

RECYCLING MANAGEMENT SYSTEM

GENERAL LEDGER

OPERATION INSTRUCTIONS

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Recycling Management System
General Ledger
INDEX

DOS INSTALL PROCEDURES.....	4
INITIAL START UP PROCEDURES.....	5
GENERAL LEDGER ROUTINES	6
SYSTEM MAINTENANCE	7
PASSWORD MENU SELECTIONS.....	8
CHANGING A PASSWORD.....	9
DELETING A PASSWORD.....	10
DATA ENTRY INFORMATION.....	11
OVERVIEW.....	12
MASTER MENU.....	14
GENERAL LEDGER MENU.....	15
GENERAL LEDGER FUNCTIONS MENU.....	16
1 Add Subsidiary Trans To JNMF.....	17
2 Journal Input.....	18
3 Journal Listing.....	22
4 Update G/L Accounts.....	23
5 Update Account Analysis.....	24
6 Account Maintenance.....	25
7 Control File Maintenance.....	30
8 End Of Month Processing.....	44
9 End Of Year Processing.....	45

Recycling Management System
General Ledger
INDEX

11 Account Summary..... 46
12 Balance Sheet & Profit/Loss 47
13 Profit/Loss By Month..... 49
14 Profit/Loss W/ Budget..... 50
15 P/L W/Periodic + Yearly Budget..... 51
16 Chart Of Accounts 52
17 Account Analysis..... 53

CONDENSED GENERAL LEDGER

CONDENSED GENERAL LEDGER..... 54
OVERVIEW 55
MASTER MENU 56
GENERAL LEDGER MENU..... 57
CONDENSED GENERAL LEDGER MENU..... 58
1 Condensed File Maintenance..... 59
6 Condensed Master File Build 64
11 Cond Profit/Loss & Balance Sheet 65

Recycling Management System
General Ledger
DOS Install Procedures

Copy each of the RMS-II disks to the RMS directory using the copy command. After you put each disk in the A drive

Type COPY A:*. * C:\RMS

You should now be ready to begin running the RMS-II General Ledger program.

Recycling Management System
General Ledger
Initial Start Up Procedures

Type RMS

The PASSWORD is RMSIII

The CO# is 01

At the RMS-II module menu Type 4

Add the control file information by following the operating instructions for (7) CONTROL FILE MAINTENANCE.

Add the general ledger account numbers and information by following the operating instructions for (6) ACCOUNT MAINTENANCE.

Recycling Management System
General Ledger
General Ledger Routines

Suggested monthly routines for running the general ledger

- (7) CONTROL FILE MAINTENANCE
Update information in Control Key 21
- (2) JOURNAL INPUT
Enter journal information
- (3) JOURNAL LISTING
Print the journal listing and verify your input
- (4) UPDATE G/L ACCOUNTS
Adds the journal entries to the general ledger accounts
- (5) UPDATE ACCOUNT ANALYSIS
Adds the journal entries to the account analysis file
- (11) ACCOUNT SUMMARY
Print general ledger account summary for the month
- (12) BALANCE SHEET & PROFIT/LOSS
Print Balance Sheet and P & L for the month
- (8) END OF MONTH PROCESSING
Run when all journals are done for the month.

Recycling Management System
General Ledger
System Maintenance

This hidden menu, accessible only at the RMS-II MASTER MENU, allows you to add a password for anyone new that you want to use the system. You can also change the various menu selections that you want a user to have access to, as well as deleting any user and their password from the system. You control the access into each menu selection for all menus.

A D D I N G A P A S S W O R D

RMS-II MASTER MENU

MENU ITEM - Type fl (This is the only time you type information in lower case letters). Select menu item 5. (All other menu items N/A for DOS users.)

FUNC(ADD,CHG,DEL,END) - Type ADD.

CO# - Type 01 or your company number.

PASSWORD - Type in the new password using a six character combination of letters and numbers (e.g. 671KOJ).

Type in the name of the new password user.

Type a Y in each of the menu selections that you want the password user to have access to. (An explanation of the screen codes follows this page.)

DATA OK(YES,ITM,NAM,NXT,CAN) - Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Recycling Management System
General Ledger
Password Menu Selections

Type a Y at each of the payroll menu selections you want the password user to have access to. The following shows the number codes and corresponding menu name.

SCREEN 211 - 240 SCALE PRODUCT PURCHASES

211	7-01	JOURNAL INPUT
212	7-02	JOURNAL LISTING
213	7-03	UPDATE G/L ACCOUNTS
214	7-04	UPDATE ACCOUNT ANALYSIS
216	7-06	ACCOUNT MAINTENANCE
217	7-07	CONTROL FILE MAINTENANCE
218	7-08	END OF MONTH PROCESSING
219	7-09	END OF YEAR PROCESSING
221	7-11	ACCOUNT SUMMARY
222	7-12	BALANCE SHEET & PROFIT/LOSS
223	7-13	PROFIT/LOSS BY MONTH
226	7-16	CHART OF ACCOUNTS
227	7-17	ACCOUNT ANALYSIS

Recycling Management System
General Ledger
Changing A Password

FUNC (ADD, CHG, DEL, END) -- Type CHG.

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type in the item number (e.g. ITM = 121) you want to change and either type a Y to add the menu selection or return to remove the Y so the user no longer has access to the selection.

If you want to change the name of the password user type NAM to return to the name line at the top of the screen next to the password and type in the name change.

Type NXT to go to the next password menu selection screen. The general ledger menu selection screen is 121 - 150.

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Type YES if you have entered all the correct information and want to save it. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Recycling Management System
General Ledger
Deleting A Password

FUNC (ADD,CHG,DEL,END) - Type DEL.

CO# - Type 01 or your company number.

PASSWORD - Type in the users password

Type CAN if you have decided to not make any changes. You will then return to the CO# field where you can type a ^ to return to the FUNC line and enter another selection or END the program.

Type DEL if you want to delete the user's password.

Recycling Management System
General Ledger
Data Entry Information

ALWAYS HAVE YOUR KEYBOARD "CAPS LOCK" ON.

ALWAYS TURN YOUR PRINTER ON.

DECIMAL POINTS are entered automatically for any dollar amounts. You just type in the numbers without a decimal point (e.g. \$.32 = 32).

Typing 99 at any MENU or FUNCTION line will always take you to the menu prior to the one you are at.

Whenever you fill an entire input information field the cursor automatically moves to the next field without pressing return. The exception to this is the DO YOU WANT TO CONTINUE lines which require you to press ENTER after you have finished typing.

Typing an up arrow ^ at either the first or second field on a screen will move the cursor to the prior field.

NOTE:

Always exit all programs and return to the C:> before turning off your computer.

Recycling Management System
General Ledger
Overview

GENERAL LEDGER OVERVIEW

(1) ADD SUBSIDIARY TRANS TO JNMF

Load A/P general ledger transactions using this selection.

(2) JOURNAL INPUT

All general ledger journal entries are entered using this selection.

(3) JOURNAL LISTING

Prints all entries in the current general ledger journals.

(4) UPDATE G/L ACCOUNTS

Entries in the general ledger journals are posted to the general ledger accounts.

(5) UPDATE ACCOUNT ANALYSIS

All journal entries are stored to the annual account history file for each general ledger account.

(6) ACCOUNT MAINTENANCE

New general ledger accounts are added or deleted, and existing account specifications can be changed utilizing this menu selection.

(7) CONTROL FILE MAINTENANCE

Permanent information such as company number, company name, current month, etc, is stored and changed using this selection.

(8) END OF MONTH PROCESSING

The closing of all general ledger accounts for the end of the fiscal month is accomplished utilizing this menu selection.

(9) END OF YEAR PROCESSING

The closing of all general ledger accounts for the end of the fiscal year is accomplished utilizing this menu selection.

(11) ACCOUNT SUMMARY

All current month journal entries for each general ledger account are printed in account number order.

(12) BALANCE SHEET & PROFIT/LOSS

The balance sheet or the profit and loss statement can be printed. The monthly balance sheet is printed showing assets, liabilities, and equity accounts. The monthly profit and loss statement is printed showing revenues and expenses. All reports contain account information for the current period and year, and prior period and year.

Recycling Management System
General Ledger
Overview

(13) PROFIT/LOSS BY MONTH

A twelve month summary of the monthly profit and loss statement is printed.

(14) PROFIT/LOSS W/ BUDGET

This selection prints the statement of operations for the current period and the year-to-date. The report also includes the budgeted amounts and the differences.

(15) P/L W/PERIODIC + YEARLY BUDGET

This selection prints a statement of operations with the amounts, budgeted amounts and changes with the current period and the year.

(16) CHART OF ACCOUNTS

The list of general ledger account numbers and descriptions is printed.

(17) ACCOUNT ANALYSIS

All journal entries for the current year for each general ledger account are printed in account number order.

Recycling Management System
General Ledger
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 03/25/98 10:21
104 011

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM —

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MENU ITEM - Enter 4 to access the General Ledger menu.
Enter 99 to exit to the RMS Login prompt.

Recycling Management System
General Ledger
General Ledger Menu

ABC SCRAP	(01)	G E N E R A L L E D G E R	MENU ITEM ___ 03/25/98
1. GENERAL LEDGER			
2. CONDENSED GENERAL LEDGER			
99. RETURN TO MASTER MENU			

MENU ITEM - Enter 1 to access the General Ledger functions.
Enter 99 to return to the Master Menu.

Recycling Management System
General Ledger
General Ledger Functions Menu

ABC SCRAP	(01)	G E N E R A L	L E D G E R	MENU ITEM	—
				03/25/98	
PROCESSING					
1.	ADD SUBSIDIARY TRANS TO JNMF	6.	ACCOUNT MAINTENANCE		
2.	JOURNAL INPUT	7.	CONTROL FILE MAINTENANCE		
3.	JOURNAL LISTING	8.	END OF MONTH PROCESSING		
4.	UPDATE G/L ACCOUNTS	9.	END OF YEAR PROCESSING		
5.	UPDATE ACCOUNT ANALYSIS				
REPORTS					
11.	ACCOUNT SUMMARY	16.	CHART OF ACCOUNTS		
12.	BALANCE SHEET & PROFIT/LOSS	17.	ACCOUNT ANALYSIS		
13.	PROFIT/LOSS BY MONTH				
14.	PROFIT/LOSS W/ BUDGET				
15.	P/L W/PERIODIC + YEARLY BUDGET				
99. RETURN TO MAIN MENU					

MENU ITEM - Enter the line number of the function you wish to select.
Enter 99 to return to the General Ledger Menu.

Recycling Management System
General Ledger
Add Subsidiary Trans To JNMF

MENU ITEM 1 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	CREATE A/P TRANSACTIONS FOR G/L
REBUILDING WORK FILE -- PLEASE WAIT	
EXTRACT IN PROCESS - PLEASE WAIT	
PAYROLL.....	0.00
A/P NON-SCRAP.....	0.00
CASH DISB. NON-SCRAP.	0.00
SCRAP PURCHASES.....	0.00
IND CASH DISB.....	0.00
BROKERAGE PURCHASES..	0.00
BROKERAGE CASH DISB..	0.00
ACCOUNTS RECEIVABLE..	0.00
CASH RECEIPTS.....	0.00

(1) ADD SUBSIDIARY TRANS TO JNMF

Subsidiary general ledger transactions that were extracted are loaded into general ledger using this selection.

ENTER G/L PERIOD TO EXTRACT(1-12) - Enter the general ledger period to be loaded. The computer will rebuild the work file and the extract will proceed. The following messages will appear on the screen:

REBUILDING WORK FILE -- PLEASE WAIT
EXTRACT IN PROCESS - PLEASE WAIT

The total amounts extracted from the accounts will display at the lower left portion of the screen.

If the prior month was not closed, you will not be requested to enter the G/L period to extract. The above screen will display with the following message in the upper left portion of the screen:

PRIOR MONTH NOT CLOSED, CAN NOT RUN

The EXTRACT IN PROCESS - PLEASE WAIT message will not display and the total amounts will all be 0.00. The cursor will be positioned at the lower left corner of the screen. Press ENTER to return to the General Ledger Functions Menu.

Check to be sure the prior month is closed.

Recycling Management System
General Ledger
Journal Input

MENU ITEM 2 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	JOURNAL INPUT	FUNC (ADD, CHG, DEL, END)	ADD
TRAN	— CRD TYP		
JRN#			
REF1	1. DATE	2. NET	3. REF2
SEQ#	ACCOUNT NO	DESCRIPTION	DISB

(2) JOURNAL INPUT

All general ledger journal entries are entered using this selection.

A D D I N G J O U R N A L I N P U T

FUNC (ADD, CHG, DEL, END) - Type ADD.

Entering END will return you to the General Ledger Functions Menu.

TRAN - Enter the transaction code or type a ^ to return to the FUNC field.

- 40 - Cash Receipts and Sales
- 50 - Check or Cash Disbursements
- 60 - General Journal

JRN# - Type in a journal number (up to two digits in length). Select any number unique from the rest of the journals.

CRD TYP - Enter the card code or type a ^ to return to the TRAN field.

- 4 = Detail Record
- 6 = Total Record - use only on TRAN codes 40 and 50

REF1 - Type in a reference identification (up to 6 characters in length) for the journal entries (i.e. a check number, A/R, etc.). Press ENTER if a 6 card type has been selected or if no reference number is wanted. Typing a ^ will return you to the TRAN field.

If the reference identification was previously used the following message will display on the screen:

REFERENCE # EXIST ALREADY N/L

Press ENTER to return to the REF1 field and reenter the reference identification.

Recycling Management System
General Ledger
Journal Input

1. DATE - Enter the 6 digit date (MMDDYY) of the transaction or journal entry or type a ^ to return to the REF1 field. The date is duplicated on subsequent journal entries by pressing ENTER.
2. NET - Enter the total net amount (up to nine digits in length) of the journal entry if this is a TRAN 40 or 50.
If the entry is a CRD TYP 6 (TOTAL) enter the amount with a minus sign.
If this is a TRAN 60 entry, press ENTER to leave blank as no amount is needed.
The cursor will move to the next field.
3. REF2 - Enter a second reference identification (up to 6 characters in length) if needed or press ENTER to leave blank and proceed to the next field.

SEQ# - This number is assigned by the computer and will display automatically.

ACCOUNT NO - Enter the general ledger account number (up to 12 digits in length).
Enter "C" if this is only a comment.
If an invalid general ledger account number was entered the following message will display on the screen:
ACCT # NOT VALID CONTINUE(Y,N)
Enter "Y" to continue. The cursor will move to the description field.
Type "N" if you do not wish to continue. The cursor will return to the ACCOUNT NO field and you will be able to enter the correct general ledger account number.

DESCRIPTION - Enter a description of the entry (up to 25 characters in length).

DISB - Enter the distribution amount
Enter a ":" or a ";" if you wish to change the line just entered or press ENTER to continue.
If the entries are a CRD TYP 6 (TOTAL) enter the amounts with a minus sign.
The cursor will move to the DATA OK line.

If the general ledger is out of balance the following message will display on the lower left corner of the screen:

OUT OF BALANCE

The amount that it is out of balance will also display. The cursor will be positioned at the DATA OK line.

DATA OK (YES, ITM, SER, BKW, FRW, ADD)

- YES - Enter this selection if input is correct and you wish to continue
- ITM - Enter the item number of the numbered field you wish to change and the cursor will move to the field. When you have completed reentering the data the cursor will return to the DATA OK line.
- SER - Positions the cursor starting with sequence number field.
- BKW - Rolls the screen backward to display previous input
- FRW - Rolls the screen forward to display additional input
- ADD - Add additional distribution to an existing REF1 journal entry.

Recycling Management System
General Ledger
Journal Input

ABC SCRAP	JOURNAL INPUT	FUNC (ADD, CHG, DEL, END)	CHG
TRAN	—		
JRN#	CRD TYP		
REF1	1. DATE	2. NET	3. REF2
SEQ#	ACCOUNT NO	DESCRIPTION	DISB

C H A N G I N G J O U R N A L I N P U T

FUNC (ADD, CHG, DEL, END) - Type CHG.

Entering END will return you to the General Ledger Functions Menu.

TRAN - Enter the transaction code entered for the journal input you wish to change or type a ^ to return to the FUNC field.

JRN# - Enter the journal number of the journal input you wish to change.

CRD TYP - Enter the card code (4 or 6) of the journal input you wish to change or type a ^ to return to the TRAN field.

REF1 - Enter the reference identification of the journal input you wish to change and press ENTER. The journal input will display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the TRAN field.

If an incorrect reference identification is entered the following message will display:

REFERENCE NOT ON FILE N/L

Press ENTER and the cursor will return to the REF1 field and you can enter the correct reference identification.

DATA OK (YES, ITM, SER, BKW, FRW, ADD)

YES - Enter this selection if input is correct and you wish to continue

ITM - Enter the item number of the numbered field you wish to change and the cursor will move to the field. When you have completed reentering the data the cursor will return to the DATA OK line.

SER - Positions the cursor starting with sequence number field.

BKW - Rolls the screen backward to display previous input

FRW - Rolls the screen forward to display additional input

ADD - Add additional distribution to an existing REF1 journal entry.

Recycling Management System
General Ledger
Journal Input

ABC SCRAP	JOURNAL INPUT	FUNC (ADD, CHG, DEL, END)	DEL
TRAN	—		
JRN#	CRD TYP		
REF1	1. DATE	2. NET	3. REF2
SEQ#	ACCOUNT NO	DESCRIPTION	DISB

D E L E T I N G J O U R N A L I N P U T

FUNC (ADD, CHG, DEL, END) - Type DEL.

Enter END to return to the General Ledger Functions Menu.

TRAN - Enter the transaction code of the journal entry you wish to delete or type a ^ to return to the FUNC line.

JRN# - Enter the journal number of the journal entry you wish to delete.

CRD TYP - Enter the card type (4 or 6) of the journal entry you wish to delete or type a ^ to return to the TRAN field.

REF1 - Enter the reference identification of the journal entry you wish to delete and press ENTER. The journal entry will display on the screen and the cursor will move to the DATA OK line.

Type a ^ to return to the TRAN field.

If an incorrect reference identification is entered the following message will display:

REFERENCE NOT ON FILE N/L

Press ENTER and the cursor will return to the REF1 field and you can enter the correct reference identification.

DATA OK (YES, ITM, SER, BKW, FRW, ALL)

YES - Enter this selection if input is correct and you wish to continue without deleting the journal entry.

ITM - Enter the item number of the specific SEQ# line you wish to delete and press ENTER to delete that SEQ# line. The cursor will remain at the DATA OK line.

SER - Positions the cursor starting with sequence number field.

BKW - Rolls the screen backward to display previous input

FRW - Rolls the screen forward to display additional input

ALL - Will delete the entire journal entry.

Recycling Management System
General Ledger
Journal Listing

MENU ITEM 3 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	*** JOURNAL EDIT/PRINT ***	02-28-98
DO YOU WISH TO PRINT SEQUENCE NUMBER (YES/NO)? ____		
DO YOU WISH TO SEE (ALL,BAT) JOURNALS ____		

(3) JOURNAL LISTING

Prints all entries in the current general ledger journals. The message "Errors in the Journals" is displayed on the screen if an error exists.

DO YOU WISH TO PRINT SEQUENCE NUMBERS (YES/NO)

Type YES to print the sequence numbers on the journal listing report.

Enter NO to omit printing the sequence numbers on the journal listing report.

DO YOU WISH TO SEE (ALL/BAT) JOURNALS

Type BAT to print out all journal entries since the last update.

Enter ALL to print all journal entries for the month.

If there is an error in the journal(s) the screen will clear and the following message will display:

**** ERRORS IN THE JOURNALS ****

Press ENTER and you will be returned to the General Ledger Menu.

You will not be able to run (4) UPDATE G/L ACCOUNTS menu selection until the errors in the journal have been corrected.

NOTE:

The journals must always be printed in the BAT selection prior to running the (4) UPDATE G/L ACCOUNTS menu selection.

Recycling Management System
General Ledger
Update G/L Accounts

MENU ITEM 4 on the GENERAL LEDGER FUNCTIONS MENU

(4) UPDATE G/L ACCOUNTS

Entries in the general ledger journals are posted to the general ledger master file. The master file is also aged the indicated number of periods found on the control file.

After selecting this menu item the update process proceeds automatically. The following message will display on the screen:

EXTRACT IN PROCESS PLEASE WAIT

When the update process has been completed you will see this screen message:

TOTAL TRANSACTIONS (the number of transactions updated)

Press ENTER to return to the General Ledger Menu.

If there are errors in the journal(s) the following message will display on the screen:

*** ERRORS IN JOURNALS YOU ARE NOT PERMITTED TO UPDATE ***

Press ENTER to return to the General Ledger Menu. The errors in the journals must be corrected before you can proceed.

Recycling Management System
General Ledger
Update Account Analysis

MENU ITEM 5 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	ADD JOURNALS TO ACCOUNT ANALYSIS FILE
	DO YOU WISH TO CONTINUE?(YES,NO,END) ____

(5) UPDATE ACCOUNT ANALYSIS

All journal entries are stored to the annual account history file for each general ledger account.

DO YOU WISH TO CONTINUE?(YES,NO,END)

Enter YES if you want the journal entries to be added to the account analysis file.

Enter NO if you do not wish to add the journal entries to the account analysis file. The cursor will remain at the DO YOU WISH TO CONTINUE prompt.

Type END to return to the General Ledger Menu.

The update proceeds automatically and returns you to the General Ledger Menu after the update process is completed.

Recycling Management System
 General Ledger
 Account Maintenance

MENU ITEM 6 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	**GLMF MAINT**	FUNC (ADD, CHG, DEL, INQ, END) ADD
ACCT # _____		CURRENT YTD
1. DESC		CURRENT BUDGET
2. REC TYP	POSTABLE	3. BUDGET YTD
4. YTD1	5. YTD2	6. YTD3
7. YTD4	8. YTD5	9. YTD6
10. YTD7	11. YTD8	12. YTD9
13. YTD10	14. YTD11	15. YTD12
16. YTD13		
	20. ABUD	

(6) ACCOUNT MAINTENANCE

New general ledger accounts are added or deleted, and existing account specifications can be changed utilizing this menu selection.

A D D I N G G E N E R A L L E D G E R A C C O U N T S

FUNC (ADD, CHG, DEL, INQ, END)

Type ADD

END - Returns the screen to the General Ledger Menu.

ACCT # - Enter the account number (up to 12 digits in length) or type a ^ to return to the FUNC line.

1. DESC - Type the account name (up to 25 characters in length).

2 REC TYP - Enter the record type.

10 = a description only

00 = a postable account.

Anything else is a header account or totaling account type. (Example: 23, 3F, EH, D4)

RECORD TYPE - 1st digit:

2 = Balance Sheet credit

3 = Balance Sheet debit

B = Profit & Loss credit

C = Profit & Loss debit

F = beginning of revenue accounts on Profit & Loss

G = total revenue account on Profit & Loss

Recycling Management System
 General Ledger
 Account Maintenance

RECORD TYPE - 2nd digit:

Code	1st Accumulator	2nd	3rd	4th	Net Profit/ Loss
0	= Add				Add
1	= Add			Add	Add
2	= Add	Add		Add	Add
3	= Add	--	Add	Add	Add
4	= Add	Add	Add	Add	Add
5	= Add	Add			Add
6	= Add	--	Add		Add
7	= Add	Add	Add		Add
A	= Print & Zero				
F	=	Print & Zero			
G	=		Print & Zero		
H	=			Print & Zero	
I	= Print Only				
J	=	Print Only			
K	=		Print Only		
L	=			Print Only	

SPECIFIC CODES

- EH = (Net profit or loss) Print & Zero
 (This must be the last category and must precede suspense).
- 43 = Net Income Current Period (must be last account before total net worth, no amounts may be posted to this account. If there is suspense, it is printed immediately following this account).
- D4 = Suspense (this is the last account).

POSTABLE - Type YES if the REC TYP is 00.

3 BUDGET YTD - N/A. Type a ";" or an ":" to move the cursor to the DATA OK line.

DATA OK (YES, ITEM, CAN)

- YES - If the data entered is correct, type YES to add the general ledger account.
- ITM - Enter the item number of the field you wish to change and press ENTER. The cursor will move to that field and you can enter the correct data. When you have completed reentering the data into the field you selected the cursor will return to the DATA OK line.
- CAN - This selection causes the screen to be clear and the cursor is returned to the function level. Nothing is affected.

Recycling Management System
 General Ledger
 Account Maintenance

ABC SCRAP	**GLMF MAINT**	FUNC (ADD, CHG, DEL, INQ, END) CHG
ACCT # _____		CURRENT YTD
1. DESC		CURRENT BUDGET
2. REC TYP POSTABLE		3. BUDGET YTD
4. YTD1	5. YTD2	6. YTD3
7. YTD4	8. YTD5	9. YTD6
10. YTD7	11. YTD8	12. YTD9
13. YTD10	14. YTD11	15. YTD12
16. YTD13		
	20. ABUD	

C H A N G I N G G E N E R A L L E D G E R A C C O U N T S

FUNC (ADD, CHG, DEL, INQ, END)

Type CHG.

END - Returns the screen to the General Ledger Menu.

ACCT # - Enter the general ledger account number of the account you wish to change (up to 12 digits in length) or type a ^ to return to the FUNC line. The account data will display on the screen and the cursor will move to the DATA OK line.

DATA OK (YES, ITEM, CAN)

YES - If the data changed is correct, type YES to add the changed information to the general ledger account.

ITM - Enter the item number of the field you wish to change and press ENTER. The cursor will move to that field and you can enter the correct data. When you have completed reentering the data into the field you selected the cursor will return to the DATA OK line.

CAN - This selection causes the screen to be clear and the cursor is returned to the function level. Nothing is affected.

Recycling Management System
 General Ledger
 Account Maintenance

ABC SCRAP	**GLMF MAINT**	FUNC (ADD, CHG, DEL, INQ, END) DEL
ACCT # _____		CURRENT YTD
1. DESC		CURRENT BUDGET
2. REC TYP	POSTABLE	3. BUDGET YTD
4. YTD1	5. YTD2	6. YTD3
7. YTD4	8. YTD5	9. YTD6
10. YTD7	11. YTD8	12. YTD9
13. YTD10	14. YTD11	15. YTD12
16. YTD13		
	20. ABUD	

D E L E T I N G G E N E R A L L E D G E R A C C O U N T S

FUNC (ADD, CHG, DEL, INQ, END)

Type DEL.

END - Returns the screen to the General Ledger Menu.

ACCT # - Enter the general ledger account number of the account you wish to delete (up to 12 digits in length) or type a ^ to return to the FUNC line. The account data will display on the screen and the cursor will move to the DATA OK line.

DATA OK (YES, CAN)

YES - to delete the general ledger account displayed.

CAN - to clear the screen and return to the ACCT# field without deleting the account.

Recycling Management System
 General Ledger
 Account Maintenance

ABC SCRAP	**GLMF MAINT**	FUNC (ADD, CHG, DEL, INQ, END) INQ
ACCT # _____		CURRENT YTD
1. DESC		CURRENT BUDGET
2. REC TYP	POSTABLE	3. BUDGET YTD
4. YTD1	5. YTD2	6. YTD3
7. YTD4	8. YTD5	9. YTD6
10. YTD7	11. YTD8	12. YTD9
13. YTD10	14. YTD11	15. YTD12
16. YTD13		
	20. ABUD	

GENERAL LEDGER ACCOUNT INQUIRY

FUNC (ADD, CHG, DEL, INQ, END)

Type INQ.

END - Returns the screen to the General Ledger Menu.

ACCT # - Enter the general ledger account number of the account you wish to view (up to 12 digits in length) or type a ^ to return to the FUNC line. The account data will display on the screen and the cursor will move to the DATA OK line.

DATA OK (YES, ITEM, CAN)

YES - will return you to the ACCT# field. You will be able to enter another general ledger account number or type a ^ to return to the FUNC line.

ITEM - N/A This function is not available in the inquiry mode.

CAN - will return you to the ACCT# field. You will be able to enter another general ledger account number or type a ^ to return to the FUNC line.

Recycling Management System
General Ledger
Control File Maintenance

MENU ITEM 7 on the GENERAL LEDGER FUNCTIONS MENU

(7) CONTROL FILE MAINTENANCE

Permanent information used by the General Ledger Program such as company number, company name, current month, etc, is stored and changed using this selection.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 19
1. P&L TITLE		
2. BALANCE SHEET TITLE		
DATA OK (YES, CAN, ITM) ____		

GENERAL LEDGER - CONTROL KEY 19

CTL KEY - Enter 19 and press ENTER.

Typing END return you to the General Ledger Menu.

1. P&L TITLE - allows the operator to enter the title for the Profit/Loss Report (up to 30 characters in length).
2. BALANCE SHEET TITLE - allows the operator to enter the title for the Balance Sheet Report (up to 30 characters in length).

DATA OK (YES, ITM, CAN)

YES - Data is OK, continue to next control key or END

CAN - The screen will clear and the cursor will return to the CTL KEY prompt.

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 20
1. CLIENT #		
2. CLIENT NAME	A. B. C. SCRAP CO.	
3. CLIENT NAME ABR.	ABC SCRAP	
4. DIGETS	07	
5. AGEING	01	
6. DISCLAMER	X	
7. PAYROLL (Y,N)	N	
8. BUDGET (Y,N)	N	
9. PRIOR YEAR B/S (Y,N)	Y	
10. MORE THAN 29 DEPTS (Y,N)	N	
11. PRINT ALL ACTS P+L (Y,N)	N	
12. BEGINING OF YEAR (MONTH)	01	
13. PRNT ACT# ON P+L/BUDGET (Y,N)	Y	
14. PRNT ALL ACTS P+L/BUDGET (Y,N)	N	
15. CAN MSTRS BE UPDATED 'CE' (Y,N)	N	
16. LINES PER PAGE	066	
DATA OK (YES, CAN, ITM) ____		

GENERAL LEDGER - CONTROL KEY 20

CTL KEY - Enter 20 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. CLIENT # - Assign a numerical designation (up to 6 digits in length) if desired.
2. CLIENT NAME - Type in the company name (up to 30 characters in length).
3. CLIENT NAME ABR - Type in the abbreviated company name (up to 10 characters in length).
4. DIGITS - Type the number of digits in account numbers the maximum is 12. This is a two digit field. (i.e. if the account numbers are to be 8 digits in length you would enter 8 in this field).
5. AGEING - How many periods to age in the update (normally 01); enter 00 if no aging.
6. N/A
7. N/A
8. N/A
9. PRIOR YEAR B/S (Y,N) - Typing Y will print prior year information on the Balance Sheet.
Entering N will print only the current year information on the Balance Sheet.
10. MORE THAN 29 DEPTS (Y,N) - Type N.

Recycling Management System
General Ledger
Control File Maintenance

11. PRINT ALL ACTS P+L (Y,N) - Type N if you want only those accounts with activity to print.
Enter Y if you wish all of the accounts to print.

12. BEGINING OF YEAR (MONTH) - (example: April would be 04)

13. - 14. N/A

15. This is a computer generated item

16. LINES PER PAGE - Type 66

DATA OK (YES, ITM, CAN)

YES - Data is OK, continue to next control key or END

CAN - The screen will clear and the cursor will return to the CTL KEY prompt.

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 21
1. MONTH ENDING INFO	TWO MONTHS ENDED	
2. PRINT FOR P+L	XXXXXX	
3. NO. OF MONTHS PROCESSED	02	
4. END-OF-MONTH DATE	022898	
5. COMPANY NUMBER	01	
6. A/P NON SCRAP	000002005400	
7. CASH	000000050400	

DATA OK (YES, CAN, ITM) ____

GENERAL LEDGER - CONTROL KEY 21

CTL KEY - Enter 21 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. MONTH ENDING INFO - Enter text that will be printed on the general ledger reports identifying the number of months ending.
2. PRINT FOR P+L - Enter the columns to print on the Profit and Loss reports. There are 5 columns; an X means print data, a 0 means do not print. Type XXXXX to print all five columns.
 - 1st - Current period data
 - 2nd - Year to Date(YTO) data
 - 3rd - Prior period data
 - 4th - Prior YTD data
 - 5th - This column represents the change from the YTD data to the Prior YTO data
3. NO. OF MONTHS PROCESSED - (Example: if your fiscal year begins Jan 1 and you are working on period ending Mar 31, you will enter 03).
4. END OF MONTH DATE - Type the month end date (MMDDYY).
5. COMPANY NUMBER - Type the two digit company number
6. A/P NON-SCRAP - Type the general ledger account for the accounts payable accrual account (up to 12 digits in length).
7. CASH - Type the general ledger account number for cash (up to 12 digits in length).

Recycling Management System
General Ledger
Control File Maintenance

DATA OK (YES, ITM, CAN)

YES - Data is OK, continue to next control key or END

CAN - The screen will clear and the cursor will return to the CTL KEY prompt.

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 22
1. ADDRESS 2. CITY, STATE 3. ZIP 4. SSA #		
DATA OK (YES, CAN, ITM) ____		

GENERAL LEDGER - CONTROL KEY 22

CTL KEY - Enter 22 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. ADDRESS - Enter the address (up to 25 characters in length).
2. CITY, STATE - Enter the city and state (up to 20 characters in length).
3. ZIP - Enter the five or nine digit zip code.
4. SSA # - Enter the SSA number (up to 9 characters in length).

DATA OK (YES, ITM, CAN)

YES - Data is OK, continue to next control key or END

CAN - The screen will clear and the cursor will return to the CTL KEY prompt.

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 23
1. FED EMPLOYER ID #		
2. STATE CODE (Z1)		
3. STATE NAME (Z1)		
4. STATE CODE (Z2)		
5. STATE NAME (Z2)		
6. STATE CODE (Z3)		
7. STATE NAME (Z3)		
DATA OK (YES, CAN, ITM) ____		

GENERAL LEDGER - CONTROL KEY 23

CTL KEY - Enter 23 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. FED EMPLOYER ID # - Enter the federal employer identification number (up to 13 characters in length)
- 2, 4, & 6. STATE CODE - Enter the state code (up to 13 characters in length).
- 3, 5, & 7. STATE NAME - Enter the state name. This is a two character field (i.e. if the state is Wisconsin, enter WI, IL for Illinois, etc.)

DATA OK (YES, CAN, ITM)

YES - Data is OK, continue to next control key or END

CAN - The operator can cancel and start over

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 24
1. START OF P+L ACT #	000004000000	18. MEMO BILL (Y,N)
2. SUSPENSE ACT #	000009990400	19. ADD BILL CHK FLG (CE) Y
3. ACT TYPE STOP PRINT DEPT P+L		20. AAMF PURGE FLAG N
4. SHOULD GENERAL JOURNAL BALANCE Y		21. AP-GL REFNM
5. BRACKETS ON P+L		
6. EOY FLAG (COMPUTER ENTRY)		
7. PERCENTS ON P+L		
8. DISCLAIMER #		
9. PRNT REF2 ON EVERY LIN OF JRNLS		
10. PPD PTD		
11. PPD YTD		
12. JNMF BKUP (CE) Y		
13. RANGE ON TRIAL BAL WORKSHEET		
14. NO. OF DAYS IN MONTH		
15. NO. OF DAYS IN YEAR		
16. QUARTERLY		
17. GLMF BKUP (CE) N		
DATA OK (YES, CAN, ITM) _____		

GENERAL LEDGER - CONTROL KEY 24

CTL KEY - Enter 24 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. START OF P+L ACT # - Type the account number for the first revenue account (signified by "F4" on the chart of accounts).
2. SUSPENSE ACT # - Enter the suspense account number.
3. N/A.
4. SHOULD GENERAL JOURNAL BALANCE - TYPE Y.
5. BRACKETS ON P&L - Type Y.
6. This is a computer entered item.
7. PERCENTS ON P&L - Type Y.
8. N/A.
9. PRNT REF2 ON EVERY LIN OF JRNLS - Type Y if you want REF2 printed on journal reports.
- 10-11. N/A.
12. This is a computer entered item.
- 13-16. N/A.

Recycling Management System
General Ledger
Control File Maintenance

17. This is a computer entered item.

18. N/A.

19-20. These are computer entered items.

21. N/A.

DATA OK (YES, CAN, ITM)

YES - Data is OK, continue to next control key or END

CAN - The operator can cancel and start over

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 25
1. DEPT # TO PRINT	999999999999	
2. DEPARTMENT NAME	COMBINED	
3. DEPT # TO PRINT	10	
4. DEPARTMENT NAME	RECEIVING	

DATA OK (YES, CAN, ITM) ____

GENERAL LEDGER - CONTROL KEYS 25-39

CTL KEY - Enter 25-39 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. & 3. DEPT # TO PRINT - This is the department number contained in the account number
2. & 4. DEPARTMENT NAME - This is the description of the department (example: WAREHOUSE)

NOTE

Whether departments are used or not, the first department number consists of all 9's

DATA OK (YES, CAN, ITM)

YES - Data is OK, continue to next control key or END

CAN - The operator can cancel and start over

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 40
1. A/P SCRAP IND CHECKING ACCOUNT	000000190500	
2. SCRAP INTERCOMPANY ACCOUNT	000001700400	
3. SCRAP CHECKING ACCOUNT	000000190400	
4. PETTY CASH ACCOUNT	000000190600	
5. BROKERAGE CHECKING ACCOUNT	000000190400	
6. IS THERE GL IN THIS CO?	Y	

DATA OK (YES, CAN, ITM)

GENERAL LEDGER - CONTROL KEY 40

CTL KEY - Enter 40 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. A/P SCRAP IND CHECKING ACCOUNT - This is the general ledger account that checks that A/P industrial scrap purchases are to be applied to. If you use the same general ledger account for cash and checks then this should be the same as ITM 7 on CTL KEY 21.
2. SCRAP INTERCOMPANY ACCOUNT - This is the general ledger account that intercompany transfers that scrap purchases are to be applied to. If you don't use intercompany transfers leave this zero.
3. SCRAP CHECKING ACCOUNT - This is the general ledger account that checks from scrap purchases (not industrials) are to be applied to. If you use the same general ledger account for cash and checks then this should be the same as ITM 7 on CTL KEY 21.
4. PETTY CASH ACCOUNT - This is the general ledger account that petty cash purchases are to be applied to. Cash ticket scrap purchases are applied to this account.
5. BROKERAGE CHECKING ACCOUNT - This is the general ledger account that the brokerage purchases are to be applied to. This account number can be the same as the Scrap Checking Account number (ITM number 3 above).
6. IS THERE GL IN THIS CO? - Type Y if the company has the general ledger.

Recycling Management System
General Ledger
Control File Maintenance

DATA OK (YES, CAN, ITM)

YES - Data is OK, continue to next control key or END

CAN - The operator can cancel and start over

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
Control File Maintenance

ABC SCRAP	CONTROL FILE MAINT	CTL KEY 41
1. A/R FREIGHT.....	000007200400	
2. A/P FREIGHT.....	000007400400	
DATA OK (YES, CAN, ITM) ___		

GENERAL LEDGER - CONTROL KEY 41

CTL KEY - Enter 41 and press ENTER.

Typing END will return you to the General Ledger Menu.

1. A/R FREIGHT - Enter the account number that A/R freight is to be applied to (up to 12 digits in length).
2. A/P FREIGHT - Enter the account number that A/P freight is to be applied to (up to 12 digits in length).

DATA OK (YES, CAN, ITM)

YES - Data is OK, continue to next control key or END

CAN - The operator can cancel and start over

ITM - Enter the item number of the line item you wish to change and press ENTER. The cursor will move to the line item entered. When the changes have been completed, press ENTER and the cursor will return to the DATA OK line.

Recycling Management System
General Ledger
End of Month Processing

MENU ITEM 8 on the GENERAL LEDGER FUNCTIONS MENU

(8) END OF MONTH PROCESSING

The closing of all general ledger accounts at the end of a fiscal month is accomplished by utilizing this menu selection. This is selected at the end of a fiscal month.

DO YOU WISH TO CONTINUE (YES,END)

YES - This selection will proceed to the closing and aging process.

END - This selection will return you to the General Ledger Functions Menu without doing the END OF MONTH PROCESSING.

The closing and aging process will proceed automatically when this selection is made. The accounts being aged will display quickly on the screen. When the process has been completed you will automatically be returned to the General Ledger Functions Menu

If the general ledger accounts have not been closed the following message will display on the menu screen:

GL RECORDS ARE STILL OPEN

CANNOT CLOSE MONTH

Press ENTER to return to MENU ITEM of the Menu screen.

Recycling Management System
General Ledger
End of Year Processing

MENU ITEM 9 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	END-OF-YEAR JOURNAL BUILD
DO YOU WISH TO CONTINUE (YES,END) ____	
ENTER THE AMOUNT OF THE OFF-SETTING JOURNAL ENTRY	

IS THE AMOUNT CORRECT (YES,NO) ____	
ENTER ACCOUNT NUMBER OF THE OFF-SETTING ENTRY	

IS THE ACCT # CORRECT (YES,NO) ____	

(9) END OF YEAR PROCESSING

The closing of all general ledger accounts for the start of the fiscal year is accomplished utilizing this menu selection. This is selected at the end of a fiscal year to zero revenue and expense accounts. Journal entries are created by the computer.

DO YOU WISH TO CONTINUE (YES,END)

YES - This selection will continue to the next question.

END - Will return you to the General Ledger Functions Menu.

ENTER THE AMOUNT OF THE OFF-SETTING JOURNAL ENTRY.

This amount is the profit or loss for the fiscal year. Get this amount from Current Period Income on Balance Sheet.

IS THE AMOUNT CORRECT (YES, NO)

YES - This selection will continue the program to the next question.

NO - This selection will allow the operator to re-enter the figure.

ENTER ACCOUNT NUMBER OF THE OFF-SETTING ENTRY

Generally this will be the retained earnings account number.

IS THE ACCOUNT NUMBER CORRECT (YES, NO)

YES - Begins the end of year journal build.

NO - Allows the operator to re-enter the account number.

Then run #3 Journal Listing - (Batch)

#4 Update G/L

#5 Update Account Analysis

#8 Another End of Month - You are Done

Recycling Management System
General Ledger
Account Summary

MENU ITEM 11 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	GENERAL LEDGER ACCOUNT SUMMARY
DO YOU WISH TO CONTINUE? (YES,NO,END) ____	

(11) ACCOUNT SUMMARY

All current month journal entries for each general ledger account are printed in account number order.

DO YOU WISH TO CONTINUE? (YES,NO,END)

YES - will print the summary. The following message will display on the screen:

PRINTING IN PROCESS

Press ENTER to return to the General Ledger Functions Menu.

NO - if you do not wish to print the report. The cursor stays at the DO YOU WISH TO CONTINUE prompt.

END - will return you to the General Ledger Screen without printing the summary.

If there are errors in any of the accounts, the following message will display on the screen:

**** ERRORS IN REPORT ****

Press ENTER to return to the General Ledger Menu. The printed summary will indicate the account(s) with the error(s).

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
Balance Sheet & Profit/Loss

MENU ITEM 12 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	STATEMENT OF OPERATIONS AND BALANCE SHEET
	1. BALANCE SHEET / ALL P+L'S 2. BALANCE SHEET / COMBINED P+L ONLY 3. BALANCE SHEET ONLY 4. P+L'S ONLY 5. COMBINED P+L ONLY 6. DEPARTMENT P+L'S ONLY SELECT ITEM -

(12) BALANCE SHEET & PROFIT/LOSS

The balance sheet or the profit and loss statement can be printed. The monthly balance sheet is printed showing assets, liabilities, and equity accounts. The monthly profit and loss statement is printed showing revenues and expenses. All reports contain account information for the current period and year, and prior period and year.

After selecting MENU ITEM 12 and choosing a printer the screen above will display and the cursor will be positioned at the SELECT ITEM prompt.

Select one of the following reports to print:

1. BALANCE SHEET / ALL P+L'S
Select this to print the balance sheet and all profit/loss statements including department P/L's
2. BALANCE SHEET / COMBINED P+L ONLY
Select this to print the balance sheet and combined P/L only.
3. BALANCE SHEET ONLY
Select this to print balance sheet only.
4. P+L'S ONLY
Select this to print all profit/loss statements including department P/L's.
5. COMBINED P+L ONLY
Select this to print the combined profit/loss only.
6. DEPARTMENT P+L'S ONLY
Select this to print department P/L's only.

Recycling Management System
General Ledger
Balance Sheet & Profit/Loss

The reports that are being printed will display on the screen (i.e. the statement of operations, etc.)

DO YOU WISH TO CONTINUE?(YES,NO,END)

YES - if you wish to continue and print the selection.

NO - will return the cursor to the SELECT ITEM line.

END - will return you to the General Ledger Menu.

If you selected 6 DEPARTMENT P+L'S ONLY and you entered YES to DO YOU WISH TO CONTINUE?, the cursor will move to the next screen and question.

DO YOU WISH TO SPECIFY DEPARTMENTS TO PRINT (Y,N)

Y - if you wish to print only specific department Profit/Loss reports. The screen will prompt you to enter the departments you wish to print on the report. Enter the department number (up to 6 characters in length) and name (up to 10 characters in length) on the lines provided. You will be able to add up to ten departments. When you have completed adding the departments, type a : and the cursor will move to the DATA OK line.

DATA OK (YES,ITEM,CAN)

YES - to accept the department data entered and print the report.

ITEM - enter the line number of the item you wish to change and press ENTER. The cursor will move to the field and you will be able to make the changes. When you have completed the changes to the selected field, press ENTER and the cursor will return to the DATA OK line

CAN - will return you to the General Ledger Menu without printing the report.

N - will print the Profit/Loss report for all the departments.

NOTE:

If the balance sheet is not balanced the following message will display on the screen:

BALANCE SHEET NOT IN BALANCE

Press ENTER to return to the General Ledger Menu.

NOTE:

If no suspense account was setup through (6) ACCOUNT MAINTENANCE the following message will display on the screen:

NO SUSPENSE ACCT IS SET UP

NOTE:

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
Profit/Loss By Month

MENU ITEM 13 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	MONTHLY OPERATING STATEMENT
1. PRINT ALL P+L'S 2. PRINT COMBINED P+L ONLY 3. PRINT DEPARTMENT P+L ONLY	
SELECT ITEM	

(13) PROFIT/LOSS BY MONTH

A twelve month summary of the statement of operations will print.

After the MENU ITEM 13 has been selected and the printer has been chosen, the screen above will display and the cursor will be positioned at the SELECT ITEM prompt.

Select one of the following reports to print.

1. PRINT ALL P&L'S
Select this to print all profit/loss statements including department P/L's.
2. PRINT COMBINED P&L'S ONLY
Select this to print only the combined P/L.
3. PRINT DEPARTMENT P&L'S ONLY
Select this to print only the department P/L's.

DO YOU WISH TO CONTINUE?(YES,NO,END)

YES - will print the selected report. While the report is printing the following message will display:

PRINTING IN PROCESS

You will be returned to the General Ledger Menu.

NO - will return the cursor to the SELECT ITEM field.

END - will return you to the General Ledger Menu without printing the summary.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
Profit/Loss W/ Budget

MENU ITEM 14 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	STATEMENT OF OPERATIONS WITH BUDGET
1. PRINT ALL P+L'S 2. PRINT COMBINED P+L ONLY 3. PRINT DEPARTMENT P+L ONLY	
SELECT ITEM	

(14) PROFIT/LOSS W/ BUDGET

This selection prints the statement of operations for the current period and the year-to-date. The report also includes the budgeted amounts and the differences.

After the MENU ITEM 14 has been selected and the printer has been chosen, the screen above will display and the cursor will be positioned at the SELECT ITEM prompt.

Select one of the following reports to print.

1. PRINT ALL P&L'S
Select this to print all profit/loss statements including department P/L's.
2. PRINT COMBINED P&L'S ONLY
Select this to print only the combined P/L.
3. PRINT DEPARTMENT P&L'S ONLY
Select this to print only the department P/L's.

The printing of the selected report proceeds automatically after entering the ITM number selection.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
P/L W/Periodic + Yearly Budget

MENU ITEM 15 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	STATEMENT OF OPERATIONS WITH PERIODIC AND YEARLY BUDGET
1. PRINT ALL P+L'S	
2. PRINT COMBINED P+L ONLY	
3. PRINT DEPARTMENT P+L ONLY	
SELECT ITEM	

(15) P/L W/PERIODIC + YEARLY BUDGET

This selection prints a statement of operations with the amounts, budgeted amounts and changes with the current period and the year.

After the MENU ITEM 15 has been selected and the printer has been chosen, the screen above will display and the cursor will be positioned at the SELECT ITEM prompt.

Select one of the following reports to print.

1. PRINT ALL P&L'S
Select this to print all profit/loss statements including department P/L's.
2. PRINT COMBINED P&L'S ONLY
Select this to print only the combined P/L.
3. PRINT DEPARTMENT P&L'S ONLY
Select this to print only the department P/L's.

The printing of the selected report proceeds automatically after entering the ITM number selection.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
Chart Of Accounts

MENU ITEM 16 on the GENERAL LEDGER FUNCTIONS MENU

(16) CHART OF ACCOUNTS

The list of general ledger account numbers and descriptions is printed.

The printing of the CHART OF ACCOUNTS proceeds automatically after entering the menu selection (16) and the printer selection is made. The following message will display on the screen:

PRINTING IS IN PROCESS

You will then be returned to the General Ledger Menu.

NOTE

If the screen goes blank TURN THE PRINTER ON.

Recycling Management System
General Ledger
Account Analysis

Account Analysis

MENU ITEM 17 on the GENERAL LEDGER FUNCTIONS MENU

ABC SCRAP	ACCOUNT ANALYSIS	02-28-98
DO YOU WISH TO PRINT 1 ACCOUNT PER PAGE (YES,NO,END) ____		
DO YOU WISH TO SPECIFY A RANGE OF ACCOUNTS TO BE PRINTED (YES,NO) ____		
DO YOU WISH TO PRINT ALL MONTHS (YES,NO) ____		

(17) ACCOUNT ANALYSIS

All journal entries for the current year for each general ledger account are printed in account number order.

DO YOU WISH TO PRINT 1 ACCOUNT PER PAGE (YES,NO,END)

YES - if you wish to print each account on a separate page.

NO - if you do not want each account to print on a separate page.

END - will return you to the General Ledger Functions Menu.

DO YOU WISH TO SPECIFY A RANGE OF ACCOUNTS TO BE PRINTED (YES,NO)

If yes is answered here, you will be required to enter the beginning account number and the ending account number.

DO YOU WISH TO PRINT ALL MONTHS (YES, NO)

Type YES to include all months in each general ledger account history.

Type NO to see only a selected number of months back

NUMBER OF MONTHS TO GO BACK - Type the number of months

The printing of the ACCOUNT ANALYSIS proceeds automatically. You will be returned to the General Ledger Functions Menu when the Account Analysis has been printed.

NOTE

If the screen goes blank TURN THE PRINTER ON.

RECYCLING MANAGEMENT SYSTEM

CONDENSED GENERAL LEDGER

OPERATION INSTRUCTIONS

Recycling Management System
Condensed General Ledger
Overview

(1) CONDENSED FILE MAINTENANCE

The general ledger accounts for the condensed general ledger are maintained through this selection. Accounts for the condensed G/L can be added or deleted and changes can be made to existing accounts.

(6) CONDENSED MASTER FILE BUILD

The master file for the condensed general ledger is structured through this selection from the data entered in (1) CONDENSED FILE MAINTENANCE.

(11) COND PROFIT/LOSS & BALANCE SHEET

The balance sheet or the profit and loss statement for the condensed general ledger can be printed through this selection. The balance sheet is printed showing assets, liabilities, and equity accounts. The profit and loss statement is printed showing revenues and expenses.

Recycling Management System
Condensed General Ledger
Master Menu

ABC SCRAP CO. (01) R M S - III MASTER MENU 04/24/98 09:41
105 011

1. RECYCLING SYSTEM
2. PAYROLL SYSTEM
3. ACCOUNTS PAYABLE
4. GENERAL LEDGER
5. MISCELLANEOUS SYSTEMS
6. STEEL WAREHOUSING
7. VPIX - DOS
8. UNIX - MAIL

MENU ITEM —

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MENU ITEM - Enter 4 to access the General Ledger menu.
Enter 99 to exit to the RMS Login prompt.

Recycling Management System
Condensed General Ledger
General Ledger Menu

ABC SCRAP	(01)	G E N E R A L L E D G E R	MENU ITEM	—
			04/24/98	
		1. GENERAL LEDGER		
		2. CONDENSED GENERAL LEDGER		
		99. RETURN TO MASTER MENU		

MENU ITEM - Enter 2 to access the Condensed General Ledger functions.
Enter 99 to return to the Master Menu.

Recycling Management System
Condensed General Ledger
Condensed General Ledger Menu

ABC SCRAP	(01)	G E N E R A L	L E D G E R	MENU ITEM	—
				04/24/98	
PROCESSING					
1.	CONDENSED FILE MAINTENANCE	6.	CONDENSED MASTER FILE BUILD		
REPORTS					
11.	COND PROFIT/LOSS & BALANCE SHEET				
		99.	RETURN TO MAIN MENU		

MENU ITEM - Enter the line number of the function you wish to select.
Enter 99 to return to the General Ledger Menu.

Recycling Management System
Condensed General Ledger
Condensed File Maintenance

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MENU ITEM 1 on the CONDENSED GENERAL LEDGER MENU

ABC SCRAP                COND. FILE MAINTENANCE        FUNC (ADD,CHG,DEL,END)  ADD

  ACCT # _____  SEQ #

1. ACCT DES
2. ACCT TYP

  3.          4.          5.          6.
  7.          8.          9.         10.
11.         12.         13.         14.
15.         16.         17.         18.
19.         20.         21.         22.
23.         24.
  
```

(1) CONDENSED FILE MAINTENANCE

The general ledger accounts for the condensed general ledger are maintained through this selection. Accounts for the condensed G/L can be added or deleted and changes can be made to existing accounts.

A D D I N G A C C O U N T S (C O N D E N S E D G E N E R A L L E D G E R)

FUNC(ADD,CHG,DEL,END) - Type ADD.

Entering END will return you to the Condensed General Ledger Menu.

ACCT # - Enter the general ledger account number that you wish to appear on the condensed general ledger (up to 12 digits in length).

Typing a ^ (shift + 6 key) or an "E" will return you to the FUNC line.

SEQ # - Enter the two digit sequence number. The sequence number is generally 00 unless there are more than 22 accounts to be included under this category. (i.e. If there are 27 accounts to be under a certain category, you would add 22 on the sequence number 00. To enter the remaining five accounts, enter the same ACCT # and the SEQ # would be 01).

If an account number is entered that is currently on the condensed general ledger with the same SEQ#, the following message will display on the screen:

RECORD EXISTS ALREADY

Press ENTER. The cursor will return to the ACCT # field and you can enter a new account number and/or SEQ#.

1. ACCT DES - Enter the account description you want to appear on the condensed general ledger (up to 25 characters in length).

Recycling Management System
Condensed General Ledger
Condensed File Maintenance

2. ACCT TYP - Enter the one character account type

10 = a description only

00 = a postable account.

Anything else is a header account or totaling account type. (Example: 23, 3F, EH, D4)

ACCOUNT TYPE - 1st digit:

2 = Balance Sheet credit

3 = Balance Sheet debit

B = Profit & Loss credit

C = Profit & Loss debit

F = beginning of revenue accounts on Profit & Loss

G = total revenue account on Profit & Loss

ACCOUNT TYPE - 2nd digit:

	1st Accumulator	2nd	3rd	4th	Net Profit/ Loss
Code 0 = Add					Add
1 = Add				Add	Add
2 = Add		Add		Add	Add
3 = Add		--	Add	Add	Add
4 = Add		Add	Add	Add	Add
5 = Add		Add			Add
6 = Add		--	Add		Add
7 = Add		Add	Add		Add
A = Print & Zero					
F =	Print & Zero				
G =		Print & Zero			
H =			Print & Zero		
I = Print Only					
J =	Print Only				
K =		Print Only			
L =			Print Only		

SPECIFIC CODES

EH = (Net profit or loss) Print & Zero

(This must be the last category and must precede suspense).

43 = Net Income Current Period (must be last account before total net worth, no amounts may be posted to this account. If there is suspense, it is printed immediately following this account).

D4 = Suspense (this is the last account).

3.-24. - Enter the general ledger account numbers (up to 12 digits in length) of the accounts to be included under this category on the condensed general ledger.

When you have completed entering the general ledger account numbers that will be included under this category, type a : or a ; at the next numbered line prompt and the cursor will move to the DATA OK line. If you have entered 22 accounts, the cursor will automatically move to the DATA OK line when you press ENTER after completing the entry in field 24.

DATA OK (YES, ITEM, CAN)

YES - to accept the data and add the account to the condensed general ledger.

ITEM - enter the line number of the item you wish to change and press ENTER.

The cursor will move to the number field and you can enter the changes. When you have completed the changes, the cursor will return to the DATA OK line.

CAN - will clear the screen and the cursor will return to the FUNC line without adding the account to the condensed general ledger.

Recycling Management System
Condensed General Ledger
Condensed File Maintenance

ABC SCRAP	COND. FILE MAINTENANCE	FUNC (ADD, CHG, DEL, END)	CHG
ACCT # _____	SEQ #		
1. ACCT DES			
2. ACCT TYP			
3.	4.	5.	6.
7.	8.	9.	10.
11.	12.	13.	14.
15.	16.	17.	18.
19.	20.	21.	22.
23.	24.		

C H A N G I N G C O N D E N S E D G E N E R A L L E D G E R A C C O U N T S

FUNC (ADD, CHG, DEL, END) - Type CHG.

Entering END will return you to the Condensed General Ledger Menu.

ACCT # - Enter the general ledger account number that you wish to change on the condensed general ledger (up to 12 digits in length).
Typing a ^ (shift + 6 key) or an "E" will return you to the FUNC line.

SEQ # - Enter the two digit sequence number of the account you wish to change.
If an account number is entered that is not on the condensed general ledger with the SEQ# entered, the following message will display on the screen:
RECORD NOT ON FILE
Press ENTER. The cursor will return to the ACCT # field and you can enter the correct account number and/or SEQ#.

The specifications of the condensed general ledger account number you entered will be displayed on the screen and the cursor will be positioned at the DATA OK line.

DATA OK (YES, ITEM, CAN)

YES - to accept the data and add the changes to the account to the condensed general ledger.
ITEM - enter the line number of the item you wish to change and press ENTER. The cursor will move to the number field and you can enter the changes. When you have completed the changes, the cursor will return to the DATA OK line.
If you are adding general ledger account numbers that are to be included under the category for the condensed general ledger number you entered above, enter the line item number of the next available (empty) line number. (i. e. if you are adding a general ledger account number to the general category of the account number you entered at the ACCT # field and there are general ledger account numbers in lines 3-7, you would enter 8 for the ITEM number at the DATA OK line.

Recycling Management System
Condensed General Ledger
Condensed File Maintenance

CAN - will clear the screen and the cursor will return to the FUNC line without making any changes to the account in the condensed general ledger.

Recycling Management System
Condensed General Ledger
Condensed File Maintenance

ABC SCRAP	COND. FILE MAINTENANCE	FUNC (ADD, CHG, DEL, END)	DEL
ACCT # _____	SEQ #		
1. ACCT DES			
2. ACCT TYP			
3.	4.	5.	6.
7.	8.	9.	10.
11.	12.	13.	14.
15.	16.	17.	18.
19.	20.	21.	22.
23.	24.		

D E L E T I N G C O N D E N S E D G E N E R A L L E D G E R A C C O U N T S

FUNC (ADD, CHG, DEL, END) - Type DEL.

Entering END will return you to the Condensed General Ledger Menu.

ACCT # - Enter the general ledger account number that you wish to delete on the condensed general ledger (up to 12 digits in length).
Typing a ^ (shift + 6 key) or an "E" will return you to the FUNC line.

SEQ # - Enter the two digit sequence number of the account you wish to delete.
If an account number is entered that is not on the condensed general ledger with the SEQ# entered, the following message will display on the screen:
RECORD NOT ON FILE
Press ENTER. The cursor will return to the ACCT # field and you can enter the correct account number and/or SEQ#.

The specifications of the condensed general ledger account number you entered will be displayed on the screen and the cursor will be positioned at the DATA OK line.

DATA OK (YES,CAN)

YES - to delete the account in the condensed general ledger.
CAN - will clear the screen and the cursor will move to the FUNC line without deleting the account from the condensed general ledger.

Recycling Management System
Condensed General Ledger
Condensed Master File Build

MENU ITEM 6 on the CONDENSED GENERAL LEDGER MENU

CONDENSED FILE BUILD

IS THIS THE FIRST G/L FILE YOU ARE CONDENSING (YES,NO)

ENTER CO# YOU ARE CONDENSING

(6) CONDENSED MASTER FILE BUILD

The master file for the condensed general ledger is structured through this selection from the data entered in (1) CONDENSED FILE MAINTENANCE.

IS THIS THE FIRST G/L FILE YOU ARE CONDENSING (YES,NO)

YES - if this is the first general ledger you are condensing.

NO - if this is not the first general ledger you are condensing.

ENTER CO# YOU ARE CONDENSING - Enter the two digit company number.

The master file build process will proceed automatically and you will be returned to the Condensed General Ledger Menu when the build is complete.

Recycling Management System
Condensed General Ledger
Cond Profit/Loss & Balance Sheet

MENU ITEM 11 on the CONDENSED GENERAL LEDGER MENU

ABC SCRAP	STATEMENT OF OPERATIONS AND BALANCE SHEET
	1. BALANCE SHEET / ALL P+L'S 2. BALANCE SHEET ONLY 3. P+L ONLY
	SELECT ITEM _

(11) COND PROFIT/LOSS & BALANCE SHEET

The balance sheet or the profit and loss statement for the condensed general ledger can be printed through this selection. The balance sheet is printed showing assets, liabilities, and equity accounts. The profit and loss statement is printed showing revenues and expenses.

After selecting MENU ITEM 11 and choosing a printer, the screen above will display and the cursor will be positioned at the SELECT ITEM prompt.

Select one of the following reports to print:

1. BALANCE SHEET / ALL P+L'S
Select this to print the balance sheet and all profit/loss statements for the condensed general ledger.
2. BALANCE SHEET ONLY
Select this to print only the condensed general ledger balance sheet.
3. P+L ONLY
Select this to print only the profit/loss statements for the condensed general ledger.

DO YOU WISH TO CONTINUE?(YES,NO,END)

YES - if you wish to continue and print the selection.

NO - will return the cursor to the SELECT ITEM line.

END - will return you to the General Ledger Menu.

Recycling Management System
Condensed General Ledger
Cond Profit/Loss & Balance Sheet

NOTE:

If the balance sheet is not balanced the following message will display on the screen:

BALANCE SHEET NOT IN BALANCE

Press ENTER to return to the General Ledger Menu.

NOTE:

If the screen goes blank TURN THE PRINTER ON.