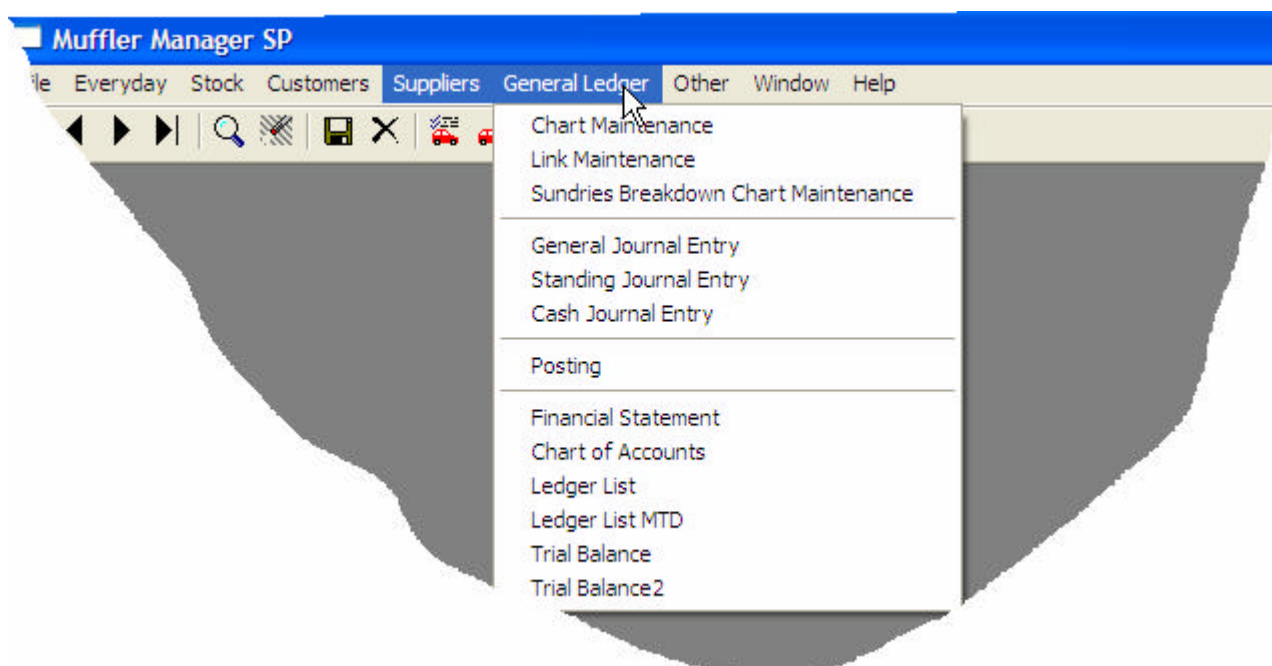

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Overview

The General Ledger module of Muffler Manager produces the important Financial Statements such as Profit & Loss and Balance Sheets. The system organises the data which justifies the numbers in the reports. The GL also provides an audit trail for the system. Any financial transaction which occurs in the system will permeate through to the GL and therefore this module will provide the necessary references for further analysis.

The GL is somewhat more detached than the other modules. The reason for this is that the Expense sides of the reporting are not necessarily as integrated with the operational side of the business. Rather, many transactions relate to the management and particularly the financial management of the company. Therefore this data is often subject to consideration with regard to its impact on different company reports. For example the contents of a management report may differ to a statutory report where the rules governing expenses will differ or simply the result is incorrect for perfectly acceptable reasons.



System Registration Options

From Other menu – Settings – Set up.

Period	Date	Posted
Period 1	31/07/2004	<input checked="" type="checkbox"/>
Period 2	31/08/2004	<input checked="" type="checkbox"/>
Period 3	30/09/2004	<input checked="" type="checkbox"/>
Period 4	31/10/2004	<input checked="" type="checkbox"/>
Period 5	30/11/2004	<input checked="" type="checkbox"/>
Period 6	31/12/2004	<input checked="" type="checkbox"/>
Period 7	31/01/2005	<input checked="" type="checkbox"/>
Period 8	28/02/2005	<input checked="" type="checkbox"/>
Period 9	31/03/2005	<input checked="" type="checkbox"/>
Period 10	30/04/2005	<input type="checkbox"/>
Period 11	31/05/2005	<input type="checkbox"/>
Period 12	30/06/2005	<input type="checkbox"/>
Period 13	/ /	<input type="checkbox"/>

Fig 1.01

This file also controls the Financial year start date and end date.

You may choose to elect either 12 or 13 accounting periods in your financial year. Most people have 12 i.e. 1 for every Month. Exponents of the 13 period year believe that the convenience of having neat 4 week months which start on a Monday and end on a Friday makes budgeting easier. However you may choose.

When you perform a GL posting the posting program will only post those transactions which are current period. Those periods which have been previously posted and finalised will have a tick in the Posted (Finalised) box. The posting will start from the next current month and will only post transactions up to the period end date.

Once the GL system Control file is set up the GL programs will look after it. You will not have to worry about changing any of the details except to set up the new financial year or under the instructions of your support organisation.

The GL Tab in the setup file dictates the kind of GL processing which will occur.

The GL Type setting

Settings Entry

Store Details | Job Types | Reporting | Other | Default Parameters

No of Periods: Twelve Periods

Current Period: 10

Year Start Date: 1/07/2004

Year End Date: 30/06/2005

GL Type: Independent or Franchise

Creditors Account

Inventory Account: 8030

Fig 1.03

Franchise

Single location businesses will choose the “Independent of Franchise” option.

This specifies a franchise store which does NOT transmit end of day text files to a regional office and assumes that you wish to process data to a Single Site General Ledger.

Company

Those stores who delegate the GL and Accounts Payable function to a head office will choose the “Company Store” option.

The Company store is part of a group where End of Day text files which are to be generated and then transmitted to a regional office for verification purposes and processing.

Region

Companies operating multiple stores will choose the “Regional Office” option. The Regional office receives “End of Day” text files from company stores.

General Ledger System Control

Period 3	30/03/2004	<input checked="" type="checkbox"/>	Posted
Period 4	31/10/2004	<input checked="" type="checkbox"/>	Posted
Period 5	30/11/2004	<input checked="" type="checkbox"/>	Posted
Period 6	31/12/2004	<input checked="" type="checkbox"/>	Posted
Period 7	31/01/2005	<input checked="" type="checkbox"/>	Posted
Period 8	28/02/2005	<input checked="" type="checkbox"/>	Posted
Period 9	31/03/2005	<input checked="" type="checkbox"/>	Posted
Period 10	30/04/2005	<input type="checkbox"/>	Posted
Period 11	31/05/2005	<input type="checkbox"/>	Posted
Period 12	30/06/2005	<input type="checkbox"/>	Posted
Period 13	/ /	<input type="checkbox"/>	Posted
		<input type="checkbox"/>	Year End

Fig 1.03

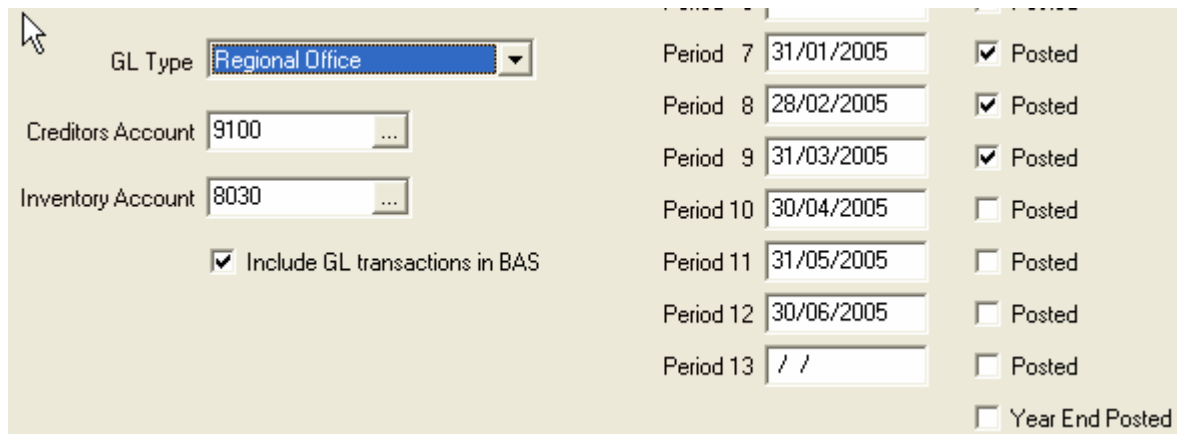
The GL system control file controls posting of the transactions from Muffler Manager and the General Ledger Journal Processing to the GL transaction files. It controls the Period Start and End dates and the processing of the Current period. In other words it looks after the posting of all the transactions which occur as a result of your data input

- End of Day
- Cash Journals
- Standing Journals
- General Journals

This means that the General Ledger is only sensitive to the date ranges described in the GL system control file. So that you can continue processing point of sale transactions after Month end without effecting the GL result for that particular accounting period.

The actual GL transaction such as Cash Journals, Standing Journals, and General Journals also respect these settings. Therefore you may continue to process GL transactions without closing prior periods. This is of particular benefit immediately after the end of financial year where the final accounts are subject to annual adjustments, inclusions, and write offs etc.

The Creditors & Inventory control section appears as follows in fig 1.04



GL Type	Regional Office	Period 7	31/01/2005	<input checked="" type="checkbox"/> Posted
Creditors Account	9100	Period 8	28/02/2005	<input checked="" type="checkbox"/> Posted
Inventory Account	8030	Period 9	31/03/2005	<input checked="" type="checkbox"/> Posted
<input checked="" type="checkbox"/> Include GL transactions in BAS		Period 10	30/04/2005	<input type="checkbox"/> Posted
		Period 11	31/05/2005	<input type="checkbox"/> Posted
		Period 12	30/06/2005	<input type="checkbox"/> Posted
		Period 13	/ /	<input type="checkbox"/> Posted
				<input type="checkbox"/> Year End Posted

Fig 1.04

This is a setting for Regional Office use only. It has bearing on imported data (from branches) and directs the GL processing.

The Inventory and Creditors general ledger codes must be set-up with the appropriate codes. For Regional offices this code should be the code described in the "Master Chart" i.e. it should contain no prefixes as these will be inserted by the posting program at Posting.

These codes are used by the system for general ledger posting purposes.

The "Include GL Transactions in BAS" box needs to be set in order to invoke the calculation of GST/VAT tax credits on applicable expense accounts. Further specification of this processing is defined at the actual expense account setup. (see GL Chart of Account setup).

Chart Of Account Maintenance

The Chart of Accounts is the hub of the system as it governs the format and appearance of the financial statements. The following fig. 2.01 shows the Chart of Account Maintenance screen. Careful Consideration should be given to the account numbering system. You should leave enough room to insert new numbers should the need arise. Increments of 10 is usually sufficient for this purpose. For example 100 = WAGES = , 110 = WORKCARE etc.

The first 2 entries are Account number and Description which will appear in the reports and Pop-ups.

The screenshot shows the 'GL Chart Maintenance' window with the following fields and options:

- Accno:** 3100
- Accnam:** LOCAL ADVERTISING
- General** | **Balances** (selected)
- Expense** (dropdown menu)
- Acctyp:** Active Account - Postable (dropdown menu)
- Accfunct:** Indent one level (dropdown menu)
- Indent:** 01 (dropdown menu)
- Group:** Debit (dropdown menu)
- Normal Balance:** (checkbox)
- Zero Suppress
- Aggregate:** 3400 | ADVERTISING EXPENSE
- GST Account:** 9200 | GST SUPPLIED

Fig 2.01

The next entry which appears has the options hard coded into the system. The Account Type Code sets the account as part of an account group. Their main purpose is to define the account types for manipulation of balance sheet items. This grouping may be useful as a reference when processing journals etc. Most importantly however is that Revenue and Expense accounts will be Zeroised at End of Year processing.

General | Balances

Expense

Acctyp:

Active Account - Postable

A/C Heading

Active Account - Postable

Filler or Documentary

New Page

Print Double Line

Print Single Line

Total Account

Group:

Debit

Normal Balance:

Fig 2.02

The Function code is important in terms of the appearance and content of the Financial statements. Bare in mind that the sequence of the chart of accounts will determine the final appearance of the Financial Statements.

Heading account is simply a Heading for a group of accounts. You cannot post transactions to a heading account. They exist purely for the purposes of reference and readability in the report sequence.

Active account is the account type which accepts all journal activity. This is the most common and important account type as they are the repository for every GL transaction. Financial transactions from Muffler Manager and the journal entry programs will be posted to the Active accounts. These are the only account types which will accept financial posting.

Filler or Documentary accounts exist to improve the readability or appearance of the reports. When these reports are generated the description only will print (the account number will not print). Filler may contain spaces, lines or any documentary to clarify an account or calculation.

Total accounts will accrue (or aggregate) totals from active accounts. You cannot post directly to a total account as this would cause a break in the audit trail. Note Total account types will only accept figures from preceding active accounts. It will not accrue totals from subsequent numbered accounts. the Total account can aggregate to other Total type accounts.

New page will force a new page at this point in the chart of accounts. This may enhance the presentation and readability of the report. Note however that most printers will automatically page break at a pre-set line count or margin setting (usually at 55 lines or 1 inch from the end of page.). Be careful that your page break does not conflict with your printers pre-set page breaks. This is a common problem when using this facility.

Single line will print a single line under the financial details at this point in the chart of accounts. When these reports are generated the single line only will print (the account number will not print).

Double line will print a Double line under the financial details at this point in the chart of accounts. When these reports are generated the double line only will print (the account number will not print).

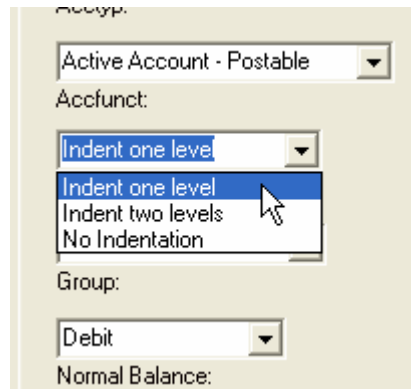
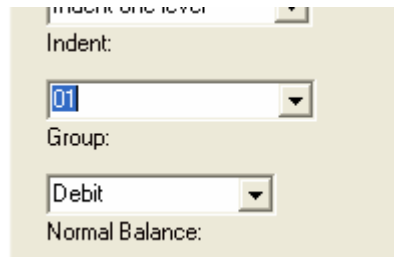


Fig 2.03

The Indentation controls where the Description will appear on the report. You can indent the subsidiary accounts and Left Justify Heading Accounts. In the Sample all accounts are Centred (Option 2).



The screenshot shows a portion of a software interface with the following elements:

- A dropdown menu at the top with the text "indent one level" and a downward arrow.
- The label "Indent:" followed by a text input field containing the value "01".
- The label "Group:" followed by a text input field that is empty.
- A dropdown menu containing the text "Debit" and a downward arrow.
- The label "Normal Balance:" followed by a text input field that is empty.

Fig 2.04

Percentage Group Code analyses one group of accounts against another. fig 2.04. For example if SALES is group code 11 and all the expenses are group 01 the system will analyse the individual costs as a percentage of revenue. The results of this analysis are reported in the financial Income statements. When this mechanism is set correctly it is a very powerful analytical feature. In the sample All figures are expressed as a percentage of Sales.

The screenshot shows a window with the following fields and values:

- Zero Suppress
- Account: 3400 (with a dropdown arrow) | ADVERTISING EXPENSE
- Aggregate: (label) | (empty field)
- GST Account: 9200 (with a dropdown arrow) | GST SUPPLIED

Fig 2.06

The Aggregate account number is the account where the Active or Total accounts will accrue. For example in figure 2.06 the account 125 (PRINTING AND STATIONARY) aggregates to account 150 (VALUE ADDED EXPENSES) which in turn would aggregate to 300 (TOTAL EXPENSES) and so on until we finally aggregate to a single account being the NET PROFIT/Loss account.

This feature also links the P&L figure to the Balance Sheet. The specified Aggregate accounts MUST be "Total" type accounts.

The aggregation of accounts determines the overall calculation and presentation of the chart of accounts and therefore the format and accuracy of the financial statements. If there is any problems with the final reports the first place you should look is in the chart of accounts and in particular the aggregation. If an active account has no aggregate it will not be included in any further calculations. All Active accounts must have an Aggregate account specified.

The Normal Balance entry is used for financial reporting purposes. If an account has not got a normal balance, then the balance will be printed with brackets to highlight the situation. Current assets, fixed assets, expenses, and bank accounts usually have a normal balance of debit. Liabilities, equity, and revenue accounts usually have a normal balance of credit.

The Zero Suppress entry is also used for financial reporting purposes. If an account has a zero balance and zero suppress is set to 'Y', then the account will not be included within the report.

GST account. If an account is an Expense account where a tax credit is claimable then the balance sheet account for tax credits is entered here. Whilst this may be an asset account it may be more prudent to use the same Balance sheet account as the Tax liability. In this way you can track the net liability of your GST/VAT position. However you should seek further advice from your accountant before setting this field. If you are calculating the tax credits for GST/VAT reporting also ensure that the report setting is ticked in the GL System Control File (section 1)

Budget Maintenance

So that you can analyse the performance of the company you can specify the expected performance criteria by way of budgeting. These budgets are set in the Budget Maintenance area.

Select the Balances Tab from the Chart of Account Maintenance function.

Every account can carry a budget figure. Comparisons are produced in accordance with this figure and the variance calculated in the Income Statement.

For Regional offices every account in every branch can carry a budget. The budgets will be analysed for each branch and aggregated to the company accounts for overall performance of the company.

The screenshot shows the 'GL Chart Maintenance' window with the following data:

Current Year		Prior Year	
Current	Budget	Prior	Budget
Current Open:	0.00	Prior Open:	0.00
Current Close:	0.00	Prior Close:	0.00
Period 1:	58.62	Prior Period 1:	0.00
Period 2:	0.00	Prior Period 2:	0.00
Period 3:	0.00	Prior Period 3:	0.00
Period 4:	0.00	Prior Period 4:	0.00
Period 5:	0.00	Prior Period 5:	0.00
Period 6:	0.00	Prior Period 6:	0.00
Period 7:	0.00	Prior Period 7:	0.00
Period 8:	0.00	Prior Period 8:	0.00
Period 9:	0.00	Prior Period 9:	0.00
Period 10:	0.00	Prior Period 10:	0.00
Period 11:	0.00	Prior Period 11:	0.00
Period 12:	0.00	Prior Period 12:	0.00
Period 13:	0.00	Prior Period 13:	0.00

Fig 3.01

Once you specify the account the system will display an area where you can enter 13 monthly budget estimates. The cursor will appear in the first budgetary period for the current year. The ENTER key will take you to the next period of the current year. For regional purposes ensure that you enter the location prefix to define the store budget.

The Tab key toggles between this year and Last year or simply click between the fields. You will note that last years budget estimate will be displayed (if there were any set). This should assist in setting future budgets. If you are setting up the budget for the first time you can copy this years budget to last year for comparison in the financial statements by pressing F3.

Journal Processing

The Processing of transactions into the General Ledger comes from several areas. These include :-

- Muffler Manager: Automatic posting at End of Day processing
- Standing Journals: Automatic posting on appropriate days
- General Journals: Manual Double sided Journals
- Cash Journals: Double sided Journals where one side is the Bank

Muffler Manager generated journals are covered later in this chapter.

Standing Journals

Standing journals are double sided transactions which are set up and stored to be posted on a regular basis. For example, Internet connection fees might be due on the 15th of each month (refer fig 4.02). These days it is not uncommon for this transaction to occur as a direct debit from your bank account.

In this situation a Standing Journal can be set up so that this transaction will be taken to account automatically on the 15th of each month. Standing journals can be set up for Lease or Loan repayments, Superannuation contributions or any transaction which occurs on a regular basis.

Standing journals can also be used if you accrue expenses on a monthly basis. Examples of these might be POWER & LIGHT, TELEPHONE, RATES etc. These accounts need to be adjusted by General journal when the supplier invoice arrives. Care should be taken if you choose to use Accrual accounting as journalising from the Accrual account in the Balance Sheet to the Income Statement can be confusing. Check with your accountant or support representative to see weather accrual accounting is appropriate for your business.

Account >>	Name >>	Reference	Debit >>	Amount	Gst	Desc
5500	TELEPHONES		<input checked="" type="checkbox"/>	\$104.50	\$9.50	Swiftel
8010	CASH AT BANK		<input type="checkbox"/>	\$104.50	\$0.00	Internet Swiftel

Fig 4.02

Standing Journal Maintenance

The standing journal code is specified by the user and can be any 8 digit NUMERIC code. NOTE that this code is a journal code nominated by the user. Choose a number which will have some distinction from other journal types (100, 200, 300 etc. work well). Although journals are always identified by "journal type" codes throughout the system, it assists having a consistent numbering convention to further clarify transactions.

The Posting day is the day in the accounting period you wish the transaction to post. You may group all the transactions for one day in one standing journal or you can create several standing journals for the same day. It is probably best practice to

create one Standing Journal for every transaction. You must create separate standing journals for each separate posting date.

The Previous posting date will be maintained by the system and will contain the last posting date. This is maintained by the GL Update program. From time to time this date will contain a date in the present period. If you wish to perform several GL Updates in one period (for MTD profitability), the standing journals will be initialised and re-posted, therefore the standing journals will not be posted twice.

The TOTAL DEBIT and TOTAL CREDIT amounts will be maintained by the system. Naturally the total DEBITS must equal the total CREDITS.

In the body of the Standing journal you can make several entries for both sides of the Journal. You may also dissect a debit to several credits or visa versa. These entries may extend over multiple pages.

The header will keep track of the TOTAL DEBITS and CREDITS. Standing journals can be modified or deleted at any time.

If you wish to delete a journal LINE simply position the cursor on the appropriate line and press F6. A POP UP will ask for confirmation before deletion can occur.

If you wish to delete a complete journal including All the lines simply position the cursor within the Header Record and press Shift F2 or click the X delete button and confirm before deletion can occur.

As the name suggests Standing Journals are journals which are permanent and will be posted automatically to their accounts on the designated day. So these Journals must be deleted or adjusted if they change. It is easy to forget to make these adjustments.

Adjustments can be made however after producing the Financial Statements as long as the Month End closure HAS NOT OCCURRED.

Cash Journals

Select Cash Journal Maintenance/Processing from GL Menu.

The screenshot shows the 'GL Cash Journal Entry' window with the following fields and values:

- Journal Number: 20041200016
- Period Date: 29/06/2004
- Period: 12
- Accno: 8010
- Accnam: CASH AT BANK
- Bank Reference: (empty)
- Comment: DIRECT PAYMENTS FOR JUN 04
- Bank Type: Payment
- Amount: 7951.40
- Lines Total: 7951.40
- Status: OK

Account >>	Name >>	Reference	Amount	Gst	Desc
3600	SUBCONTRACTOR FEES		\$860.00	\$0.00	LLC
3600	SUBCONTRACTOR FEES		\$1,000.00	\$0.00	SS
5350	SECURITY SERVICE COSTS		\$1,848.00	\$168.00	SECTEL SECURITY SYSTEM
3600	SUBCONTRACTOR FEES		\$1,000.00	\$0.00	SS
3600	SUBCONTRACTOR FEES		\$860.00	\$0.00	LLC
5500	TELEPHONES		\$50.04	\$4.58	TELSTRA
5500	TELEPHONES		\$606.86	\$55.17	TELSTRA
4510	PRINTING & STATIONARY		\$126.50	\$11.50	BUS CARDS ?
5700	TRAVEL EXPENSE		\$1,600.00	\$145.45	BFG

Fig 4.01

In the figure above (4.01) the Cash Journal is illustrated. The Journal Number is created automatically or you can edit an existing journal by clicking the search button and choosing the journal. The journal number is a concatenated number. That is it is made up of and conveys information of its origin. In the case above the journal number is 200412000016 which represents the financial year – the financial period – and journal number which equals 2004-12-00016. . Press Tab or click somewhere to create a new journal. The journal number will be created when the document is saved.

The Header or Bank Side of the Journal

The Period Date must equal a date within the financial period being processed, In this case a date in June or the twelfth financial period.

The financial period is displayed.

Choose a Bank Account. These are nominated as such in the Chart of Account setup (section 2)

Enter a bank reference number (cheque number if processing a single cheque for the journal)

Enter some narration for the transaction. This will appear as narration in the Bank Account. (for single cheque entry the payee is often the best)

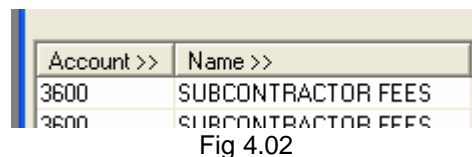
Enter the journal amount i.e cheque or batch amount.

All the above represents the Bank side of the transaction. In the figure above the transaction represents a batch of drawings from the bank which were taken from the bank statement. This illustration demonstrates that a single drawing from the bank can be split across different accounts.

The Body or Transaction lines of the journal

Once the Bank or Header side of the journal is setup you can enter the balancing side of the transaction. As mentioned above the Cash Journal illustrated above the balancing entries have been split over a number of accounts.

In processing individual cheques there will normally be only one line to balance the transaction. Enter the account number or click the title bar as shown below.



The screenshot shows a table with two columns: 'Account >>' and 'Name >>'. The first row contains '3600' and 'SUBCONTRACTOR FEES'. The second row contains '3600' and 'SUBCONTRACTOR FEES'. Below the table, the text 'Fig 4.02' is displayed.

Account >>	Name >>
3600	SUBCONTRACTOR FEES
3600	SUBCONTRACTOR FEES

Fig 4.02

The search can be made around the GL Account Number or the Account Name.

Enter a reference number or cheque number if appropriate. This is not a mandatory field.

Enter the Amount of the transaction.

If the expense account is nominated as a GST account and a GL Tax account is nominated then the portion of GST/VAT will be calculated. If the calculation does not balance with the actual source document or the purchase was GST/VAT free the you can modify the tax component on the journal line.

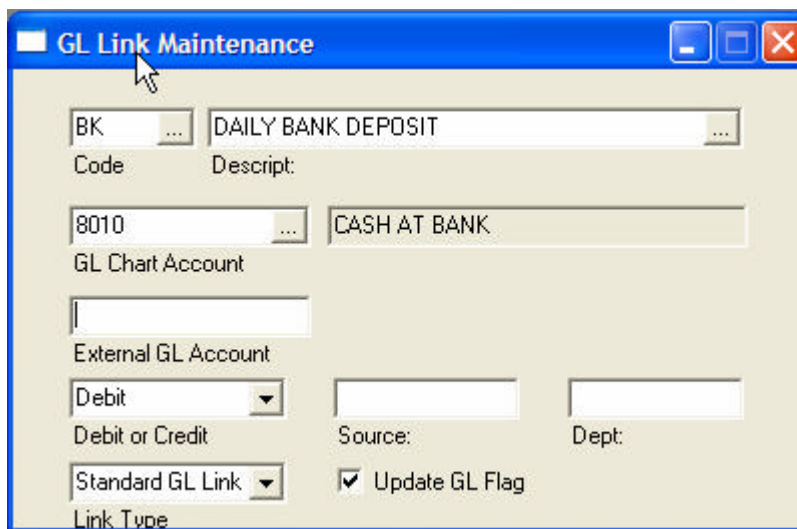
Enter the transaction narration. This is an important field in that good narration of these transactions will help in the understanding of the ledger listings at later dates. This is particularly true when the reports are passed on to accountants and third party professionals for other purposes.

Muffler Manager Link File

The Muffler Manager system produces its own journals automatically. These journals are assigned a specific journal code. Every Muffler Manager transaction will produce two journals, a Debit journal and a Credit journal. This journal code needs an assignment to a GL account number.

The GL Link file holds this information. The Code is set by the software and cannot be changed by the user. Each code however **MUST** have a GL account number assigned to it. The GL account number holds this information. The GL A/C # must be a valid account in the chart of accounts. The D/C refers to whether the side of the journal is a Credit or Debit (each transaction will have balancing sides). These have been set in the sample GL and must be modified to suit your own Chart of accounts if it differs from the sample.

GL Link Maintenance can be found In the General Ledger menu.



The screenshot shows a window titled "GL Link Maintenance". It contains several input fields and controls:

- Code:** A dropdown menu with "BK" selected.
- Description:** A text field containing "DAILY BANK DEPOSIT".
- GL Chart Account:** A dropdown menu with "8010" selected.
- External GL Account:** An empty text field.
- Debit or Credit:** A dropdown menu with "Debit" selected.
- Source:** An empty text field.
- Dept:** An empty text field.
- Link Type:** A dropdown menu with "Standard GL Link" selected.
- Update GL Flag:** A checked checkbox.


Fig 6.01

The Link Codes are predefined by Clockwork for all the transaction types within the system. From time to time these may change or additional codes will be created. All you have to do is nominate a valid GL Chart Account for every transaction type listed.

The system is installed with a standard Chart of Accounts and the Link file is complete and in accordance with this default chart.

When posting all transactions to the General Ledger, the posting program will refer to this file. General journals have both sides specified at the time of entry. Cash Journals also have both sides specified (One side being the Bank Account).

General Ledger Posting Menu



The screenshot shows a window titled "General Ledger Posting" with a blue title bar and standard Windows window controls. The window contains three input fields for dates: "Current Period" with the value "10", "Start Date" with the value "01/04/2005", and "Finish Date" with the value "30/04/2005". Below these fields is a checkbox labeled "Clear Month End Journals" which is currently unchecked. At the bottom of the window are three buttons: "Post GL", "Month End", and "Year End".

Fig 7.01

Whilst you have entered Muffler Manager transactions, set up Standing Journals and processed Cash Journals, these transactions have not yet been posted to their respective GL accounts.

These transactions reside in their journal transaction files. When an update is performed the GL accounts are cleared of any current transactions and the journal transaction files are selectively Posted to the accounts according to the system control file. Users are able to add to these journal transaction files and post several times a month if necessary without duplicating transactions.

This approach allows one to produce financial reports on a Month-to-date basis if desired. The other advantage is that you can produce the financial reports, analyse the result and if necessary, adjust the Journals and re-post transactions to produce a different result. This may be necessary to produce Management reports which include expenses which are not permissible deductions such as Long Service leave provision. You may then wish to reproduce this report without the provision for statutory tax purposes.

When you have produced the correct financial reports, and are sure that there are no more transactions for the current period, you must close that particular accounting period. This will post and age the GL transactions. The following banner will appear to describe this function.

End of Month Closure

The Month End Closure should only be performed once all Financial Statements have been produced and Validated. These reports can be reproduced until the validation process is complete. See Cash/Standing Journal Processing for more details.

The following screen will be displayed prior to EOM Closure. It describes the EOM process. **ONCE THIS PROCESS HAS TAKEN PLACE YOU CON NOT ALTER PRIOR PERIODS.** That is why it carries the warning for a separate GL backup prior to posting.

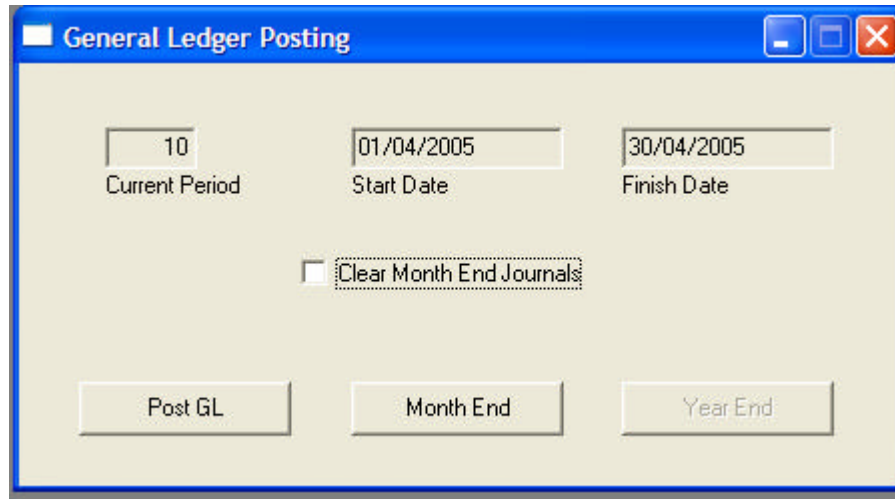


Fig 7.02

Prior to proceeding the system a backup should have been done. GL files should be backed up and stored independent of your regulate daily backup.

To process End of Month for the GL simply click the Month End Button.

You also have the opportunity to clear all journals to date after processing is complete. As there is little value in keeping these journals they can be deleted however many users feel that there is very little overhead in keeping this data and therefore keep all past journals and a record of prior GL transactions. As the Software developer we have had occasion to refer to this data and therefore it's safekeeping is a good idea.

After this process a "tick" will appear in the Posted Box in the GL System Control file. This signifies that this particular accounting period is finished.

Care should be taken that all processing for the month HAS BEEN COMPLETE before proceeding. You can produce, correct and reproduce ALL the financial reports without closing the financial period. Once the financial period is closed you can not RE-POST the Journals.

Enquires

You can enquire on any GL accounts and their transactions by using the MTD and YTD ledger listings. The Ledger list dialogue is listed shown below.

Fig 8.01

The top part of the screen includes the account number and description. Below you select the period range you wish to report.

the period which is being viewed, the closing date of that period and the opening and closing balances. The account type and function are also displayed.

The body of the screen holds the details of the individual transactions on the ledger. See fig 8.01.

Date, is date on which the transaction occurred, that is the date entered into the journal header.

The Journal Number refers to the actual journal. In this case we can tell 100, 200, 300, type numbers are Standing Journals because that is the numbers we assigned to them. Note that their journal number alone makes them distinctive. The numbers for these journals will not change.

The Journals preceded by a two character alpha emanate from Muffler Manager. The two characters at the beginning are the journal types from the MM/GL link file thus making them identifiable. The straight numeric journal numbers are cash or general journals. We have discussed the composition of the journal number in the Cash Journal section earlier. This number enables the operator enough information in order to validate the source documents.

The following column refers to the actual line number in which this transaction occurs in for the journal.

The next column further identifies the source of the journal.

- M for Muffler Manager transaction.
- S for Standing Journal
- G for General Journal
- P for Cash journal Payment
- R for Cash journal Receipt

The Reference contains information relevant to the source of the transaction. In the case of a cash payment it may be the cheque number or batch number if a weekly cheque is drawn. Muffman transactions will generate their own reference numbers. The transactions which emanate from Muffler Manager will have unique reference numbers which are a composite of the store number and date.

You may note here the difference between processing cash journals by batch (e.g. for a weeks cheques) as opposed to individual journals for a single transaction. Should you require more information of a multiple cheque draw you will have to refer to the actual journal.

You can also view previous period transactions in this way.

Reports

The Period To Date Ledger Listing and Year To Date Ledger Listings are complete listings of the activity on a range of accounts. These reports would replace the Cash Book in a manual system. To produce these reports select the appropriate menu option and specify the range of accounts you wish to report.



Fig 9.01

The Financial Reports produce the financial statements in two formats. These formats are the Income Statement and Balance sheet.

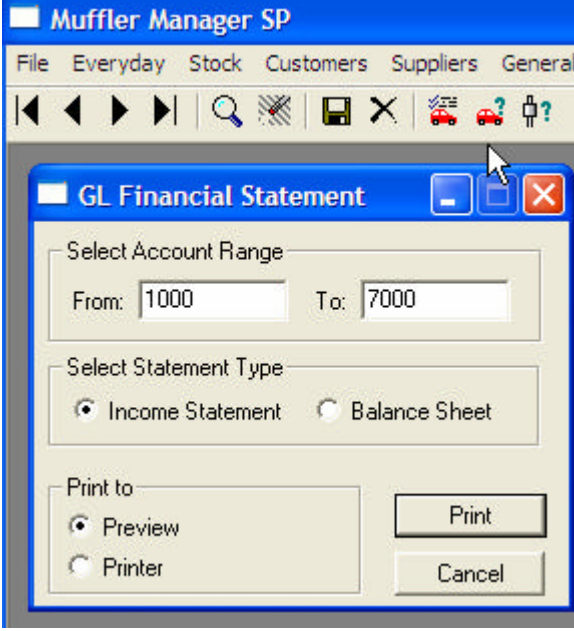


Fig 9.02

Enter the account range and then select the report format.

The Income Statement produces a Profit & Loss report with month to date with a comparison to Budget and year to date totals. This report also calculates the Group analysis if it is set up within the chart of accounts. In the standard chart of accounts all accounts are expressed as a percentage of Gross Sales. A comparison to budget is

also analysed month to date and year to date with the variance calculated and reported.

The Balance Sheet Format produces a report with month to date and year to date with a comparison to last year totals.


To produce the financial report, select the appropriate menu option and specify to account range. Remember that the Chart of Accounts determines the sequence of the reports and the aggregation.

After selecting the account ranges you must specify the format of the report. This will be either "Income statement" or "Balance Sheet" radio button

End of Year

When you have produced the correct financial reports for the fiscal year and Closed that accounting period you must perform a Year End. The functionality for this is enabled on the GL Posting function.

End of Year is only enabled when the final month has been finalised and an End of Month has been completed.



The screenshot shows a dialog box titled "General Ledger Posting". It contains three input fields: "Current Period" with the value "12", "Start Date" with the value "01/06/2005", and "Finish Date" with the value "30/06/2005". Below these fields is a checkbox labeled "Clear Month End Journals" which is currently unchecked. At the bottom of the dialog box are three buttons: "Post GL", "Month End", and "Year End".

Fig 10.01

This function clears the year to date transactions in preparation for the new year transactions. It posts the balances to prior year balances and clears the opening balances for the active Revenue and Expense accounts.

Asset and Liability accounts will be rolled over and the Retained Earnings will be aggregated with the Equity account. You will be prompted for these accounts.

Multiple Store General Ledger

A multiple store general ledger set-up is achieved by creating a full chart of accounts for each store. Stores are distinguished within the general ledger by a unique general ledger prefix.

Maintain Store Locations

A unique general ledger prefix must be assigned to each store location as shown below.

General Ledger Copy Utilities

This utility can be used to quickly generate a general ledger chart of accounts for a store. As illustrated below, the from and to general ledger range will be copied to a chart of accounts with the entered general ledger prefix.

```
gscopy

Copy From G/L Code _____
To G/L Code _____

New G/L Prefix ____

-----

Processing Details

G/L Account _____

Number Created _____
```

This program will copy the entered general ledger code to all store chart of accounts.

```
gscopy2

G/L Code _____

Note: This program will copy the g/l code to all store and company
      chart of accounts.

-----

Processing Details

G/L Account _____

Number Created _____
```

Supplier Maintenance

General Ledger codes (bottom of screen) can be set-up to provide default general ledger codes for supplier invoice verification . These codes are not store dependent which means that they should not be set-up with a store general ledger prefix.

CLOCKWORK COMPUTING		FRIDAY	MARCH	18 1994
MAINTAIN SUPPLIERS		SUMM01		
F1-HELP F2-MENU F4-PROMPT F7-PREVIOUS F8-NEXT F9-ADD NEW SUPPLIER				
SUPPLIER Number [1]	Alpha [SUP - 01]		
Name [SUPPLIER - OPEN ITEM]		
Contact 1		2		
Street				
Suburb []	Postcode [0]
City				
Phone no.1		Phone no.2		
Phone no.3				
Mail box				
Suburb []	Postcode [0]
City				
Accounts Type	M	H/F/M	Aging Terms	S S/I
Backorder	N	Y/N		
Default Discount [2]	%	5.00	
Supplier Group [1]	EXHAUST		
Open Item/Bal Fud	0	O/B	Settlement Disc.	0.00% Due Days 0
Combine tax with net price in stock receipt (Y/N)	N			
G/L Inventory/Other [8030]	G/L Freight [5650]	G/L Sundries [5600]		

Supplier Invoice Verification

As illustrated below, the general ledger numbers are defaults from the supplier master file. The general ledger prefixes are automatically displayed from the entered Outlet Code.

CLOCKWORK COMPUTING		FRIDAY	MARCH	18 1994
VERIFY SUPPLIER'S INVOICES (ACCPAC INTERFACE)		AP INV01		
F1-HELP F2-MENU F4-PROMPT Esc-Chg.Status Only F9-Add New Invoice				
Record Status :	V	Verified		
Outlet Code :	[1] Store 1		
Supplier Invoice:	1000			
Order # :	23			
Receipt # :	543			
Supplier :	[1] SUPPLIER - OPEN ITEM		
Tax Exempt Y/N :	N	Tax Number :		
Active Discount :	0	0.00 %		
Invoice Date :				
Payment Term :	0 Days	Due Date :		
Subtotal :	Amount	General Ledger - Debit		
Total Tax :	1000.00			
Freight :	0.00	[61-5650]		
Sundries :	0.00	[61-5600]		
TOTAL :	1000.00	[61-8030]		

General Ledger Posting

Please note that the general ledger posting program is a different program from the standard muffler manager posting program. This posting program has provisions for posting to a multiple company general ledger set-up.

