

Suburban Software Systems

General Ledger

General Ledger Contents

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General Ledger



General Ledger

General Ledger

Enter General Journal & General Ledger

Display General Ledger

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Open a New Month

Close a Month & Roll Balances Forward

Enter / Update General Ledger Accounts

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7/13/2015 9:54:26 AM

SQL Indexes Enabled

G/L Utility Menu

G/L Recurring Journal Entry

Gas Menu

Accounts Payable

General Ledger

Inventory

Payroll

Exit



Web Services

Order Inquiry

Customer Inquiry

Introduction:

The Suburban Software General Ledger System incorporates special features designed to meet the needs of the Propane Gas Retailer. The system can also be used for standard business general ledger accounting.

The systems features include:

- ❖ The ability for you to carry the Sales, Purchases and Inventory of both dollars and gallons to the General Ledger for reporting in Dollars, Gallons, and Cent/Gallon
- ❖ Allowance for more than one accounting period for posting at a time.
- ❖ Automated posting from the Suburban Software **A/R, A/P, Inventory, and Payroll Systems.**
- ❖ General Ledger posting system which prevents you from being out of balance.
- ❖ Designation of up to 99 different branches or profit centers with both individual and consolidated Income Statements.
- ❖ Flexible Financial Statements which allow for detailed or consolidated printouts by individual profit centers, or the entire company; with or without accompanying gallons and accents/gallons, plus many other features.
- ❖ Complete Financial Reports including:
 - Balance Sheets
 - Income Statements
 - Trial Balances
 - General Journal
 - General Ledger
 - Financial Ratios

Getting Started:

1. Construct a list of your General Ledger (G/L) accounts and assign them account numbers in accordance with the guide lines and instructions set in this manual (see pg.).
2. Decide on the accounting period you intend to establish as the initial accounting month. Ideally you should begin with the closing month of your latest fiscal year.
3. Click on **G/L Utility Menu**.
4. Construct your initial G/L files for your company by selecting **Open G/L Files for a New Company.**
5. Enter the following information in the appropriate places.
 - ✓ **Company ID:** Enter the CoID of the company to be started.
 - ✓ **Month/ Year:** Enter the month and year (mmyy) of the new company ledger. This is the four digits of the month and year of your initial GL month. i.e. your fiscal year end month.
 - ✓ **Source Company:** Enter the three character code of an existing company G/L files if you want to copy the initial set of General Ledger Account Numbers and Account Descriptions, or press {Enter} if there is not an existing company to copy
 - ✓ **Source Month/Year:** If you are copying an existing company G/L account numbers and descriptions, enter the month and year of the source company files. Example: December 1999 should be entered as {1299}
6. After the program build the specified G/L files, it will display the G/L Supervisor Screen. You may also access this screen by clicking on **General Ledger Supervisor** on the **G/L Utility Menu**.

General Ledger Supervisor:

Screen One: Enter the three character CoID for the company you are starting.

Screen Two:

General Ledger Supervisor

Company Name:	<input type="text" value="STYER PROPANE"/>		
Fiscal Year:	<input type="text" value="2013"/> ▼	Beginning in Month of:	<input type="text" value="01"/> ▼
Last Month Year Open:	<input type="text" value="08/2013"/>	Last Month Year Closed:	<input type="text" value="03/2005"/>
Gas Company:(Y/N)	<input type="text" value="Y - Yes"/> ▼		
Branch Positions 012 ..	<input type="text" value="0"/>		
Quick Asset Acct Nrs:	<input type="text" value="100"/>	<input type="text" value="thru"/>	<input type="text" value="199"/>
A/R Account Numbers:	<input type="text" value="105"/>	<input type="text" value="thru"/>	<input type="text" value="109"/>
Inventory Account Nrs:	<input type="text" value="110"/>	<input type="text" value="thru"/>	<input type="text" value="113"/>

Screen Two Fields:

Company Name:	Enter your Company name
Fiscal Year:	Enter four digits either as 20XX for a fiscal year beginning in January, or as XYY for a fiscal year beginning in year XX and ending in YY. For example, if the fiscal year begins in March 1999 and ends in March 2000, enter 9900 to this field.
Last Month/Year Open:	Enter the latest month open in the system in MMY format.
Last Month/Year Closed:	Enter the latest month closed in the system in MMY format.
FY Beginning Month:	Enter the two digits for the beginning month of the fiscal year.
Branch Positions:	Enter the number of positions in the G/L Account. (0,1,2).
Gas Company (Y/N):	Determines if gallon fields will be required. {Y} = Yes {N} = No
Ratio Account Numbers:	Enter the first three digits for the range of the requested accounts. These are used when printing Financial Ratios. Reference the chart of G/L numbers to place the series of numbers that pertain to each category.
Note:	The completed Supervisor record will be posted in the file. You will then be able to begin entering your G/L Accounts.

Account Numbering:

Purpose: Account numbers are used by the General Ledger System not only to access accounts but also to distinguish asset accounts from liabilities, and revenue accounts from expenses. To insure the SSS General Ledger System will properly produce the Balance Sheet and Income Statement, you should have an understanding of: how the G/L account numbers are used to classify accounts, how to assign them, and what special considerations need to be given to certain types of accounts.

Account Numbers:

The account number may range in length from a minimum of 3 characters to a maximum of 6 characters. The first three positions classify the account into different classification levels and must be numeric. The fourth position may optionally be used to classify sales and expense accounts by Branch or Division. If the fourth (or the fourth and fifth) position is used for Branch/Division classification they must be numeric. The Branch Position will both have to be numeric before the account will be recognized as being "Departmentalized".

Examples:

- (1) 101 Cash in Bank
- (2) 101-ST Cash In Bank - South Timber Bank
- (3) 170 Storage Tanks
- (4) 410-1 Domestic Gas Sales - Branch 1
- (5) 410-2 Domestic Gas Sales – Branch 2
- (6) 701 Advertising

Classification Levels:

Purpose: General Ledger accounts will fall into a specific class of accounts based on its account number.

Level One Classification:

- ❖ Level One classifies an account as an
 - **Asset,**
 - **Liability,**
 - **Owner Equity**
 - **Sale**
 - **Expense**

- ❖ The first position of the account number signifies which Level One Classification the G/L account is assigned to. For example: "Asset" accounts all begin with the number one, "Liability" accounts begin with two, etc....

- ❖ Each Level One must also have a "Control Record" at the beginning of the accounts.

- ❖ Control Records are G/L Accounts with special characters in certain positions of the account number.

- ❖ Level One Control Records are listed below:
 - 1 ***\$ = Assets
 - 2 ***\$ = Liabilities
 - 3 ***\$ = Net Worth
 - 4 ***\$ = Sales
 - 5 ***\$ = Cost of Goods Sold
 - 6 ***\$ = Operating Expenses
 - 8 ***\$ = Other Income & Expenses

Level Two Classification:

- ❖ Classifies the account as to the type of asset, type of liability, or type of sale, etc. that the account is assigned to. For example, level two separates Current Assets from Fixed Assets.
- ❖ Separates Gas Sales from Appliance Sales.
- ❖ Controlled by Level Two Control Records.
- ❖ Level Two Control Records are special accounts that end with **(space)**\$**
- ❖ To place an account within a level two control, the account number must be greater than the appropriate "Level Two Control Record" but less than the next Level Two Control Record.
- ❖ To assign an account such as "Cash in Bank" and "Inventory" as Current Assets they must be numerically assigned to an account greater than the "Current Asset" Control Record but less than the "Fixed Asset" Control Record
- ❖ The control record for "Current Assets" and "Fixed Assets" is listed below.
- ❖ **Examples of Level Two Control Records:**
 - **10 **\$ Current Assets**
 - 101 Cash in Bank
 - 110 Accounts Receivable
 - 120 Inventory
 - **16 **\$ Fixed Assets**
 - 160 Land
 - 170 Building etc

Level Three Classification:

- ❖ An optional level that is available for those companies that want another level of control totals on their Balance Sheet or Income Statement. For example, level three might separate multiple inventory accounts from other current asset accounts.
- ❖ To place an account within level three control, its account number must be greater than the "Level Three Control Record".
- ❖ Level three control records end in **(space) *\$**
- ❖ Level Three Totals will print whenever the next level Three Control record is encountered.
- ❖ If the next accounts are not in a level three control group then the accounts should be preceded by a level three control record that ends with a **(space) ***
- ❖ This will generate the printing of the control totals of the previous group.
- ❖ **Example** Of Level Three Control Records:
 - **120 *\$ Inventory:**
 - 121 Gas Inventory
 - 123 Parts Inventory
 - **130 *- Notes Receivable**

Level Four Classification:

- ❖ Final Level of Classification
- ❖ Used to subtotal like accounts on Balance Sheets and Income Statements.
- ❖ Used to consolidate like accounts into one line item when printing "Consolidated" Balance Sheets or Income Statements.
- ❖ This Consolidation is accomplished by making the first three digits of like accounts the same.
- ❖ **Example:**
 - **101**-NB Cash in Bank - National Bank **101**-ST Cash in Bank - Sun Trust
Prints as:
 - **101** Cash in Bank
 - **411**-2 Domestic Propane - Branch 2 **411**-3 Domestic Propane - Branch 3
Prints as:
 - **411** Domestic Propane

Notes:

Account Descriptions:

In the example above, note that when printing consolidated statements, any text after a (-) in the account description is truncated on the consolidated account line item.

Special Accounts: There are a few "special" account numbers that must be in the system to control the computation of profits and expenses.

Examples:

Initial Control Records:

The initial set of Level One, Level Two and Special Account numbers that should be in the system are as follows:

1***\$	=	Assets
10**\$	=	Current Assets
16**\$	=	Fixed Assets
18**S	=	Other Assets
2***\$	=	Liabilities
20**\$	=	Current Liabilities
26**\$	=	Long Term Liabilities
31**\$	=	Capital
390	=	Retaining Earnings Brought Fwd
4***S	=	Sales
40**\$	=	Gas Sales
42**\$	=	Other Sales
5***\$	=	Cost of Goods Sold
51**\$	=	Cost of Gas Sold
52**\$	=	Cost of Appliances Sold
53**\$	=	Cost of Carburation Sold
54**\$	=	Cost of Parts & Supplies Sold
599999	=	Gross Profit
6***\$	=	Operating Expenses
60**\$	=	Payroll
70**\$	=	Other Operating Expenses
799999	=	Net Income from Operations
80**\$	=	Other Income & Expenses
80**\$	=	Other Income
90**\$	=	Other Expenses
990999	=	Net Income Before Tax
995FED	=	Federal Income Tax
995ST	=	State Income Tax
999	=	Continued
999999	=	Net Income(Loss)

Moving Control Records:

Level Two and Level Three Control Records may be moved to allow for more accounts in one category or another within the Major Classification.

Example:

The "Other Assets" control record could be moved to start at account **19(space)**\$** in lieu of **18(space)**\$** To Move a control record access the old control record via G/L Account Maintenance and change its status to "D". Then access the new control record and complete the new description.

Gross Profit Markup:

To provide a Mark-Up figure for up to 9 classes of sale on the Income Statement. Second Level Sales and Cost of Sales Accounts should compliment each other by having their second position number greater than zero and matching each other.

Example:

If the account for "Appliance Sales" is number "**420xxx**", then the "Appliance Purchases" account should be "**520xxx**" and "Appliance Inventory Change" account should be account number "**525xxx**". Sales and Cost of Sales Account Numbers like 401 or 501 should not be used if mark-up is to be computed.

Branch/Division:**Two to Nine Branch/Divisions:**

Sales and Expense accounts may be further sub-classified by up to 9 different Branches or Divisions. This is accomplished by assigning a numeric Branch/Division number as the 4th position of the account number. By classifying accounts this way you can produce individual Income Statements for each Branch/Division. In the General Ledger Supervisor Record specify Branch Positions = 1.

**Account
Descriptions:**

The account description field is 29 characters in length. If accounts are sub-classified beyond the third control level then a dash (-) should appear in the account description to separate the third level classification from its Branch/Division level of **G/L**

Account Numbering Section:

Classification. The dash (-) becomes significant when printing a "Consolidated" Balance Sheet or Income Statement because all of the branch level description after the dash will be "truncated" and not print.

Examples:

- | | | |
|-----|---------|------------------------------|
| (1) | 101-FNB | Cash - First National Bank |
| (2) | 101-ST | Cash – South Timber Bank |
| (3) | 170 | Storage Tanks |
| (4) | 410-1 | Domestic Gas Sales- Branch 1 |
| (5) | 410-2 | Domestic Gas Sales- Branch 2 |
| (6) | 701 | Advertising |

Accounts 101FNB and 101ST are cash accounts and would appear on the "Summarized" Balance Sheet as "Cash". They would both appear individually on a "Detailed" Balance Sheet.

Examples (4) and (5) would also both appear as is on a "Detailed" Company Income Statement, but

Examples (4) and (5) would be combined into a "Domestic Gas Sales" figure on a "Summarized" Income Statement.

Gallons on G/L

The Suburban Software System allows the Propane Gas Dealer to process both dollars and where appropriate gallons through the General Ledger. This provides the following advantages:

- ❖ Knowing income, costs, and profit margins in both dollars and cents/gallons
- ❖ Knowing gallon shrinkage or overage by branch
- ❖ Maintaining gas inventory in both dollars and gallons

To properly process gallons through the General Ledger, you only need to remember one thing, if the transaction involves gallons then debit and credit-gallons in the same manner that you debit and credit the associated dollars.

Example:

You want to make a journal entry to adjust gas inventory to its proper value, and assuming inventory has increased by \$500.00 and 1,000 gallons, then debit the gas inventory asset account \$500.00 and 1,000 gallons, and credit cost of gas sold by \$500.00 and 1,000 gallons.

G/L Menu:

General Ledger

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General Ledger

Enter General Journal & General Ledger

Display General Ledger

List General Ledger

List General Journal

List Trial Balance

List Balance Sheet

List Income Statement

List Financial Ratios

Open a New Month

Close a Month & Roll Balances Forward

Enter / Update General Ledger Accounts

G/L Utility Menu

G/L Recurring Journal Entry

Gas Menu

Accounts Payable

General Ledger

Inventory

Payroll

Exit

?

Web Services

Order Inquiry

Customer Inquiry

Purpose: General Ledger operations are accomplished by selecting the desired option from the G/L Menu.

Notes: The Suburban Software System allows for multi-companies and for multiple General Ledger months to be open, therefore when you select any item from the General Ledger Menu and press the {Continue} Key, the system will always display a screen requesting:
(1) The Company Identification Code, and

(2) The Month and Year of the accounting period you want to enter, display, or print.

If you had made a previous request the previous Company I.D. code and previous month and year are initially displayed. They may be changed as necessary.

Enter General Journal & General Ledger:

Screen One:

General Ledger - Journal Entry

Company Identification Code DEM ▾

Sales Month and Year (MM/YY) 03/15

Enter Workfile ID where entries are located: KM

Printer Type: VW - View ▾

Exit Continue

Note: Most General Ledger entries are automatically received from the Suburban Accounts Receivable, Accounts Payable, Inventory and Payroll systems. When a manual entry is required to be made to the General Ledger, it is accomplished by means of a General Journal Entry. The G/L system is a double entry system. No entry will be accepted until the debits balance to the credits. The system accepts both dollars and gallons. Whenever you are entering a gas transaction enter both dollars and gallons. When the Journal Entry is made, it is immediately posted to both the General Ledger and to the General Journal.

Screen Two:

General Ledger - Journal Entry

SPI Accounting Period: 03/15

Source Code ... KM = Journal Entry ENTER Journal Number: 00567

Account Number	Description	Dollars	Gallons	Journal

Note:

Debits :

Credits:

Purpose: This screen is used to make a journal entry.

Screen Two Fields:

Source Code:	The system defaults to JE for Journal Entry
Journal Number:	(Optional) You may enter any 5 digit reference number you like. Entry is optional. The system will also maintain its own reference record number which refers to sequence in which the entry is made in the General Journal.
Accounting Period:	This is the date (MMYY) of the accounting period that you are creating a journal entry for.
Account Number:	(Required) Enter the general ledger account numbers to which you wish to make an entry.
Dollar Amount:	Enter dollars and cents to be posted to each general ledger account specified. Do not enter the decimal point, because it is assumed at two positions from the right. Debits are entered with the field (+) exit key. Credits are entered with the field (-) key.
Gallon Quantities:	Enter the whole gallons (no decimal) for those transactions that involved gallons. For example if you are posting a gas invoice to Accounts Payable, then debit the Gas Purchases account for both dollars and gallons, and credit the Accounts Payable account for both dollars and gallons. The gallons should always follow the dollars where appropriate.
Notes:	<p>After all debits and credits have been entered for one transaction, press {ENTER} or click {Continue}. The system will:</p> <ol style="list-style-type: none">(1) Edit for valid account numbers active in the G/L files,(2) Check that your debits and credits balance(3) Display each account description on the screen. <p>Any errors found will be displayed by the system. You may change account numbers and amounts as much as you want until the system is in balance. You may wish to annotate your transaction at the bottom of the screen. Any notes entered will appear on the General Journal. Click on the "Save and Exit" button when you have completed your entry, then click on the "Continue" button. That is, the system will not accept the transaction until you have pressed the "Enter" key or click on the "Continue" button on the right bottom of the screen and there were no errors or changes made between pressing the enter key.</p>

Screen Three:

DEM

YOUR DEM 12/14 KM WORKFILE ENTRIES ARE IN BALANCE.SELECT ONE OF THE FOLLOWING

- ☒ A - APPLY THE ENTRIES TO THE DEM 12/14 GENERAL LEDGER?, OR
- ☐ R - RETURN TO THE KM JOURNAL ENTRY WORKFILE, OR
- ☐ S - SAVE THE KM WORKFILE FOR LATER REVISION, OR
- ☐ P - PRINT SAVE KM WORKFILE FOR LATER REVISION, OR
- ☐ D - DELETE THE KM WORKFILE.

Back Continue

- Purpose:** This screen will come up when you click **{Continue}** or press **{Enter}** on your keyboard. It allows you to choose one of the following options:
- Apply the entries to G/L
 - Return to the workfile
 - Save the workfile
 - Print the workfile
 - Delete the workfile.

Display General Ledger:

Screen One:

Display Ledger

Company Identification Code DEM ▾

Sales Month and Year

Enter the specific account number to display:

Exit Continue

Purpose: This procedure allows you to display any general ledger account for a specific month. This procedure will display two screens

Company ID: Enter the three letter company identification code.

Sales Month and Year: Enter the MMY for which you want to print or view.

Note: If a general ledger file is not open for the month and year specified an error message will be issued and you will be asked to enter a different period or press CMD 7 to exit the program.

Account: Enter the specific account number that you want to view.

Months: Enter how many months you would like to include (1-12)

Screen Two:

GENERAL LEDGER DISPLAY									
Your Company Name					Sales Month and Year: 03/15				
Account Number: 106 A/R Employee Loans									
GALLONS									
Balance Forward					Debit	Credit	Debit	Credit	
							\$7,050.00	\$0.00	
View	Period	Source Jrl	Line#	Entry Date	Debit Gallons	Credit Gallons	Debit Balance	Credit Balance	Note
Transactions Subtotals							\$0.00	\$0.00	
Ending Balance							\$7,050.00	\$0.00	
Back					Save				

Note: Displayed general ledger account will present the balance forward from the prior accounting period, the transactions that have been posted to the account during the period, and the resulting ending balance. If the balance forwarded is zero, then it is possible the prior month has not yet closed. Transactions entered on the account will show: the two letter source code, the source journal number (your reference # for JE), system reference number, gallons (if any), and the transaction dollar amount:

Screen Four Fields:

Source Codes: Indicates the transactions originated from the following system:

AP = Accounts Payable
CD = Cash Disbursement (A/P Checks)
CS = Consumer Sales Contract
IN = Inventory
JE = Journal Entry (General Ledger)
PR = Payroll
SJ = Sales Journal (Accounts Receivable)

Sales Journal: A five digit number which corresponds to the reference number printed on the source journal that was produced from the (A/P,A/R, Payroll, or Inventory) system that originated the posting to the General Ledger. The source journal number for entries entered via the G/L are controlled by you (the operator).

System Reference Number: A four digit number beginning with one each accounting period indicating the sequence in which entries are made to the G/L month.

List General Ledger:

Print General Ledger

Company Identification Code DEM ▾

Sales Month and Year (MM/YY)

Enter Specific Account Number to print -or- Leave Blank for All

Number of Months to be Included? 0

Form Name 0001 ▾

Printer Type VW - View ▾

Exit

Continue

Purpose: This procedure allows you to print any general ledger account for any specific month or for a period of up to 12 months.

Screen Fields:

Company ID Enter your three letter company code.

Sales Month/Year: Enter the month and year of the ending accounting period to be printed.

Number of Months: Specify the number of months to be printed. You can print any number of months up to 12 months of the ledger from this option.

G/L Account Number: Enter the specific G/L account, or "All" for all accounts, to be printed, then press **{ENTER}**, or click **{CONTINUE}**.

Notes:

If a general ledger file is not open for the month and year specified an error message is issued and you are requested to enter a different period or press CMD 7 to exit the program.

The printed general ledger account will show the balance forward from the prior accounting period, the transactions that have been posted to the account during the period, and the resulting ending balance. If the balance forward is zero, then possibly the prior month has not closed. The source code, source journal numbers and system reference numbers are defined above on the previous page. This report is identical to the screen displayed when the option to “Display General Ledger” is selected).

Example:

GENERAL LEDGER DISPLAY

Your Company Name

Sales Month and Year: 03/15

Account Number: 201

Accounts Payable Trade

GALLONS

					Debit	Credit	Debit	Credit
Balance Forward						439,018	\$0.00	\$0.00

View	Period	Source Jrl	Line#	Entry Date	Debit Gallons	Credit Gallons	Debit Balance	Credit Balance	Note
View	03/2015	CD 00896	0102	3/1/2015	179,599	0	219,804.72	0.00	
View	03/2015	AP 01009	0117	3/1/2015	0	70,122	0.00	120,948.06	

Transactions Subtotals	179,599	70,122	\$219,804.72	\$120,948.06
Ending Balance		329,541	\$98,856.66	\$0.00

Back

Save

List General Journal:

Print General Journal

Company Identification Code SPI ▾

Sales Month and Year (MM/YY) ▢

Select a General Journal Type Code (or ALL) ALL ▾

Form Name 0001 ▾

Printer Type VW - View ▾

Exit Continue

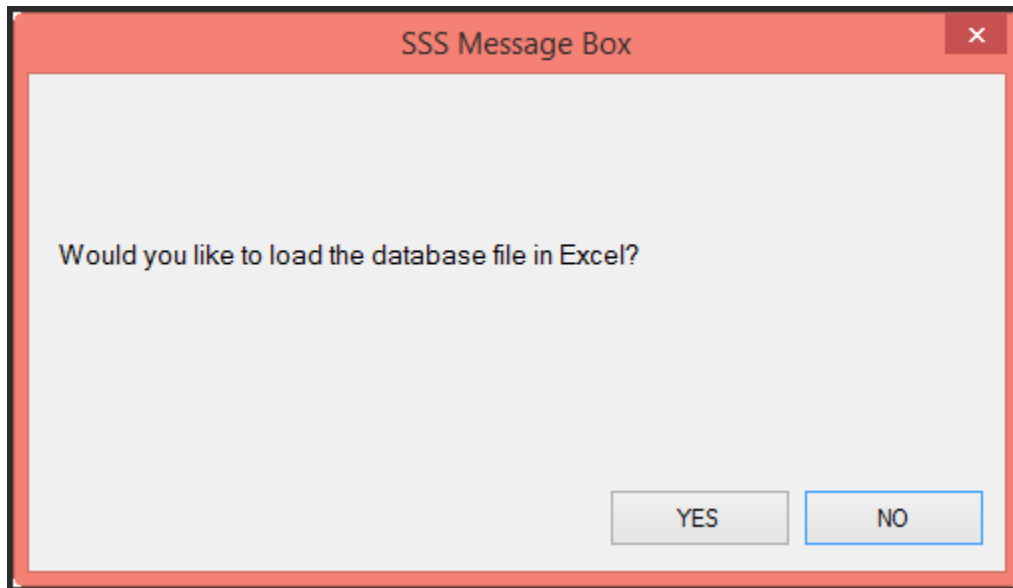
Purpose: The General Journal will list all journal entries made to all accounts for a specified month and year. This report should be used to find incorrectly posted entries when account balances are in question.

Note: Printing Journal Options are:

AI	=	All Journals
AP	=	Accounts Payable
CD	=	Check Register
IN	=	Inventory
PR	=	Payroll
RJ	=	Recurring Journal
SJ	=	Sales Journal

To print the journal, enter the appropriate responses to the above print options and press **{ENTER}**, or click **{CONTINUE}**

A message box will appear asking if you would like to open the file in Excel. Click yes/no.



Example:

YOUR COMPANY NAME		AP General Journal for 3/15		15:06:12 08/17/15	
Reference	Date	Account	Gallons	Debit	Credit
AP 1009 104	03/01	510 Propane	70,122	\$59,909.06	
105		512 Motor Fuel		\$41,832.95	
106		541 Installation Parts Tax Paid		\$4,901.93	
107		700 Workmans Comp Insurance		\$7,290.00	
108		707 ICC Physicals Employees		\$85.00	
109		711 Misc. Company Expense		\$1,274.84	
110		718 Truck Expense		\$3,887.71	
111		721 Shop Supplies		\$654.86	
112		725 Office Expense		\$100.00	
113		726 Advertising		\$300.00	
114		728 Travel Expense		\$238.20	
115		729 Meals & Entertainment		\$192.06	
116		736 Accounting Fees		\$281.45	
117		201 Accounts Payable Trade	70,122-		\$120,948.06
			70,122	\$120,948.06	
			70,122-		\$120,948.06

List Trial Balance:

Print Trial Balance	
Company Identification Code	<input type="text" value="SPI"/>
Sales Month and Year (MM/YY)	<input type="text"/>
Select Accounts to Print (All or Balance Only)	<input type="text" value="B - Balance Onl"/>
Print Monthly Activity Totals?	<input type="text" value="Y - Yes"/>
Form Name	<input type="text" value="0001"/>
Printer Type	<input type="text" value="VW - View"/>

Exit

Continue

Purpose: For the accounting period specified on the first option screen, this procedure prints the beginning account balance, the total debits, total credits, and the ending balance for all the general ledger accounts. The prior accounting period should be closed before printing the Trial Balance. You may optionally print all accounts or only those with balances.

Screen Fields:

Company Id Enter the three letter company identification code.

Sales Month/ Year Enter the sales month and year through which the Trial Balance will be printed.

Forms # and Name: Enter a forms number if there is a special forms number to enter.
(The default should normally be accepted.)

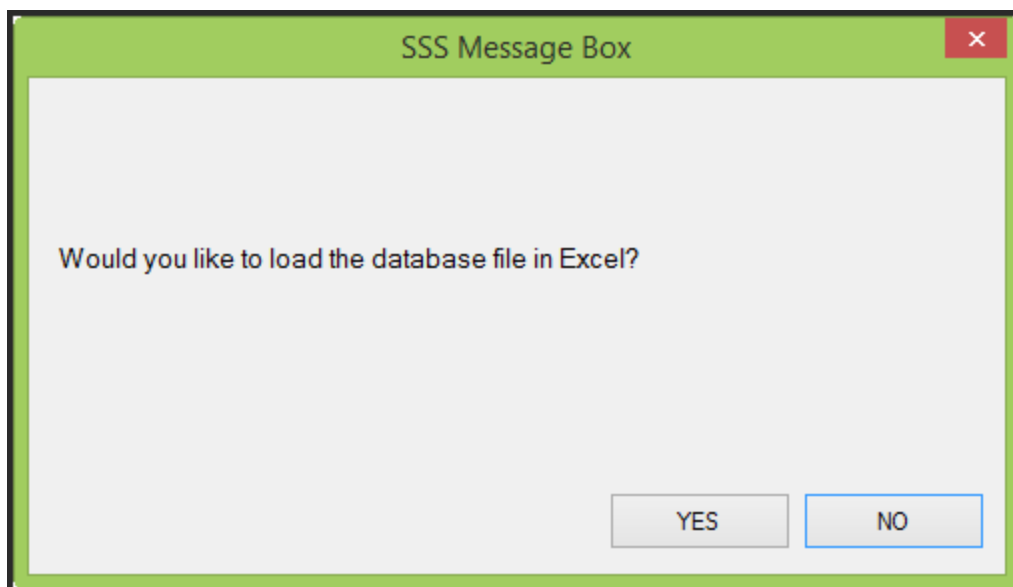
Accounts to be Printed:

A = All
B = Balance Accounts Only
If (B) is specified only those accounts with an ending balance will print.

Notes: If for any reason the General Ledger is out of balance an error message will be displayed and the amount of the general ledgers difference will print at the end of the Trial Balance.

When all fields have been filled in hit **{ENTER}** or click **{CONTINUE}**

A message box will appear. Click yes to open in file in excel, or click no to continue.



Example:

YOUR COMPANY NAME, INC.				Income Statement				11:01:46 09/16/13			
				Current Month		thru December 2011		* G A L L O N S *		Current December 2011	
SALES											
Residential Propane	954,483	71.3%	\$2.47	7,181,348	72.7%	\$2.43		386,778		2,954,260	
Prepaid Contract Gas	176,721	13.2%	\$2.47	917,413	9.3%	\$2.22		71,437		413,668	
Commercial Propane	123,822	9.2%	\$2.12	876,500	8.8%	\$2.11		58,353		414,912	
Agricultural Propane	2,637	.2%	\$1.99	51,789	.5%	\$1.98		1,325		26,174	
Wholesale Propane				541,186	5.4%	\$1.74				311,663	
Metered Propane	249	.0%	\$4.29	4,153	.0%	\$3.34		58		1,244	
Builder Propane	27,251	2.0%	\$2.28	99,480	1.0%	\$1.95		11,974		51,043	
GAS SALES	\$1,285,162	96.0%	\$2.43	\$9,671,869	98.0%	\$2.32		529,925		4,172,964	
Installations	13,723	1.0%		64,208	.6%						
Annual Tank Rent	5,960	.4%		40,143	.4%						
Parts & Fittings	13,500	1.0%		16,119	.1%						
Tank Sales	16,315	1.2%		27,809	.2%						
Backhoe Income	1,225	.0%		23,362	.2%						
Builder Free Propane Alloc.				493							
Sales Tax Commission				25,200	.2%						
Property Rental Income	2,000	.1%									
OTHER SALES	\$52,723	3.9%		\$197,335	2.0%						
Total SALES	\$1,337,885	100.0%		\$9,869,204	100.0%			529,925		4,172,964	
COST OF GOODS SOLD											
Motor Fuel	253-			114,552-							
Propane Inventory Change				86,090		\$5.03				17,104	
Propane Purchases	709,717-		\$1.55	6,328,923-		\$1.56		458,948-		4,064,331-	
COST OF GAS SOLD	\$709,970-	55.2%	\$1.55	\$6,357,385-	65.7%	\$1.57		458,948-		4,047,227-	
Profit on GAS SOLD	\$575,188	44.8	\$.88	\$3,314,481	34.3	\$.75					
Installation Parts Tax Paid				19,090-		\$21.17				9-	
COST OF PARTS SOLD		%		\$19,090-	%	\$21.17				9-	
			\$.67-	\$19,090-		\$20.42-					
Cost of Tanks Sold		%			%						
Total COST OF GOODS SOLD	\$709,970-	53.0%-		\$6,376,475-	64.6%-			458,948-		4,047,236-	
GROSS PROFIT	\$627,914	46.9%		\$3,492,729	35.3%			70,977		125,728	

YOUR COMPANY NAME, INC.

Income Statement

11:01:46 09/16/13

	Current Month		thru December 2011	
OPERATING EXPENSES				
Payroll office			253,447-	2.5%-
Payroll Drivers			372,059-	3.7%-
Payroll Mechanics			106,974-	1.0%-
Payroll			106,152-	1.0%-
Payroll			143,323-	1.4%-
Federal Unemployment			998-	.0%-
Fica Employer			45,414-	.4%-
Medicare Employer			10,621-	.1%-
PA Unemployment			4,976-	.0%-
PAYROLL			\$1,043,963-	10.5%-

workmans Comp Insurance			40,450-	.4%-
Group Health Insurance	28,750-	2.1%-	177,953-	1.8%-
Life Insurance Officers			7,800-	.0%-
401K Employer Pay			4	
ICC Physicals Employees	135-	.0%-	1,242-	.0%-
Company Vehicle Insurance			134,215-	1.3%-
Equipment Repair			572-	.0%-
Returned Gas	881-	.0%-	44,735-	.4%-
Excavation, Builder	1,591-	.1%-	3,359	.0%
Sand, Stone & Mulch	494-	.0%-	4,829-	.0%-
Tires			4,019-	.0%-
Truck Expense	10,545-	.7%-	54,150-	.5%-
Toll Expense	1,540-	.1%-	14,562-	.1%-
Shop Supplies	1,146-	.0%-	42,320-	.4%-
Grounds & Property Maint	884-	.0%-	30,889-	.3%-
Office Expense	4,134-	.3%-	60,854-	.6%-
Advertising	1,624-	.1%-	9,689-	.1%-
Credit Check Expense			312-	
Travel Expense			1,640-	.0%-
Meals & Entertainment			6,271-	.0%-
Safety Expense			2,322-	.0%-
Comm. Service	899-	.0%-	16,606-	.1%-
Utilities light, Heat, water			8,519-	.0%-
Property Tax Expense	6,000-	.4%-	72,000-	.7%-
Dues and Subscriptions	1,749-	.1%-	5,504-	.0%-
Suburban Software Support	3,160-	.2%-	13,017-	.1%-
Accounting Fees	499-	.0%-	5,670-	.0%-
CONTRACT EMPLOYEE	822-	.0%-	12,961-	.1%-
Federal Highway Use Tax			1,750-	.0%-
Real Estate & Property Taxes			9,988-	.1%-
Fuel/Road Tax			438-	
License Fees PA	2,312-	.1%-	14,872-	.1%-
Use Tax			1,655-	.0%-
Interest Exp Equipment oblig			1,755-	.0%-
Gifts	207-	.0%-	1,041-	.0%-
Depreciation Expense Bobtail			165,000-	1.6%-
Depr Exp Office Equipment			9,427-	.1%-
Depr Expense Propane Tanks			255,860-	2.5%-
Depr. Expense			77,660-	.7%-

YOUR COMPANY NAME, INC.

Income Statement

11:01:46 09/16/13

	Current Month		thru December 2011	
Charitable Contributions			1,550-	.0%-
OTHER OPERATING EXPENSES	\$67,371-	5.0%-	\$1,310,734-	13.2%-
Total OPERATING EXPENSES	\$67,371-	5.0%-	\$2,354,698-	23.8%-
NET INCOME FROM OPERATIONS	\$560,543	41.9%	\$1,138,031	11.5%

* G A L L O N S *
Current December 2011

70,977 125,728

1	YOUR COMPANY NAME, INC.		Income Statement				11:08:59 09/16/13			
2										
3			Current		thru	* G A L L O N S *				
4			Month	December 2011		Current	December 2011			
5	410		Residential	961382	7255798	386778	2954260			
6	410 DIS		Residential	6899-	74450-	0	0			
7	411		Prepaid Co	170222	885175	68778	398485			
8	411 B		Prepaid Co	6499	32238	2659	15183			
9	412		Commercial	123822	876500	58353	414912			
10	413		Agriculture	2637	51789	1325	26174			
11	414		Wholesale	0	541186	0	311663			
12	415		Metered F	249	4153	58	1244			
13	416		Builder Pr	27251	99480	9511	39845			
14	416 FRE		Builder Pr	0	0	2139	8628			
15	416 M		Builder Pr	0	0	324	2570			
16	420		Installation	13723	64208	0	0			
17	422		Annual Ta	5960	40143	0	0			
18	423		Parts & Fit	13500	16119	0	0			
19	424		Tank Sales	16315	27809	0	0			
20	425		Income M	1225	23362	0	0			
21	426		Contract G	0	0	0	0			
22	428		Sales Tax	0	493	0	0			
23	429		Property F	2000	25200	0	0			
24	512		Motor Fue	253-	114552-	0	0			
25	515		Propane H	0	86090	0	17104			
26	519		Propane F	709717-	6328923-	458948-	4064331-			
27	541		Installation	0	19090-	0	9-			
28	602		Payroll Of	0	253447-	0	0			
29	603		Payroll Dr	0	372059-	0	0			
30	604		Payroll Me	0	106974-	0	0			
31	605		Payroll - V	0	106152-	0	0			
32	606		Payroll - R	0	143323-	0	0			
33	610		Federal Un	0	998-	0	0			
34	611		Fica Empl	0	45414-	0	0			
35	613		Medicare	0	10621-	0	0			
36	614		PA Unemp	0	4976-	0	0			
37	700		Workman	0	40450-	0	0			
38	701		Group Hea	28750-	177953-	0	0			

List Balance Sheet:

Print Balance Sheet

Company Identification Code SPI ▾

Sales Month and Year (MM/YY) ▢

Print Consolidated By Group? Y - Yes ▾

Form Name 0001 ▾

Printer Type VW - View ▾

Exit Continue

Purpose: This procedure will produce a balance sheet for any accounting period specified. Asset accounts (100 series) are printed on one page. Liability (200) and Owner Equity (300) accounts print on a second page. The Balance Sheet may be printed as often as necessary. Care should be taken to close the preceding accounting period before printing the balance sheet.

Screen Fields:

- Company ID:** Enter the appropriate 3 letter company identification code.
- Sales Month/Year:** Enter the sales month and year through which the Balance Sheet is to print.
- Print Options:** Enter the printer ID and the forms number or press **{ENTER}** or click **{CONTINUE}** to accept the default
- Print Accounts:** Enter **D**, **C**, or **S** to select from the following options:
- D Detailed:** Prints every account that has a balance and a subtotal balance for each group of accounts whose first three digits are the same. Account numbers are printed.
 - C Consolidated** Prints the subtotal of each group of accounts whose first three digits are the same. Account numbers are not printed. Consolidated reports are designed to be printed on 8x11 plain paper for distribution to stockholders and/or creditors.
 - S Summary** Prints only the subtotals of Assets, Liabilities and Owner Equity account groups.

List Income Statement:

Print Income Statement	
Company Identification Code	<input type="text" value="SPI"/>
Branch Name -or- ALL Branches	<input type="text" value="01 - Styer Propan"/>
Sales Month and Year (MM/YY)	<input type="text"/>
Are non-branch account numbers to be allocated?	<input type="text" value="Y - Yes"/>
Print Consolidated By Group?	<input type="text" value="Y - Yes"/>
Select Data for Column 1	<input type="text" value="C - Current Month"/>
Stop printing P&L at profit level: Gross, Operating or Net?	<input type="text" value="3 - Net"/>
Are gallons and cents per gallon columns to print?	<input type="text" value="Y - Yes"/>
Print sales percentages as a % of sales or \$ per gallon?	<input type="text" value="% of sales"/>
Form Name	<input type="text" value="0001"/>
Printer Type	<input type="text" value="VW - View"/>
<div><input type="button" value="Exit"/><input type="button" value="Continue"/></div>	

Purpose: This screen allows the operator to select print option for income statements.

Screen Fields:

- Company ID** Enter the appropriate 3 letter company identification code.
- Sales Month/Year:** Enter the sales month and year through which the Balance Sheet is to print.
- Branch Numbers:** Enter the branch number for which the Income Statement is to be printed. Leave the field blank to print a company statement which includes all branches.
- Are NON-Branch Account Numbers to be Allocated? (Y/N):** When printing Income Statements by branch, if you specify Y (Yes), the program will allocate a percentage of all non-branch income or expense accounts to the branch. The percentage allocated is based on the percentage of the branch sales to total company sales. Percent allocation for column one and two are independent of each other. The percent of allocation will print at the top of each column.
- Print Accounts (C/D):** Specifies whether to print a detailed or consolidated report.
- D** = Print each account in detail. Account numbers will print.
 - C** = Consolidate all accounts that have the same first 3 digits in their account number and print only one figure. The Description of the consolidated accounts will come from the last account of the consolidated group. Any description after a (-) will be truncated.
- Column 1 Print Option (B/C/L/M):** Except for option "M", column two of the P & L Statement will always display the current fiscal "Year-to-Date" income and expense figures. The available options for column one are:
- B** = Print current fiscal year's budget amount.
 - C** = Print current month income & expenses
 - L** = Print last year's year-to-date income & expenses
 - M** = Print current month for last year and this year in column two.

**Stop P&L Printing
at Profit Level:**

You may truncate the P& L statement printing at:

- 1 = The Gross Profit line
- 2 = Operational Income line
- 3 = Net Income Line

**Gallons &
Cents/Gallon
Printing (Y/N):**

If you specify "Y" then those accounts that have accumulated gallon amounts will display both their gallon and cents/gallon figures.

Sales Percentages

May be expressed as:

- % = A percent of total sales
- ¢ = Cents per gallon

Example:

YOUR COMPANY NAME	Income Statement				
	Current Month			thru March	2015
SALES					
Residential Propane	230,949	72.8%	\$2.00	2,910,920	72.7% \$1.96
Prepaid Contract Gas	44,965	14.1%	\$2.24	727,883	18.1% \$2.24
Commercial Propane	30,614	9.6%	\$1.55	262,210	6.5% \$1.52
Agricultural Propane				1,780	.0% \$1.35
Wholesale Propane	5,515	1.7%	\$1.01	5,515	.1% \$1.01
Metered Propane				429	.0% \$3.80
Builder Propane	4,197	1.3%	\$1.52	50,248	1.2% \$1.64
GAS SALES	\$316,239	99.7%	\$1.93	\$3,958,985	98.9% \$1.96
Installations				17,163	.4%
Annual Tank Rent	625	.2%		6,800	.1%
Parts & Fittings				3,016	.0%
Tank Sales				6,646	.1%
Backhoe Income	225	.0%		5,478	.1%
Sales Tax Commission				88	.0%
Property Rental Income				4,000	.1%
OTHER SALES	\$850	.2%		\$43,192	1.0%
Total SALES	\$317,089	100.0%		\$4,002,177	100.0%
COST OF GOODS SOLD					
Propane	59,909		\$.85	1,559,914	\$.93
Motor Fuel	41,833			42,056	
Propane Inventory Change				11,825	\$.68
COST OF GAS SOLD	\$101,742	32.2%	\$1.45	\$1,590,146	40.2% \$.94
Profit on GAS SOLD	\$214,494	67.8	\$.48	\$2,368,836	59.8 \$1.02
Installation Parts Tax Paid	4,902			7,892	
COST OF PARTS SOLD	\$4,902	%		\$7,892	%
	\$4,901			\$7,891	
Cost of Tanks Sold		%			%
Total COST OF GOODS SOLD	\$106,644	33.6%		\$1,598,038	39.9%
GROSS PROFIT	\$210,445	66.3%		\$2,404,139	60.0%

YOUR COMPANY NAME	Income Statement				
	Current Month			thru March	2015
OPERATING EXPENSES					
Payroll Office				24,777	.6%
Payroll Drivers				40,342	1.0%
Payroll Mechanics				17,506	.4%
Payroll				8,846	.2%
Payroll				10,277	.2%
Federal Unemployment				486	.0%
Fica Employer				5,129	.1%
Medicare Employer				1,200	.0%
PA Unemployment				5,621	.1%
PAYROLL				\$114,183	2.8%
Workmans Comp Insurance	7,290	2.3%		7,290	.1%
Cobra				35,540	.8%
Life Insurance Officers				867	.0%
ICC Physicals & Drug Spec.				74	.0%
ICC Physicals Employees	85	.0%		575	.0%
Company Vehicle Insurance				32	.0%
Returned Gas	1,275	.4%		3,825	.1%
Excavation, Builder				1,775	.0%
Sand, Stone & Mulch				1,236	.0%
Tires				5,355	.1%
Truck Expense	3,888	1.2%		14,085	.3%
Toll Expense				3,569	.0%
Shop Supplies	655	.2%		2,339	.0%
Grounds & Property Maint				6,470	.1%
Bank Service Fees	100	.0%		8,423	.2%
Advertising	300	.0%		1,805	.0%
Credit Check Expense				2,149	.0%
Travel Expense	238	.0%		2,018	.0%
Meals & Entertainment	192	.0%		624	.0%
Safety Expense				330	.0%
Comm. Service				2,099	.0%
Utilities light, Heat, water				714	.0%
Property Tax Expense				12,000	.3%
Dues and Subscriptions				410	.0%
UNIFEYED SOFTWARE SUPPORT				11,947	.3%
Accounting Fees	281	.0%		2,065	.0%
CONTRACT EMPLOYEE				6,703	.1%
Fuel/Road Tax				183	.0%
License Fees PA				22	.0%
Use Tax				25	.0%
OTHER OPERATING EXPENSES	\$14,304	4.5%		\$161,996	4.0%
Total OPERATING EXPENSES	\$14,304	4.5%		\$276,179	6.9%
NET INCOME FROM OPERATIONS	\$196,141	61.8%		\$2,127,960	53.1%

YOUR COMPANY NAME	Income Statement				
	Current Month			thru March	2015
OTHER INCOME & EXPENSES					
Interest Income				454	.0%
Service Charge Income	275	.0%		7,708	.1%
Venezia Transport/Urea				2,446	.0%
OTHER INCOME & EXPENSES	\$275	.0%		\$10,609	.2%
OTHER EXPENSES					
Total OPERATING EXPENSES	\$275	.0%		\$10,609	.2%
NET INCOME BEFORE TAX	\$195,866	61.7%		\$2,138,568	53.4%

List Financial Ratios:

Print General Journal

Company Identification Code SPI ▾

Sales Month and Year (MM/YY)

Form Name 0001 ▾

Printer Type VW - View ▾

Exit Continue

Purpose: This procedure will print a set of standard financial ratios. You should refer to the G/L Supervisor record if you have not defined which range of accounts constitute the cash, current assets, and current liability accounts the Financial Ratio procedure uses to perform ratio analysis.

Company Id: Enter the appropriate 3 letter company identification code.

Sales Month/Year: Enter the sales month and year through which the Balance Sheet is to print.

Form/Printer: Choose from the drop down list what type of form you need and to which printer this will be sent.

Example:

YOUR COMPANY NAME		Ratio Analysis as of 3/15		
Liquidity:	Current Ratio	3,734,442.79	= 17.72	
		210,806.24		
	Quick Ratio	6,702,096.30	= 31.79	
		210,806.24		
Safety:	Net Worth	6,491,290.06		
	Debt To Worth	210,806.24		
		6,491,290.06	= .0	
Profitability:	Gross Profit Margin	2,404,138.92	= 60.1 %	
		4,002,176.86		
	Net Operating Margin ...	2,127,959.62	= 53.2 %	
		4,002,176.86		
	Net Profit Margin	2,138,568.32	= 53.4 %	
		4,002,176.86		
Asset Management:	Sales to Assets	16,008,707.40	= 2.4	(1)
		6,702,096.30		

Open a New Month:

Open New Month

Company Identification Code SPI ▾

Sales Month and Year (MM/YY)

Exit Continue

Purpose: Before you or any of the Suburban Systems can post to an accounting period, the proper files for the month must be opened using this procedure.

Close a Month and Roll Balance Forward:

Close Month and Roll Balances Forward

Company Identification Code SPI ▾

Sales Month and Year (MM/YY)

This procedure rolls the closing balances of the specified month forward to become the opening balance of the next accounting period.

Exit Continue

Purpose: The purpose of this procedure is to close an accounting month and transfer the closing balances to the beginning balances of the succeeding month. It is assumed that you have made your month end adjusting entries for depreciation, inventory, etc. and that you have verified bank accounts, accounts receivable, accounts payable, inventory balances, etc.

Notes:

1. A closed month may be reentered as long as the General Ledger file for the month has not been removed from the system (which is an option after one year). If a closed month is reentered, it will be reopened and must be closed again as well as all subsequent months up to the current month. This ensures that all balance forward amounts are properly rolled forward to the current month.
2. Multiple months may be open at one time in the General Ledger system. When a month is closed at fiscal year end, the system will automatically create the closing entries of revenue (400) and expense (500-900) accounts and post an income summary to account # 390 - "Retained Earnings Brought Forward".
3. When you close a month a copy of the month's files can be transferred to your preferred Document storage ei, a "Cloud Storage" system. You are given an option to "delete" or "leave" a residual file on the computer. It is recommended you leave the file on the computer until one year has elapsed.

Enter/ Update General Ledger Accounts:

Enter / Update General Ledger Accounts

Company Identification Code SP ▾

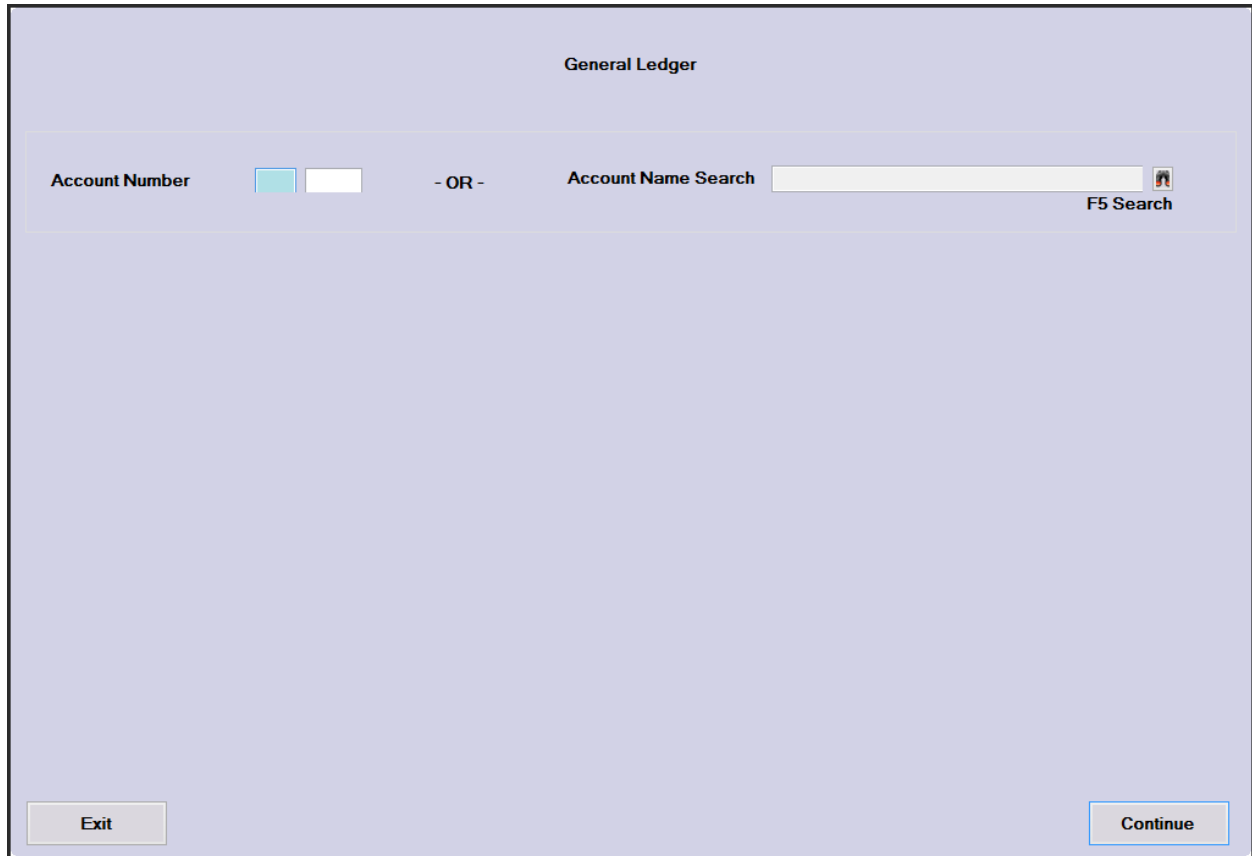
Sales Month and Year. (MMYY) 03/15

Exit Continue

Purpose: This option may be used to setup general ledger accounts initially in the Suburban Software Propane System.

Notes: On the first screen, enter the CoID and the Sales Month and Year then hit **{ENTER}**, or click **{CONTINUE}**.

Screen Two:




The image shows a software interface titled "General Ledger". It features a search bar with two input fields: "Account Number" (with a light blue icon) and "Account Name Search" (with a magnifying glass icon). A "- OR -" separator is between them. To the right of the search bar is a button labeled "F5 Search". At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Note: On this screen enter the account number and sub-account number (if there is one) of a new or existing general ledger account. A dash (-) should not be entered to this field. Press **{ENTER}**, or click **{CONTINUE}** and the following screen will be displayed...

Screen Three:

General Ledger

Account Number - OR - Account Name Search  F5 Search

Status:

Description

Gas Account (Y/N)

Fill out the Enter/Update Screen with the following information:

Status: This field allows one of two entries, **A** for an active G/L account or **D** for a deleted G/L account. By default, an 'A' will be placed in the field and it will be skipped so the tab-back key (*Shift-Tab*) must be used to access the field.

Description: Enter the name of the account as you want it to appear on financial statements. If you enter a dash (-) in the description everything after the dash will be truncated on "Consolidated" Financial Reports. Any part of the description written after a (-) will only appear on "Detailed" Reports.

Gas Account (Y/N): If you anticipate the account will normally have both gas and dollar transactions, enter Y. These accounts might typically be

- ❖ Gas Sales,
- ❖ Gas
- ❖ Purchases,
- ❖ Gas Inventory,
- ❖ Gas "Cost of Gas Sold" Accounts.

Gallons will only be accumulated on General Ledger accounts that have 'Y' in the 'Gas Account?' field.

Note: If using the Suburban Inventory System, it is important that asset accounts (100's) for GAS Inventory have 'Y' in the 'Gas Account?' field.

Budget Gallons For Gas Sales and Expense accounts enter the anticipated number of gallons to be sold (as a credit) and purchased (as a debit) during the current fiscal year. (Entry is optional).

Budget Dollars: For Revenue and Expense Accounts enter the anticipated sales (as credits) and expenses (as debits) for the fiscal year. Entry is in dollars and cents. Do not key the decimal.

The Asset and Liability Budget fields are not accessible because they are used by the system to record the balance on the account as of the end of the previous fiscal year.

Notes: When all the above is complete, press **{ENTER}**, or click **{SAVE}**. The Account will be saved in the General Ledger File and the 'Account-Sub Account' prompt screen will reappear. The entry can be reviewed or updated by reentering the account number in this screen. Continue this procedure until you have entered all of your accounts.

There are a few special account numbers used by the system and they should be entered at this time. They are as follows:

- ❖ 201 Accounts Payable, Trade
- ❖ 390 Retained Earnings Brought Forward
- ❖ 999 Continued
- ❖ 990999 Net Income (Before Tax)
- ❖ 995FED Income Tax - Federal
- ❖ 995ST Income Tax - State
- ❖ 999999 Net Income After Tax

G/L Utility Menu:



Purpose: This menu allows the operator to open and set a G/L for a new company.


Notes: See setup instructions to set up files in the **G/L Supervisor** and **Open G/L Files for a New Company**

Enter/Update Monthly Budget:

Display Ledger

Company Identification Code SPI ▾

Sales Month and Year

Enter the specific account number to display: 

Purpose: This option allows you to establish a monthly budget quantity and/or dollar amount for specific General Ledger accounts.

List G/L Chart of Accounts:

Print Chart Of Accounts

Company Identification Code SPI ▾

Sales Month and Year (MM/YY) ▢

Form Name 0001 ▾

Printer Type VW - View ▾

Exit Continue

Purpose: This option allows the operator to print a list of all the available account numbers open within a particular accounting month.

Example:

Your Company Name

Chart of Accounts

13:42:09 08/17/XX

SAMPLE OF A SHORT LIST OF ACCOUNTS:

1 ***\$ ASSETS

10 **\$ Current Assets

100 CASH SALES

101 Country Checking Acct

102 American Bank

103 BK CCARD

104 Bank Echeck

105 Accounts Receivable

106 A/R Employee Loans

107 A/R Other Loans

108 A/R Wage Attachment

109 A/R Wage Attach./ PP Legal

110 Inventory,Parts

111 GAS INVENTORY

111-CON GAS INVENTORY - CONTRACT

111-PBY Propane Inventory-PBuy Deposi

Consolidate G/L Files:

Print Balance Sheet

Company Identification Code SPI ▾
(Must not be an existing operational General/Ledger File)

Sales Month and Year (MM/YY)

Enter ALL COID's of the G/L files to be consolidated: SPI ▾
..... SPI ▾
..... SPI ▾

This procedure merges existing company ledgers into a new ledger file
for the purpose of producing consolidated financial reports.
Prior consolidated ledgers will be replaced when this procedure is run.

Exit Continue

Purpose: This option merges the financials from multiple branch locations into one set of financials for management review.

Note:

1. This procedure merges existing company ledgers into a new ledger file for the purpose of producing consolidated financial reports.
2. Prior consolidated ledgers will be replaced when this procedure is run.

Post Payroll Transfer File:

PostPayroll Transfer File

Company Identification Code SPI ▾

Sales Month and Year

Enter the ADP Payroll Number on the file to be posted: nn 0

Form Name 0001 ▾

Exit

Continue

Purpose: This allows the operator to post Payroll to the G/L

G/L Recurring Journal Entry Menu:



Purpose: This menu allows the operator enter, update and apply any journal entries that may occur monthly. An example of this would be payroll.

Enter/Update Recurring Journal Entries:

General Ledger - Journal Entry

Company Identification Code SPI ▼

Enter Workfile ID where entries are located: RJ

Printer Type: ▼

Exit Continue

Purpose: This allows the operator to enter/update pre-set journal entries.

Screen Two:

General Ledger - Journal Entry

SPI Accounting Period: 00/00

Source Code ... RJ = Journal Entry RECALL Journal Number: 00001

Account Number	Description	Dollars	Gallons		Journal
701	GROUP HEALTH INSURANCE	100.00	0	RJ	00001
101	COUNTRY CHECKING ACCT	-100.00	0	RJ	00001

Debits : 100.00 0

Credits: -100.00 0

Note: 0.00 0

Save & Exit

F5 - Recall

Continue

List Recurring Journal Entries:

General Ledger - Journal Entry

Company Identification Code SPI ▾

Enter Workfile ID where entries are located: RJ

Printer Type: VW - VIEW ▾

Exit Continue

Purpose: This allows the operator to print a list of recurring journal entries.

Example: Recurring Journal Entries:

YOUR COMPANY NAME|

0/00

RJ Recurring Journal Entries

Jrnl#	Acct#	G/L Description	Debits	Credits
00001	001 701	Group Health Insurance	100.00	
00001	002 101	Country Checking Acct		100.00-
			100.00	100.00-

Apply Recurring Journal Entries:

General Ledger - Journal Entry

Company Identification Code SPI ▾

Sales Month and Year (MM/YY)

Enter Workfile ID where entries are located: RJ

Printer Type: VW - VIEW ▾

Exit Continue

Purpose: This allows the operator to apply pre-set journal entries without entering new data.

Note: Must enter date (MM/YY) and the Workfile ID of the Recurring journal Entry.