

Zortec General Ledger For New Users

Introduction

This document is designed for the first time users to the General Ledger module.

This document will cover:

- User Defaults
- Inquiry on General Ledger Accounts
- Create a New General Ledger Account
- Understand Packets
- Create a Packet

User Defaults

This section is used to customize default information for each user. These defaults help to simplify and speed-up data entry. They are updated as needed by each user. Users can only access their own user default record. This DOES NOT CHANGE the system. A User Profile for this user must be setup in the User Profile Setup section before a user default record can be defined

Once in the General Ledger Master Menu select option 41, **User Defaults**, and press the enter key.

The function window will display, you're options are **I** for Inquiry or **U** for Update. Enter **I** or **U** and the user default screen will display.

System Z - GL9233
System Z
City of Yukon (Line: 27)(01/20/2005)(00:03)(THMS)(Rev:07.10)(GL5230)
General Ledger
User Profile Defaults
Inquire
User Name: (THMS)
Default Printer: (VIEW)
Default Division: (1)
Default Year: (2005)
Default Debit: ()
Default Credit: ()
Default Alternate Key: (1)
Trans Selection Criteria? (V)
Reverse Sign in Inquiry? ()
Reverse Sign on Reports? ()
Ledger Desc Order: () () ()
No Default Packet ID: (V)
Ledger Maintenance: [P]rompt or [A]ll
Inquiry.....()
Update.....(A)
Delete.....(A)
Budget Maintenance: [P]rompt or [A]ll
Inquiry.....(A)
Update.....(A)
Check Maintenance: [P]rompt or [A]ll
Inquiry.....(A)
Update.....(A)
Delete.....(A)
Message: [Transaction Complete]

You will see your user name; this field can not change.

- A. If you want the system to default in a printer name or number each time you print something in General Ledger then you will enter that name or number in the **Default Printer** field.
- B. At the top of almost all the screens is a division field, to have the system default in the division you will be working in enter that number in the **Default Division** field.
- C. The general ledger uses fiscal years to display information in the system. You can enter in the **Default Year** field the fiscal year you are currently working so that the system will default to that year; however, you can change this year in any screen at any time.
- D. The **Default Debit** field is one you may decide to use "+" to represent a debit instead of the systems default of "D". Whatever you enter in this field can be used on the Transaction Entry screen. If you leave the field blank the system will use the default. The cursor will advance to the next field
- E. The **Default Credit** field is one you may decide to use "-" to represent a credit instead of the systems default of "C". Whatever you enter in this field can be used on the Transaction Entry screen. If you leave the field blank the system will use the default. The cursor will advance to the next field.
- F. The **Default Alternate Key** field is not currently used at most sites.
- G. The **Trans Selection Criteria** field is not currently used at most sites.

- H. The **Reverse Sign in Inquiry** field is used if you want the system to display the reverse sign of the account type. If you want a revenue account which normally has a credit (negative) balance to display a positive number you will enter **Y** in this field. Entering an **N** or leaving it blank will cause the system to use the normal sign for account types.
- I. The **Reverse Sign on Reports** field is used if you want the system to print a report with the reverse sign of the account type. If you want a revenue account which normally has a credit (negative) balance to print a positive number you will enter a **Y** in this field. Entering an **N** or leaving it blank will cause the system to use the normal sign for account types.
- Note:** the Account Type Definition option of the Office Manager section must have a "Y" in order for the user default signs to actually be reversed.
- J. The **Ledger Desc. Order** field determines which ledger number fields will be used to describe an account and in what order the descriptions will be presented. Enter the ledger number field that you want to describe the account in the first set of brackets. Enter the ledger number field that you want to describe the account in the second set of brackets. Enter the ledger number field that you want to be the last description in the third set of brackets. The cursor will advance to the next field.
- K. If you enter a "Y" in the **No Default Packet ID** field, then the Packet Identifier field throughout the Packet section will be blank. If you enter an "N", then the Packet Identifier field will contain the name of the last packet that you were in. The cursor will advance to the next field. Leaving the name of the last packet that you access, in the Packet Identifier field could help you during the packet process. You would not have to re-enter the packet name every time you wanted to sort or process the packet.
- L. The rest of the screen will set the way the **Search and Select** screen will display in general ledger. If you enter an "A" you will force the Search and Select screen to appear each time you enter a screen. If you enter a "P", you will not use the Search & Select screen. You can still access the Search & Select screen by pressing the F1 key.
- Note:** The only time that the screen will not appear is when you choose "C" from the Functions window when entering the File Maintenance section.

When you have completed the screen or pressed the F8 or F9 key. The prompt "**Message: [Transaction Complete]**" will appear on the message line. Press the escape key as needed to return to the desired menu.

Inquiring on General Ledger Accounts

The inquiry section is like all Zortec software inquiry sections, a way to only view information. This information was created either by the system manager in the Office Manager section or by the computer operator in the File Maintenance section.

All Inquiry screens have one set of information in common: the display at the top of the screen. This section contains such basic account information as division, year, ledger number, description, name, and account type.

The screens that you can inquiry on in the General ledger accounts are:

1. The **Chart of Accounts** – displays a number of descriptions and specifications that determine how the system will handle the account, how the account will appear and function in various reports, who may access the account, and other operating criteria.
2. The **Ledger Links** screen – **not use by most sites** - Within the General Ledger system, it is possible for activity posted to one account to trigger postings to other accounts. This screen for an account displays a table, of all other accounts to which transactions are posted as a result of activity in the account under examination. This screen also indicates the nature of those subsequent postings as well as any requirements that the original transaction must meet in order to trigger the automatic posting. There may be as many as 12 target accounts linked to the original account. Each link appears on one line of this screen.
3. **Balances by Periods** screen - displays account balance information for a total of 13 periods. The specific type of account that you are looking at determines what type of fields appear on the screen. The seven different account types are divided into three groups. These groups are:
 - Group 1: Asset, Liability, and Fund Balance Accounts
 - Group 2: Income and Revenue Accounts
 - Group 3: Expenditure and Expense AccountsEach group has a set of common fields. In addition, the Balances by Period screen uses three sub-screens. These sub-screens are the same, regardless of the group. The screen uses one window that is different depending upon which account group you are looking into.
4. **Account Analysis** screen - displays a record of all transactions posted to an account during the fiscal year in the order in which they were posted. It also displays the running balance of the account.
5. **Encumbrance Analysis** screen - displays all encumbrance transactions posted to an account during the fiscal year along with the running balance of encumbered account funds.
6. **YTD Transactions** screen - displays a record of all transactions posted to the account during the fiscal year in the order in which they were posted. Depending upon how your User Defaults are set up, you may have an additional YTD Transactions screen. If there is a "Y" in the User Defaults section's Trans Selection Criteria field, then you will have an additional YTD Transaction screen, allowing you to tailor which codes will appear on the original screen. If the parameter is not set, then you will not see the screen.

7. **Statement of Account** screen - displays a summary of all activity in an account for the fiscal year to date. This screen also uses the three groups introduced and used in the Balances by Period screen.
8. **Budget** screen – applies primarily to revenue and expenditure accounts although it appears for all accounts. This screen displays budget and actual activity information for the previous fiscal year and for the current year to date. It also displays four budget preparation fields for use in formulating a budget for the subsequent year.
9. **Balances by Year** screen - displays the last four fiscal years. You can inquire on any of these years without escaping back to the search & select screen. Use the Col-Pd to select the month and year you wish to see. The first number represents the column and/or fiscal year. The second number is the period or month.

Creating a New General Ledger Account

When creating a new account you will first have to decide on the type of account you wish to create and what numbers will make up that account. Once you have decide these things from the Main Application menu select the **General Ledger Menu** option and press the enter key. Once the General Ledger Master Menu has displayed select option 2, **'File Maintenance** and press the enter key. The function window will display, enter **C** for Create and an abbreviated version of the Account Selection screen will appear with the cursor on the **Ledger** field. If the default answers in the Division and Year fields are not correct, use the arrow keys to move the cursor to the fields and make the desired changes. Press the enter key as needed to advance to the next field.

- A. Enter the ledger number of the account that you want to create in the Ledger field and press the enter key if needed to advance to the next field.

The chart of accounts screen will display with the cursor in the first field.

- B. Enter the description of the new account in the **Desc.** field. This is the user-defined name of the account. Each account carries up to three lines of names which may be assigned on the basis of the codes that make up the account number.

- C. Enter a valid Account Type code in the **Account Type** field and press the enter key if needed to advance to the next field. This code specifies the type of account and determines how the system will handle the account, its data, and transactions posted to it. The most common types are:
- A** for Assets
 - B** for Equity
 - L** for Liabilities
 - X** for Expenditures
- D. The **Balance Sheet Type** field – is used in School Bookkeeping Systems ONLY
- E. The **No Manual Entry** field - is used to limit the account to automatic entries ONLY if a **Y** is entered in the field. Leaving the field **blank** or entering an **N** allows manual entries to this account.
- F. The **Dummy Account** field - Some accounts can be used to duplicate or compile information from other accounts to make it easier to gain access to complex information. To assure that the duplicate information in such accounts does not put a fund out of balance, these accounts are marked as dummy accounts and are neglected on balance sheets and other such operations.
- G. The **Profit/Loss Account** field – is used if the account is a profit/loss account.
- H. The **[H]header or [T]total** field - You will enter an "**H**" to use the account as a header account. Enter a "**T**" if the account will be a total account. Leave it BLANK if this is not a header or total account. Some accounts are meant to function as headers or as total lines in printed reports, to mark off and sum up groups of related accounts. These accounts appear in the account structure of your ledger as valid, numbered accounts, but no activity can be posted to them. They carry no balances. They come into play only in the production of reports.
- I. The **Total Number** field - if the account was designated a Header or Total account in the previous field, enter a number from 1 through 10, representing the amount of data that will be covered by the header or total account. The smaller the total number, the more specific the total will be. Total Numbers are meaningless for accounts other than Header and Total accounts. This field **MUST** be left blank for all ordinary accounts
- J. The **Spaces After** field – Enter the number of blank lines to be inserted after the appearance of this account in a printed report in this field. This field requires a number as an answer. The blank lines can be useful for making reports clearer by calling special attention to groups of accounts. Leaving this field blank is the same as entering "0".
- K. The **Subsystem Type** field – **In most cases leave blank.** Enter "AR" if the account is an accounts receivable subsystem, "FA" if the account is a fixed assets subsystem, "VM" if the account is a vehicle maintenance subsystem, "IC" if the account is an inventory control subsystem, or "WO" if the account is a work order subsystem.
- L. The **Delete at Year End** field - There will be times when an account will be used only for a one-time occasion, and you will want to delete it at the end of the year. Deletion does not destroy the account records. It simply means that the account will not be carried over into the next fiscal year.

The rest of the screen is for special reporting for the account, if you feel that you need these fields, contact the Zortec Support Team. The Ledger Links screen can be created at this time. If you feel that you need this screen contact the Zortec Support Team. When you have completed the screen or pressed the F8 or F9 key. The prompt "Message: [Transaction Complete]" will appear on the message line. Press the escape key as needed to return to the desired menu.

Understanding Packets

Packets are used to accumulate, move, and check data before applying the data to the actual records or books of your financial system. You might think of packets as an envelope or box that you put financial transactions into until you are ready to verify the accumulated transactions and apply them to your books. You may enter any transaction you want into a packet, with the following two restrictions needed to keep your ledger in balance:

1. All transactions in a packet must apply to a single accounting period.
2. All transactions entered into a packet must apply to a single division of your organization.

Create a Packet

To create a packet you simply provide a unique name for the packet along with a few pieces of defining and descriptive information.

From the Main Application menu select the General Ledger Menu option and press the enter key. Once the General Ledger Master Menu has displayed select option 12, 'Packets' and press the enter key. Once in the Packet menu select option 1 'Add Packet Entries' and press the enter key.

The Transaction Packet Entry screen will appear with the cursor on the Packet Identifier field. Enter a packet name in the Packet Identifier field and press the enter key to advance to the next field. You must enter in a name to continue.

The rest of the screen will appear with the cursor on the Division field. The first three fields will be filled with default answers.

```
(Line: 27)(01/28/2005)(23:43)(THMS )
General Ledger
Transaction Packet Entry

Packet Identifier: (JE0111) [RETURN]

Division: ( )
Entry Date: ( 1/28/2005)
Accounting Period: ( 5/2004)
Transaction Type: ( )
Control Total: ( )
Description: ( )
Operator Initials: ( )
```

- A. Press the enter key to accept the default answer in the **Division** field and advance to the next field. If you do not want to accept the default answer, enter in a new division and press the enter key if needed to advance to the next field. A division is a part of your whole organization which keeps a separate set of books. The code in this field specifies the division whose accounts will be affected directly by the transactions entered into the packet.
- B. Press the enter key to accept the default answer in the **Entry Date** field and advance to the next field. If you wish to change the date, enter it in this format (MMDDYYYY) and press the enter key if needed to advance to the next field. This is generally the date on which the packet was created.
- C. Press the enter key to accept the default answer in the **Accounting Period** field and advance to the next field. If you want to change the period, enter a six-digit code (MMYYYY), which will represent the period that all entries in this packet will be posted to. The cursor will advance to the next field.
- D. In the **Transaction Type** field enter in the desired transaction code and press the enter key if needed to advance to the next field.
- E. The **Control Total** field displays the sum of all transactions entered into a packet. Because there are no transactions in a new packet, this field is blank at the time a packet is created. Press the enter key if needed to advance to the next field.
- F. The **Description** field will be empty when it appears on the screen. Enter whatever packet description will be most useful to you. You may enter up to 20 characters in any combination of letters and numbers. If you fill the whole field, the cursor will advance to the next field. If your description does not fill the field, press the enter key if needed to advance to the next field.
- G. Enter your initials in the **Operator Initials** field. If your initials do not fill the field, press the enter key to complete the screen.

The **Transaction Entry** screen will appear with the cursor on the **Transaction Date** field.

The first two fields in this screen (Division and Packet Name) are view only. They were defined in the previous screen. The accounting period field can be change but it must be the same accounting period as you entered on the previous screen or the packet will not verify.

The Reference, Check Number, Description, DB/CR, and Amount fields are controlled by parameters set up in the Office Manager's Transaction Codes and Transaction Groups options.

- A. To accept the default answer in the **Transaction Date** field, press the enter key to advance to the next field. To change the default answer, enter an eight-digit number (MMDDYYYY). The cursor will advance to the next field. This date will be the date of record for all of the transactions you enter until you change the date.
- B. The default answer in the **Transaction Code** field comes from the **Transaction Type** field on the previous screen. Press the enter key to advance to the next field.
- C. There may or may not be a default answer in the **Reference** field. If there is and you want to use it, press the enter key to advance to the next field. If you do not want to use it or if there is no answer, enter the reference number and press the enter key if needed to advance to the next field. The data enter in the reference field gives you the capability to refer to a particular transaction entry for such tasks as sorting, searching, or other similar processes.
- D. The **Check Number** field – enter a check number if the transaction type requires it or if you want to reference a check number. Press the enter key if necessary to advance to the next field
- E. The **Description** field – this field is user defined. Enter a description for this transaction. Press the enter key if necessary to advance to the next field

- F. Enter a valid ledger number in the **Ledger Number** field. This field will be blank. If the ledger number is long enough to reach the end of the field, the cursor will advance to the next field. If the ledger number is not large, Press the enter key if necessary to advance to the next field. You must provide a ledger number in this field; it cannot be left blank.
- G. There may or may not be a default value in the **DB/CR** field. If the proper debit or credit code appears in the field, press the enter key if necessary to advance to the next field. If the wrong debit or credit code or a blank appears in the field, enter "C" for credit or "D" for debit. The cursor will advance to the next field.
NOTE: Depending upon how your User Defaults are set up, you can also enter other characters to represent a debit or credit.
- H. The **Amount** field – Enter the amount of the transaction and press the enter key to advance to the next field.

When you have completed the Amount field, the system will update the values in the three Last Transaction fields. At the same time, most or all of the totals in the six transaction entry fields in the middle of the screen will clear and the cursor will reappear in the field where the cursor is configured to stop.

The **Last Transaction** field is for informational purposes only. The three unlabeled fields in this area of the screen retain the answers of the last transaction entered into the packet during the current entry session. When you complete the entry of a transaction into a packet, the answers in these fields will change immediately.

The six **Packet Totals** fields: The system keeps a running record of the transactions in a packet and displays six totals at the bottom of the screen. When you complete the entry of a transaction into a packet, the answers will change. These fields will be empty until the first transaction has been entered into a packet. Afterwards, they will be filled with the current totals.

The cursor will return to the reference field, and you will be allowed to entry another transaction in the packet.

Once you have made all desired entries into the packet, press the escape key as needed to return to the desired menu.

After you have created your packet you will need to verify and process the packet to general ledger accounts