable		100.00%

Transaction Totals: Debit 100.00%, Credit 100.00%

Gen Frequency: M
 Transaction #: 2
 Trans Type: G
 Amount to distribute: 100.00
 Gen Date: 01/31/12
 Last Date Used: 00/00/00
 Desc: Monthly Utilities
 Gen Jml

 Answer “Y” to generate the third transaction to appear (This should be the petty cash transfer entry we just created).

Because this was a “Format” type entry, you will be asked to enter a dollar amount.

Debit account 1010-000 for \$100.00
and **Credit account 1020-000 for \$100.00.**

*** This transaction will increase petty cash by \$100.00 and decrease our checking account by \$100.00.*

Once you exit this program, you are asked “Do you want to print an Edit Listing?”.

REPORT # 4 – Answer “Y” here and submit the edit listing with your test. Label this Report # 4

Answer the questions for Lesson 5 before going to the next Lesson.

Don’t forget to include a copy of GL04-10, GL04-11 & GL-05-01 with your test.

LESSON 6: The Budget Subsystem

Learning Objectives

- ✓ Understand the concept of the budget workfile
- ✓ Be familiar with the three types of budgets
- ✓ Know how to edit the amounts in the budget workfile

Before continuing this lesson, please review section GL-07-02 in the SouthWare General Ledger documentation.

For this lesson, we will be using the regular Demo files. If you haven’t already done so, load an unmodified version of the demo files into your DEMO (DM\) data directory.

-  Log into SouthWare as the **DEMO** operator.
-  Access Menu **GL-07-02**. These are the menu selections for our Budgeting Subsystem. Choose option #1 (Generate a Budget Workfile). In this program you create a workfile of accounts and budget amounts. You may then review and edit the workfile amounts, then post them to update the G/L account file.

Two Key points to remember:

- You may not have more than one workfile active at one time

- Your workfile consists of either Balance Sheet or Income Statement accounts

Select the options below to generate your workfile:

Press Okay to continue.

This will run through creating detail records for accounts. Press Okay

Let's stop here and discuss our options when creating a workfile.

1. You may choose accounts in a specific entity or all entities
2. You have three columns of information to work with:
Reference Column 1

Reference Column 2
Work Column

In the two reference columns you may display:

Current year original budget
Current year current budget
Pending budget
Prior year actual
Current year actual

In the Work column you may display:

Start values at zero

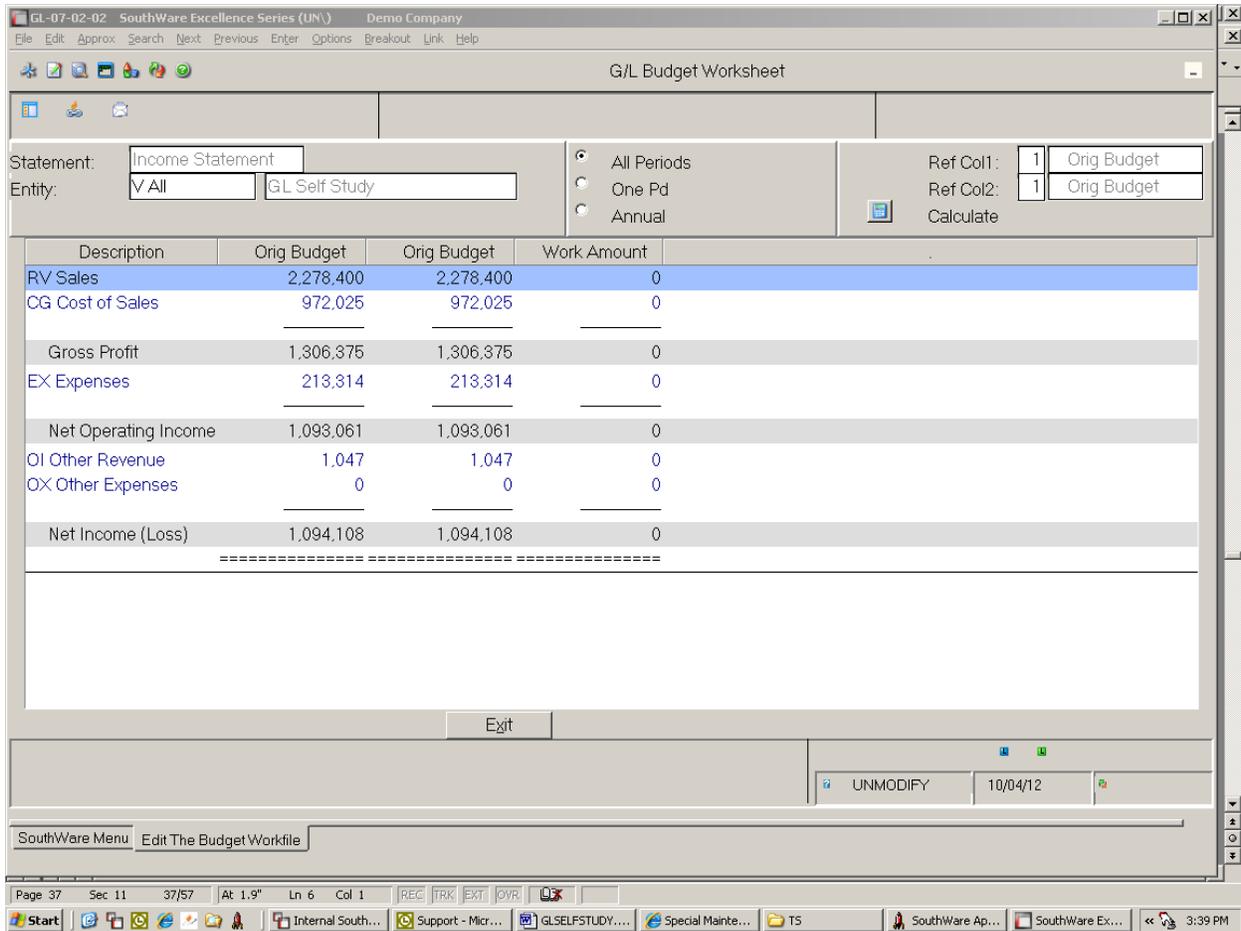
Current year original budget
Current year current budget
Pending budget
Prior year actual
Current year actual

NOTE: You may change the reference columns as you edit the workfile. These reference columns are only the defaults

 Let's go to option #2 on the Account Budget Menu (Edit the Budget Workfile).



When you access this program you will see a summary screen of information grouped by account type. You can then highlight one of these groups to see the individual accounts.



☞ Zoom in on the Revenue accounts.

☞ Zoom in on the first sales account by highlighting the first entry with your arrow keys and pressing <ENTER>.

The cursor should be on the first period work amount. Notice that you have two options on the bottom of the screen.

- ✓ <F4> copy period amount (works like account maintenance)
- ✓ <F6> Annual Budget (works like account maintenance)
- ✓ You also have a Calculate button at the top Right of your screen. Like below



☞ Let's choose the option to Calculate

For Method Choose Option #5 (Replace from account)

This will skip down to Replace amount, Choose option #1 (Current Year Original Budget)

Choose 1 (Rounding \$1)

Press okay to accept

What you should now see is that all three columns have \$24,000 in each period.

Period Ending	Orig Budget	Orig Budget	Work Amount
Period 1 Ending 01/31/12	24,000	24,000	24,000
Period 2 Ending 02/29/12	24,000	24,000	24,000
Period 3 Ending 03/31/12	24,000	24,000	24,000
Period 4 Ending 04/30/12	24,000	24,000	24,000
Period 5 Ending 05/31/12	24,000	24,000	24,000
Period 6 Ending 06/30/12	24,000	24,000	24,000
Period 7 Ending 07/31/12	24,000	24,000	24,000
Period 8 Ending 08/31/12	24,000	24,000	24,000
Period 9 Ending 09/30/12	24,000	24,000	24,000
Period 10 Ending 10/31/12	24,000	24,000	24,000
Period 11 Ending 11/30/12	24,000	24,000	24,000
Period 12 Ending 12/31/12	24,000	24,000	24,000
Annual Budget	288,000	288,000	288,000

- ☞ Now increase the amount for all periods by 10 percent using the same account.
- HINT: Choose <F5> to calculate.
- “1” for Recalculate Method (Increase by Flat Percent)
- “10” for percent
- <ENTER> rounding method
- <ENTER> starting period
- <ENTER> any change?

Did the amounts change to \$26,400.00? If not go back and try this exercise again starting at the beginning at the top of this page.

Period Ending	Orig Budget	Orig Budget	Work Amount
Period 1 Ending 01/31/12	24,000	24,000	26,400
Period 2 Ending 02/29/12	24,000	24,000	26,400
Period 3 Ending 03/31/12	24,000	24,000	26,400
Period 4 Ending 04/30/12	24,000	24,000	26,400
Period 5 Ending 05/31/12	24,000	24,000	26,400
Period 6 Ending 06/30/12	24,000	24,000	26,400
Period 7 Ending 07/31/12	24,000	24,000	26,400
Period 8 Ending 08/31/12	24,000	24,000	26,400
Period 9 Ending 09/30/12	24,000	24,000	26,400
Period 10 Ending 10/31/12	24,000	24,000	26,400
Period 11 Ending 11/30/12	24,000	24,000	26,400
Period 12 Ending 12/31/12	24,000	24,000	26,400
Annual Budget	288,000	288,000	316,800

One of the options we discussed in Lesson 4 is the percent of related type. We will not do an exercise using this method but note that it is available.

- ☞ Exit this program using the <F8> key.

HINT: You will need to <F8> three times to exit this program.

Once you've created the budgets you want, you have the option to post these budgets. During

posting you may choose to update:

1. Pending Budget
2. Current Budget
3. Original Budget
4. Current and Original Budget

If you choose to update the current budget, you are asked to enter a revision date. This date will be posted to the account record of each updated budget.

Let's briefly discuss the three types of budgets we store in each account record:

- ✓ Current Budgets
- ✓ Original Budgets
- ✓ Pending Budgets

The **current budget** is typically used to store current budgeted amount of activity for each period. If you revised any of these amounts using the budget subsystem a revised date will appear next to the amounts that have changed.

The **original budget** typically contains the original budgeted amount of activity for each period before any budget changes.

The **pending budget** typically contains a set of pending or tentative budgets for each period. These fields are designed to let you work on budget changes or next year's budget without affecting the current budgets.

Any one or all of the budgets can be printed on a financial statement.

Answer the Questions for Lesson 6 before going to the next Lesson.

LESSON 7: G/L Transactions

Learning Objectives

- ✓ Know how to enter a G/L transaction
- ✓ Understand how G/L information from other modules comes into G/L and when it will be reflected in your reporting

For this lesson we will be using the regular Demo files (the same files used in Lesson 6).

 Access menu selection GL-01. As indicated in the menu the normal steps to process journal

entries are as follows:

1. Enter the journal transaction
2. Print a listing of the entries you just made (make any corrections before posting)
3. Post the entries to your permanent ledger.
4. Once in the permanent ledger the entries cannot be changed, but you may change their effect with another journal entry.

 Access menu selection GL-01-01. In this program you may enter, change, or delete any non-posted transactions:

- You may enter adjusting transactions for as many different journal transaction types as you want including Prior year and Automatic Reversal type entries.
- You may edit any interface posting transaction that was created by other SouthWare products as long as they have not yet been posted to the permanent ledger.

NOTE: You will first have to enter a G/L operator code if you don't have an automatic default set up in your logon operator record (the DEMO operator has a default operator of GL). You may switch operators at any time in this program by using the operator hot key (normally <CTRL O>).

HINT: Many of the features in this program are controlled by the transaction operator options we discussed in Lesson 5.

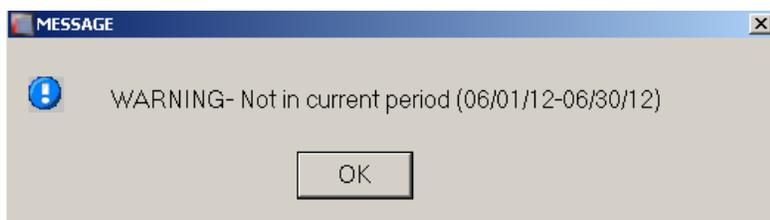
Let's enter a few transactions.

 Enter a "G" type transaction dated **01/31/xx** (the last day of period one of your current G/L year)

Increase Sales (account # **4010-010**) by **\$100.00**

Increase Accounts Receivable (account # **1110-000**) by **\$100.00**

Did you notice the error you got when you entered the date? This program checks this date against the current period in the control record and warns you if you enter a date outside the current period.



HINT: A transaction dated in a previously closed period in the current year is called a prior

period transaction. You will hear this term referred to often in General Ledger and the other SouthWare accounting packages.

If you enter a transaction dated in a prior (closed) period the post process will adjust all appropriate periods. You should then rerun all financial statements for the affected periods

Enter a “PY” type transaction dated **12/31/xx** (the last day of period 12 from last year).

Debit Cash (**1020-000**) for **\$100.00**
 Credit Sales (**4010-010**) for **\$100.00**

- After you enter the "PY" type as the journal transaction type (GL-01-01, field 2) you may enter a "History Type" for this transaction. The transaction will appear as a PY type on your posting register but will be posted to history with the type you specify.

Note: You cannot use “PY” again. A list of history types are listed below:

Cd	Desc	Record Type
AP	From Accounts Payable	JOURNAL TRX TYPE
AR	From Accounts Receivable	JOURNAL TRX TYPE
BB	Beginning Balance	JOURNAL TRX TYPE
FA	From Fixed Assets	JOURNAL TRX TYPE
G	General Journal	JOURNAL TRX TYPE
JC	From Job Cost	JOURNAL TRX TYPE
MM	Memo Account Post	JOURNAL TRX TYPE
PR	From Payroll	JOURNAL TRX TYPE
PY	Prior Year Adjustment	JOURNAL TRX TYPE
RV	Auto Reversing Entry	JOURNAL TRX TYPE

When you enter a “PY” type transaction the date you enter must be in a prior fiscal year. When posted this type of transaction will update prior year balances (comparatives) through the end of the year and the beginning balance for the current year.

NOTE: If an adjusted account is a **Balance Sheet** account the transaction will affect the beginning balance of the current fiscal year.

If the adjusted account is an **Income Statement** account, the transaction will affect the beginning balance of the Retained Earnings Account(s) defined in the control record. If you use Multiple Retained Earnings Accounts the post program will distribute any retained earnings changes to the profit centers affected. You must have a retained earnings account set up for each profit center (using the Account Code for Retained Earnings defined in the Control Record).

In either case the adjustment of balances will be reflected in any closed periods in the current fiscal year.

☞ For this next transaction, assume that \$1000.00 of Salaries expense should be shown in June. The payroll won't be posted until July. To properly reflect this:

Enter an “**RV**” type transaction dated **06/30 of this year**.
Debit Salaries Expense (**6010-000**) for **\$1000.00**
Credit Accrued Salaries Payable (**2210-000**) for **\$1000.00**

An Automatic Reversal Transaction (RV type) lets you enter a transaction (typically an accrual) that will be reflected in this period and then automatically reversed at the beginning of the next period. This is how a Reversal Transaction works:

- During the period in which you post an “RV” type transaction it will be treated like a normal transaction.
- When you close a period (GL-05-06) any “RV” type transactions will automatically cause a reversing transaction to be created as of the first day of the new period. The transaction period-end creates will be a “G” type transaction and must be posted like any other transactions.

NOTE: Only period-end causes reversal; year-end does not.

We discussed Memo Accounts in Lesson 3. To post balances into a memo account, you must enter a “**MM**” type transaction here. Memo type transactions let you enter reference amounts to memo accounts. Memo transactions do not have to balance since you are not updating financial accounts. The amounts for memo accounts are stored just like normal accounts.

REPORT # 5 – Print an edit listing (GL-01-02) and submit this report with your test.

We discussed briefly in Lesson 1 how information is posted to G/L. These are the key points to remember:

- Transactions coming from the other SouthWare accounting packages are by-products of transactions processed in these other products.
- The other SouthWare Accounting packages interface to General Ledger through the use of interface files.
- Within each package a file is maintained of debits and credits created by transactions in the package.
- The responsible operator for each package may post these distributions periodically or choose to have them posted automatically to General Ledger.
- Once these distributions are posted to General Ledger, they are placed in the journal file (GL-01-01) where you may review them before they are posted to the permanent ledger.

Answer the questions for Lesson 7 before going to the next Lesson.

Don't forget to include a copy of your Transaction Edit Listing (GL-01-02) – report #5 with your test.

LESSON 8: Overview of Financial Statements

Learning Objectives:

- ✓ Understand the general concept of how Financial Statements work
- ✓ Understand how to control the time period shown on Financial Statements

To be able to print a financial statement you must do the following:

- ✓ Create a “**format**” (a file containing the layout of the report)
 - What type of Statement?
 - Which Accounts to Include?
 - Headings
 - Totals
 - How Much Detail to Include?
 - Custom Ratio Basis?
- ✓ Create “**Selections**” or combinations of reports to process and define what information is to be shown.
 - Which Formats to Process?
 - Which Entities to Include?
 - What info should be printed in each column?
 - Print Account Numbers?
- ✓ “**Run**” the selected reports for a certain period of dates.
 - Income Statement
 - Balance Sheet
 - Cash Flow or SAF
 - Supporting Schedule

When you print the financial statements (GL-03-04), you enter a range of dates to process.

Key points to Note about the run dates:

- This date range determines what will print in the “current period” columns on the F/S
- The date range is always defaulted to the last closed period
- The dates entered should normally be for a standard accounting period as set up in your Accounting Periods file
- If you enter a range of dates that define a fiscal quarter the program considers periods to be quarters

- You may enter a date range other than a standard period such as 01/01/xx - 01/15/xx to get a financial statement for the first fifteen days of January

There are no questions for this Lesson.

LESSON 9: Financial Statement Formats

Learning Objectives:

- ✓ Understand the purpose of Financial Statement Formats
- ✓ Understand the types of formats
- ✓ Know how to create and maintain a format

Please review section GL-03-01 in the General Ledger documentation before completing this lesson. We will touch on a few of the Financial Statement features but not all of them. We create standard formats for you so you will not need to worry about the other features until you have a need for them. This Lesson is only designed to give you a basic understanding of Financial Statement Formats.

For this lesson we will be using the regular Demo files (the same files used in Lesson 7).

A Financial Statement Format is the vertical layout of a report. It defines:

- What headings are shown
- What accounts are included
- What level of detail is shown
- What totals are shown
- Other specifications about the vertical format

The types of statements you can create in SouthWare are:

- I** Income Statement
- B** Balance Sheet
- F** Funds Statement (Sources and Uses)
- S** Supporting Schedule (no standard format)
- C** Cash Flow Statement (FASB 95)

Let's create an Income Statement

- ☞ At a SouthWare menu, type GL03 <ENTER>. The menu selections you see here are those needed to create, edit, process and print your financial statements.
- ☞ Access menu selection #1 (Create a New Financial Format). The first screen you see is the header or identifying information for a format.

Enter the following information.

1. Statement Type = I
2. Report Number should default to next available (#3)
3. Report Title “G/L Self Study Guide
4. Creation Date Defaults to current date
5. Operator should be Demo

*1. Statement Type	I	INCOME STATEMENT
*2. Report Number	3	
3. Report Title	G/L Self Study Guide	
4. Creation Date	10/05/12	
5. Operator	DEMO	
6. +Select on Account Parts?	N	
7. Custom Ratio Denominators?	N	

Once you press <ENTER> at this screen, a box will appear asking the question **Any Change to Generation Options?** And the following box comes up

Account	Type	Format	Print
Sales		R	Y
Cost of Sales		R	Y
Operating Expenses		R	Y
Other Income		R	Y
Other Expenses		R	Y

By default the level of detail to print for each account category is “**R**” for one record per account category. This will generate a “**G**” (Group) type format record for each account type. This requires the least format records and means that you don’t have to edit your format when you add new accounts to your chart of accounts.

Enter “**Y**” to change the Generation Options.

As you can see, there are two additional options for **Format Detail?**

“**A**” One Record per Account

This will generate an “**A**” type format record for each account number included in the format. This would let you edit the format for each account. The disadvantage of this

approach is that you must edit the format each time you add an account to your chart of accounts.

“C” One Record Per Code

This will generate a “G” (Group) type format record for each account code included in the format. If you have multiple account numbers per code this would generate less format records than the “A” option above. You would not have to edit the format if you added a new department for an existing account code, but you would have to edit the format if you added a new account code to your chart of accounts.

You also have options on Printing Detail:

Y: Print Detail per Account

Causes the format to print one line per account number. This option is available if you choose Format Detail of A, C, or R

C: Print Detail per Code

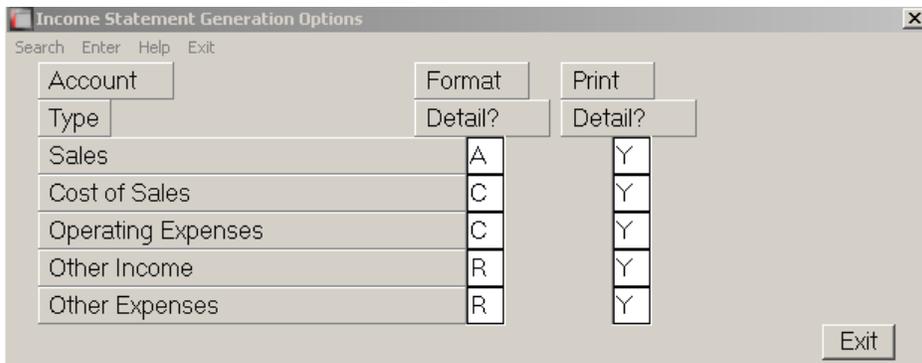
Causes the format to print one line per account code with all accounts for the code summarized into the one line. This option is available only if you choose “R” for Format Detail

N: Don’t Print

Causes the format to suppress the printing of each account/code generated. The purpose of this option is to let you create a format to which you can easily add Level S subtotals so you may control which accounts get summarized together

EXAMPLE: Assume you are including profit centers 1, 2, and 3 on a format and they each have the same account code for “Cash”. Entering “Y” to the “Print Detail” question will result in three lines being printed for Cash (one per profit center). Entering “C” will result in one line being printed for Cash which will be the total of the three profit centers.

 Change your generation options to match the table below.



Account	Format	Print
Type	Detail?	Detail?
Sales	A	Y
Cost of Sales	C	Y
Operating Expenses	C	Y
Other Income	R	Y
Other Expenses	R	Y

Go ahead and complete the creation of this format and see how it looks.

Notice the difference in the format for the different account ranges.

- ✓ The Sales accounts have one record per account # and the print detail flag is yes
- ✓ The Cost of Goods Sold section (5000 range) have groups per account code and all the print detail flags are yes
- ✓ The Operating Expense section (6000 range) have groups per account code and all the print detail flags are No

Notice the maintenance functions available to you:

<ENTER> Zoom and Change the Current Line

<F4> Add a Line (below the current line):

Format Line Types

<A>ccount Number

<G>roup

<P>age feed

<L>ine feed

Te<X>t line

<H>eading line

<U>nderscore

<T>otal (1=Major...9=Minor, S=Account Summary) line

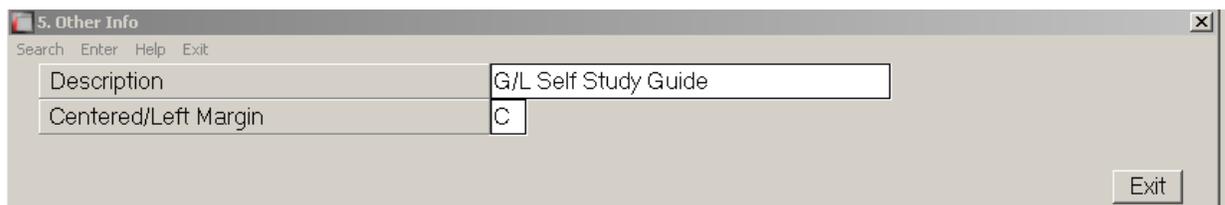
<R>atio basis (S=Start, E=End)

<F>inancial Ratio Calculation

<I> Net Income Calculation

<F5> Delete line

- ☞ Change the heading of our Income Statement to do this, highlight line #2 of the format (Heading) and Press <ENTER> you will see a box like below.



The screenshot shows a window titled "5. Other Info" with a menu bar containing "Search", "Enter", "Help", and "Exit". Below the menu bar are two input fields. The first field, labeled "Description", contains the text "G/L Self Study Guide". The second field, labeled "Centered/Left Margin", contains the letter "C". An "Exit" button is located in the bottom right corner of the window.

Change the Description to **G/L Self Study Guide** then press Enter. On the Center/Left Margin: Press <ENTER> to default to Centered

Now lets go and add a Total Level S Line after Group 6090 Description: Total 6010-6090

- Highlight Group 6090 to 6090

Seq#	Rec Type	Account#	Heading/Desc	O/R	DR/CR	Prt\$	Amt	Det?	Ratio	Divisions	Departments	Other
410	Linefeed:3											
420	Heading :L		Operating Expenses									
430	Acct Group	6010 to 6010			DR		Y			0 to 0	0 to 999999	0 to 0
440	Acct Group	6020 to 6020			DR		Y			0 to 0	0 to 999999	0 to 0
450	Acct Group	6030 to 6030			DR		Y			0 to 0	0 to 999999	0 to 0
460	Acct Group	6040 to 6040			DR		Y			0 to 0	0 to 999999	0 to 0
470	Acct Group	6060 to 6060			DR		Y			0 to 0	0 to 999999	0 to 0
480	Acct Group	6070 to 6070			DR		Y			0 to 0	0 to 999999	0 to 0
490	Acct Group	6080 to 6080			DR		Y			0 to 0	0 to 999999	0 to 0
500	Acct Group	6090 to 6090			DR		Y			0 to 0	0 to 999999	0 to 0
510	Acct Group	6110 to 6110			DR		Y			0 to 0	0 to 999999	0 to 0

- Press the <F4> key; this then skips over the Sequence Field #3.

- Framework Type Select <T>

- Enter a Description: **Total 6010-6090**

- Take the defaults for Level Number and Worksheet Add/Sub by pressing <ENTER>
- At the Any Change answer <N>
- Add a Total Level S Line after Group 6194 Description: Total 6110-6194
- Add a Total Level S Line after Group 6350 Description: Total 6230-6350

Now Add a Profit Margin “PM” Financial Ratio to the bottom of your Financial Statement

- At the Double Lines (=====) Press <F4> this will bring you to Framework Type box, Choose <F>
- For Other Info, Field #5, Financial Ratio ID - Press F3 for lookup and select <PM>
- Any Change? <N> twice

These exercises show us how easy it is to customize a format. In the next lesson we will print this format so you can see how our options affect the printout of our Income Statement.

Please review section GL-03-01 of the General Ledger documentation concerning:

- | | |
|-----------------|-----------------------|
| - Totals | - Cash Flow Statement |
| - Ratio Basis | - Custom Ratios |
| - SAF Statement | - Worksheet Files |

The creation of Financial Statement Formats can become complicated and detailed. We have only touched on a few of the capabilities of this program.

REPORT # 6 – Print the Format Listing (GL-03-02-04) for the format you just created.

NOTE: The Format you created should be Income Statement #3.

Answer the questions for Lesson 9 before going to the next Lesson

Don’t forget to include a copy of your Format Listing (GL-03-02-04) Report#6 with your test.

LESSON 10: Financial Statement Selections

Learning Objectives:

- ✓ Understand the purpose of the selection file
- ✓ Be familiar with the standard selection options
- ✓ Know how to edit the contents of a column
- ✓ Know how to report entities in columns

For this lesson we will be using the regular Demo files (the same files used in Lesson 8).

Purpose of the Selection File (GL-03-03)

In the selection file, you define the various financial statement reports you want to produce from the formats you created. For each selection you can define a set of statement formats to be printed as well as numerous options about the information to be shown. You may use a particular report format in as many selections as needed.

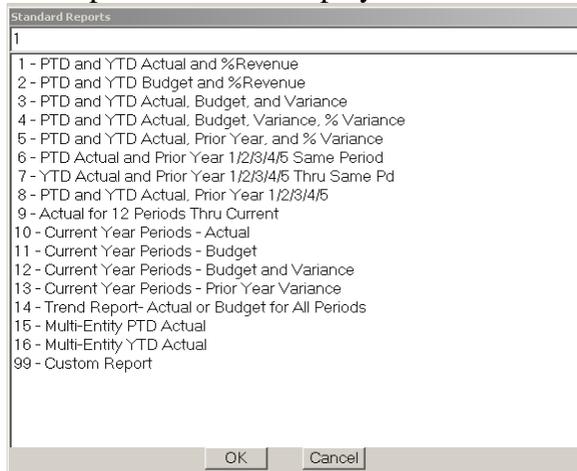
NOTE: Creating a new format will not automatically create selection records. However, if you run the “Create Financial Statements” process during G/L installation and set up, a selection record will be created.

Let’s create a selection for the Income Statement we created in Lesson 9.

 Access menu selection GL-03-02-03 (Maintain Selection Records)

At each of the fields choose the following options:

1. At the Selection Number: Press <ENTER> to create a new selection
2. When you press enter it will bring you to Field # 2, Desc./Comments. A Standard Reports List will Display.



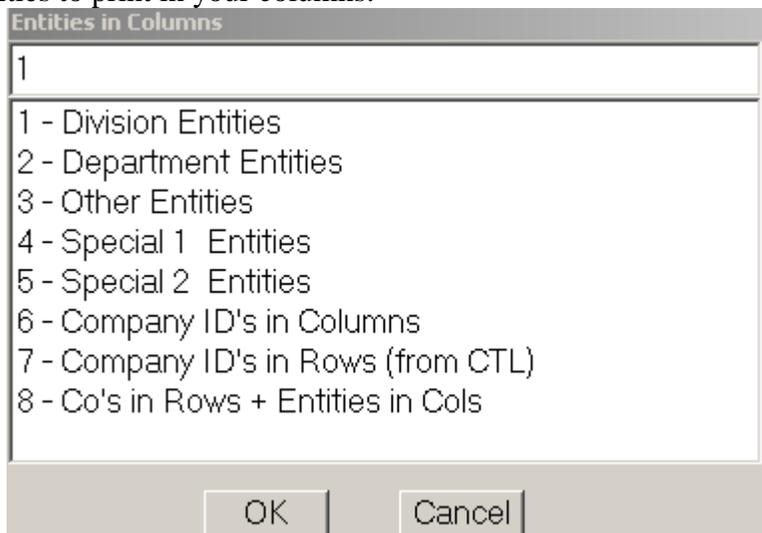
Let’s choose report #1 (PTD and YTD Actual and % Revenue)

HINT: Use the standard options if at all possible. Defining your own custom columns requires you to use many features that will take time for you to understand. The standard options are much quicker and easier to use. If one of the standard options is close to what you want you can save time by choosing it and then editing the column choices as needed.

3. At Batch ID: Press <ENTER> for none. This field is optional; you may enter an identifier code (up to 10 characters) to assign this selection to a batch of selections. When you maintain the Active flags for selections you may automatically update several selections at one time by referencing this Batch ID
4. Active? “Y”es when you choose to run financial statements, the system looks at each Selection record to see whether there is a “Y” in this field. If there is a “Y” the reports defined in the Selection will be processed.
5. Based on Run Dates? Notice this field was automatically filled in with a “Y”es for Standard Dates. For Trend Reports, you would enter a “T” and enter an “N” if you want each column on the statements to refer to an absolute or fixed period of time.
6. Assign Entities/Companies? Enter “Y”es here so that we can assign entities to columns.

NOTE: This option also gives you the capability of entering companies in columns. If you are interested in multi-company consolidation refer to the end of the GL-03-03 section in the G/L users documentation.

7. Once you answer “Y” to this question, a window will appear for you to choose what type of entities to print in your columns.



Choose option #2 (Department Entities).

8. Next you will be asked to enter a Single Entity ID. <ENTER> through this field because we will enter entity aid's in each of our columns. You would enter an entity here if the report

should be printed for one entity only (you do not want entities in columns, you want to print for just one entity).

9. Enter through fields 6 and 7. These fields define the width of the report, whether or not to print account #'s, dollar rounding (and whether to print the rounding option in the footer) and the size of each column.
10. <I>ncome Stmt/<S>upp Sched: Enter <I> here to print the income statement format we created in Lesson 9. **HINT:** The format ID we set up should be #3. If you are not sure which one we created, use the <F3> function key to search the format file.
11. Enter through fields 10 and 12. We won't be printing a Balance Sheet or Cash Flow Statement. However, there are a few **key points** to note about printing a balance sheet:
 - You must print an income statement to print a balance sheet
 - You must print YTD actuals on the income statement to print a balance sheet
 - The columns you print on the balance sheet must be printing on the income statement. The income statement brings over a net income line to the balance sheet and if it is not printed on the income statement we do not know the amount to bring over to the income statement.
 - You may not print PTD amounts on the balance sheet. Increases and decreases on the balance sheet are always shown as YTD amount.

☞ Let's access field #9 of our selection record to modify the columns to print.

☞ Access column 1. Let's change the department to "STORE1" then <ENTER> through the other options.

☞ Access column 2. <ENTER> through all the fields. Notice that the program automatically entered "STORE1" for the department and Header 3. This column is a ratio column and should reflect the ratios for the previous column.

☞ Use the <F4> key to move column 3 to column 5.
Highlight column 3
type <F4>
Input Column: 3
Output Column: 5

☞ Use the <F4> key to move column 4 to column 6.

☞ In column 3 enter CYPTD information for department "STORE2".
Highlight column 1
Type <F5>
Input Column: 1
Output Column: 3
Access Column 3 (Highlight the selection and then <ENTER>)
Change the Department to "STORE2"

Change Header 3 to “STORE2”

 In column 4 enter a column ratio for STORE2.

Highlight column 2

Type <F5>

Input Column: 2

Output Column: 4

Access Column 4

Change Header 3 to “STORE2”

 Add a Last Year YTD Balance to column 7

Highlight column 7

<ENTER>

Column Type: “Y” (YTD Actual)

Column Choice: “1YYTD” (1 year ago YTD)

Department: <ENTER> to get total last year YTD for STORE1 and STORE2

<ENTER> through the remaining fields

 Now type <F8> to exit the columns and then an

<ENTER> to save our changes and clear the selection

Type <F8> to exit this program

Next we want to print this financial statement but we need to make sure there is no other selections set to run:

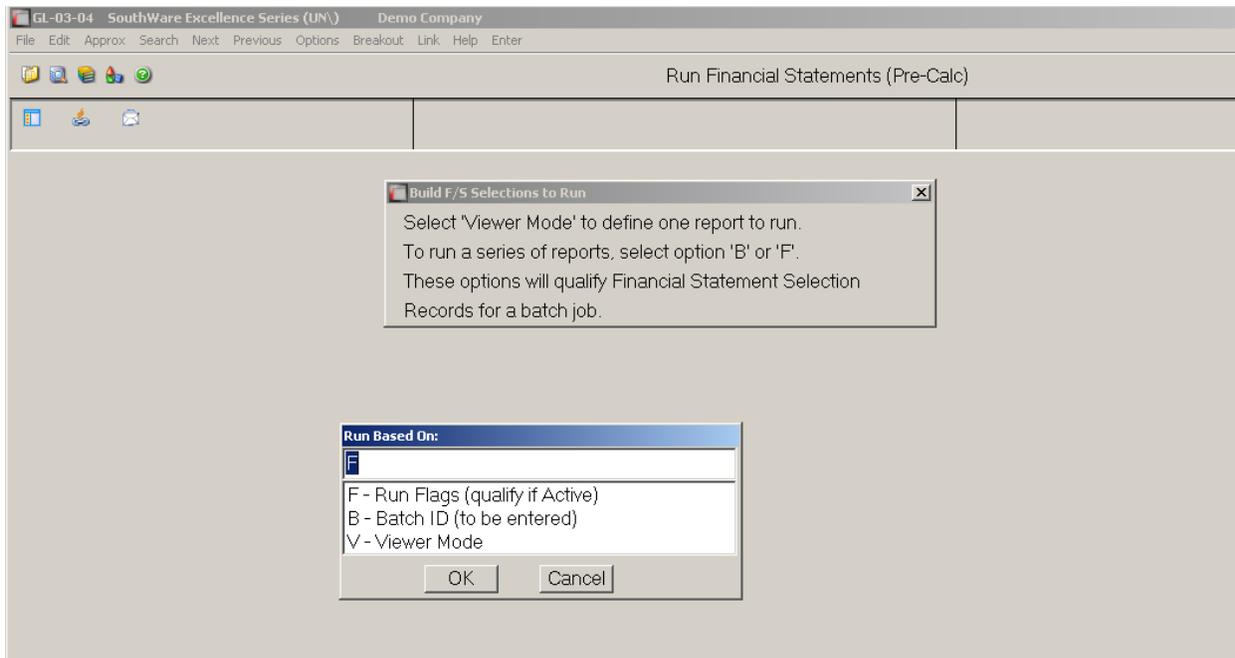
 Access Menu GL-03-03

 Remove the checks off all items in the Run? Column, but the report we just created. This is #4

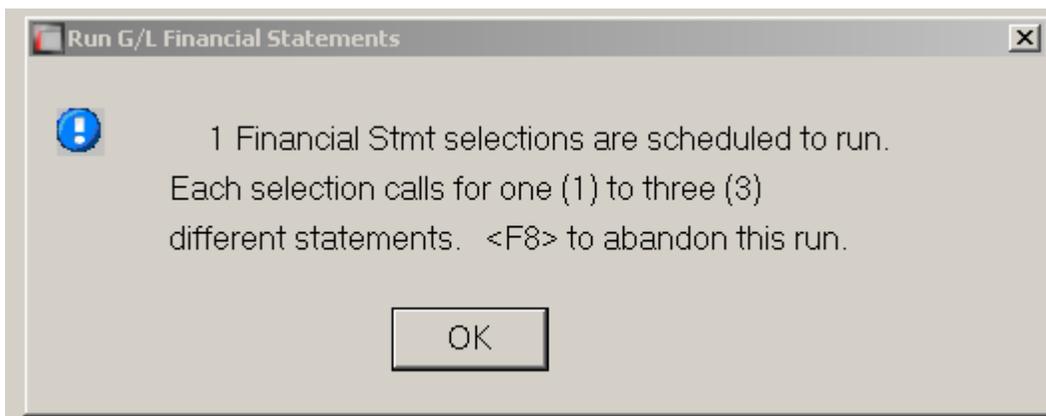
 Press F8

Now at the menu screen you will want to print the financial statement

Access menu GL0304 Select F - Run Flags <OK>



When you press Enter on the Run Flags – You will see Run G/L Financials Statements Box and how many reports are scheduled to run.



Press Okay and Run Financial Statements (Pre-Calc) box will appear.

You will enter the following items in the box

For period dates: <ENTER> to default to the last closed G/L period.

You may enter any date here in the current or previous year. If you enter a range of dates that define a fiscal quarter the program explains that periods will be considered to be quarters. **NOTE:** This means that a column referring to current period will be the amount for the current quarter, last period will be last quarter, etc.

Date Title Option: <ENTER> to default to “N” (Name of Month). You have three options available to you for the date lines at the top of the reports:

- Enter “N” if you want the name of the month printed in the report title (such as “January”). NOTE: This option is valid only if you use calendar months for periods.
- Enter “D” if you want the range of dates printed, such as “For Period 0101xx and 0131xx”-- with xx being the last two digits of the current year).
- Enter “C” if you want to enter custom date lines to be printed. When you select this option you may enter up to two lines of date titles for the Income Statement and a different two lines for the Balance Sheet.

Print Page Numbers on Report? “Y”es (page numbers will print in the upper right corner of each page)

Print Run Date and Time on each Page? “Y”es (the system date/time will print at the top of each page)

Print Zero-Balance Accounts?: “N”o (to suppress the printing of accounts with zero balances).
HINT: Entering a “Y” allows you to print a newly created report to see how it looks even if you don’t have balances for all the accounts on the report.

Create Interface Files:

DIF?: “N” to not create a Data Interchange Format file for each report that is printed. Many spreadsheets have the capability of importing data from a DIF file.

COMMA DELIMITED?: “N” to not create a Comma Delimited Format file for each report that is printed. Many databases have the capability of importing data from a CD file.

WP MERGE?: “N” to not create a WordPerfect Merge Format file for each report that is printed. Only detail lines (accounts and level S totals) will be included in this interface file.

WORKSHEET?: “N” - Enter "Y" or "N" to specify if you want to create a “wks” spreadsheet file for each report that is printed. The spreadsheets created from the financial statement information may be directly retrieved into spreadsheets such as Microsoft Excel or other products that accept this file format. Totals will be replaced by worksheet formulas, and any ratios will not be transferred to the spreadsheet file.

Footnote Position Box, Choose L for Left Justified



Footnotes for Each Page: “G/L Self-Study Guide”. Any footnotes you enter will print on the bottom of each page of each report printed during the run.

How Many Copies do You Want to Print?: <ENTER> to take the default of 1. You may enter a number from 1 to 99 to have the program print that many sets of financial statements.

REPORT # 7 – Submit a copy of this statement with your test.

LESSON 11: Overview of Inquiry and Reporting

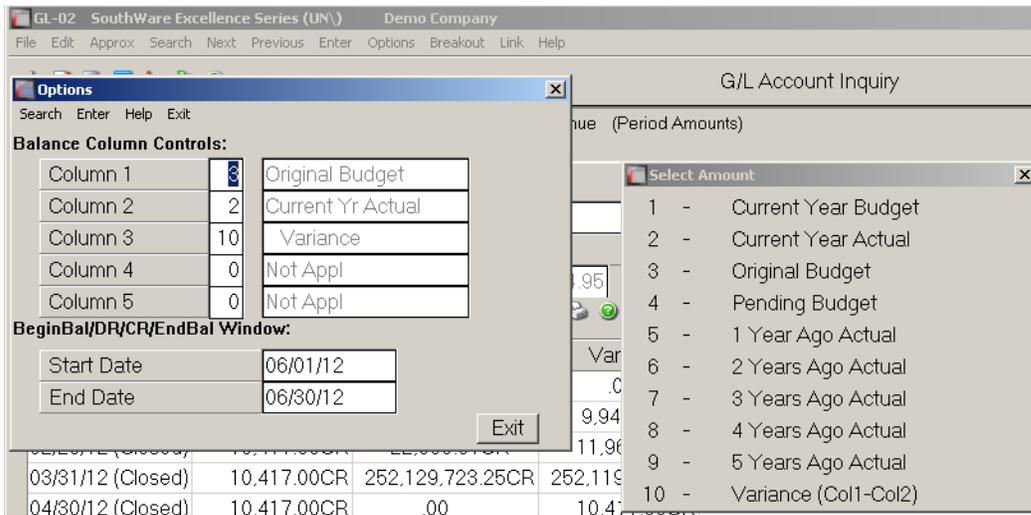
Learning Objectives:

- ✓ Know how to analyze an account with the account inquiry program
- ✓ Be familiar with the standard G/L reports available

For this lesson we will be using the regular Demo files (the same files used in Lesson 10).

The General Ledger account inquiry program gives you powerful analysis and review of your G/L accounts and transactions.

- ☞ Access Menu GL02 (Account Inquiry) and call up account 4010-010.
- ☞ Type <F4> to change the columns on the report.



Column Choices? Choose any columns you would like to appear (Notice the 10 choices you have available to you) <F8> to exit.



Press <F5> to review a summary of pending transactions. The window that appears

shows you the current pending amount for the un-posted transactions in each interface file and the G/L journal file.

Pending Trans	All Dates	#Recs
G/L Journal	1,902.90-	7
A/P Interface	.00	0
A/R Interface	.00	0
P/R Interface	.00	0
J/C Interface	.00	0
Total Pending Trans	1,902.90-	7

Posted Balance As Of 12/31/12: 252,172,944.51-

Pending Balance: 252,174,847.41-

Enter to Continue F5 This Period

Now press <F8> to exit this window.

☞ Highlight a month and type <ENTER> to view the account detail. What you see are all the transactions posted to this account for the current G/L period.

Date	Type	Debit	Credit	RefDesc 1	RefDesc 2	RefDate	Reference Key
06/02/12	Accts Rec		24.95	Inv#	311 CPO: 06/02/12	311	999999 189
06/02/12	Accts Rec	450.00		Carl Sanders Inv#	313 CPO: 06/02/12	313	1 139
06/02/12	Accts Rec	24.95		Carl Sanders Inv#	316 CPO: 06/02/12	316	1 191
06/02/12	Accts Rec		24.95	Kleen Karpet Inv#	315 CPO: 06/02/12	315	1150 186

☞ Type <F6> or click on “Find Trx” button at the account detail screen to change the inquiry options.

- Start Date:** 01/01/12
- End Date:** 12/31/12
- Trx Type:** AR (to display transactions posted from Accounts Receivable only) -
A window will display showing all the subsystems that post to the Accounts Receivable Interface File.
<ENTER> to review all subsystems
- Trx desc:** <ENTER> for all descriptions

Date	Type	Debit	Credit	RefDesc 1	RefDesc 2	RefDate	Reference Key
01/22/12	Accts Rec		21.95	Carl Sanders	Inv# 107 CPO:	01/22/12	107 1 146
01/31/12	Accts Rec		351.52	Patricia's Beauty Supplies	Ord 43 CPO:	01/31/12	28 1610 43
01/31/12	Accts Rec		261.68	Victoria Church of Christ	Ord 44 CPO:	01/31/12	29 2250 44
01/31/12	Accts Rec		89.82	Victoria Church of Christ	Ord 44 CPO:	01/31/12	29 2250 44
01/31/12	Accts Rec		200.00	Kleen Karpet	Ord 46 CPO:	01/31/12	30 1150 46
01/31/12	Accts Rec		100.00	Appleton's Haberdashery	Ord 134 CPO:	01/31/12	102 150 134
01/31/12	Accts Rec		3,400.00	Poster World	Ord 102 CPO:	01/31/12	74 3354 102
01/31/12	Accts Rec		2,100.00	Poster World	Ord 103 CPO:	01/31/12	75 3354 103
01/31/12	Accts Rec		2,450.00	Jackie's Beauty School	Ord 104 CPO:	01/31/12	76 3350 104
01/31/12	Accts Rec		1,251.50	Betty Hines	Ord 50 CPO:	01/31/12	51 4 50
01/31/12	Accts Rec		84.00	Southern Design	Ord 59 CPO:	01/31/12	52 1950 59
01/31/12	Accts Rec		84.00	Southern Design	Ord 61 CPO:	01/31/12	53 1950 61

☞ Highlight and <ENTER> on the first entry to review more information about this transaction. If the transaction originated from another SouthWare product you may press <F4> from the transaction zoom window to zoom to the related inquiry in that product? **NOTE:** You will receive an error if you type <F4> and you are not licensed for the related product. Using the <F8> key, exit this program.

G/L Standard Reports

The key reports we would like to become familiar with in this lesson are the G/L Trial Balance Report (GL-04-01) and the G/L Transaction History Report (GL-04-03).

The G/L Trial Balance Report (GL-04-01) is used to review and check the activity for ranges of accounts during the current period or any other period on file. It shows the beginning balance, debits, credits, and ending balance for each account on the report. You may print this report in detail (all debits and credits shown for each account) or in summary (one entry per account with debit/credit totals only).

This report should be used in the following situations:

- Before end-of-period closeout to check account balances and detail activity for the period
- Any time during the period when you want to see detail account activity or analyze a particular account balance

Print this report for Period 6 of this year (this should be your default period):

Print Detail Transactions? “N”o to print summary information only
Print Zero-Balance accounts? “N”o
Sequence accounts by: Acct (Account Number)
Select Accounts by: 1 (Range of Account Numbers)
Beginning account number: <ENTER> for all

REPORT # 8 – Submit this report with your test.

The G/L Transaction History Report (GL-04-03) is similar to the trial balance. This report also allows you to analyze detail information about the transactions that have been posted to your Permanent Ledger. The differences are that this report can be printed for more or less than one period and the report always prints the detail. You should use this report to:

- Recreate an account balance situation for a specific time period
- Find particular account activity for a specific journal transaction type

Answer the questions for Lesson 11 before going to the next Lesson.

Don’t forget to include a copy of your trial balance (GL-04-01) with your test.

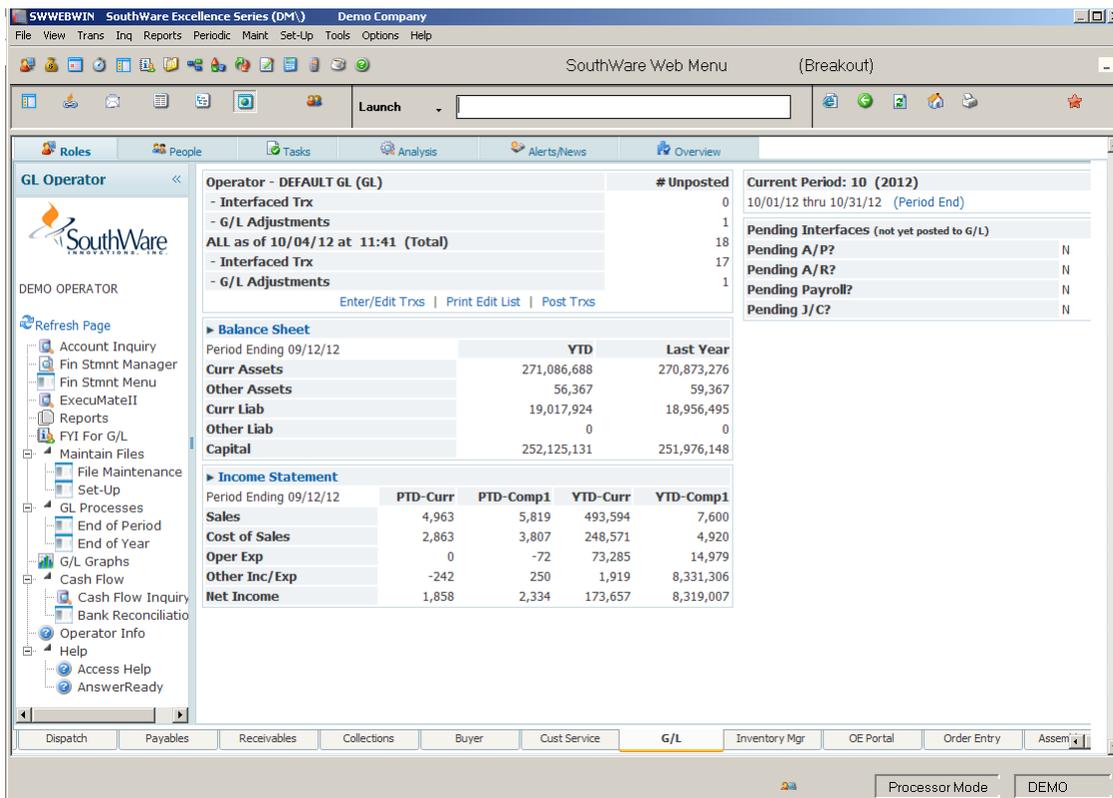
LESSON 12: Overview of Live Portal G/L

Learning Objectives:

- ✓ Be familiar with the standard G/L from the Live Portal Pages

The General Ledger may be accessed as well from Live Portals.

- ☞ From the Main Menu of SouthWare, you can click on the browser menu .
- ☞ Click on Roles
- ☞ Select G/L at the Bottom of page.



The screenshot shows the SouthWare web application interface. The main content area displays the General Ledger (G/L) for the current period (10/01/12 thru 10/31/12). The interface includes a navigation menu on the left, a main data table, and a summary table on the right.

Operator - DEFAULT GL (GL)		# Unposted	Current Period: 10 (2012)	
- Interfaced Trx		0	10/01/12 thru 10/31/12 (Period End)	
- G/L Adjustments		1	Pending Interfaces (not yet posted to G/L)	
ALL as of 10/04/12 at 11:41 (Total)		18	Pending A/P?	N
- Interfaced Trx		17	Pending A/R?	N
- G/L Adjustments		1	Pending Payroll?	N
			Pending J/C?	N

Balance Sheet		YTD	Last Year
Period Ending 09/12/12			
Curr Assets		271,086,688	270,873,276
Other Assets		56,367	59,367
Curr Liab		19,017,924	18,956,495
Other Liab		0	0
Capital		252,125,131	251,976,148

Income Statement		PTD-Curr	PTD-Comp1	YTD-Curr	YTD-Comp1
Period Ending 09/12/12					
Sales		4,963	5,819	493,594	7,600
Cost of Sales		2,863	3,807	248,571	4,920
Oper Exp		0	-72	73,285	14,979
Other Inc/Exp		-242	250	1,919	8,331,306
Net Income		1,858	2,334	173,657	8,319,007

From this page, you will be able to access some of the same features as you have from the Standard Menus, just by clicking on an item on the left portion of the screen.