



QAD Enterprise Applications
Standard Edition

Training Guide General Ledger

70-3045-2014SE
QAD 2014 Standard Edition
Workspace: Training
March 2014

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Change Summary

The following table summarizes significant differences between this document and the last published version.

Date/Version	Description	Reference
March 2014/v2014 SE	Rebranded for QAD 2014 SE	---
June 2013/v2013 SE	Rebranded for QAD 2013 SE	---
May 2012/v2012 SE	Rebranded for QAD 2012 SE	---

About This Course

Course Description

QAD designed this course to cover the basics of preparing to implement the General Ledger module of QAD Enterprise Applications Standard Edition (QAD SE). The course includes:

- An introduction to the General Ledger module
- An overview of key business issues
- Instructions on how to set up the General Ledger module
- Instructions on how to use the General Ledger module
- References to other QAD materials, such as user guides and on-line help
- Activities and exercises throughout the course (for students to practice key concepts and processes)

Course Objectives

By the end of this class, students will:

- Identify some key business considerations before setting up the General Ledger module.
- Set up the General Ledger module.
- Use the General Ledger module.

Audience

The audience for this course includes:

- Implementation consultants
- Members of implementation teams
- Operators

Prerequisites

The prerequisites for attending this course are:

- *Initial QAD Enterprise Applications Setup* training course
- Basic knowledge of:
 - Hardware and network configurations
 - QAD SE as it is used in industry
- Working knowledge of:
 - The manufacturing industry in general
 - Accounting principles in general

Note Students that are unfamiliar with QAD Enterprise Applications should read *User Guide: Introduction to QAD Enterprise Applications* before attending this class.

Course Credit and Scheduling

This course is typically taught in one day.

Virtual Environment Information

The hands-on exercises in this book should be used with the latest Standard Edition learning environment in the Training workspace. When prompted to log in, specify *demo* for user ID and *qad* for password.

Additional Resources

If you encounter questions on QAD software that are not addressed in this book, several resources are available. The QAD corporate Web site provides product and company overviews. From the main site, you can access the QAD Learning or Support site and the QAD Document Library. Access to some portions of these sites depends on having a registered account.

<http://www.qad.com/>

QAD Learning Center

To view available training courses, locations, and materials, use the QAD Learning Center. Choose Education under the Services tab to access this resource. In the Learning Center, you can reserve a learning environment if you want to perform self-study and follow a training guide on your own.

QAD Document Library

To access release notes, user guides, training guides, and installation and conversion guides by product and release, visit the QAD Document Library. Choose Document Library under the Support tab. In the QAD Document Library, you can view HTML pages online, print specific pages, or download a PDF of an entire book.

To find a resource, you can use the navigation tree on the left or use a powerful cross-document search, which finds all documents with your search terms and lets you refine the search by book type, product suite or module, and date published.

QAD Support

Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and QAD Forums, where you can post questions and search for topics of interest. To access these, choose Visit Online Support Center under the Support tab.

Chapter 1

Introduction to General Ledger

Course Overview

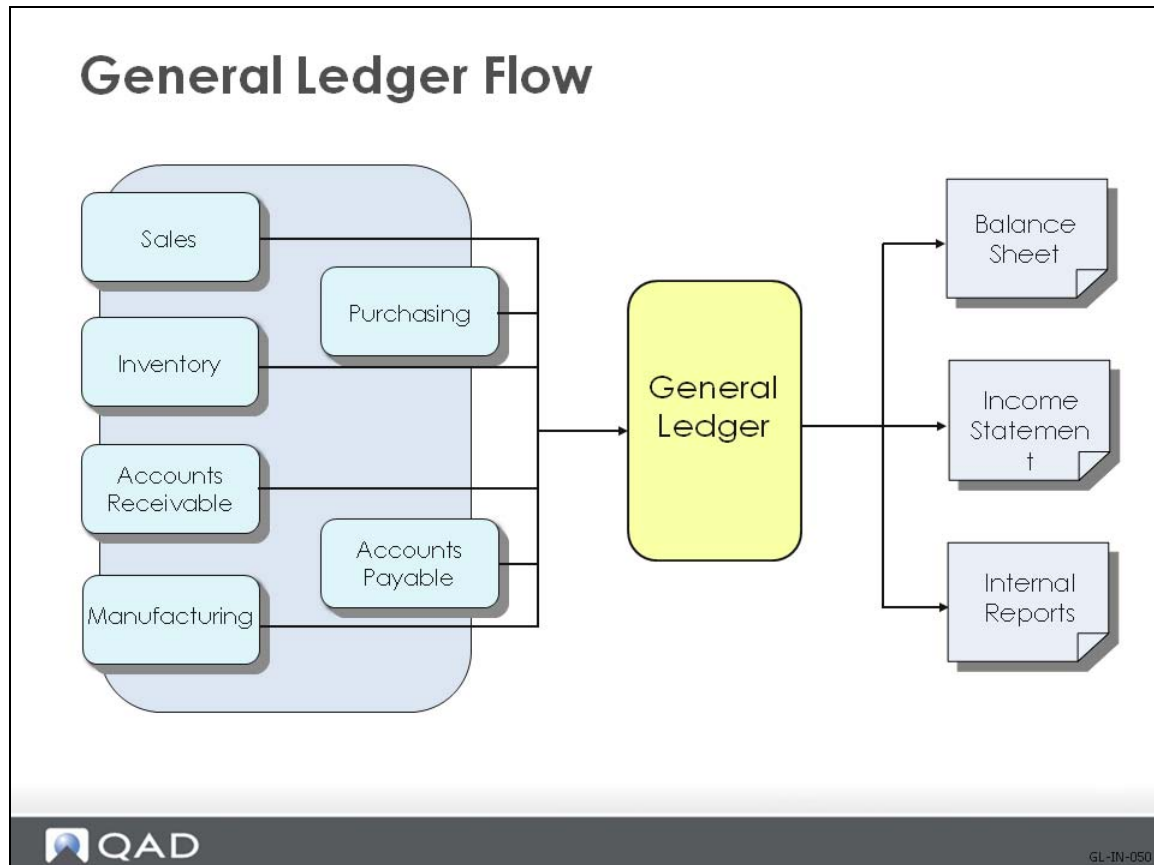
Course Overview

- Introduction to General Ledger
- Business Considerations
- Set up General Ledger
- Process GL Transactions



GL-IN-040

General Ledger



General ledger information is compiled on two financial statements:

Balance sheet. The balance sheet shows the assets and liabilities the company has accumulated at a specified point in time.

Income statement. The income statement shows the profit (or loss) that business activities have generated in a particular time period

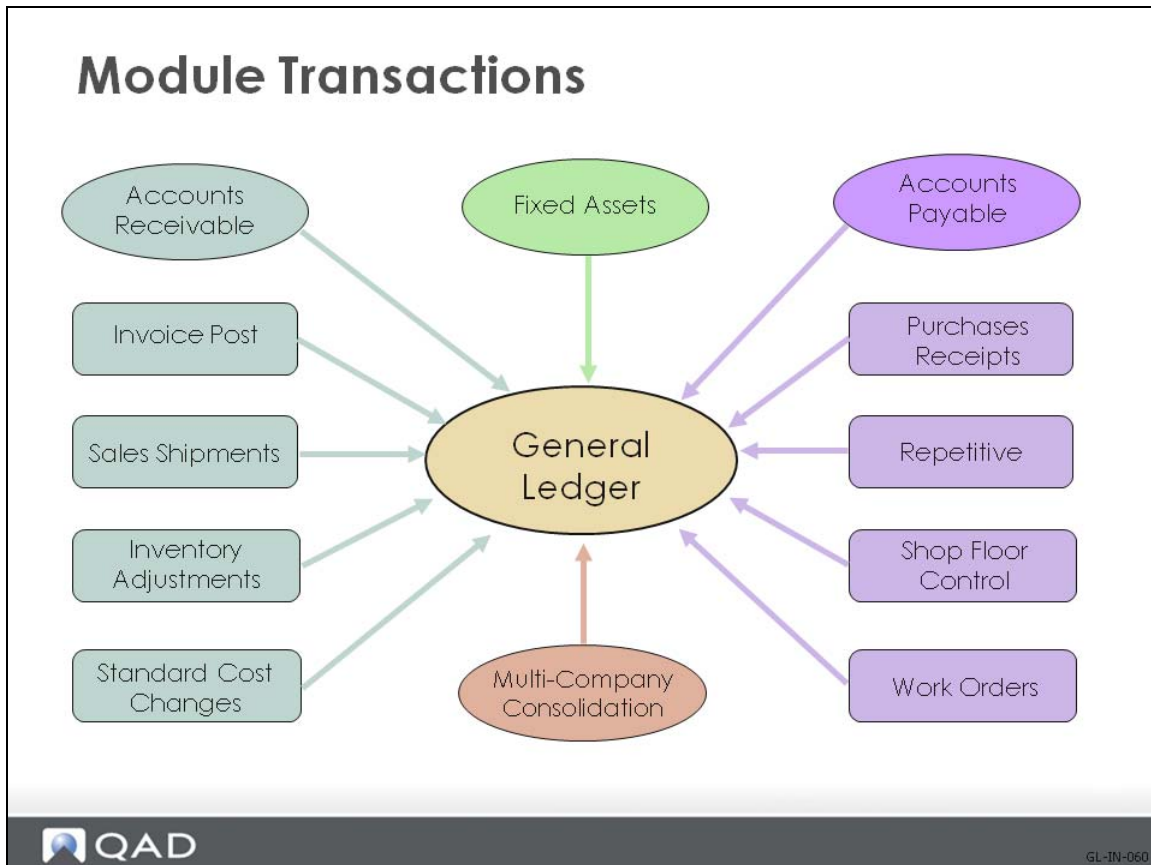
The amount of detail presented on a balance sheet or income statement should vary with the audience. Companies need a system to record transactions quickly and organize them so that they can be easily retrieved for different kinds of financial statements and reports. To satisfy these requirements, companies set up a general ledger.

To set up the general ledger:

- Start by determining what kinds of information must appear on financial statements, using existing statements as models.
 - Each item on a financial statement is either its own heading (for example, Cash 1040) or is totaled with similar items under another heading (for example, Sales).
 - In QAD SE, these report headings are called format positions.
 - Format positions let you specify different levels of detail for different reports and audiences.

- Next, set up account codes. Account balances on financial statements are the source of the information summarized under format positions
- In QAD SE, the general ledger uses entities, sub-accounts and cost centers for detailed reporting.
 - Entities are used for businesses with multiple companies which have separate reporting requirements.
 - Sub-accounts can be used for divisional or product line reporting.
 - Cost centers are used for departmental reports to associate revenues and expenses with specific departments.
 - Projects can be used to track unique activities that incur expenses and may or may not generate revenue.

Module Transactions



Most GL transactions are created by activity in other modules, such as:

- Sales order shipments
- Invoices
- Purchase order receipts
- Inventory issues and receipts
- Work orders
- Accounts receivable payments

Transactions are generally posted daily, although some companies post weekly or monthly. Posting transfers debit and credit amounts from transaction detail (glt_det) to the general ledger transaction history tables (gltr_hist). When reports that include account balances are run, the system calculates account balances from the debits and credits in posted transactions using effective dates for this reason, transaction details remain in the system after posting.

General Ledger Transactions

General Ledger Transactions

glutrrp.p 1 Page: 2		25.13.14 Unposted Transaction Register Quality Products Corp.				Date: 03/03/96 Time: 13:28:21			
GL Reference	Entered	EffDate	User ID	Line	Account	Project	Enty	Description	Amount Cur
AP990303000004	03/03/99	03/03/96	ABM	1	2100-10-1000	ADV94	1000	AP Voucher	-100.00 USD
				2	5100-10-1000	ADV94	1000	PURCHASES (EXPENSED)	100.00 USD
-----									0.00 USD

GL Reference

AP990303000004

Type

Effective Date

Next sequential transaction number

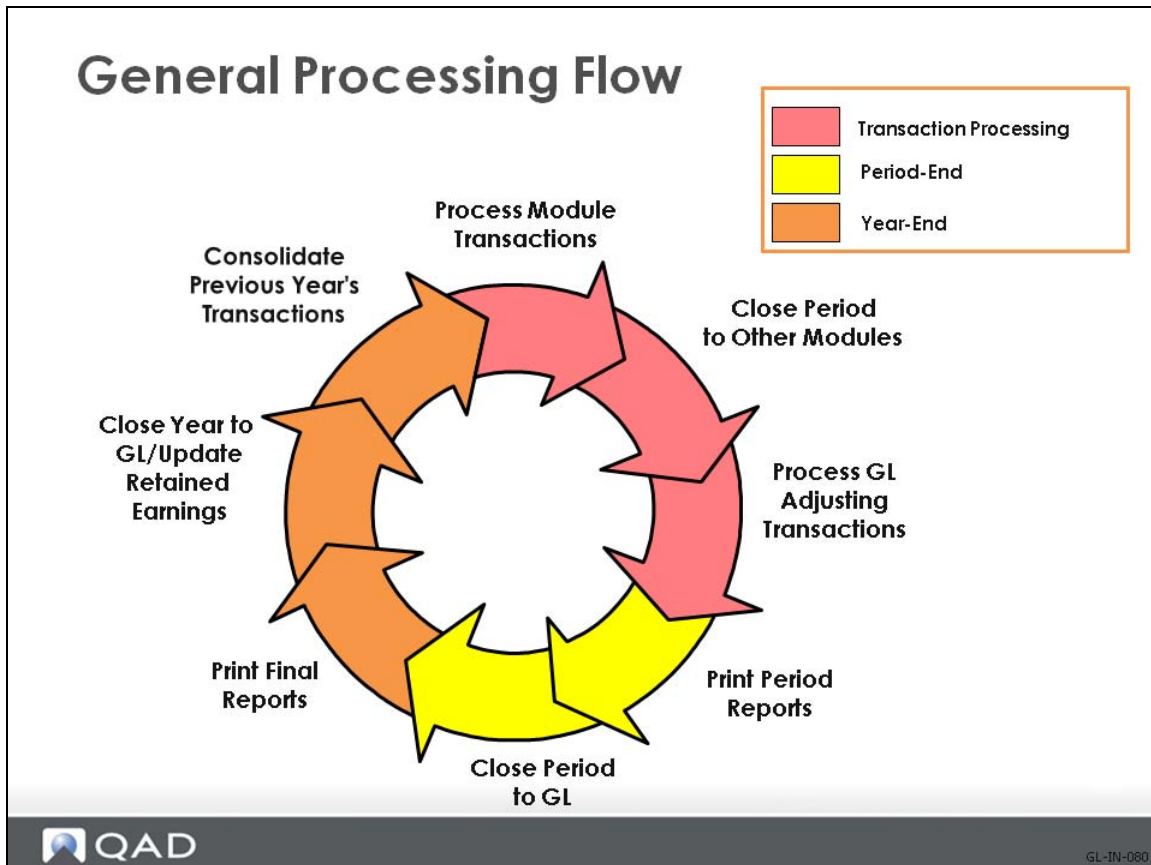
GL-IN-070

A GL reference is assigned to every financial transaction.

It is composed of:

- A transaction type (AP, AR, SO) to indicate which module generated the transaction
- An effective date (only pertains to transactions generated from the sub-modules)
- A transaction number

GL Processing Flow



- Transactions generated by other modules are reviewed and posted.
- As posting is completed, you can close the GL to specific transaction types.
- Adjusting transactions are created and posted.
- Financial reports are printed.
- The GL period is closed to the GL.
- Final reports are printed.
- At the end of the fiscal year, the year is closed, updating net profit and loss to retained earnings.
- The previous years' transactions can be consolidated to free up database file space.
 - Consolidating transactions is optional.

Course Objectives

Course Objectives

- Identify some key business considerations before setting up General Ledger
- Set up General Ledger in QAD
- Process GL Transactions in QAD



GL-IN-090

Course Overview

Course Overview

- ✓ Introduction to General Ledger
- Business Considerations
- Set up General Ledger
- Process GL Transactions



GL-IN-110

Review Questions

- 1 What do entities do for you in QAD SE?
- 2 What purpose do projects serve?
- 3 How are current transactions converted to history tables?
- 4 Are all transactions consolidated? Why would you do this?

Review Answers

- 1 Provide company specific reporting for firms with multiple companies.
- 2 Track activities that incur expenses.
- 3 Posting
- 4 Not required. It is done to free up disk space one or more years after a year end closing.

Chapter 2

Business Issues

Business Considerations

Business Considerations

In this section you learn how to:

- ✓ Identify key business considerations before setting up General Ledger
 - Set up General Ledger in QAD Standard Edition
 - Use General Ledger in QAD Standard Edition



GL-BC-010

Business Considerations



- Multiple Entities/Multiple Databases
- Chart of Accounts
- GL Report Writer



GL-BC-000

There are several business issues to consider before setting up QAD SE. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

Multiple Entities and Databases

Multiple Entities/Multiple Databases



The diagram illustrates five distinct entities on a yellow background. Each entity is represented by an icon and text: Entity 5000 (Distribution Site, Paris, Euro) with a warehouse icon; Entity 2000 (Warehouse, Amsterdam, Euro) with a forklift icon; Entity 1000 (Corporate, Los Angeles, USA) with a server rack icon; Entity 3000 (Manufacturing Plant, New York, USA) with a factory icon; and Entity 4000 (Customer, London, GBP) with a truck icon.


GL-BC-030

Multiple Entities

You can maintain multiple entities in each domain. These entities are set up separately as independent units for financial reporting purposes. You then run separate financial reports for each entity and one for consolidated entities. The entities can share the same database if they have the same base currency, GL calendar, and chart of accounts.

Multiple Databases

If you implement more than one database, each database can have different base currencies and GL calendars.

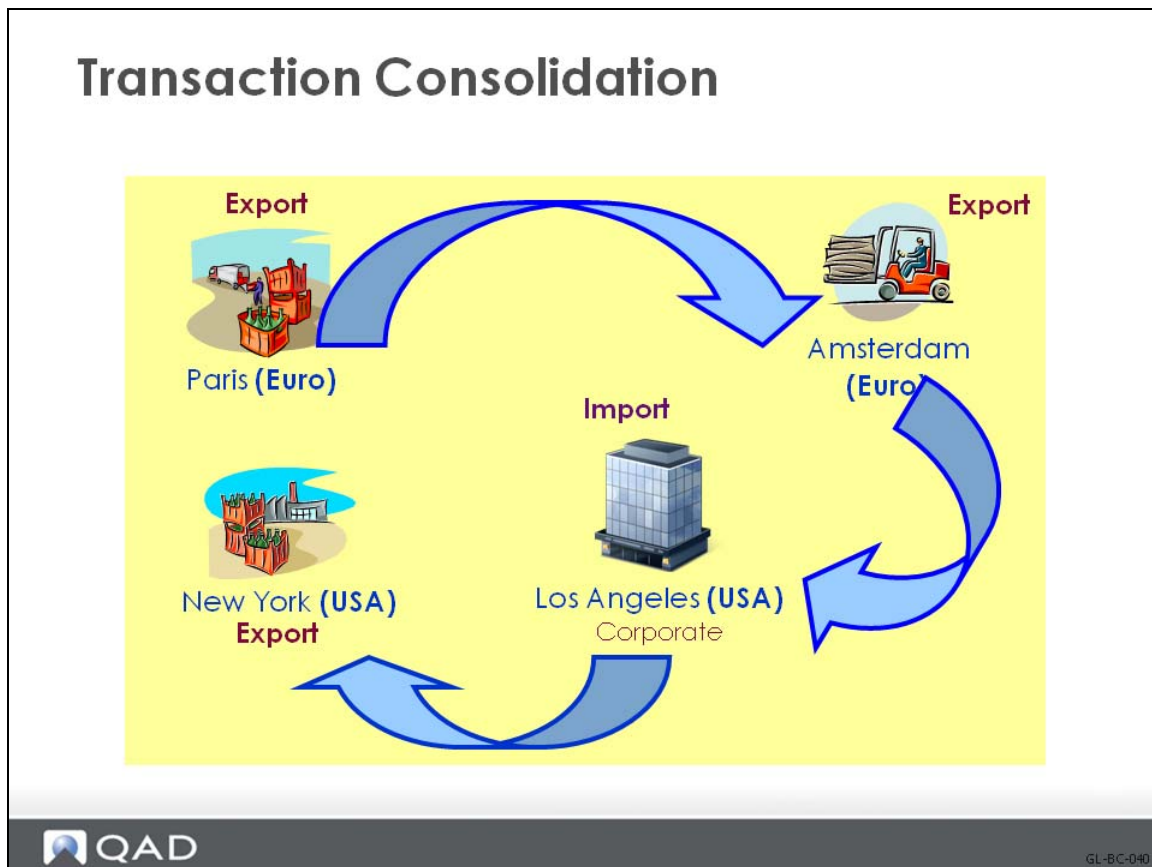
You can then run separate financial reports for each entity, and then consolidate financial information into one database for company-wide reporting.

Set Up Implications

You should set up multiple databases if your organization includes:

- Multiple companies operating in different base currencies
- Separate entities have a different chart of accounts
- A fiscal calendar that differs between entities

Transaction Consolidation



Transaction consolidation supports multinational companies because transactions can be consolidated into a central database for company-wide financial reporting. You can maintain multiple base currencies in separate databases.

The organization can run financial reports in the base currency of the consolidation database. Imported transactions can be revaluated every period based on the exchange rates in effect.

You can also maintain separate account balances by foreign currency and bank account.

Setup Implications

If you use foreign currencies, you must set up the Multiple Currency module. Exchange rates need to be set up and maintained.

Account cross-references may need to be set up between remote and corporate databases.

If chart of accounts are different, account cross-references must be set up between remote and corporate databases.

You must also decide whether to post translation adjustments to the balance sheet or income statement.

Chart of Accounts

Chart of Accounts Structure

- How much detail is needed?
- Company Divisions
- Profit Centers
- Departments

GL-BC-050

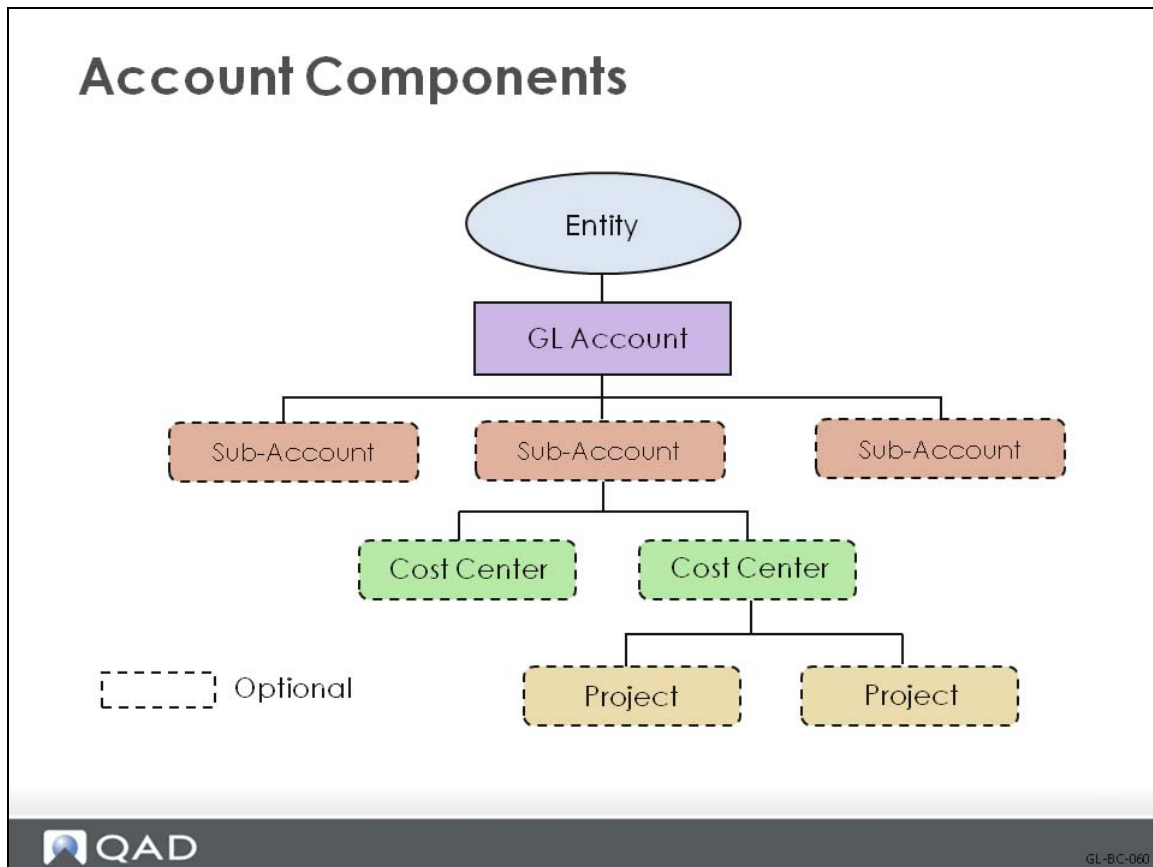
The chart of account records financial information, such as sales, costs, assets, and liabilities. There are several components that make up the chart of accounts:

- Entity
- Account
- Sub-Account
- Cost Center
- Projects

Things to Consider

There are many ways to configure the GL chart of accounts. Start by determining how much detail is needed on your financial statements. Remember the needs of product costing and cost control.

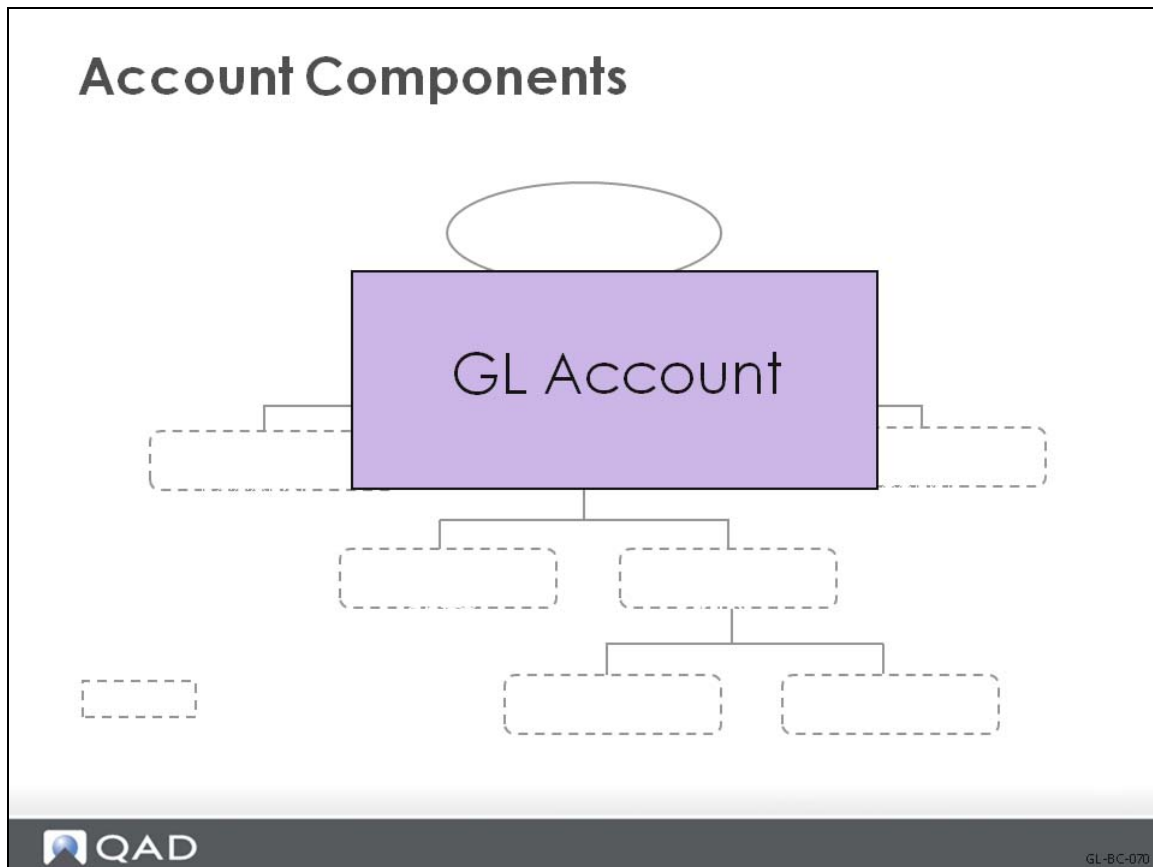
Account Components



The account structure comprises an entity, accounts, and optionally, sub-accounts, cost centers, and projects.

Transactions posted to the GL consist of distribution lines—credit and debit amounts. The account components indicate what entities and accounts the transactions effect. Sub-accounts, cost centers, and projects can be used to define further detail in financial reporting.

GL Account

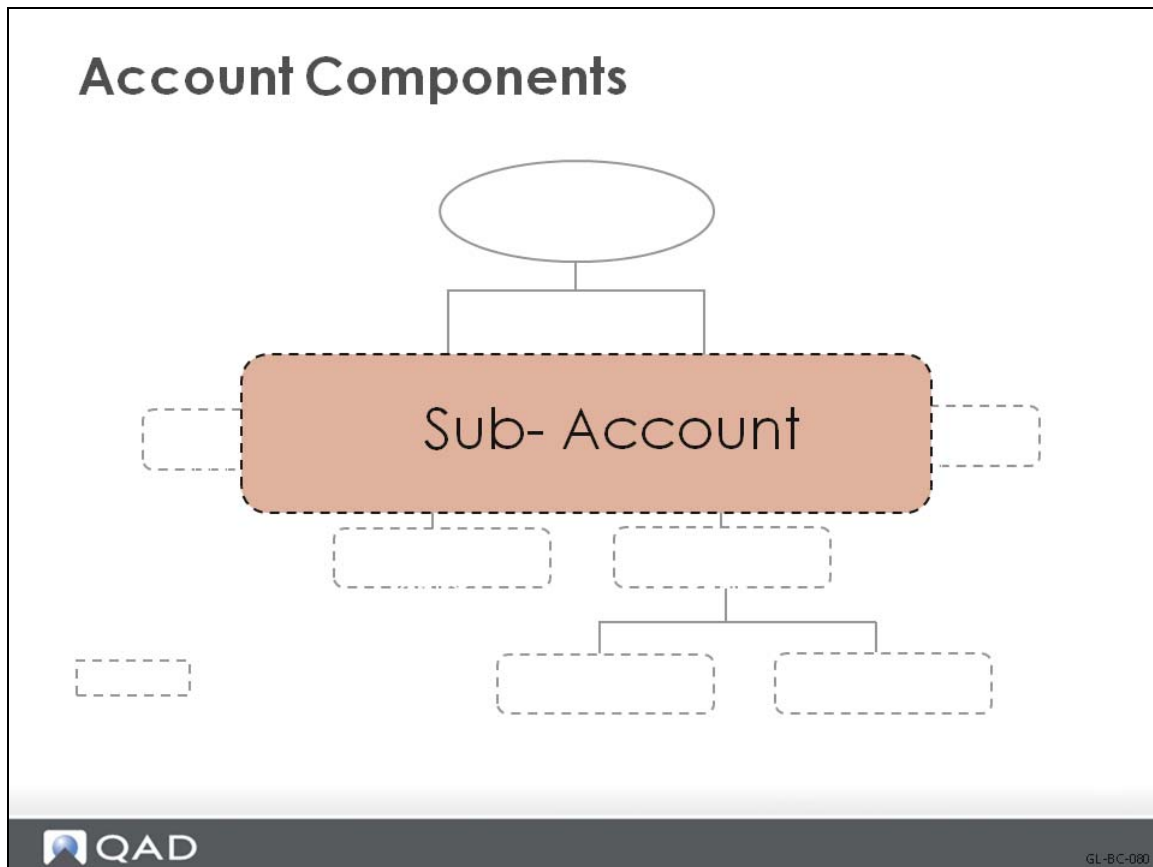


An account shows the value of an element at a particular point in time. Account balances provide the content for financial statements.

Transactions are posted to accounts, which are then used for top-level reporting for entities.

When assigning account codes, it is important to be consistent with the number of characters used. Account codes can contain up to eight characters, and are sorted lexically on reports.

Sub-Account

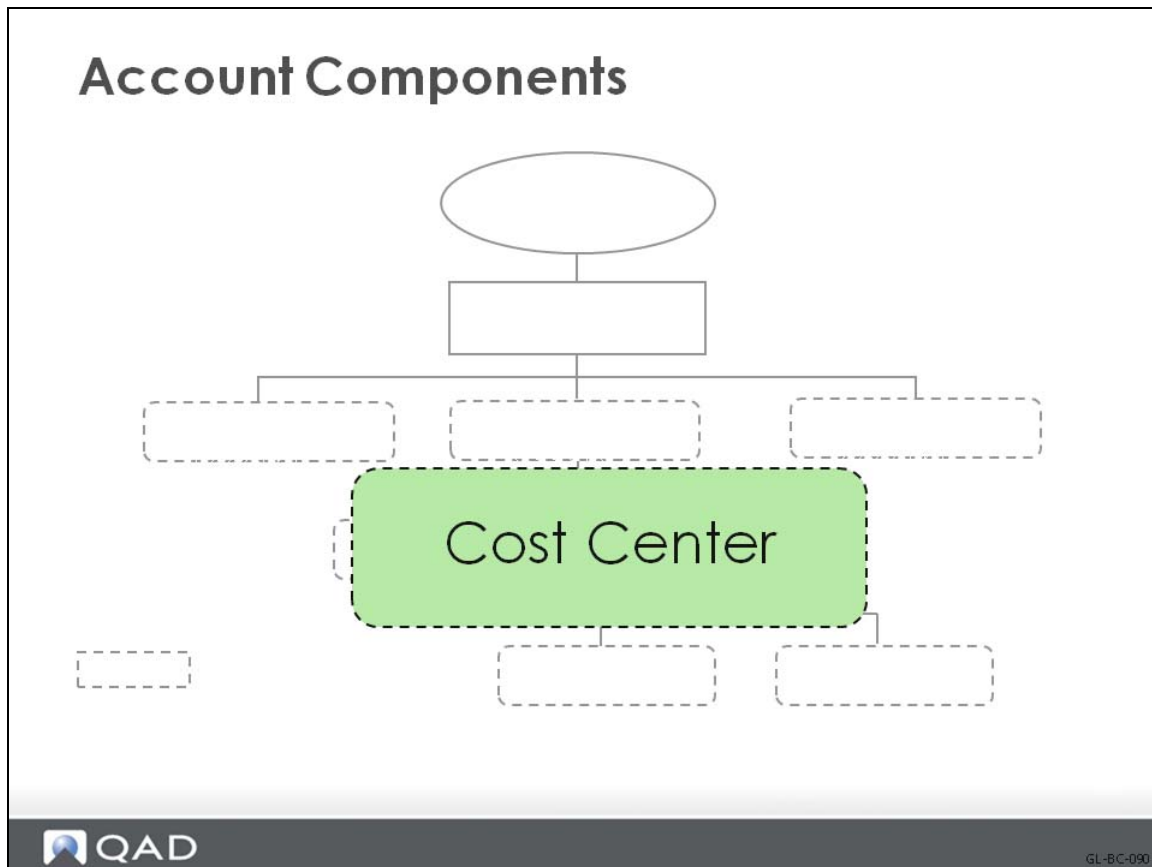


Sub-accounts are used to develop more detailed analyses within the account. Sub-accounts can be used to report account activity for a division of a company. They can be used to report financial information by profit center. You can print financial reports for one or more sub-accounts, providing more detailed financial reporting.

You can only use sub-accounts if the Use Sub-Account field is set to Yes in General Ledger Control (25.24). You can then create sub-accounts in Sub-Account Code Maintenance (25.3.17). Sub-accounts can contain up to eight characters and can be associated with ranges of accounts.

Sub-accounts are sorted lexically on reports.

Cost Center



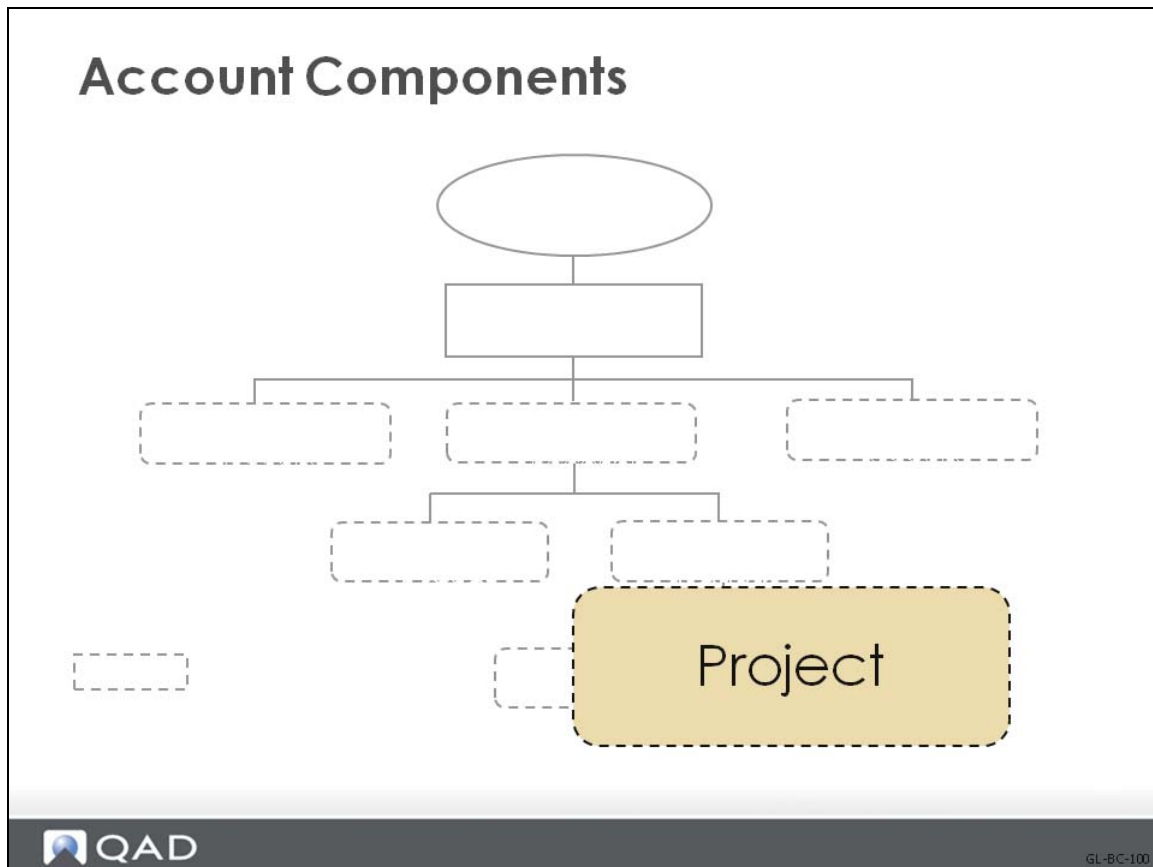
Cost centers can be used to develop more detailed analysis within the account and sub-account, for example, by department. They can be used to collect budget and actual transaction postings.

Based on the audience, cost centers let you print financial reports that provide more detail by department. Other reports can be printed to show cost center detail.

Cost centers can be restricted for use with specific ranges of accounts and sub-accounts.

In order to create cost centers, you must set the Use Cost Centers field to Yes in General Ledger Control (25.24). Cost centers can contain up to four characters and are created in Cost Center Code Maintenance (25.3.20).

Project



Projects can be used to track unique activities that incur expenses and may or may not generate revenue. For example, use them for capital expenditure projects, new product development or marketing activities.

Project codes are not available for all GL transactions. You can enter a project code on sales quotes, orders, invoices, accounts receivable memos, purchase orders, accounts payable vouchers, distribution orders, work orders, cumulative orders, quality orders, and non-productive labor feedback.

Note Project codes do not occur everywhere accounts are referenced. Project detail is not listed on most standard financial reports.

Course Overview

Course Overview

- ✓ Introduction to General Ledger
- ✓ Business Considerations
 - Set up General Ledger
 - Use General Ledger



GL-BC-110

Review Questions

- 1 When can entities share a database?
- 2 What do all distribution lines - debit and credit accounts roll-up to?
- 3 What are the four components of the account structure?
- 4 Are cost centers or projects required components?

Review Answers

- 1 When the base currency, GL calendar, and chart of accounts are the same.
- 2 An entity.
- 3 GL account, Sub account, Cost Center, Project.
- 4 No.

Chapter 3

Setting up General Ledger

Overview

Set up General Ledger

In this section you learn how to:

Identify key business considerations before setting up General Ledger

✓ **Set Up General Ledger in QAD Standard Edition**

Use General Ledger in QAD Standard Edition



GL-SU-010

General Ledger Setup

General Ledger Setup



- Set Up Control Files
- Define Entity Codes
- Set Up Format Positions
- Define the Chart of Accounts
- Set Up Sub-Accounts
- Set Up Cost Centers

GL-SU-020

In this section, you learn how to set up the General Ledger module in QAD Enterprise Applications. This lesson covers the data that you need to enter or configure for a successful implementation.

Reading the Training Flow

- The current step will be highlighted
- Optional steps are indicated

A suggested setup sequence for the General Ledger includes the 12 steps listed in the current and next slide.

General Ledger Setup - Continued



- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports



GL-SU-030

Set Up Control Programs

General Ledger Setup



- Set Up Control Files
 - **Domain/Account Control**
 - General Ledger Control
- Define Entity Codes
- Set Up Format Positions
- Define the Chart of Accounts
- Set Up Sub-Accounts
- Set Up Cost Centers



GL-SU-040

Domain/Account Control

36.1 – Domain/Account Control



GL-SU-050

Menu Number 36.1

You must set up Domain/Account Control prior to entering data into the system. Domain/Account Control is used by all modules, and defines accounting parameters, such as currency, taxes, and default GL accounts.

The following is a summary of the key fields in Domain/Account Control:

- Verify GL Accounts.** •Indicates whether the system should verify general ledger accounts and effective dates when transactions are created in other modules
- General ledger accounts are always verified in the GL module.
 - Use Verify GL Accounts to activate verification in all modules, such as AR, AP, Inventory, Sales, Purchasing, Work Orders, and Multiple Currency.
 - If verification is activated, the system checks that the account code, sub-account code, and cost center code recorded in any transaction are valid
 - The system also verifies that the transaction effective date is within an open GL period
- Base Currency.** •Use this field to set the currency of the database
- The balance sheet and income statement are always printed in this currency
- Entity.** •Set the system entity for the database, when using multiple databases
- The system entity is usually the primary entity, as defined in Entity Maintenance (25.3.1)

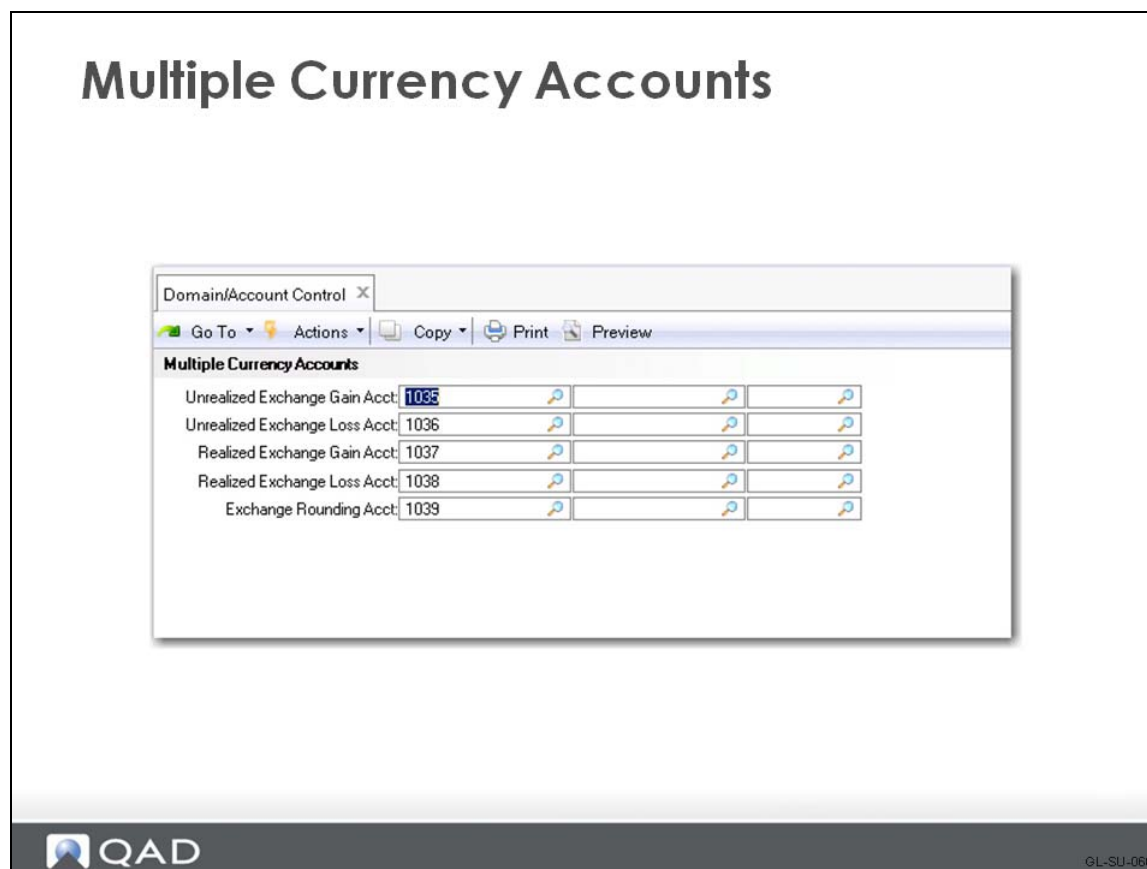
Bank Validation. •Specify the check digit to use in the bank account validation routines, if any

- The value of the field must be 11, 12, or <blank>
- If you enter eleven [11] or twelve [12], the system validates bank account numbers according to European standards
 - If you are not using bank validation, leave this field blank

Audit Trail. •Specify whether the system should keep an audit trail of changes and deletions to unposted GL transactions

- The audit trail ensures that no unmonitored changes are made to the unposted GL transactions

Multiple Currency Accounts

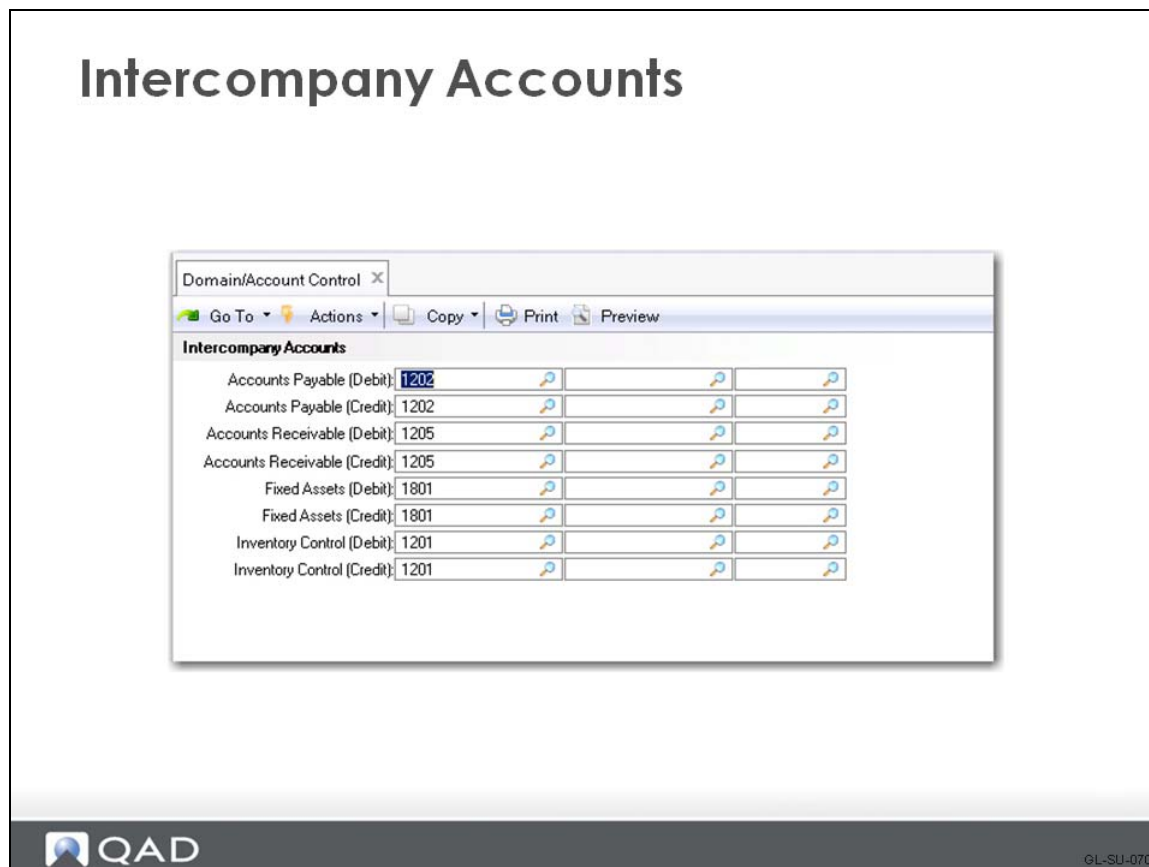


Currencies are defined at the system level in the application database. You must define at least one currency, and specify the base currency for each domain in Domain/Account Control. Other setup is required if you use foreign currencies or if you have multiple domains with multiple base currencies.

When using foreign currencies, you must specify the default unrealized exchange gain and loss accounts, and realized exchange gain and loss accounts. These account codes display as the default accounts for currencies entered in Currency Maintenance (26.1).

In some countries, it is necessary to record unrealized exchange gains and losses and realized exchange gains and losses in separate accounts.

Intercompany Accounts



For multiple-entity transactions, you can set up intercompany debit and credit accounts to track amounts for any transactions between entities. Each entity can have its own set of intercompany accounts for four types of transactions:

- Accounts Receivable
- Accounts Payable
- Fixed Assets
- Inventory Control

You can specify default intercompany accounts in Domain/Account Control. The default accounts are used by Entity Code Maintenance to simplify the setup of intercompany accounts when multiple entities are maintained in one domain.

When a transaction references more than one entity, the system automatically creates the required intercompany balancing entries using these accounts.

Separating intercompany transactions by entity and module lets you reconcile intercompany balances by comparing the debit and credit balances for each entity. You can also identify missing transactions and timing discrepancies.

Sales, Purchasing, and Department Accounts

The screenshot displays the QAD Domain/Account Control window, which is used for setting default accounts for various business functions. The window is divided into three main sections: Sales Accounts, Accounts Payable, and Department.

Sales Accounts

Account Name	Account Number	Default Account	Default Department	Default Cost Center
Receivables	1200			
Sales	3000			
Sales Discount	3900			
Sales Tax	2405			
Sales Tax Absorbed	5950			
Sales Terms	3910			
Sales Cash	1040			
Sales Returns	5055			
Sales Finance	3800			
COGS Material Acct	5050			
COGS Labor Acct	6860			
COGS Burden Acct	6480			
COGS Overhead Acct	6495			
COGS Subcontract Acct	5070			
Sales Freight Accrued	2350			
Sales Freight Applied	4120			
Terms Late Interest	3810			

Accounts Payable

Account Name	Account Number	Default Account	Default Department	Default Cost Center
Payables	2100			
AP Discount	5200			
AP Tax	1400			
AP Tax Retained	2450			
Expensed Item Receipts	2250			
Expensed Item Usage Var	5110			
Expensed Item Rate Var	5120			

Department

Account Name	Account Number	Default Account	Default Department	Default Cost Center
Cost Of Production	6300			
Labor	6500			
Burden	6400			

The Domain/Account Control also lets you set default accounts for:

- Sales
- Accounts payable
- Departments

Product Line, Variances and Service Accounts

Product Line, Variances, and Sales Accounts

Domain/Account Control X

Go To Actions Copy Print Preview

Product Line

Inventory Acct:	1500		
PO Receipts Acct:	2200		
Purchases:	5101		
Overhead Appl Acct:	6490		
Scrap:	5900		
Work in Process:	1600		
Inv Discrep Acct:	5900		
Cost Revalue Acct:	1550		
Floor Stock Account:	1560		

Domain/Account Control X

Go To Actions Copy Print Preview

Variances

PO Price Variance:	test		
AP Usage Variance:	5010		
AP Rate Variance:	5020		
Method Variance:	6200		
Transfer Variance:	5030		
Material Usage Var:	5045		
Material Rate Var:	5040		
Labor Usage Var:	6850		
Rate Var:	6800		
Page Var:	6470		
Rate Var:	6460		
Page Var:	5065		
Rate Var:	5060		
Mix Var:	6100		

Domain/Account Control X

Go To Actions Copy Print Preview

Service Accounts

Service Labor:	6550		
Service Overhead:	6491		
Service Expense:	7400		
Expense Due:	7410		
Service Returns:	5053		
Deferred Revenue:	9000		
Accrued Revenue:	6000		


GL-SU-090

Enter the default accounts for:

- Product lines
- Variances
- Service accounts

General Ledger Control

General Ledger Setup



- Set Up Control Files
 - Domain/Account Control
 - **General Ledger Control**
- Define Entity Codes
- Set Up Format Positions
- Define the Chart of Accounts
- Set Up Sub-Accounts
- Set Up Cost Centers



GL-SU-100

General Ledger Control (25.24)

25.24 – General Ledger Control



GL-SU-110

Before you can maintain account balances and produce financial statements, you must configure GL Control. The GL Control function lets you:

- Specify accounts for recording profit and loss, and retained earnings
- Activate sub-account and cost center analysis
- Specify whether to permit changes to module transactions in the GL module
- Specify how to print posting audit trails

The following is a summary of the key fields in GL Control:

Profit/Loss Account (BS). Define the GL account code for the balance sheet year-to-date earnings (profit and loss). The account is used for financial reporting only.

You cannot post transactions to the account.

The system recalculates the account balance whenever a balance sheet is printed. At the year-end close, the balance in this account is posted to the retained earnings account.

Retained Earnings Account. Specify the account that will be used by Transaction Year-End Close (25.13.12) and Retroactive Transaction Maintenance (25.13.2) to create one-sided transactions.

Transactions will only be posted to retained earnings during initial implementation. Only post to retained earnings using Standard Transaction Maintenance (25.13.1)

Translation Adj Acct (BS). Specify the balance sheet account that is affected by currency translation adjustments.

The account is only used when importing transactions from other entities operating in different base currencies. If the Post Translation Adjustment to field on the entity specifies Balance Sheet, then translation adjustments post to this account.

Translation Adj Acct (IS). Specify the income statement account affected by currency translation adjustments.

The account is only used when importing transactions from other entities operating in different base currencies. If the Post Translation Adjustment to field on the entity specifies Income Statement, then translation adjustments post to this account.

Use Sub-Accounts. When the field is set to Yes, the system prompts you to enter a sub-account whenever you enter an account.

The Sub-Module Sub-Account Length field in Domain/Account Control (36.1) determines how many digits are used for the sub-account. When the field is set to No, the system prompts for an account number during data entry.

Use Cost Center . When the field is set to Yes, the system prompts you to enter a cost center whenever you enter an account.

Balanced Entities. When the field is set to Yes, the system verifies that GL transactions are balanced for all entities when posting.

- To be balanced, the total for all transactions within a single entity must equal zero.
- This setting is the normal default for most entities.

When the field is set to No, transactions do not need to be balanced for each entity. Sub-modules always create balanced entries. The potential for unbalanced entries arises only in the General Ledger module.

Allow Changes to Module Transactions. When the field is set to Yes, you can modify any GL transactions from sales, purchasing, and other modules in Standard Transaction Maintenance (25.13.1).

When the field is set to No, you can only use Standard Transaction Maintenance to modify transactions that are unbalanced or otherwise unpostable.

Continuous Page Numbers for Post Audit. When the field is set to Yes, the system prints the posting audit trails using continuous numbering.

For example, if the audit trail for January is printed on page numbers 1 through 10, the audit trail for February must begin on page 11. This setting is a requirement in certain countries.

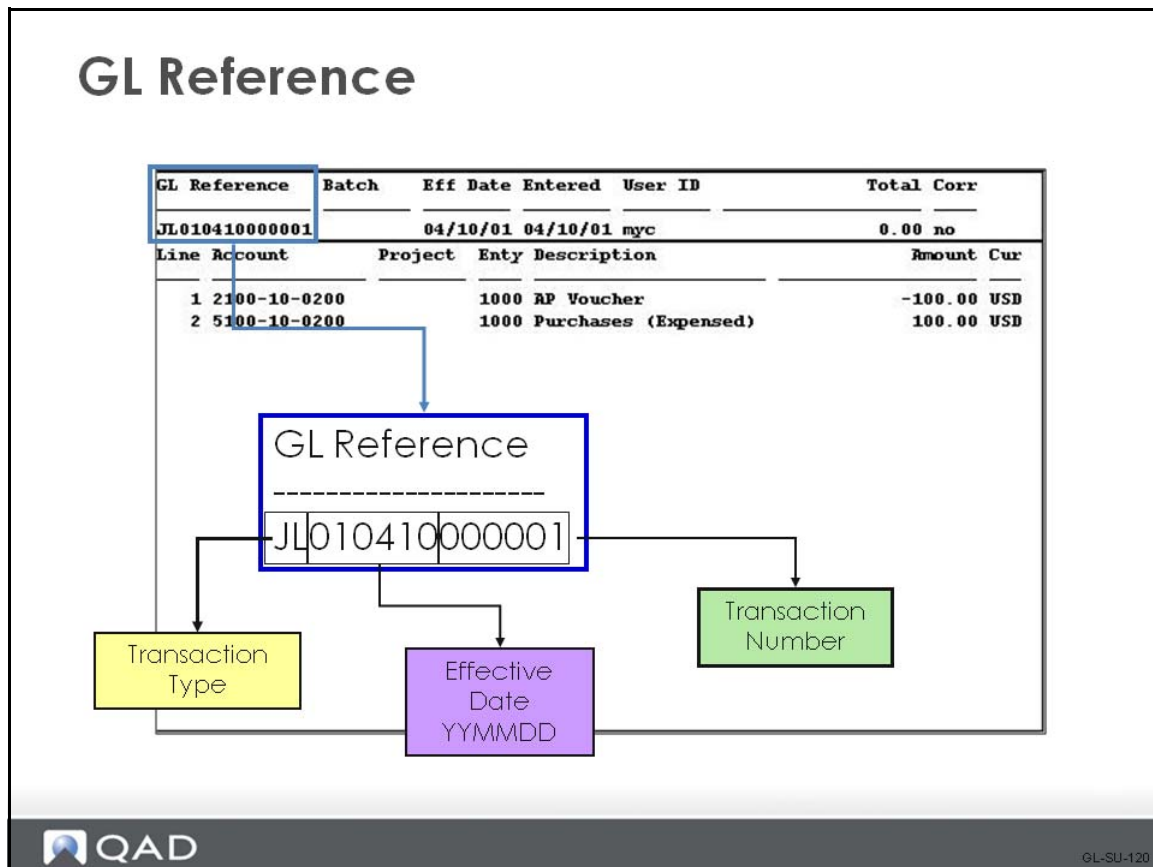
Last Page Number for Post Audit. If the Continuous Page Numbers for Post Audit field is set to Yes, the system updates this field with the last page number of the audit trail as each audit trail is printed.

Daily/Continuous Reference Sequence. Specify whether the numbering on GL transactions should be reset daily or whether the numbering should be continuous. This field determines the numbering system and level of user flexibility when entering reference numbers for certain GL transactions (JL, RV, RA, FX).

If the numbering is continuous, transaction numbers are system-generated, and you cannot enter reference numbers manually. When the field is set to Continuous, the transaction number does not restart.

If the numbering is reset daily, the first transaction of each day is assigned 0000001. However, you can still enter reference numbers manually.

GL Reference



It is important to understand the elements that compose a GL transaction, in particular, the GL reference and the distribution lines. The above illustration shows a GL reference.

Whenever a transaction is created, the system automatically assigns it a GL reference number with the following format:

<transaction type><yr><mm><dd><transaction number>

The transaction type is determined by the module in which the transaction is created.

Define Entity Codes

General Ledger Setup

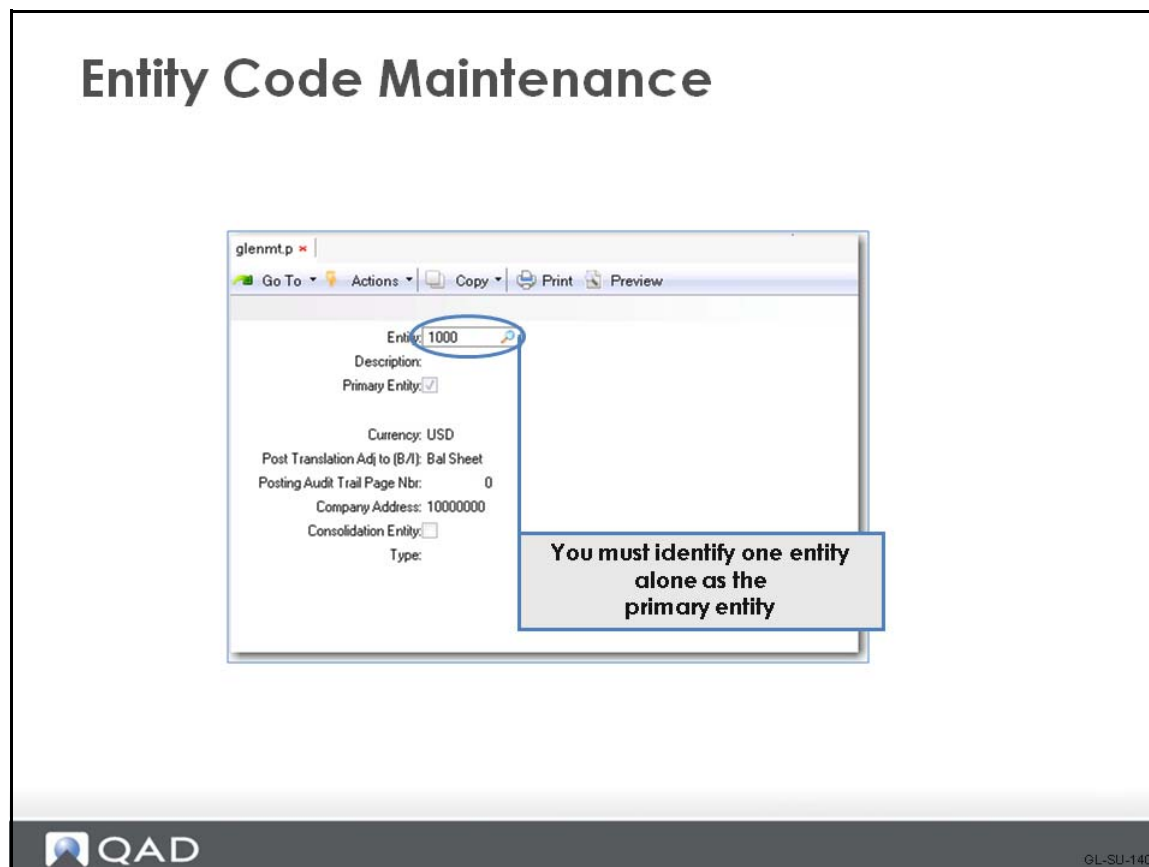


- Set Up Control Files
- **Define Entity Codes**
- Set Up Format Positions
- Define the Chart of Accounts
- Set Up Sub-Accounts
- Set Up Cost Centers

GL-SU-130

Use Entity Code Maintenance (25.3.1.1) to define corporate entities and to specify consolidation sets.

Entity Code Maintenance



An entity is an independent financial unit used for financial reporting. It generates a separate balance sheet and income statement, plans budgets, and is assessed for taxes. Since the system supports businesses with multiple companies, all transactions are posted by entity.

Use Entity Code Maintenance (25.3.1.1) to set up entity codes and define consolidation sets. Even single-entity companies must set up a code. For most transactions, the default entity is the one specified in Domain/ Account Control (36.1). Each entity can generate a separate balance sheet and income statement, plan budgets, and assess taxes. Only one entity is designated as primary.

Multiple entities can be maintained in one database if they share the same base currency, chart of accounts, and fiscal calendar. Multiple entities and transaction consolidation are covered in detail in the Multiple Currency user guide materials. If multiple currencies are not in use, you can set Post Translation Adj to (B/I) to either B (Balance Sheet) or I (Income Statement).

All transactions are posted by entity, and data can be printed for a range of entity codes, if they are in the same database. You must set up intercompany accounts (AR, AP and Inventory) when processing transactions for more than one entity.

Each entity is assigned a three-character currency code, designating the entity base currency. In multiple currency environment, this code determines if a currency translation must be performed on transactions imported from another database for this entity. Defaults to the system base currency. Currency codes are created in Currency Maintenance (26.1). Using Current Entity Change (25.1), you can change the default primary entity for a GL activity for the duration of a user session. Does not affect transactions processed by other users.

Entity Code within a Transaction

Entity Code within a Transaction

The screenshot displays the 'glenmt.p' window with the following fields:

- Entity: 1000
- Description:
- Primary Entity: ☒
- Currency: USD
- Post Translation Adj to (B/A): Bal Sheet
- Posting Audit Trail Page Nbr: 0
- Company Address: 100000
- Consolidation Entity: ☐
- Type:

A blue box highlights the 'Entity' field in the details section, and a blue arrow points from it to the 'Enty' column in the transaction table below.

Line	Account	Project	Enty	Description	Amount	Cur
1	2100-10-0200		1000	AP Voucher	-100.00	USD
2	5100-10-0200		1000	Purchases (Expensed)	100.00	USD

QAD GL-SU-150

The slide shows how an entity code is displayed within transaction details.

Initial Setup: Training

Initial Setup for all SE courseware

- 1 Verify Domain: From the workspace menu select Training.
 - a Note the domain name appears in the top window frame.

GL Calendar Browse

- 2 Verify GL Calendar Period
 - a Use GL Calendar Browse (25.3.5)
 - b Start search at current year
 - c You should see a list of months for the current year
 - d If you find No Records continue to step three.

GL Calendar Maintenance

- 3 Use GL Calendar Maintenance (25.3.4)

Enter the current year, then as a short cut enter one period whose dates cover the term of your training event.

Exercise: Set Up GL Control and Entity Codes

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson.

In this exercise, you define your General Ledger Control, and review your primary entity.

Your company is implementing QAD SE General Ledger. Keep in mind, when setting up your chart of accounts, you will be using sub-accounts and cost centers to track more detail for divisional and departmental accounting.

- 1 Set up the appropriate fields to enable sub-accounts and cost centers.
- 2 Ensure that corrections can be made to module transactions in Standard Transaction Maintenance. Configure the appropriate setting to allow this.

Use General Ledger Control (25.24).

- 3 Review the entities in your database. Which entity is the primary entity?

- 4 Change the name of the primary entity.

Use Entity Code Maintenance (25.3.1.1).

Set Up Format Positions

General Ledger Setup



- Set Up Control Files
- Define Entity Codes
- **Set Up Format Positions**
- Define the Chart of Accounts
- Set Up Sub-Accounts
- Set Up Cost Centers

GL-SU-170

To set up a general ledger, you first determine what kinds of information must appear on the financial statements. Financial statement elements, such as product line, can either have their own headings, or be grouped with similar elements under larger headings, such as sales. These report headings are called format positions. Format positions let you specify different levels of detail for different reports and audiences.

Grouping Transactions on Reports

Grouping Transactions on Reports						
Balance Sheet						
	Liabilities and Equity				200,000.00	
	Liabilities				50,000.00	
	Current Liabilities				25,000.00	
Line	Account	Project	Entity	Description	Amount	Cur
1	2100-10-1000	ADV96	2000	AP Voucher	-100.00	USD
2	5100-10-1000	ADV96	1000	PURCHASES (EXPENSED)	100.00	USD
					0.00	USD

When transactions appear on financial statements, they are summarized by account, sub-account, and cost center. Similar accounts are grouped together. For example, several types of cash accounts in different currencies could be grouped together as Cash. Account groups can also be added together to form larger groups, such as Current Assets. These groupings are format positions.

Note Format positions are not used in the GL Report Writer.

Format Position Maintenance

25.3.7 – Format Position Maintenance



GL-SU-190

In QAD SE, you define the structure and appearance of your financial statements by setting up format positions. Format positions control where, how, and at what level of detail your account information is sequenced, totaled, and printed. Basically, a format position is a code identifying a title and total line on a financial statement.

Format positions determine the following:

- Level of detail appearing on financial statements.
- The financial statements on which the data is to appear (balance sheet or income statement).
- The order in which the information appears on the financial statement.
 - Accounts are listed in alphabetical order under a subheading.
 - Subheadings are listed in numerical order by format position underneath a heading.
- The relationship between different account balances.
 - For example, a format position for current Assets might summarize account balances for Cash, Accounts Receivable, and Inventory.
- Where page breaks occur.

You must define format positions before defining your chart of accounts.

Formatting

Formatting allows you to determine the appearance of financial reports.

The following is a summary of the key format position fields:

Sort Sub-Acct Before Acct. This field determines the sort priority for sub-accounts within a format position. It is used on financial statements in conjunction with the Summarize Cost Center option.

Sort Cost Center Before Acct. This field determines the sort priority for cost centers within a format position. It is used in financial statements in conjunction with the Summarize Sub-Acct option.

Page Break After Total . Set the field to Yes to insert a page break after the total for this format position. Set the field to No if a page break is not required.

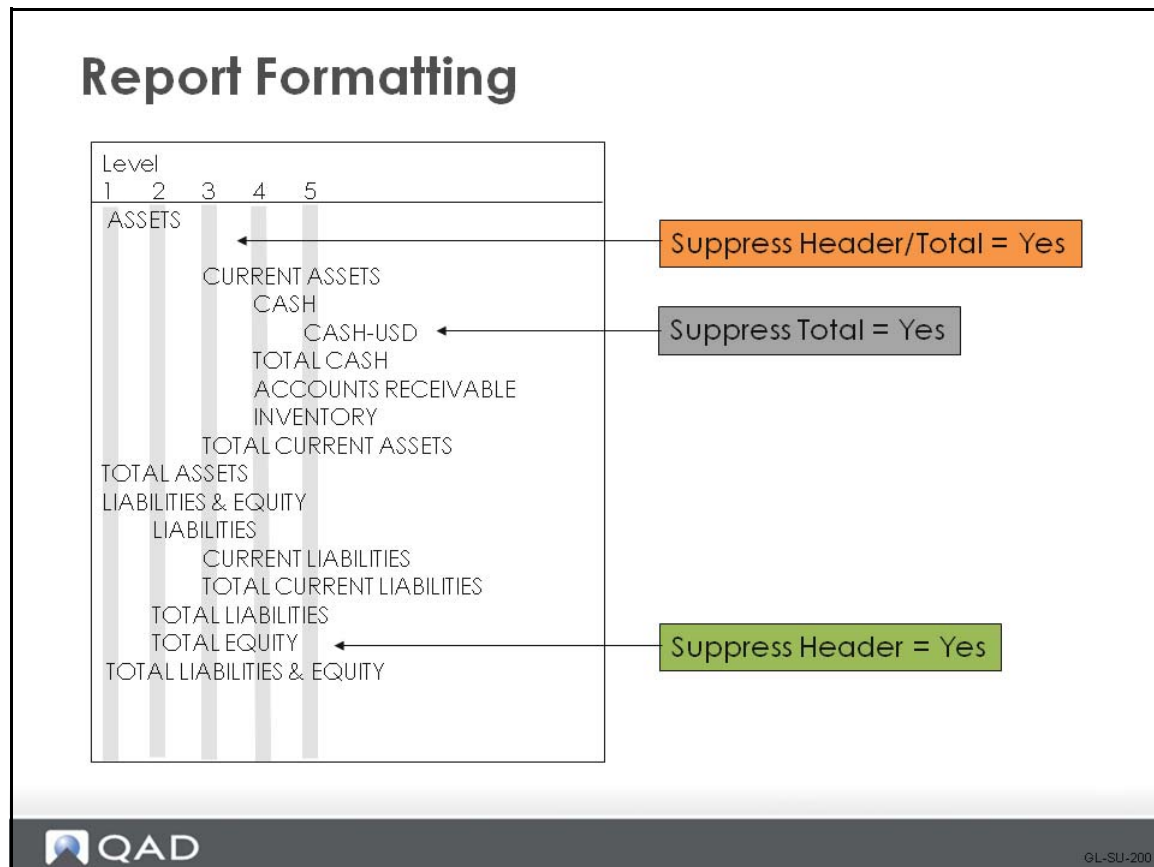
Suppress Header. Set this field to No to print a heading line for the format position. Set the field to Yes to suppresses the heading line from printing.

Suppress Total. Set this field to No to print a total line for the format position. Set the field to Yes to suppresses the total line from printing.

Skip Line After Total. Set the field to Yes to print a blank line after printing the total for the format position. Set this field to No if a blank line is not required.

Double-Underline Total. Set the field to Yes to print a double underline below the total for the format position. Set this field to No if an underline is not required.

Report Formatting



An easy way to create new reports is to go through printed copies of your existing balance sheet or income statement with three highlighter pens.

- 1 Highlight the headers and totals for each section of the report that has both a header and a total line. For example, highlight Current Assets and Total Current Assets.
- 2 Using another color, highlight the headers with no corresponding total. These headings are subtitles used to group accounts and to promote clarity, but that do not require subtotals. In these format positions, set Suppress Total to Yes in Format Position Maintenance.
- 3 Using a third color, highlight the totals with no corresponding header. These sub-totals are used to print intermediate totals, and do not need a heading. In these format positions, set Suppress Header to Yes.

Balance Sheet Format Positions

Balance Sheet Format Positions

Level	1	2	3	4	5	Account	Format Position	Sums Info
ASSETS							10000	0
*							10100	10000
CURRENT ASSETS							11000	10100
CASH							11100	11000
CASH-FOREIGN							11110	11000
TOTAL CASH						1042	11110	11100
ACCOUNTS RECEIVABLE								
INVENTORY								
TOTAL CURRENT ASSETS						1200	11100	11000
TOTAL ASSETS						1500	11100	11000
LIABILITIES & EQUITY								
LIABILITIES								
CURRENT LIABILITIES								
TOTAL CURRENT LIABILITIES								
TOTAL LIABILITIES								
*								
EQUITY								
TOTAL EQUITY								
TOTAL LIABILITIES & EQUITY								

*Blank format positions for spacing:
Suppress Header/Total = Yes in 25.3.7

Allocation Code Maintenance

Go To Actions Copy Print Preview

Allocation Code: a-1
Description: a-1

Account	Sub-Acct	CC	Project	Percent
3000				30.000
1040				30.000
401000				20.000
1800				20.000

The slide shows a sample balance sheet. Format positions have been assigned as follows:

Account	Format Position	Level #	Effect
Cash-Foreign		5	Assigned to format position 11110.
Cash	11100	4	Sums into Current Assets.
Current Assets	11000	3	Sums into Assets. Format position 10100 is a blank format position.
Assets	10000	1	Top level heading for the balance sheet, which sums into 0, as does format position 15000 for Liabilities and Equity.

After you identify which format positions are needed, assign numbers to the positions.

When format positions are set up, print and review the Financial Statement Proforma (25.15.12) and verify that the format positions were set up correctly.

You assign accounts (for example, Cash-Foreign, account 1042) to a format position when you create the accounts in Account Code Maintenance (25.3.13). The system automatically totals and displays the account amounts assigned to the format positions (for example, Cash and Liabilities). Format positions Cash, Accounts Receivable, and Inventory sum into the format position for Current Assets. Current Assets then sums into the format position for Assets.

Note You do not need to set up a format position for a total. The system automatically totals the format position, and then displays a label and total if you set Suppress Header and Suppress Total to No in Format Position Maintenance (25.3.7).

When you assign an account to a format position in Account Code Maintenance, you see the higher-level format positions into which the account is summed. This facility lets you control the amount of detail printed on financial statements. In the income statement and balance sheet reports, you can specify up to 99 levels of detail. Five are shown in the previous example. Using the previous example, selecting level 5 would give you the most detail, and selecting level 1, the least.

Income Statement Format Positions

Income Statement Format Maintenance

Level	1	2	3	4	5	6	Account	Format Position	Sums Into
							SALES	50000	60000
							SALES	3000	50000
							SALES DISCOUNTS	3900	50000
							TOTAL SALES		
							COST OF GOODS SOLD		55000
							SALES TERMS DISCOUNTS	3910	55000
							TOTAL COST OF GOODS SOLD		
							TOTAL GROSS MARGIN*		60000
							OPERATING EXPENSES		70000
							PURCHASES		
							TOTAL OPERATING EXPENSES		
							TOTAL INCOME FROM OPERATIONS*		
							OTHER INCOME & EXPENSES*		
							PROFIT (LOSS) BEFORE TAX		
							TOTAL NET PROFIT/LOSS*		

*Suppress Header = Yes, Suppress Total = No.

Account Code Maintenance

Account: 3000
Description: sales
Type: i
Currency: usd
Format Position: 50000

Format Position	Description	Level
50000	SALES	Level 5
60000	GROSS MARGIN	Level 4
80000	INCOME FROM OPERATIONS	Level 3
82000	PROFIT (LOSS) BEFORE TAX	Level 2
90000	NET PROFIT (LOSS)	Level 1

Sub-Module Entries Only: ☐
Statistical Account: ☒
Active: ☒
Cur Translation Index: 1

Notice that, in comparison to the Balance Sheet, the income statement is reversed. Total Net Profit/Loss is the highest-level format position, but it is at the end of the report. Also, there is less indenting at the end of the report.

Note On income statement format positions, lower format position numbers sum into higher ones; on balance sheets, higher format position numbers sum into lower ones. However, account numbers do not have to be assigned sequentially to format positions.

Summarize/Sort Options for Sub-Account and Cost Centers

Sub-Account and Cost Center Options

Sort-Sub-Account	Sort Cost Center	Summarize Sub-Account	Summarize Cost Center	Output *
No	No	No	No	ASC
No	No	No	Yes	AS
No	No	Yes	No	AC
No	No	Yes	Yes	A
No	Yes	No	No	CAS
No	Yes	No	Yes	AS
No	Yes	Yes	No	CA
No	Yes	Yes	Yes	A
Yes	No	No	No	SAC
Yes	No	No	Yes	SA
Yes	No	Yes	No	AC
Yes	No	Yes	Yes	A
Yes	Yes	No	No	SCA
Yes	Yes	No	Yes	SA
Yes	Yes	Yes	No	CA
Yes	Yes	Yes	Yes	A

* [A] Account [S] Sub-Account [C] Cost Center



GL-SU-230

Another issue to consider when setting up format positions is how sub-account and cost center amounts will be represented on the GL reports.

Two settings in Format Position Maintenance determine the sort priority of sub-accounts and cost centers:

- The Sort Sub-Acct Before Acct field determines whether sub-accounts should take precedence over accounts when you print and sort the format position.
- The Sort Cost Center Before Acct field determines whether cost centers should take precedence over accounts and sub-accounts when you print and sort the format position.

The previous two settings work in conjunction with the following two criteria on the GL reports:

- Summarize Sub-Accounts
- Summarize Cost Centers

The previous slide shows all the possible interactions between the sort and summary fields, and the information and sort order that appears on the report output.

Note If your chart of accounts is department driven, the summarize settings help organize financial statements by sub-account or cost center hierarchy.

Exercise: Format Positions

Before you can set up your chart of accounts, you must define format positions. Set the format positions for the sample balance sheet on the following page.

Use Format Position Maintenance (25.3.7).

Define the Chart of Accounts

General Ledger Setup



- Set Up Control Files
- Define Entity Codes
- Set Up Format Positions
- **Define the Chart of Accounts**
- Set Up Sub-Accounts
- Set Up Cost Centers

GL-SU-250

Accounts are used for top-level financial reporting.

Account Code Maintenance

25.3.13 – Account Code Maintenance

Account Code Maintenance

Go To Actions Copy Print Preview

Account: 1040
 Description: CASH
 Type: A
 Currency: usd
 Format Position: 11110 CASH - USD

11100 CASH
 11000 CURRENT ASSETS
 10100
 10000 ASSETS

Level 2
 Level 1

Sub-Module Entries Only:
 Statistical Account:
 Active: ☒
 Curr Translation Index: 3

From 25.3.7 Format Position Maintenance

Must be active to post to Accounts



GL-SU-260

Use Account Code Maintenance to define accounts.

Note When assigning account codes, consider the order in which they will be sorted on reports. Be consistent with the number of characters used, and remember that all account codes sort alphanumerically and lexically (for example, number 1000 before 123). To sort accounts numerically, zero-fill the codes (for example, number 123 as 0123).

Each account is assigned to a format position, which must be defined before you can set up an account. Accounts can only be assigned to one format position.

When you assign the account to a format position, you also see the higher level format positions into which the account is summed. This level helps you to determine the level of detail to print on financial statements.

Note To prevent an account, such as a memo account, from being associated with a format position, assign the account to format position zero (0).

You can set an account to inactive. This prevents posting GL transactions to this account.

The Currency Translation Index field is used only when importing multiple currency transactions from other databases.

Do not delete account codes when your general ledger implementation is complete. Deleting account codes can cause your general ledger to become out of balance. Inactive accounts cannot be deleted if they have any transaction history associated with them.

The account type is a key field in Account Code Maintenance. All accounts are classified by their function on financial statements. The choices are:

- A (Asset)
Economic resources owned by a company, such as cash, a building, or investments. Appears on balance sheet and custom reports.
- L (Liability/Retained Earnings)
Amounts a company owes to other parties. Appears on balance sheet and custom reports.
- I (Income) or E (Expense)
These accounts appear on income statements and custom reports. Types I and E do not strictly correspond to the accounting definition of income and expense accounts. The system assumes that anything with an account type of I is related to sales. These account totals, when added together, represent 100% of sales. All other income statement accounts must be coded as type E, including those that would otherwise be considered other income.
- M (Memo)
Used to report reference information such as the number of employees or the size of a building. Never used in calculations.
- S (Statistical)
Statistical accounts are used to record amounts totaled on custom reports. The accounts are listed on financial statements, but are not included in totals. Statistical accounts can also be used to record base taxable amounts for the VAT AR and AP accounts.

Statistical accounts are used by the system ONLY if using Value-Added Tax. A statistical account can be associated with VAT-AR and VAT-AP accounts. Whenever VAT tax amounts are posted to the GL, the base amount on which the tax was calculated is posted to the statistical account.

The currency for statistical accounts defaults to the system base currency. You can assign a non-base currency only on balance sheet accounts (types A or L)

Account Code within a Transaction

Account Code within a Transaction

The screenshot shows the 'Account Code Maintenance' window with the following details:

- Account: 2100
- Description: CASH - FRENCH FRANCS
- Type: A
- Currency: FRF
- Format Position: 11120 CASH - FOREIGN Level 5
- 11100 CASH Level 4
- 11000 CURRENT ASSETS Level 3
- 10100 Level 2

Below the window is a transaction table with the following data:

Line	Account	Project	Entity	Description	Amount	Cur
1	2100-116-1000	ADV01	2000	AP Voucher	-100.00	USD
2	5100-116-1000	ADV01	1000	PURCHASES (Expensed)	100.00	USD
					0.00	USD

An arrow points from the 'Account' label to the 'Account' column in the table.

QAD GL-SU-270

The slide shows how an account code is listed within a GL transaction.

Set Up Sub-Accounts

General Ledger Setup



- Set Up Control Files
- Define Entity Codes
- Set Up Format Positions
- Define the Chart of Accounts
- **Set Up Sub-Accounts**
- Set Up Cost Centers

GL-SU-280

Sub-accounts are used in conjunction with accounts, cost centers, and projects to identify transactions and budgets for financial reporting.

Sub-Account Code Maintenance

25.3.17 – Sub-Account Code Maintenance

'. Below this is a section titled 'Account Ranges' with a table showing 'From' and 'To' values. The first row shows '116001' for both 'From' and 'To'."/>

From	To
116001	116001



GL-SU-290

Use Sub-Account Code Maintenance to create and maintain sub-account codes. You can also define a range of accounts for each sub-account.

Sub-accounts break down activity in an account code, providing further detail in financial statements. They are frequently used to organize financial reports by division (for example, Sales Division 1 or 2) or by product lines. Most financial reports give you the ability to summarize sub-accounts or print in full detail. In Budget Maintenance (25.5.1), you can also prepare budgets by sub-account.

Sub-accounts can also be used for product lines, leaving cost centers free for departmental accounting. For example, set up product lines for raw materials, components, finished goods, and sub-accounts for the product lines.

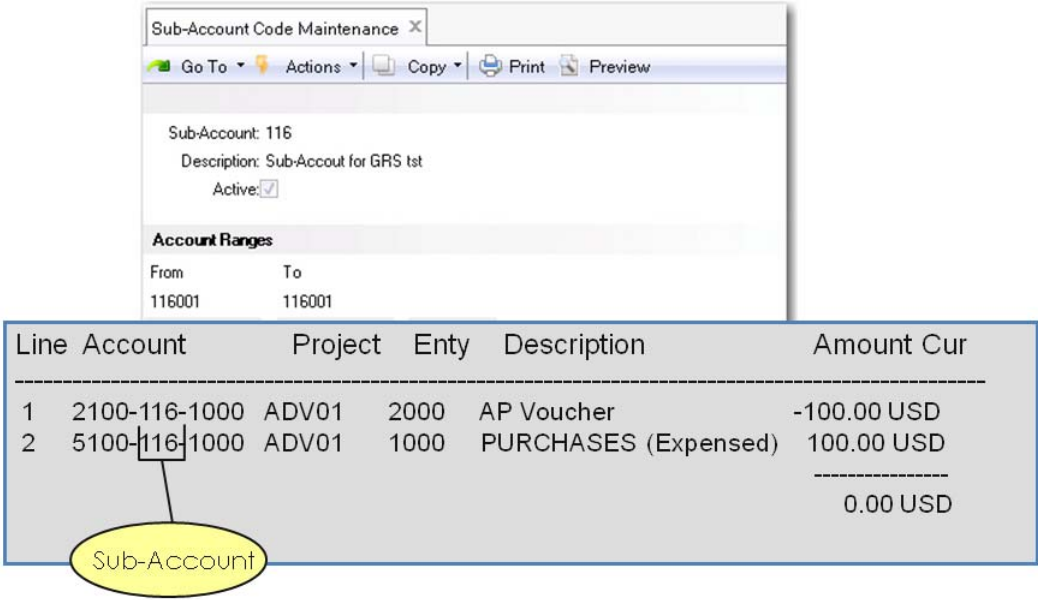
Note Never delete the blank sub-account code in your database, even if you do not use it on transactions. QAD SE uses it for retroactive and year-end close transactions.

To use sub-accounts set the Use Sub-Accounts field to Yes in General Ledger Control (25.24). Then, whenever a user enters an account number, the system allows for both an account number and a sub-account number.

Sub-accounts can be up to eight characters in length, and are optional. You can associate sub-accounts with multiple ranges of accounts.

Sub-Account Code within a Transaction

Sub-Accounts



The screenshot shows the 'Sub-Account Code Maintenance' window with the following details:

- Sub-Account: 116
- Description: Sub-Account for GRS tst
- Active: ☒
- Account Ranges:

From	To
116001	116001

Below the window is a transaction table:

Line	Account	Project	Enty	Description	Amount	Cur
1	2100-116-1000	ADV01	2000	AP Voucher	-100.00	USD
2	5100-116-1000	ADV01	1000	PURCHASES (Expensed)	100.00	USD
					0.00	USD

A yellow oval labeled 'Sub-Account' points to the '116' segment in the account codes of both transaction lines.

QAD GL-SU-300

The slide shows how a sub-account code appears within a GL transaction.

Set Up Cost Centers

General Ledger Setup



- Set Up Control Files
- Define Entity Codes
- Set Up Format Positions
- Define the Chart of Accounts
- Set Up Sub-Accounts
- **Set Up Cost Centers**

GL-SU-310

Cost center codes break down activity and track expenses in accounts and sub-accounts, providing further detail in financial statements.

Cost Center Maintenance

25.3.20 – Cost Center Maintenance

Account Ranges		Sub-Account Ranges	
From	To	From	To
7000	8999		



GL-SU-320

Use Cost Center Code Maintenance (25.3.20) to associate valid account and sub-account ranges with a cost center. Cost centers are optional.

Cost centers can have a varied use within the same chart of accounts. For example, product centers within Sales/COGS section and cost center within the expenditure portion of the GL. Cost centers are frequently associated with departments or groups (for example, Engineering or Marketing) incurring expenses, but not always generating revenues.

Note The examples given are only ideas on how cost centers can be used. You need to analyze your own company situation and use cost centers as you determine.

To use cost centers, set the Use Cost Centers field to Yes in General Ledger Control (25.24). Then, whenever you enter an account number, you can specify both the account and a cost center code.

Note When you define an account (or account and sub-account), the system only allows you to enter a cost center that is valid for the account (or the account and sub-account combination), even when Verify GL is set to No in the Domain/Account Control (36.1).

When using cost centers, set up a blank cost center for all accounts and sub-accounts that do not have a cost center. Never delete the blank cost center code in the database, even if you do not use it on transactions. QAD SE uses black cost centers for retroactive and year-end close transactions.

Cost Center Code within a Transaction

Cost Center within a Transaction

The screenshot shows the 'Cost Center Code Maintenance' window with the following details:

- Cost Ctr: 1000
- Description: SALES
- Active: ☒

Below the window is a transaction table:

Line	Account	Project	Enty	Description	Amount	Cur
1	2100-10-1000	ADV01	2000	AP Voucher	-100.00	USD
2	5100-10-1000	ADV01	1000	PURCHASES (Expensed)	100.00	USD
					0.00	USD

A yellow oval labeled 'Cost Center' points to the '1000' part of the account code '5100-10-1000' in line 2.

QAD GL-SU-330

The slide shows how a cost center code appears within a GL transaction.

Sub-Account and Cost Center Defaulting

Sub-Account and Cost Center Defaults

The screenshot displays the 'Product Line Maintenance' window. At the top, there's a title bar and a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area contains the following fields and options:

- Product Line:** 1000
- Description:** Product line 1
- Taxable:** ☒
- Tax Class:** [Empty field with a search icon]
- Default Sub-Account:** [Empty field with a search icon] **Override:** [Icon]
- Default Cost Center:** [Empty field with a search icon] **Override:** [Icon]

Below these fields is a section titled 'Inventory Accounts' containing a list of accounts:

- Inventory Acct: 1500
- Inv Discrep Acct: 5300
- Scrap Acct: 5800
- Cost Revalue Acct: 1550

The QAD logo is visible in the bottom left corner, and the text 'GL-SU-340' is in the bottom right corner.

Because sub-accounts and cost centers are typically the same for most accounts, you can specify a default sub-account and cost center. The system applies the defaults to each account set up in the following programs:

- Product Line Maintenance (1.2.1)
- Inventory Account Maintenance (1.2.13)
- Sales Account Maintenance (1.2.17)
- Department Maintenance (1.4.1)

You can use the defaulting feature to default a particular sub-account and cost center throughout the above programs. Then, you just need to edit for exceptions, which facilitates data loading.

Set Up Project Codes

General Ledger Setup



- **Set Up Project Codes**
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports



GL-SU-350

Project codes provide project-specific reporting.

Project Code Maintenance

25.3.11 – Project Code Maintenance

Account Ranges		Sub-Account Ranges		Cost Center Ranges	
From	To	From	To	From	To
0090	8400		9999		9999

Projects can be used to track unique activities that incur expenses and can generate revenue. Examples of the use of projects includes tracking all transactions associated with a new product, or capital expenditures when replacing or upgrading old assets. Project amounts do not appear on standard financial statements.

Use Project Code Maintenance (25.3.11) to associate valid account, sub-account, and cost center ranges with a project. Some of the fields are reference only fields.

Setting the Active field to Yes indicates the project is active, and allows the system to post GL transactions to the project. You can enter comments for a project by setting the Comment field to Yes. When set to Yes, a comment screen displays.

Project codes are validated against accounts, sub-accounts, and cost centers when they appear in the same frame together. When the project code appears in a frame without the other account code elements (as in header frames), the system checks to ensure the project code is active.

GL transactions with invalid project codes are rejected during GL Transaction Post (25.13.7).

You can review project activity using project activity inquiries and reports. Project reports let you include all projects and print project comments. Using Budget Maintenance (25.5.1), you can also prepare budgets for projects.

Project Code within a Transaction

Project Code within a Transaction

Project Code Maintenance
✕

Go To Actions Copy Print Preview

Project: ADV01
 Description: Advertising Project
 Project Type: AD
 Status Code: 1
 Active: ☒
 Begin Date: 9/1/2008
 Original Completion Date: 9/12/2008
 Revised Completion Date:

Date Revised:
 Actual Completion Date:
 Comments: ☐

Line	Account	Project	Entity	Description	Amount	Cur
1	2100-10-1000	ADV01	2000	AP Voucher	-100.00	USD
2	5100-10-1000	ADV01	1000	PURCHASES (Expensed)	100.00	USD
					0.00	USD




GL-SU-370

You can enter a project code on sales quotes, orders, invoices, accounts receivable memos, purchase orders, accounts payable vouchers, distribution orders, work orders, cumulative orders, quality orders, and non-productive labor feedback. You can also specify a project in the Service/Support Management module on calls, contracts, return material authorizations, and returns to suppliers.

Important Project codes are not available for SO trailer costs, volume discounts, AP accounts, and AR accounts.

Set Up Allocation Codes

General Ledger Setup



- Set Up Project Codes
- **Set Up Allocation Codes**
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports

GL-SU-380

Allocation codes represent fixed percentages of expenses that must be allocated to different accounts, sub-accounts, cost centers, and projects. You can specify an allocation code anywhere you can enter an account.

Allocation Codes Maintenance

25.3.23 – Allocation Code Maintenance

Account	Sub-Acct	CC	Project	Percent
3000				30.000
1040				30.000
401000				20.000
1800				20.000

Allocation percentages
must equal 100%



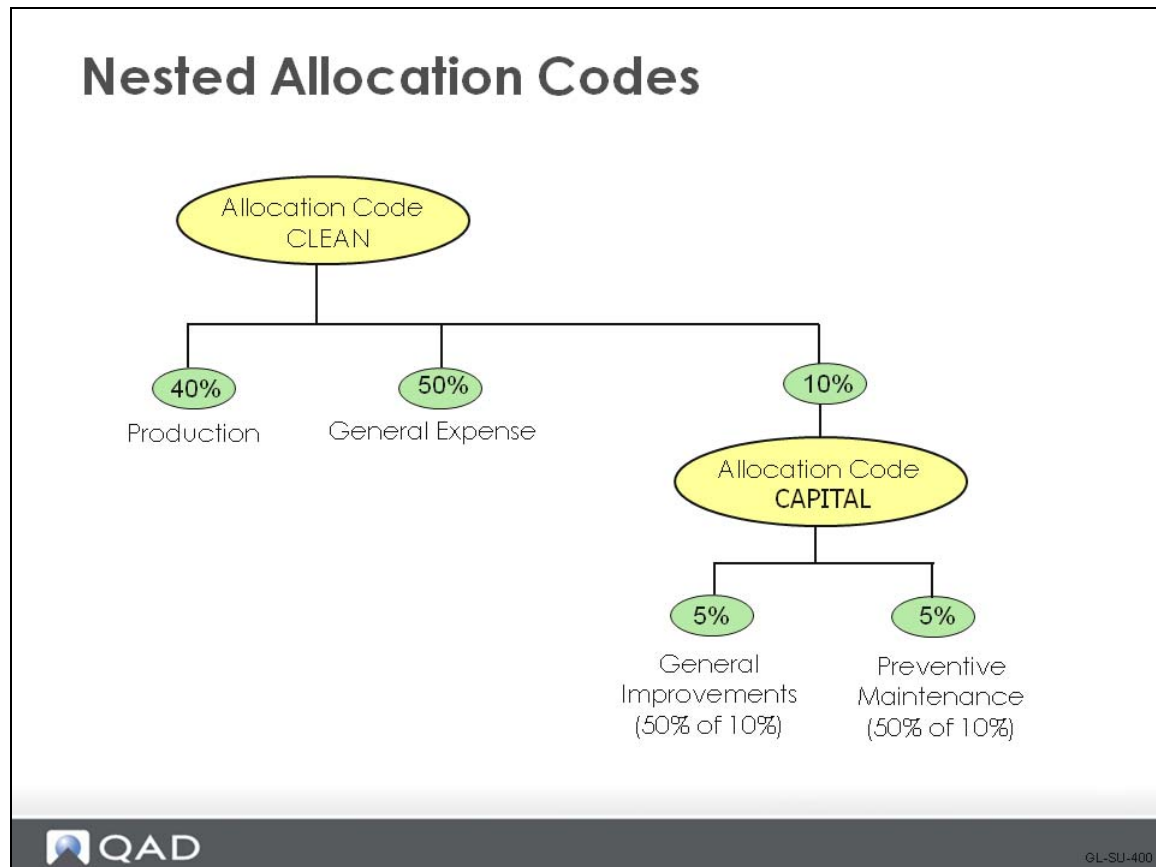
GL-SU-390

Transactions that allocate an amount to several accounts, you can specify an allocation code rather than the individual accounts, sub-accounts, cost centers, and projects. This feature simplifies data entry.

Create allocation codes using Allocation Code Maintenance. Define the specific accounts, sub-accounts, cost centers, and projects that a transaction must be split amongst, and the percentages to allocate to each. The percentages must total 100%.

Note Anywhere in the system an account code is used, an allocation code can be used.

Nested Allocation Codes



You can define nested allocation codes so that one allocation code references another. When the system calculates amounts, it explodes each level of allocation codes, multiplying the amount to be apportioned by the percentages at each level.

Smart Browsers

Smart Browsers

Product Line Maintenance

Product Line: 1
Description: PRODUCT LINE ONE

Taxable: ☐
Tax Class:
Default Sub-Account:
Default Cost Center:

Override: ☐
Override: ☐

Inventory Accounts

Inventory Acct:	Value
Inv Discrep Acct:	5900
Scrap Acct:	5800
Cost Revalue Acct:	1550

Click on the Look-up Browse for Sub-account...

... and only the Valid Sub-accounts for this Account show

GL Sub-Accounts

Sub-Account	Description	Active
Blank		Yes
0000		Yes
0001		Yes
0002		Yes
001		Yes
0100		Yes
0200		Yes
0901		Yes
1		Yes
10		Yes
100	Test	Yes

QAD

GL-SU-410

Use intelligent browses to look up account elements when account validation is active. Verify GL must be set to Yes in the Domain/Account Control (36.1).

- The sub-account browse displays only active sub-accounts that are valid for the account entered.
- The cost center browse displays only active cost centers valid for the account and sub-account range.
- The project browse displays only active GL projects valid for the account, sub-account, and cost center range.

Note This situation only occurs when the project field is combined with other account elements in the same program frame.

Exercise: Accts, Sub-Accts, Cost Centers, Projects, and Allocation Codes

In this exercise, you create a new account, sub-account and cost center.

- 1 Set up an account for janitorial expense, using account code 8250 and currency code USD. Assign the appropriate account type, format position 72000, and check the Active box. Accept all other defaults.
Use Account Code Maintenance (25.3.13).
- 2 Ensure that the settings for account 8250 are correct. Where would you check this?
Use Account Code Browse/Inquiry (25.3.15).
- 3 Add sub-account 0400, and give it a meaningful description. Assign it to accounts 8200 through 8400.
Use Sub-Account Code Maintenance (25.3.17).
- 4 Add a cost center 7000, and give it a meaningful description. Assign the cost center to account 8200 through 8400, and all sub-accounts.
Use Cost Center Maintenance (25.3.20).
- 5 Review your sub-account and cost center.
Use Sub-Account Code Browse/Inquiry (25.3.18) and Cost Center Browse/Inquiry (25.3.21).
- 6 Enter a project called Promo with the description, Promotional Item. Set the Active field to Yes, enter a Begin Date with today's date, and an end date one month from today. Assign this project to accounts 8200 through 8400, and all sub-accounts and cost centers. You will use it in a transaction later in the course.
Use Project Code Maintenance (25.3.11).

Allocation Codes

Your company has discovered the need to expense its utility bill by percentage to multiple cost centers. In this exercise, you set up an allocation code.

- 1 Add an allocation code call UTIL. Enter the description Utility Expense. Enter the following accounts, cost centers, and percentages:

Account	Cost Center	Percentage
8400	1000	10.00
8400	2000	30.00
8400	3000	25.00
8400	5000	35.00

Use Allocation Code Maintenance (25.3.23).

- 2 Print the Allocation Code report for UTIL to your terminal/window for review.
Use Allocation Code Report (25.3.24).

Define the Fiscal Year

General Ledger Setup



- Set Up Project Codes
- Set Up Allocation Codes
- **Define the Fiscal Year**
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports

GL-SU-430

The GL calendar lets the system store transactions and print comparative reports for different GL periods. Calendars also determine which periods are active. Transactions are entered with a GL effective date. This date—and not the transaction date, although they are often the same—determines which GL period the transaction affects. Even after year-end close, transactions remain in the system, and reports can be printed by effective date.

GL Calendar Maintenance

25.3.4 – GL Calendar Maintenance

GL Calendar Maintenance

Go To Actions Copy Print Preview

Year: 2007
 Period: 12
 Period Start: 12/1/2007
 Period End: 12/31/2007

Calendar periods can be monthly, quarterly, or any combination

Enty	Description	AP	AR	FA	W/O IC	SO	GL	Year Closed
1000		☒	☐	☐	☐	☐	☐	☐
2000	Atlanta Plant	☒	☐	☐	☐	☐	☐	☐
3000	Entity 3000	☐	☐	☐	☐	☐	☐	☐
5000		☐	☐	☐	☐	☐	☐	☐
6002		☐	☐	☐	☐	☐	☐	☐

Start and end date define the fiscal period



GL-SU-440

The GL calendar defines the starting and ending dates of each GL period within a GL calendar year. Use GL Calendar Maintenance to add and maintain calendar periods for a GL calendar year.

Transactions are posted with a GL effective date, and the system uses the GL effective date to determine the GL period to which the transaction applies. You must define at least one calendar period for each GL calendar year. Each calendar period is defined by a start and end date. A calendar day cannot be shared by two GL periods.

For the system to post a transaction to the general ledger, the transaction's effective date must fall in a valid, open GL calendar period. If a transaction date is not included in a valid, open calendar period, the system cannot post the transaction.

To verify the transaction effective dates entered outside the General Ledger module, set Verify GL Accounts to Yes in the Domain/Accounts Control (36.1).

Close calendar periods for a specific GL transaction type by setting the corresponding field to Yes. Calendar periods can be closed by GL transaction types. You cannot close a transaction type if there are unposted transactions for that type in the period. You can re-open a closed calendar period if the fiscal year is still open, but you cannot re-open a closed GL calendar year.

In multi-entity environments on one database, the GL calendar must be the same for all entities. You can close and open calendar periods individually within each entity.

The GL calendar supports up to 999 GL periods.

- 4/4/5 periods can be handled by the calendar, but not a thirteenth period for adjustments, if it overlaps the first period of the next year
- Even after year-end close, the year's transactions remain in the system.
- You can still print reports by effective dates.

Note To prevent transactions being inadvertently created for future periods, set up the GL calendar for the entire year with all periods closed to activity except the current one.

Exercise: GL Calendar

Your company's GL fiscal year runs on a calendar year. In this exercise, you set up the GL calendar.

- 1 Set up the GL calendar for the current year for entity 1000.
Use GL Calendar Maintenance (25.3.4).

Implement Security

General Ledger Setup



- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- **Implement Security**
- Create GL Daybooks
- Set Up Budgets and Custom Reports

GL-SU-460

GL account security lets you restrict who can update GL accounts based on user ID or user group. Account security is only effective when Verify GL Accounts is Yes in Domain/Account Control (36.1).

GL Account Security

36.3.9 – GL Account Security

GL Account Security Maintena... X

Go To Actions Copy Print Preview

Account: 1040 CASH

Security Users/Groups:

FINANCE



GL-SU-470

Use GL Account Security Maintenance (36.3.9) to assign users or security groups to account numbers. Use the GL Account Security Report (36.3.23.16) to list accounts with controlled access.

Note Account level security operates over and above entity security.

To use account security:

- Verify that the GL Accounts field in Domain/Account Control (36.1) is set to Yes.
- User security option in Security Control field 36.3.24 must be set to U or B.
- Create security groups in User Maintenance (36.3.18).
- Add authorized groups to account in GL Account Security (36.3.9).

When a user specifies an account with security groups, the system determines that the user does not belong to one of the account's security groups. The system then displays an error and the user is prevented from continuing. However, an unauthorized user can still enter transactions in the sub-modules, such as Sales Order or Purchase Order Maintenance.

Example A group called Accounting applies to account 1040 Cash and 1500 Inventory. A user who is not a member of the group tries to enter a Debit/Credit memo in Accounts Receivable using account 1040. After pressing Enter, the system returns an error:

ERROR: USER DOES NOT HAVE ACCESS TO THIS ACCOUNT. Please re-enter.

If the same user enters a pending invoice affecting Inventory account 1500, the transaction can be completed. Use Menu Password Maintenance to restrict access to specific menu functions.

Create GL Daybooks

General Ledger Setup

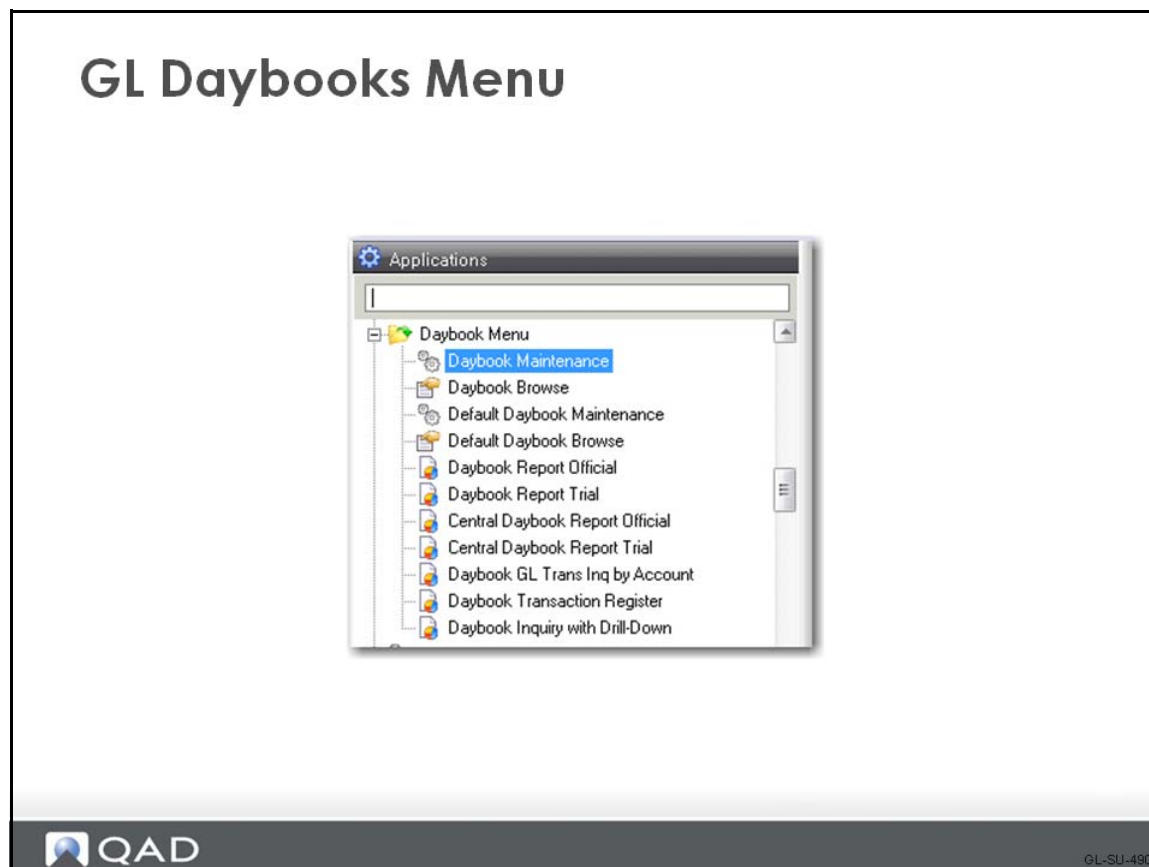


- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- **Create GL Daybooks**
- Set Up Budgets and Custom Reports

GL-SU-480

Daybooks, also known as journals, are specialized, user-defined views of the general ledger. Create daybooks to group GL transactions to satisfy legal reporting requirements or for organizing GL reporting in a manner consistent with common business practices. Daybooks are generally used in Eastern and Central European countries.

General Ledger Daybooks



Daybooks are used to:

- Group sub-module and GL transactions in user-defined ways.
- Support common business and legal reporting requirements for grouping transactions.
- Create additional sub-ledgers for audit purposes.

Daybooks can be:

- Assigned to subledger/ledger transactions by default.
- Used to print trial and official reports with transactions grouped according to legal requirements.
- Implemented any time, but it is recommended to create daybooks at the beginning of the GL period.

Transactions can be grouped in daybooks by the following methods:

- Transaction-Document Type
- Transaction Type Daybook
- System Daybook

Transaction Post

General Ledger Setup



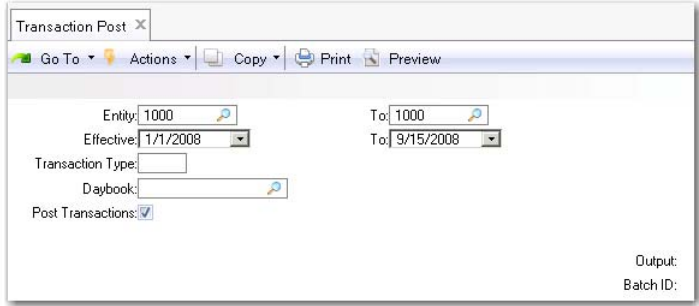
- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
 - **Transaction Post**
 - Year-End Close
 - Create Daybook Types
 - Define Daybooks
 - Define Daybook Parameters
- Set Up Budgets and Custom Reports



GL-SU-500

Daybook Setup - Transaction Post

Daybook Setup – Transaction Post



Entity: 1000 To: 1000
Effective: 1/1/2008 To: 9/15/2008
Transaction Type:
Daybook:
Post Transactions: ☒
Output:
Batch ID:

QAD GL-SU-510

When creating daybooks, it is a good idea to create them at the beginning of a new GL calendar year. Post transactions for the year using Transaction Post (25.13.7).

Year End Close

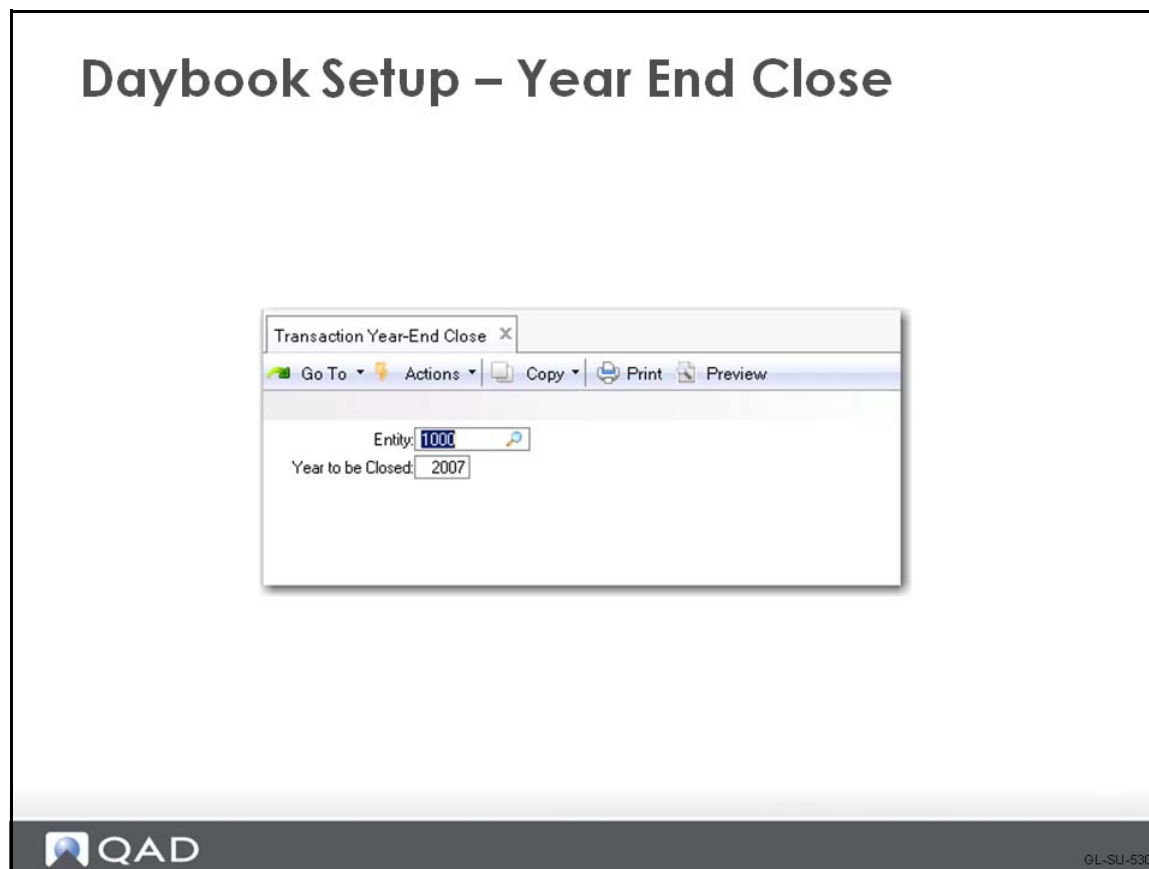
General Ledger Setup

- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
 - Transaction Post
 - **Year-End Close**
 - Create Daybook Types
 - Define Daybooks
 - Define Daybook Parameters
- Set Up Budgets and Custom Reports



GL-SU-520

Daybook Setup - Year End Close



Optionally, run Transaction Year-End Close (25.13.12) to close out the previous year. Then, set up GL daybooks before processing transactions for the new GL calendar year.

Create Daybook Types

General Ledger Setup

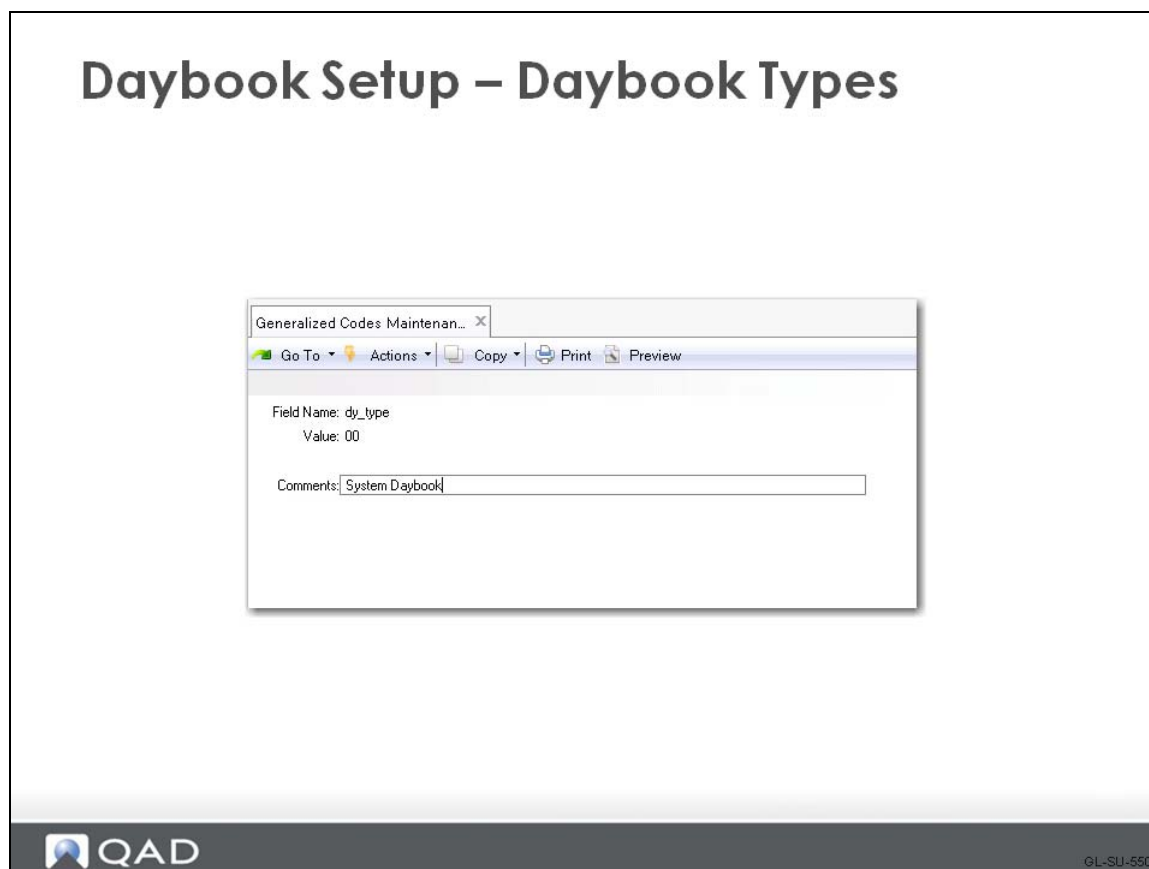


- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
 - Transaction Post
 - Year-End Close
 - **Create Daybook Types**
 - Define Daybooks
 - Define Daybook Parameters
- Set Up Budgets and Custom Reports



GL-SU-540

Daybook Setup - Daybook Types



Daybook types help categorize daybooks for reporting purposes. Several daybooks can have the same daybook type, such as a type for all daybooks for AP transactions.

Do not confuse daybook types with transaction types. GL transaction types are predefined in the system. Daybook types are user-defined.

Use Generalized Codes Maintenance to set up daybook types that help you track relationships between multiple daybooks. The daybook type code is limited to two characters.

You can determine the field name and its validation characteristics by positioning the cursor at that field on the screen and pressing CTRL F. The relevant information displays in a pop-up.

- The field name is identified by dy_type.
- Value is a list of valid entries for this field.

Define Daybooks

General Ledger Setup



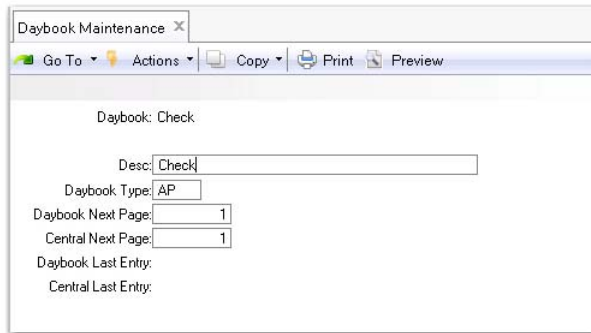
- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
 - Transaction Post
 - Year-End Close
 - Create Daybook Types
 - **Define Daybooks**
 - Define Daybook Parameters
- Set Up Budgets and Custom Reports

GL-SU-560

Use Daybook Maintenance (25.8.1) to create, modify, and delete daybooks.

Daybook Setup - Define Daybooks

Daybook Setup – Define Daybooks




GL-SU-570

Menu Number 25.8.1

Create

Use Daybook Maintenance to create as many daybooks as required. If even one daybook is set up, you must create a system daybook that serves as a default daybook for GL transactions that are not assigned to a specific daybook.

Modify

You can modify certain characteristics of a specified daybook. Be cautious when modifying the daybook type, daybook next page, and central next page. These changes could seriously affect the results of daybook reports.

Delete

You can delete daybooks in Daybook Maintenance when no unposted or posted general ledger transactions have been assigned to the specified daybook, and if the daybook is not a default for transaction or document types.

The following is a summary of the key fields in Daybook Maintenance:

Define Daybook Parameters

General Ledger Setup



- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
 - Transaction Post
 - Year-End Close
 - Create Daybook Types
 - Define Daybooks
 - **Define Daybook Parameters**
- Set Up Budgets and Custom Reports


GL-SU-580

Daybook. Specify the daybook code that uniquely identifies the daybook. This field cannot be blank.

Description. Specify a description of the daybook.

Daybook Type. Assign the relevant daybook type. The daybook type categorizes daybooks for reporting purposes. Use Generalized Codes Maintenance to create daybook types.

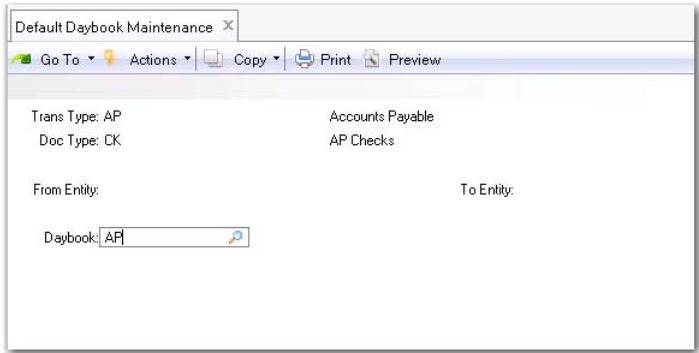
Daybook Next Page. The number of the next official page printed on the official report for the daybook. Use this field to set the next official page number of the Daybook Report. The official page number is updated each time you run an Official Daybook Report.

Central Daybook Next Page. Use this field to set the next official page number of the Central Daybook Report. The official page number is updated each time you run an Official Central Daybook Report.

Use Default Daybook Maintenance (25.8.4) to associate daybooks with a transaction-document type or transaction type.

Daybook Setup - Daybook Parameters

Daybook Setup – Daybook Parameters



Default Daybook Maintenance

Go To Actions Copy Print Preview

Trans Type: AP Accounts Payable
Doc Type: CK AP Checks

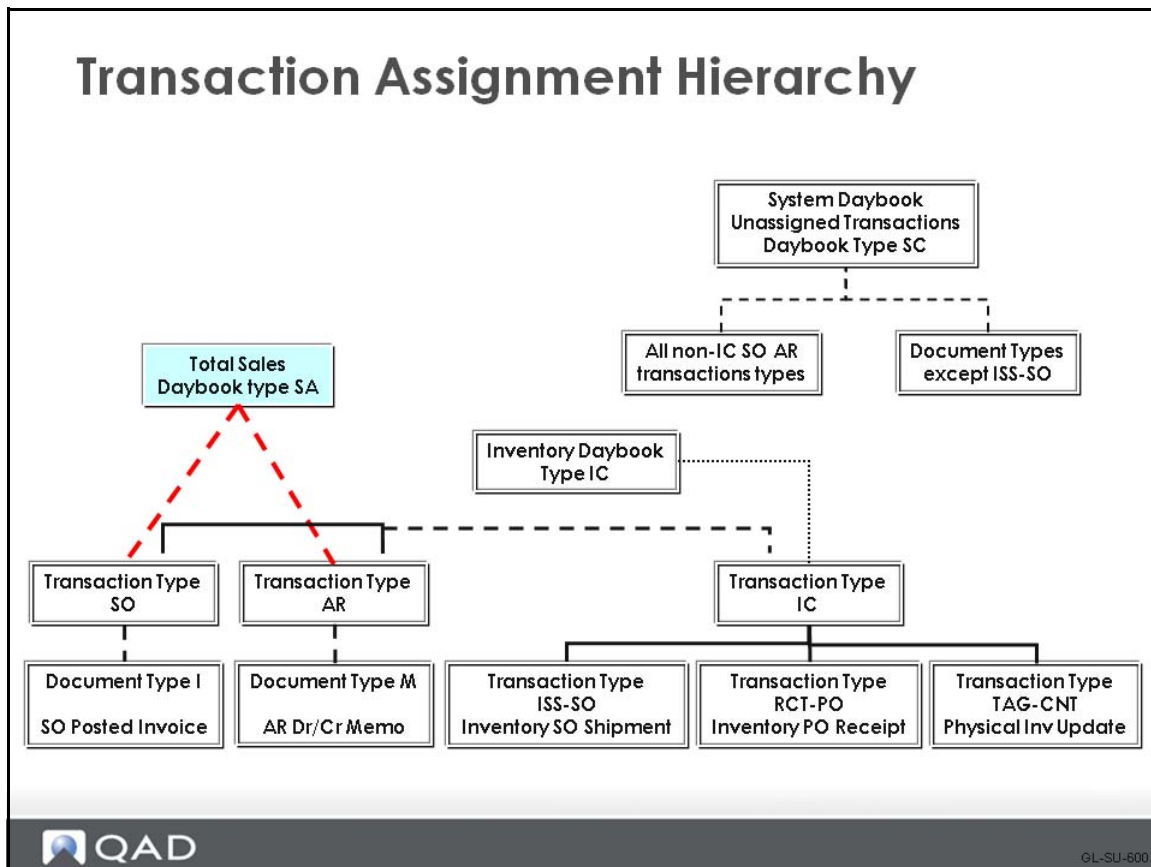
From Entity: To Entity:

Daybook: AP

QAD GL-SU-590

Use Default Daybook Maintenance to define the default daybook for menu options that enable you to specify a daybook code when generating GL transactions. For menu options generating all other GL transactions, use this program to control the assignment of the GL transactions to daybooks.

Transaction Assignment Hierarchy



GL transactions are assigned to daybooks according to a hierarchy.

The system assigns a transaction to a daybook by searching for a daybook that has a matching GL transaction type or transaction-document type. The system searches from the lowest level of the hierarchy (matching transaction type-document type) to the highest level (the system daybook).

The levels of the hierarchy are defined as follows:

- Transaction-document type
All GL transactions for a given transaction type and a corresponding document type.
- Transaction type
All GL transactions for a given GL transaction type.
- System daybook
All GL transactions not assigned to a lower-level daybook. This daybook has a transaction type blank and document type blank.

The following menu options also let you specify a daybook code:

- Standard Transaction Maintenance (25.13.1)
- Retroactive Transaction Maintenance (25.13.2)
- Reversing Transaction Maintenance (25.13.3)
- Transaction Consolidation (25.13.11)

- Transaction Payment Maintenance (27.6.4)
- Draft Approval (27.6.20)
- Draft Discounting (27.6.22)
- Finance Charge Calculation (27.12)
- Voucher Maintenance (28.1)
- Payment - Automatic Checks (28.9.10)
- Payment - Manual Checks (28.9.10)
- DR/CR Memo Maintenance (27.1)

Exercise: GL Daybook

In this exercise, you create daybooks and assign the appropriate document and transaction types to the daybooks.

- 1 Enter a generalized code using the following information:

Field	Value
Field Name	dy-type
Value	00
Comments	System Daybooks

Use Master Files Icon, Generalized Code Maintenance (36.2.13).

- 2 Create a daybook using the following information:

Field	Value
Daybook	System
Description	System Default Daybook
Daybook Type	00
Daybook Next Page	1
Central Next Page	1

Use Daybook Maintenance (25.8.1).

- 3 Assign all GL transactions types and related document types to the system daybook you created. This step ensures that any transaction that does not fit into a specific daybook will be recorded into the system daybook. What maintenance program is used to accomplish this?
- 4 Create three daybooks for tracking accounts receivable activity.

Use Daybook Maintenance (25.8.1)

- The first is used for all Accounts Receivable Dr/Cr memos.
- The second is used to track AR payments.
- The third is used for all other AR-related documents.

Because you want to report these three daybooks together, assign them all to the same daybook type. Be sure to enter a generalized code for daybook type for AR transactions.

Use the following information to create your three AR daybooks:

Daybook	Dr/Cr Memo	AR Payment	AR Other
Desc	AR Dr/Cr Memos	AR Payments	AR Misc
Daybook Type	01	01	01
Daybook Next Page	1	1	1
Central Next Page	1	1	1
Effective	01/01/XX	01/01/XX	01/01/XX
Expires	Blank	Blank	Blank

- 5 Assign document and transaction types to the daybooks you created. Use the following information:

Use Default Daybook Maintenance (25.8.4)

Field	Value	Value	Value
Trans Type	AR	AR	AR
Doc Type	M	P	Blank
From Entity	Blank	Blank	Blank
To Entity	Blank	Blank	Blank
Daybook	D/C Memo	AR Pmts	AR Other

Create Budgets

General Ledger Setup



- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports
 - **Create Budgets**
 - Create Custom Reports

GL-SU-620

Set up budgets to plan for expenses and revenues, and to compare actual revenues and expenses to budgeted amounts.

Budget Maintenance

25.5.1 – Budget Maintenance

The screenshot shows the 'Budget Maintenance' window with the following fields and values:

- Entity: 1000
- Budget Code: 203000
- Account: 1040
- Format Position: 0100
- Year: 2008
- Base Account: [empty]
- Base Fmt Pos: 0
- Sub-Account: [empty]
- Cost Ctr: [empty]
- Default Percentage: .000
- Auto Spread: ☐
- By Percentage: ☐
- Yearly Budget: 0.00



GL-SU-630

Menu Number 25.5.1

Budgets are used to allocate company resources and to establish spending limits for departments, projects, divisions, and for the entire company. In Budget Maintenance, you can create multiple budgets for any GL period in the GL calendar year.

Using Budget Maintenance, you can:

- Enter budgets with fixed amounts for each GL period.
- Calculate the budget amount in each period based on the percentage of the balance of a specific format position, account, sub-account, or cost center.
- Distribute the yearly budget evenly over the several GL periods.
- Assign a different percentage of the yearly budget to each GL period.

Budgeted values can optionally be displayed on balance sheets and income statements.

The following are the key fields in Budget Maintenance:

Entity. The entity code to which the budget applies.

Budget Code. The budget code identifies a specific set of budget amounts for a given entity and year.

Account. The account code to which the budget applies. Budget amounts can be entered for each account, sub-account, and cost center combination, or for an entire format position.

Format Position. A format position consists of a group of accounts: the format position for Administrative Costs can include accounts for travel expenses, salaries, and bonuses. You can enter budget amounts for an entire format position or for an account, sub-account, and cost center.

Project. You can define budgets for an individual project within an account, sub-account, cost center; or within a format position.

Leave project code blank if the budget applies to all projects

Year. Specify the GL calendar year to which the budget applies.

Base Account. Specify the account code from which the budget is calculated. Leave this field blank to enter your own budget amounts.

You can enter budget amounts for each account, sub-account, and cost center combination, or for an entire format position.

Use either the Base Account or Base Format Position option, but not both.

Base Fmt Pos. You can enter budget amounts for an entire format position, or for an account, sub-account, and cost center.

Use either the Base Account or Base Format Position option, but not both.

Default Percentage. Specify the budget percentage to use as the default percentage in each GL period.

When budgets are based on actual results for a given base format position or base account, sub-account, cost center, a budget percentage can be entered in each GL period.

This percentage is used by the Budget Calculation process to calculate the budget amount.

Auto Spread. Set the field to No to indicate that you want to enter the budget percentage or amount for each GL period manually.

Set the field to Yes if you want the system to automatically enter amounts or percentages.

The system calculates the budget in each period, then you can change it as needed.

By Percentage. Set the field to Yes if the budget amount for each GL period is calculated as a percentage of the yearly budget.

When Auto Spread is Yes and By Percentage is set to No, the system calculates the budget amount for each period by dividing the yearly budget equally over all periods in the fiscal year. If By Percentage is set to Yes, you are prompted to enter a percentage in each period. The system uses this percentage to calculate the budget amount for the period.

Yearly Budget. The total budget amount for the format position or account in the current fiscal year. Budget amounts can be loaded automatically by the system.

This option is controlled by the Auto Spread, By Percentage, and Yearly Budget fields.

Budgets with Fixed Amounts

Budgets with Fixed Amounts

Budget Maintenance X
 Go To Actions Copy Print Preview

Entity: 1000
 Budget Code: DEPT10
 Account: 1400
 Format Position:
 Year: 2008

Base Account:
 Base Fmt Pos: 0 Sub-Account: Cost Ctr:
 Default Percentage: .000

Auto Spread: ☐ By Percentage: ☐ Yearly Budget: 100,000.00

Pd	Percentage	Budget Amount	Entered
1	0.000	10,000.00	9/15/2008
2	0.000	10,000.00	9/15/2008
3	0.000	5,000.00	9/15/2008


GL-SU-640

If the normal balance for an account or format position is a credit balance, the budget must be entered with negative values.

To enter a credit amount, enter value followed by a minus sign.

Set the Auto Spread and By Percentage fields to No to enable you to enter amounts manually for each period.

Budgets Based on Percentage

Budget Based on Percentage

Budget Maintenance X
Go To Actions Copy Print Preview

Entity: 1000
 Budget Code: DEPT10
 Account: 1400
 Format Position:
 Year: 2008

Base Account:
 Base Fmt Pos: 0 Sub-Account: Cost Ctr:
 Default Percentage: .000

Auto Spread: ☐ By Percentage: ☐ Yearly Budget: 25,000.00

Pd	Percentage	Budget Amount	Entered
1	10.000	0.00	9/15/2008
2	7.000	0.00	9/15/2008
3	15.000	0.00	9/15/2008

GL-SU-650

Budgets can be based on a percentage of an actual account or format position or a yearly budget, or you can enter a default percentage. The system automatically calculates the default percentage for each GL period.

You can also enter a different percentage for each period. If By Percentage is set to Yes, you are prompted to enter a percentage for each GL period. The system uses the percentage to calculate the budget amount for the period, based on the percentage entered and the value in the Yearly Budget field.

Budgets Distributed Evenly

Budgets Distributed Evenly

Budget Maintenance X

Go To Actions Copy Print Preview

Entity: 1000
 Budget Code: DEPT10
 Account: 1400
 Format Position:
 Year: 2008

Base Account:
 Base Fmt Pos: 0 Sub-Account: Cost Ctr:
 Default Percentage: .000

Auto Spread: ☒ By Percentage: ☐ Yearly Budget: 500,000.00

Pd	Percentage	Budget Amount	Entered
4	0.000	41,666.67	9/15/2008
1	0.000	41,666.67	9/15/2008

GL-SU-860

To distribute budgets evenly over every GL period, set the Auto Spread field to Yes and the By Percentage field to No.

Enter an amount in the Yearly Budget field. The system distributes the amount evenly over each GL period.

Budgets Allocated Differently by Period

Budget Allocation Varied by Period

Budget Maintenance X
Go To ▾
Actions ▾
Copy ▾
Print
Preview

Entity: 1000
 Budget Code: DEPT10
 Account: 1400
 Format Position:
 Year: 2008

Base Account:
 Base Fmt Pos: 0 Sub-Account: Cost Ctr:
 Default Percentage: .000

Auto Spread: ☐ By Percentage: ☒ Yearly Budget: 500,000.00

Pd	Percentage	Budget Amount	Entered
1	10.000	50,000.00	9/15/2008
2	7.000	35,000.00	9/15/2008
3	20.000	100,000.00	9/15/2008


GL-SU-670

To allocate budgets differently in each GL period, set the Auto Spread and By Percentage fields to No, then enter the percentages for each period.

Exercise: Budgets

In QAD SE, you can:

- Enter budget amounts manually for each GL period.
- Distribute the annual budget over the periods or assign a percentage of the budget to each.
- Allow the system to calculate the budget amount for each period based on a percentage of a format position or another account.

- 1 Create a budget for an account/cost center with an annual budget divided evenly over all GL periods.

Enter the following budget information for Entity 1000 and budget code BUDGETYY (replace YY with the current year). In the fields indicated by a (?) question mark, fill in the appropriate information.

Field	Value
Budget Code	BUDGETYY
Account (Cost Center)	7100 (1000)
Auto Spread	?
Yearly Budget	300,000.00

Use Budget Maintenance (25.5.1).

- 2 Which field determines how the annual budget for account 7100 is divided?
- 3 Allocate the next budget to each period by percentage.

Field	Value
Budget Code	BUDGETYY
Account	8400
By Percentage	?
Yearly Budget	50,000.00
Period	
1	25%
2	40%
3	30%
4	5%

- 4 Notice how the system calculated the budget amount based on the percentage you entered. Which field let you allocate the budget amount to each period by percentage?
- 5 In next budget, specify the amounts for each period.

Field	Value
Budget Code	BUDGETYY
Account	8200
Yearly Budget	125,000.00
Period 1	20,000.00
Period 2	55,000.00

Field	Value
Period 3	35,000.00
Period 4	15,000.00

- 6 For the next budget, the sales account has a credit balance. Enter the annual budget as a negative amount.

Field	Value
Budget Code	BUDGETYY
Account (Cost Center)	3000 (0100)
Auto Spread	Yes
Yearly Budget	-60,000.00

Budget Calculation

25.5.7 – Budget Calculation



GL-SU-690

Menu Number 25.5.7

Run Budget Calculation when expressing budgets as a percentage of actual. You must complete this task before running comparative reports.

Budget Calculation identifies all posted transactions for the GL periods specified. It then calculates each period's actual account or format position balance. Finally, Budget Calculation multiplies the amount by the percentage specified in Budget Maintenance.

Example If Cost of Sales is 40% of sales in a given GL period, the system calculates 40% of the total sales amount to get the budget for Cost of Sales.

Note The resulting balance is stored, and can be modified using Budget Maintenance. However, any changes made will be overridden the next time Budget Calculation is run.

Create Custom Reports

General Ledger Setup



- Set Up Project Codes
- Set Up Allocation Codes
- Define the Fiscal Year
- Implement Security
- Create GL Daybooks
- Set Up Budgets and Custom Reports
 - Create Budgets
 - **Create Custom Reports**

GL-SU-700

Use custom reports to report a subset of accounts.

Note Do not confuse custom reports with the General Ledger Report Writer. The GL Report Writer is a separate module that can be set up and used to run user-defined reports.

The GL Report Writer is covered in a separate training guide.

Custom Reports

Custom Reports

glcrp.p a
Page: 1

25.17.13 CustomReport Print
QUALITY PENCIL COMPANY

Date: 12/06/00
Time: 17:27:03

QUALITY PENCIL COMPANY

TRAVEL & ENTERTAINMENT

		Activity 10/01/00 to 10/31/00	Activity 11/01/00 to 11/30/00	Variance
		-----	-----	-----
TRAVEL				
7200	Travel	1,000.00	1,500.00	500.00
7200--2000	Travel	300.00	350.00	50.00
		-----	-----	-----
TOTAL TRAVEL		1,300.00	1,800.00	550.00
ENTERTAINMENT				
7300	Entertainment	500.00	1,000.00	500.00
		-----	-----	-----
TOTAL ENTERTAINMENT		500.00	1,000.00	500.00
TOTAL TRAVEL & ENTERTAINMENT		1,800.00	2,800.00	1,050.00

End of Report

 QAD

GL-SU-71

If your company requires specialized reporting, you can create custom reports using functions in the Custom Reports Menu (25.17). You can set up an unlimited number of custom reports.

To create a report, set up format positions and then assign accounts, sub-accounts, and cost centers to these format positions.

Note These positions are not related to the format positions set up in Format Position Maintenance.

Note This function is separate from the GL Report Writer.

Custom Report Format Maintenance

25.17.1 – Custom Report Format Maintenance



GL-SU-720

Like financial reports, custom reports have a hierarchical structure that is defined by setting up format positions—headings for grouping and totaling account balances.

Each GL account, sub-account, and cost center on the custom report is assigned to a format position, which determines the subheading it sums into and where it prints. Accounts are listed in alphabetical order under a subheading, and subheadings are listed in numerical order by format position underneath a heading.

The account balance is included in both the total for the subheading and the total for the heading to which that subheading belongs

Format positions control the level of detail that appears on a custom report. Internal reports can include all the details and external reports can be summarized at a higher level. Each format position (subheading) has a level number signifying the number of format positions (or headings) that print above it.

Although they operate similarly, format positions used for custom reports are entirely independent from those set up in Format Position Maintenance.

The following are the key fields in Custom Report Format Maintenance:

Custom Code. Enter a custom code that uniquely identifies a custom report definition.

Report Title. Enter the title of the custom report.

Format Position. Specify a code that identifies a title or total line on a custom report. The format positions used to set up custom reports are not related to the format positions used to set up balance sheets and income statements.

Description. Enter a description of the format position.

Sums Into. Specify the format position under which the accounts will display.

Debit (dr)/Credit(cr). Specify debit [Dr] or credit [Cr] to identify the normal balance of accounts summarized into the format position.

Page Break After Total. Indicate whether the printer should skip to a new page after printing the total for the format position.

Set the field to Yes to insert a page break after the total for the format position.

Set the field to No to indicate that a page break is not required.

Suppress Header. Indicate whether to print a heading line for the format position.

This description prints in two places: at the top before any accounts or other format positions which sum into it, and following the total.

Set the field to No to indicate that the heading (that is, Current Assets) should print.

Set the field to Yes to suppress the description from printing.

Suppress Total. Indicate whether to print a total line for the format position. This description prints in two places: at the top of the report before any accounts or other format positions that sum into it, and following the total.

Set the field to No to indicate that the total line (that is, Total Current Assets) should print.

Set the field to Yes to suppress from printing.

Skip Line After Total. Indicate whether the printer should skip a line after printing the total for this format position.

Set the field to Yes to insert a blank line.

Set the field to No to indicate that a blank line is not required.

Double-Underline Total. Indicate whether the printer should print a double underline below the total for this format position.

Set the field to Yes to insert a double underline.

Set the field to No to indicate that a double underline is not required.

A single underline always prints above a total, separating it from the amounts summed into it.

Custom Report Account Maintenance

25.17.4 – Custom Report Account Maintenance

The screenshot shows a window titled "Custom Report Account Maint" with a close button (X). Below the title bar is a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". The main area contains the following information:

- Custom Code: report1
- Report Title: Travel and Entertainment
- Line: 3
- Account: 7100 (with a search icon)
- Sub-Account: (empty field)
- Cost Ctr: (empty field with a search icon)
- Sums Into: 1200
- To: 7100
- To: 00
- To: 00 (with a search icon)



GL-SU-730

Assign a format position to each GL account, sub-account, and cost center to appear on a custom report. The format position determines the subheading the account sums into and where it prints. Accounts are listed in alphabetical order under a subheading, and subheadings are listed in numerical order by format position under a heading.

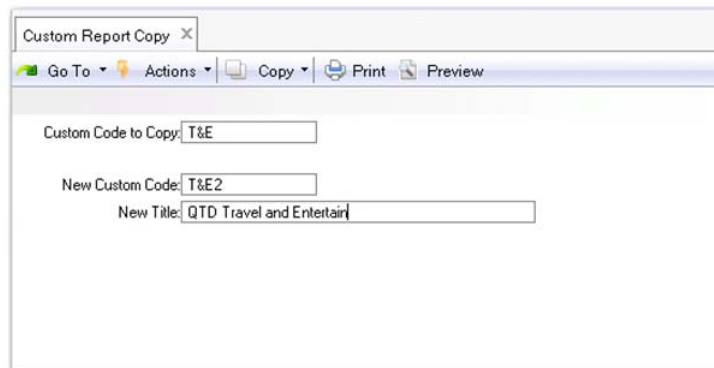
The account balance is included in both the total for the subheading and the total for the heading to which the subheading belongs.

Although they operate similarly, format positions used for custom reports are entirely independent from those set up in Format Position Maintenance.

To simplify setting up custom reports, assign ranges of account, sub-account, and cost center codes to any format position. If all sub-accounts and cost centers for an account are listed in the same format position, they can leave the ranges blank.

Custom Report Copy

25.17.8 – Custom Report Copy



The screenshot shows a software window titled "Custom Report Copy" with a standard menu bar (Go To, Actions, Copy, Print, Preview). Below the menu bar, there are three input fields: "Custom Code to Copy" containing "T&E", "New Custom Code" containing "T&E2", and "New Title" containing "QTD Travel and Entertain".



GL-SU-740

Custom Report Copy lets you quickly create a new custom report by copying the layout of an existing report.

The function creates a new report, stored under the new custom code you specified, with the same format position and account information as in the original custom report. Use Custom Report Format Maintenance and Custom Report Account Maintenance to modify the new report.

Custom Report Print

25.17.13 – Custom Report Print



GL-SU-750

Print custom reports using Custom Report Print.

The following is summary of the key report print options:

Suppress Zero Amounts. Indicate whether to include accounts with zero balances on the report. Set the field to Yes to only include accounts with a non-zero balance. Set the field to No to include all account, sub-account, and cost center combinations, regardless of whether they have an account balance.

Print Variances. Set the field to Yes to compare the amount printed in column 1 to the amount printed in column 2. The difference (variance) is calculated and displayed as an amount.

Round to Nearest Thousand. Specify the rounding accuracy to use on this report. Set the field to Yes to display all amounts rounded to the nearest thousand.

Round to Nearest Whole Unit. Specify whether or not to print decimal amounts. Set the field to No to print decimal amounts. Set the field to Yes if you do not want to print decimal amounts.

Level. Specify the level of detail to appear on a report. Report levels are determined based on how you set up your report format positions. 99 indicates all levels.

Suppress Account Numbers. Specify whether to print account numbers on the financial statements.

Set the field to Yes to print both the account number (account, sub-account, and cost center) and the account description on the statement beside the amount. Set the field to No to print the account description only.

Suppress Sub-Accounts. Specify if sub-account information is to print in detail.

Set the field to No to print transaction amounts for each account and sub-account combination.

Set the field to Yes to summarize amounts for all sub-accounts within an account code.

Suppress Cost Centers. Specify whether to print cost center information in detail.

Set the field to No to print transaction amounts for each account, sub-account, and cost center combination in the order defined for each format position.

Set the field to Yes to summarize amounts for all cost centers within an account group.

Print for Each Cost Center. Specify whether to print multiple reports—one for each cost center.

Set the field to No to print one report, including amounts for all of the cost centers specified in the selection criteria.

Set the field to Yes to print multiple reports, one for each cost center.

This option only applies to custom reports that have been set up without a cost center range.

Reporting Currency. When you specify a reporting currency, the system converts standard report output to that currency. This option uses the exchange rate valid for today's date or the rate for the effective date specified on the report.

Currency. Specify the currency to use for the report. If you specify a currency, including the base currency, the system only selects transactions recorded in that currency. If you leave the field blank, the system includes all transactions of any currency, converted to base currency.

To review account balances in a non-base currency, the account must be defined in the non-base currency. You cannot review account balance information in a currency other than the base or account currency.

Exercise: Custom Reports

In this exercise, practice creating and printing the following operating expense report.

- 1 Set up the report code, title and format positions for the custom report. Unless a value for a field is specified, accept the default.

Field	Value
Custom Code	OPEXP
Report Title	Operating Expenses
Format Position	100
Description	Operating Expenses
Sums Into	0
Double-Underline Total	Yes
<i>Format Position</i>	<i>200</i>
Description	Salaries
Sums Into	100
<i>Format Position</i>	<i>300</i>
Description	Travel/Entertainment
Sums Into	100
<i>Format Position</i>	<i>400</i>
Description	Other
Sums Into	100

Use Custom Report Format Maintenance (25.17.1).

- 2 Assign accounts and cost centers to the format positions on the customer report (OPEXP).

Field	Value
<i>Line</i>	<i>1</i>
Account	7100 to 7100
Cost Center	1000 to 3000
Sums Into	200
<i>Line</i>	<i>2</i>
Account	7200 to 7200
Cost Center	1000 to 3000
Sums Into	200
<i>Line</i>	<i>3</i>
Account	7300 to 7300
Cost Center	1000 to 3000
Sums Into	300
<i>Line</i>	<i>4</i>
Account	5100 to 5100
Sums Into	400
<i>Line</i>	<i>5</i>
Account	8200 to 8200

Field	Value
Sums Into	400
Line	6
Account	8400 to 8400
Sums Into	400

Use Custom Report Account Maintenance (25.17.4).

- 3 Print the custom report to your terminal or window.

Use Custom Report Print (25.17.13).

Chapter 4

Processing General Ledger Transactions

Use General Ledger

Use General Ledger

In this section you learn how to:

- Identify key business considerations before setting up General Ledger
- Set Up General Ledger in QAD Standard Edition
- ✓ Use the General Ledger in QAD Standard Edition



GL-PR-010

Process Module Transactions

General Ledger Processing



- Process Module Transactions
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-020

In this section you learn how to use the General Ledger in QAD Enterprise Applications.

The slide shows a suggested processing sequence for GL transactions, based on information that flows from one master file to another and the prerequisites that need to be accomplished.

Module Transactions

General Ledger Processing



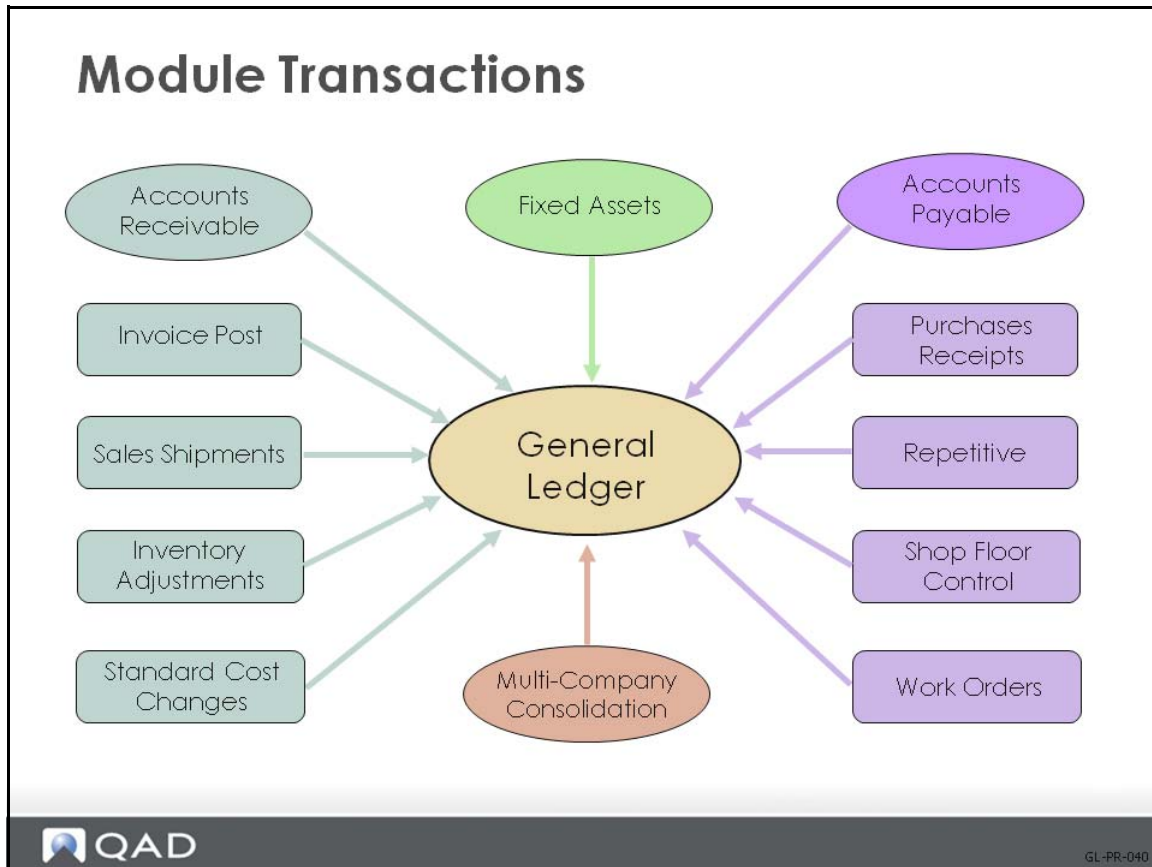
- Process Module Transactions
 - **Module Transactions**
 - GL Transaction Types
 - Working with Transactions
 - Post Transactions
 - Unposted and Unbalanced Transactions
 - Allocations
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-030

A transaction is a record of the financial effects of business activity. Transactions enter the general ledger in one of the following ways:

- Activities in other modules create journal entries that are subsequently posted to the general ledger.
- Posted transactions from other databases are imported by a consolidation domain.
- GL consolidation is performed in a consolidation domain.
- Adjusting transactions are recorded in the GL journal. Examples of adjusting transactions are corrections to posted transactions and reversing entries.
- Standard transactions are entered in the general ledger to record miscellaneous activity, such as bank charges, loans, or acquisitions.

Module Transactions



The system uses GL transactions to record activities in the system that have a financial effect. A few examples of these are material receipts, sales order shipments and customer payments. GL transactions are created throughout QAD SE.

- You can enter GL transactions directly into the general ledger, as journal entries.
- Manual journal entries are used to record other activities unrelated to manufacturing or distribution, such as payroll accruals.
- Transactions are created as unposted transactions; they do not have an immediate effect on GL accounts.
- When posted, GL transactions can be exported to another database for consolidation with transactions from other corporate entities.
- You cannot delete posted transactions.

Elements of a Transaction - GL Reference

Elements of a Transaction – GL Reference

glutrrp.p 1 Page: 2		25.13.14 Unposted Transaction Register Quality Products Corp.				Date: 03/03/96 Time: 13:28:21			
GL Reference	Entered	EffDate	User ID	Line	Account	Project	Enty	Description	Amount Cur
AP990303000004	03/03/99	03/03/96	ABM	1	2100-10-1000	ADV94	1000	AP Voucher	-100.00 USD
				2	5100-10-1000	ADV94	1000	PURCHASES (EXPENSED)	100.00 USD
0.00 USD									

GL Reference

AP080303000004

Next sequential
transaction
number

Transaction
Type

Effective
Date

GL-PR-050

Whenever a transaction is created, the system automatically assigns it a 14-character GL reference number with the following format.

<transaction type><yr><mm><dd><transaction number>

The transaction type is determined by the module in which the transaction is created.

For transactions created in other modules, such as sales order, purchase order, and AP, the date portion of the GL reference is the effective date of the transaction. For transactions created in the General Ledger module, the system date serves as the date portion of the GL reference.

The sequence is determined by the setting in the Daily/Continuous Reference Sequence field in GL Control (25.24).

Distribution Lines

Elements of a Transaction – Distribution Lines

GL Reference	Batch	Eff Date	Entered	User ID	Total	Corr
JL010410000001		04/10/01	04/10/01	myc	0.00	no
Line	Account	Project	Enty	Description	Amount	Cur
1	2100-10-0200	PROMO	1000	AP Voucher	-100.00	USD
2	5100-10-0200	PROMO	1000	Purchases (Expensed)	100.00	USD

Account,
Sub-Account,
Cost Center

Project

Entity

GL-PR-060



Distribution lines are other elements of GL transactions, and are composed of the account information, project, and entity, along with the amounts and the currency of the transaction. Distribution lines carry debit and credit information for the accounts.

You enter amounts for sales, freight, and tax accounts on memo distribution lines.

GL Transaction Types

General Ledger Processing



- Process Module Transactions
 - Module Transactions
 - **GL Transaction Types**
 - Working with Transactions
 - Post Transaction
 - Unposted and Unbalanced Transactions
 - Allocation
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-070

Transactions created throughout the system are created as different transactions types. These types are assigned by the module in which the transaction occurs.

GL Transaction Types (IC, JL, YA)

GL Transactions Types (IC, JL, YA)			
Type	Module	Activity	Menu Function
IC	Physical Inventory	Inventory balance updates	4.21
		Receipts	5.13.1
		Returns	5.13.7
	Sales Orders/Invoices	Shipments and returns	7.9.25, 7.9.12
		Pending Invoices	7.13.1
		RTS Receipts	11.7.3.1
	Service Support	RTS Shipments	11.7.3.16
		RMA Receipts	11.7.1.13
		RMA Shipments	11.7.3.16
JL	Distribution Plan	Distribution Order Shipments	12.17.22
		Distribution Order Receipts	12.15.20
	Product Structures	Product Structure Cost Roll-Up	13.12.13

The next five slides show the GL transaction types created in QAD SE, and the activities and menu functions that create the transactions.

- IC transactions update inventory balances, such as inventory issues and receipts, sales order shipments, purchase order receipts, work orders, and repetitive labor reporting.
- JL (standard) transactions are used to:
 - Correct unposted transactions from other modules.
 - Enter beginning balances during implementation.
 - Enter values for memo and statistical accounts.
- YA transactions are used to make year-end adjustment transactions effective on the last day of the previous fiscal year. The last GL period of the previous year must still be open.

GL Transactions Types (IC, JL, YA)

GL Transactions Types (IC, JL, YA) - Continued

Type	Module	Activity	Menu Function
JL	Routings/Work Centers Cost Management General Ledger Cash Management	Routing Cost Roll-Ups Cost Set Copy to Cost Set Updates to site cost plans Updates to item element costs Standard Transactions Standard Transactions	14.13.13 30.3 30.15.3 30.17.5 25.13.1 31.13
YA	General Ledger	Year-End Adjustment	25.13.5

GL Transactions Types (AR, AP, CS, FX, IC)

GL Transactions Types (AR, AP, CS, FX, IC)

Type	Module	Activity	Menu Function
AR	Accounts Receivable	DR/CR memos	27.1
		Payments	27.6.4, 27.6.9
	Cash Management	Returned Checks	27.1
	Cash Management	Drafts	27.6.20, 27.6.22, 27.6.24
		Finance Charges	27.12
		Payments	31.13
AP	Accounts Payable	Confirmed Vouchers	28.1
		Payments	28.9.9, 29.9.10
		Voided Checks	28.9.15
	Cash Management	Reconciliations	31.13
CS	General Ledger	Transaction Consolidation	25.13.11



GL-PR-100

- CS transactions are used when posting from closed periods condensed to save disk space.
- FX transactions are used to revalue amounts in non-base currency accounts based on the exchange rate in effect at the end of a GL period. Foreign Exchange Revaluation (25.13.9 or 25.19.13) creates transactions for unrealized gains or losses that are posted to the unrealized exchange rate gain and loss accounts associated with the currency in Currency Account Maintenance (26.7).

GL Transaction Types (AR, AP, CS, FX, IC)**GL Transactions Types (AR, AP, CS, FX, IC) - Continued**

Type	Module	Activity	Menu Function
FX	General Ledger	Foreign Exchange Revaluations	25.13.9 or 25.29.13
IC	Items/Sites Inventory Control	Item Cost Revaluation Transfers Issues Receipts Cycle Counts	1.4 (menu) 3.4 (menu) 3.7, 3.8 3.9 – 3.13 3.14

GL Transactions Types (RA, RV, SO, WO, XX, XY, YR)

GL Transactions Types (RA, RV, SO, WO, XX, XY, YR)

Type	Module	Activity	Menu Function
RA	General Ledger	Retroactive Transactions	25.13.2
RV	General Ledger	Reversing Transactions	25.13.3
SO	Sales Orders/Invoices	Posted Invoices	7.13.4
WO	Works Orders	Component Issues	16.10
		Receipt Backflush	16.12
		Accounting Close	16.21
	Shop Floor Control	Labor Feedback Transactions	17.1 – 17.3
		Non-production Labor	17.4
		Operation completions	17.5
	Repetitive/Advanced Repetitive	Setup, Labor, rework, reject, scrap, and downtime reporting	18.13 – 18.19 18.22 (menu) 18.12
	Quality Management	Cum order accounting close	19.7
		Quality Orders	19.11
		Quality Orders results entry	



GL-PR-120

- RA (Retroactive) transactions are used to make adjustments to closed GL calendar years. These transaction types are rarely used.
- RV (Reversing) transactions are used to record accrual entries. The system automatically creates the reversing entries for the first day of the next period.
- SO (Sales Orders/Invoices) transactions are created by Invoice Post (7.13.4).
- WO (Work Orders) transactions are created by Work Order Accounting Close (16.21).
- XX transactions are imported transactions in the consolidation domain created by Transaction Import (25.19.15).
- XY transactions are revalued imported transactions created by Imported Transaction Revaluation (25.19.17).
- YR transactions are one-sided entries that update retained earnings from the year's net profit and loss.

GL Transaction Types (RA, RV, SO, WO, XX, XY, YR)**GL Transactions Types (RA, RV, SO, WO, XX, XY, YR) - Continued**

Type	Module	Activity	Menu Function
XX	General Ledger	Transaction Import	25.19.15
XY	General Ledger	Imported Transaction Revaluation	25.19.17
YR	General Ledger	Transaction Year-End Close	25.13.12

Working with Transactions

General Ledger Processing



- Process Module Transactions
 - Module Transactions
 - GL Transaction Types
 - **Working with Transactions**
 - Post Transactions
 - Unposted and Unbalanced Transactions
 - Allocation
- GL Daybooks
- Reports and Inquiries
- Close the GL



GL-PR-140

This section describes the different types of transactions that you can work with in the general ledger.

Standard Transaction Maintenance

25.13.1 – Standard Transaction Maintenance

Line	Account	Project	Entry	Description	Cur	Amount
3	Account Information		1000	AP Reconcilia	eur	0.00



GL-PR-150

Menu Number 25.13.1

Manual journal entries (type JL) are created in Standard Transaction Maintenance.

Standard transactions are used to:

- Enter GL account balances from your previous system during implementation
 - Balances can be transferred electronically, or entered manually.
 - When starting from the current GL period, enter ending balances from the prior GL period.
 - If starting mid-year when details for the current year are needed, enter the period year closing balances, close the year, and then enter detailed transactions for the current year or enter transaction totals for each month.
- Enter miscellaneous GL transactions.
- Correct unposted transactions.
- Create adjusting entries for posted transactions.
- Update values in memo and statistical accounts.

Standard Transaction Maintenance allows you to change amounts and accounts (in addition to sub-accounts, cost centers, and projects, if used) for unposted transactions. However, you cannot change posted transactions. If you find a mistake in a posted transaction, you can correct account balances using a standard transaction if the posted transaction is in the same fiscal year, and the year is open.

Note An unbalanced transaction is a transaction outside the posting parameters. For example, debits and credits that do not balance; one-sided transactions; transactions containing an invalid or inactive account, sub-account, or cost center; or an invalid combination of account, sub-account, or cost center.

Reversing Transactions Maintenance

25.13.3 – Reversing Transaction Maintenance

The screenshot shows the 'Reversing Transaction Maint' window. It includes a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area contains the following fields:

GL Reference: RV080916000001		Effective: 9/16/2008	Period: 9/2008
		Reversal: 10/1/2008	Period: 10/2008
Currency: eur	Control: 200	Base Total:	0.00
Daybook: test-1	Entry Number:		Correction: ☐



GL-PR-160

In accrual accounting, revenue is recognized when earned rather than when received. Expense is recognized when benefits associated with the payable are received rather than when payment is due. The portion of a revenue or expense that is incurred, but not yet realized, is considered an accrual.

Reversing Transaction Maintenance is used to enter accruals, such as end-of-period payroll. When reversing transactions are entered, the system calculates a corresponding reversing transaction that is effective the first day of the next GL period. Transaction type RV is assigned to reversing transactions.

Note You can also create reversing transactions in the Standard Transaction Maintenance (25.13.1), but the system does not automatically create the reversing entry.

Both the current period and the subsequent GL period must be open to post reversing transactions.

Transaction Copy

25.13.4 – Transaction Copy

Transaction Copy

Go To Actions Copy Print Preview

GL Reference to Copy: JL080721000001 New GL Reference: JL080916000002

Daybook: el-dy Entry Number:

New Effective Date: 9/16/2008 Period: 9/2008 Correction: ☐

New Reversal Date: Period: Output: PAGE



GL-PR-170

Use Transaction Copy (25.13.4) to copy a posted transaction and to create a transaction with a new GL reference code and effective date. This function is especially useful for setting up templates for recurring entries, such as depreciation. You can enter a transaction with zero amounts as the template, then copy and modify the transaction as needed.

The new transaction will have a GL reference number and effective date for the first day of the current period. Only posted transactions with a type JL or RV can be copied.

Post Transactions

General Ledger Processing



- Process Module Transactions
 - Module Transactions
 - GL Transaction Types
 - Working with Transactions
 - **Post Transactions**
 - Unposted and Unbalanced Transactions
 - Allocation
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-180

The general ledger is a record of all transactions that occur in an entity. It is maintained by recording debit and credit transactions in a process known as posting. After transactions have been posted, the balance in each account is updated.

Transaction Post

Transaction Post

Entity: 1000 To: 1000
 Effective: 1/1/2008 To: 9/16/2008
 Transaction Type: JL
 Daybook:
 Post Transactions: ☒

You can post transactions by effective date range or transaction type

Output:
Batch ID:

QAD GL-PR-190

After you have reviewed unposted transactions for accuracy, you can post them to the general ledger using Transaction Post.

Transaction Post (25.13.7 or 25.19.16) updates GL account balances and transfers valid unposted GL transactions from the unposted transaction file (gltr_det) to the GL history table (gltr_hist). The history table is the source of information for printing financial statements. Unposted transaction amounts are not summarized on statements. You can post transactions by effective date range and transaction type.

To print a posting report prior to posting the transactions, set the Post Transactions field to No. When Post Transactions is set to No, the function does not post transactions; it only generates a report. Allocation codes are shown as exploded on the report.

The audit trail is generated only at posting; you cannot reprint it afterward. The audit trail lists all transactions that posted. Transactions that do not post are printed on the report and marked as “unbalanced.”

To post all types of transactions, leave the Type field blank.

Note You should only post the previous day's transactions to prevent posting an incomplete batch.

You cannot modify posted transactions. Make any changes to account balances using adjusting entries or by processing a reversing transaction in the sub-module.

Unposted and Unbalanced Transactions

General Ledger Processing



- Process Module Transactions
 - Module Transactions
 - GL Transaction Types
 - Working with Transactions
 - Post Transactions
 - **Unposted and Unbalanced Transactions**
 - Allocation
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-200

This section describes how to correct and post unposted and unbalanced transactions.

Unposted Transaction Inquiry

25.13.13 – Unposted Transaction Inquiry

Unposted Transaction Inquiry 09/16/08

GL Reference Batch Cur Unb Only Output PAGE

AP080908006407 8918 eur no

GL Reference Batch Eff Date Entered User ID Total Corr

AP080908006407 8918 09/08/08 09/08/08 mfg 0.00 no

Line	Account	Project	Enty	Description	Amount	Cur
1	2100--0002		ssk1		-1,175.00	eur
2	5101		phd1	purchase	1,000.00	eur
3	1202		ssk1	AP Voucher	1,000.00	eur
4	1202		phd1	AP Voucher	-1,000.00	eur
5	5101		ssk1	purchase	175.00	eur

GL Reference Batch Eff Date Entered User ID Total Corr

AP080908006408 8919 09/08/08 09/08/08 mfg 0.00 no

Line	Account	Project	Enty	Description	Amount	Cur
1	2100--0002		ssk1		-1,180.00	eur
2	5101		phd1	purchase	1,000.00	eur
3	1202		ssk1	AP Voucher	1,000.00	eur
4	1202		phd1	AP Voucher	-1,000.00	eur
5	5101		ssk1	purchase	180.00	eur

GL Reference Batch Eff Date Entered User ID Total Corr

AP080908006409 8920 09/08/08 09/08/08 mfg 0.00 no

Line	Account	Project	Enty	Description	Amount	Cur
1	2100--0002		ssk1		-2,350.00	eur
2	5101		phd1	purchase	2,000.00	eur
3	1202		ssk1	AP Voucher	2,000.00	eur
4	1202		phd1	AP Voucher	-2,000.00	eur
5	5101		ssk1	purchase	350.00	eur

QAD GL-PR-210

Most GL transactions originate from purchasing, sales, and other activities outside the GL. Before making changes to the general ledger, the system collects all transactions created during sales and manufacturing activities in an unposted transaction table. You can review transactions to ensure that amounts, accounts, and dates are correct. Once transactions are verified, post them to update GL account balances.

Note You cannot close a GL calendar period if unposted transactions exist.

Review unposted transactions before posting them to the general ledger to correct any unbalanced transactions or incorrect amounts.

To review unposted transactions, use:

- Unposted Transaction Inquiry (25.13.13), which displays a list of transactions on the screen.
- Unposted Transaction Register (25.13.14), which prints a report listing unposted transactions.

You can select transactions by:

- GL reference number
- Batch number
- GL Transaction Type

The Unposted Transaction Register has additional selection criteria, such as the date entered and the effective date. One good way to determine potential problems is to select unbalanced transactions only. Unbalanced or invalid transactions will not post.

Causes of Unbalanced Transactions

The screenshot shows a software window titled 'Domain/Account Control'. It has a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. Below the menu bar, there is a list of settings: 'Verify GL Accounts' (checked), 'Base Currency' (set to 'eur'), 'Entity' (set to '1000'), 'Bank Acct Validation' (empty), 'Default System Language' (set to 'us'), and 'Audit Trail' (checked). A blue callout box with an arrow points to the 'Verify GL Accounts' checkbox, containing the text: 'Setting this field to Yes reduces number of invalid transactions'.

QAD GL-PR-220

To be posted, transactions must:

- Reference active accounts, sub-accounts, cost centers, and projects that are valid in combination with each other.
- Be balanced, with debits equaling credits.
- Be balanced within entities when Balanced Entities is Yes in General Ledger Control.
- Occur in an open GL period.

Transactions that do not meet these criteria are considered unbalanced and remain in the unposted transaction table. To identify unbalanced transactions for correction, use Unposted Transaction Inquiry (25.13.13) or Register (25.13.14).

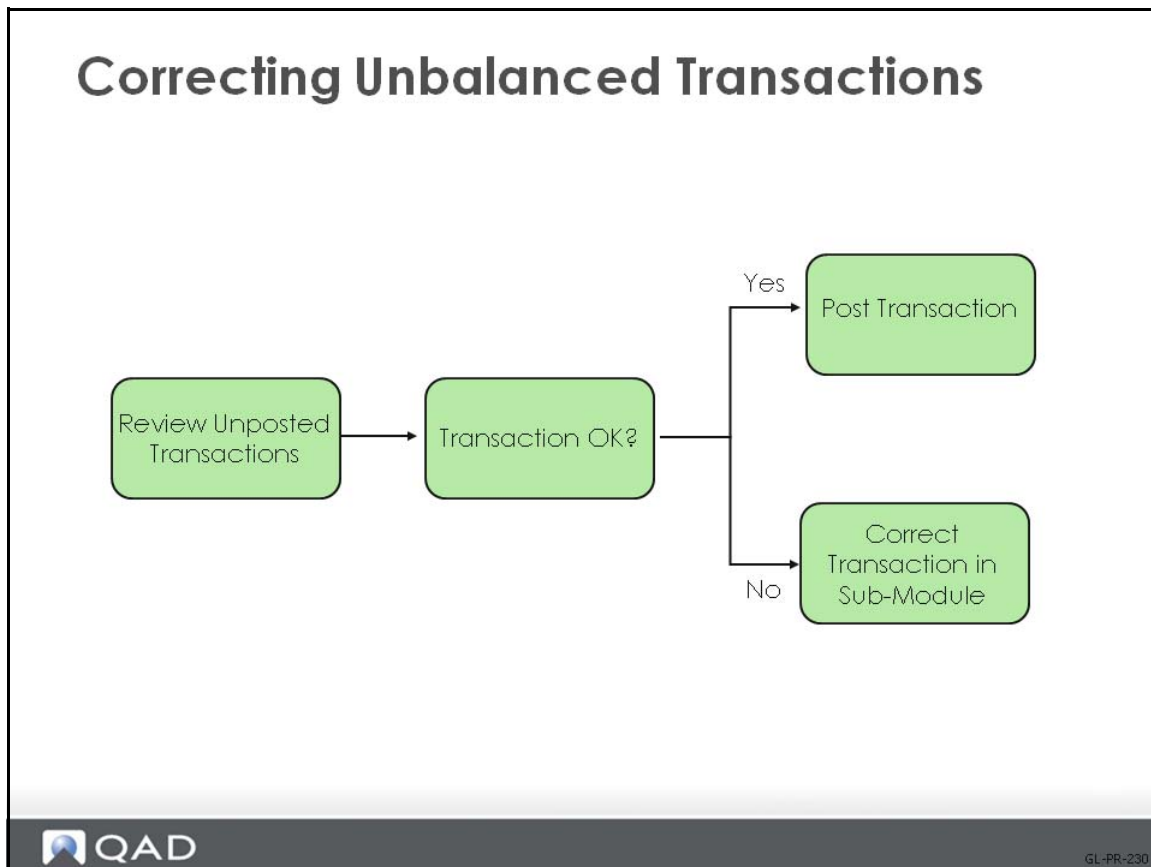
The main causes of unbalanced or invalid transactions are:

- An invalid or inactive account, sub-account, cost center, or project code.
- A transaction effective date that is in a closed GL period or year.
- Debits that do not equal credits.

Even if a transaction is balanced, you might still need to correct it if the wrong account, sub-account, cost center, or project code was used.

Set Verify GL Accounts field to Yes when you begin to process GL transactions. This step ensures that only valid account, sub-account, cost center, or project combinations are entered on transactions.

Correcting Unbalanced Transactions



There are two options for correcting transactions created in modules outside the GL module.

You can correct the transactions in the originating module by processing another transaction to reverse the original and then process the correct transaction. This step provides an audit trail, and ensures that the sub-module and the GL remain synchronized.

You can correct the transactions in the GL module using a standard transaction. The updated GL accounts no longer match the transaction history from the sub-module; you must consider this issue when reconciling. If you made the change in the GL module, other records (for example, sales analysis, commission records, and inventory balances) will not be updated.

If a transaction is unbalanced or has an incorrect amount and must be corrected, it is recommended that you make the correction in the source module, rather than the general ledger. Corrections made to transactions in Standard Transaction Maintenance (25.13.1) only change the transaction. The source module is not affected.

For example, if an AR payment has an incorrect amount, and you change the transaction in Standard Transaction Maintenance, it will only be changed in the GL. The AR Aging reports still shows the original, incorrect amount.

To globally prevent correction transactions in the General Ledger module, set the Allow Changes to Module Transaction field to No in General Ledger Control (25.24). You can also restrict corrections to specific GL accounts by setting the Sub-Module Entries Only field to Yes in Account Code Maintenance (25.3.13).

Allocation

General Ledger Processing



- Process Module Transactions
 - Module Transactions
 - GL Transaction Types
 - Working with Transactions
 - Post Transactions
 - Unposted and Unbalanced Transactions
 - **Allocation**
- GL Daybooks
- Reports and Inquiries
- Close the GL

GL-PR-240

Allocation lets you automatically apportion amounts between several accounts, sub-accounts, cost centers, and projects.

Allocation Codes and Posting

The screenshot displays two overlapping windows from the QAD software. The background window is 'Allocation Code Maintenance', which shows an 'Allocation Code' of 'RENT' and a 'Description' of 'Rent Allocation'. It contains a table with columns: Account, Sub-Acct, CC, Project, and Percent. The foreground window is 'Voucher Maintenance', showing 'Batch / Voucher' information (Batch: 1001a, Voucher: 122162, currency: usd) and a 'Distribution' table. The 'Distribution' table has columns: Ln, Account, Sub-Acct, CC, Project, Entry, Tax, Description, Amount, and T. It shows a single entry for 'RENT' with an amount of 0.00. A small pop-up window is also visible over the 'Description' field in the distribution table, showing 'Rent Allocation'.

Account	Sub-Acct	CC	Project	Percent
1040		0100		30.000
1040				
1040				
1040				
1040				

Ln	Account	Sub-Acct	CC	Project	Entry	Tax	Description	Amount	T
1	RENT				1000	☐	Rent All	0.00	

Transactions that allocate an amount among several accounts can reference an allocation code rather than individual accounts, sub-accounts, cost centers, and projects. The system then automatically distributes the amounts to allocation accounts when the transactions are posted.

To simplify data entry, use Allocation Code Maintenance (25.3.23) to define codes that allocate fixed percentages of expenses to different accounts, sub-accounts, cost centers, and projects. You can specify an allocation code anywhere you can enter an account.

During posting, any transactions that reference allocation codes are posted to the appropriate accounts. For example, if you posted \$100 to the allocation code Utilities, and it was distributed with 30% to the utilities account in department 100 and 70% to department 200, two account postings would be made.

Allocation Codes and Posting

Allocation Codes and Posting - Continued

25.13.7 Transaction Post						
Line	Account	Project	Entity	Description	Amount	Cur
1	RENT		1000	Rent for Departments	0.00	USD
2	1040		1000	Rent for Departments	-10,000.00	USD
3	8300--1000		1000	Rent for Departments	3,000.00	USD
4	8300--2000		1000	Rent for Departments	1,000.00	USD
5	8300--3000		1000	Rent for Departments	1,000.00	USD
6	8300--5000		1000	Rent for Departments	5,000.00	USD
					0.00	USD



GL-PR-260

Prior to posting, it is helpful to print the posting report with Post Transactions set to No so that you can preview how the allocation codes distribute amounts to individual accounts.

When the allocation code is exploded, the amount to the allocation code is set to zero, and the amount is distributed among the appropriate accounts.

Exercise

Important The data used in these exercises may not be the same as the data shown in the screen captures in this lesson. You must have completed all the setup exercises before you can work on the processing exercise.

Load Beginning Balances

In this exercise, you enter GL opening balances.

- 1 Enter a JL transaction using the following data. Today's date is the effective date. Set the control amount to \$470,500.00.

Account	Sub-Account	Cost Center	Description	Amt (USD)
1040			YTD Balance	100,000.00
1050			YTD Balance	30,000.00
1060			YTD Balance	45,000.00
1200			YTD Balance	60,000.00
1500			YTD Balance	90,000.00
2100			YTD Balance	-48,500.00
2400			YTD Balance	-5,500.00
2700			YTD Balance	-50,000.00
2800			YTD Balance	-90,000.00
3000	0100		YTD Balance	-250,000.00
3000	0200		YTD Balance	-26,500.00
3900	0100		YTD Balance	4,500.00
3900	0200		YTD Balance	2,000.00
4100			YTD Balance	3,000.00
6300			YTD Balance	1,500.00
7100			YTD Balance	50,000.00
7200		2000	YTD Balance	12,000.00
8200			YTD Balance	20,000.00
8300			YTD Balance	20,000.00
8400			YTD Balance	32,500.00

Use Standard Transaction Maintenance (25.13.1).

- 2 Review and post your JL transaction.

Use Unposted Transaction Register (25.13.14) and Transaction Post (25.13.7).

Reversing Transactions

In this exercise, you practice reversing transactions.

- 1 Create a reversing transaction using the data in the table. The current date is the effective date, and the control total is \$85,000.00.

Account	Cost Center	Description	Amt (USD)
7100	1000	Salaries	25,000.00
7100	2000	Salaries	50,000.00
7100	5000	Salaries	10,000.00
1040		Salaries	-85,000.00

Use Reversing Transaction Maintenance (25.13.3).

- 2 Review the transaction just entered. What is the prefix of this transaction? Notice the reversing entries were automatically created by the system.

Use Unposted Transaction Inquiry (25.13.13).

- 3 Post the transactions.

Use Transaction Post (25.13.7)

Daybook Reports

General Ledger Processing



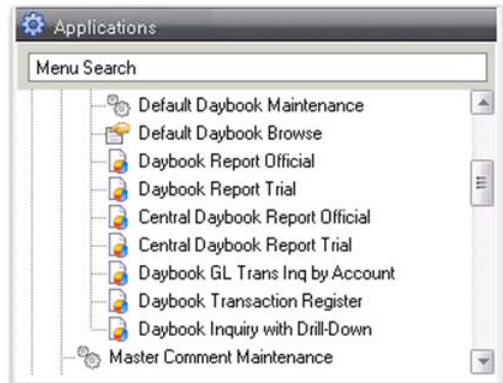
- Process Module Transactions
- Daybooks
 - **Daybook Reports**
 - Central Daybook Reports
- Correct Posted Transactions
- GL Reports and Inquiries
- Close the GL

GL-PR-280

Daybooks, also known as journals, are specialized, user-defined views of the general ledger. Create daybooks to group GL transactions to satisfy legal reporting requirements or for organizing GL reporting in a manner consistent with common business practices. Daybooks are generally used in Eastern and Central European countries.

Daybook Reports

25.8 – Daybook Reports



GL-PR-290

You can only view posted transactions in inquiries and daybook reports, such as the following:

- Daybook Report Official
- Daybook Report Trial
- Central Daybook Report Official
- Central Daybook Report Trial

Daybook Report Trial

25.8.14 – Daybook Report Trial

Daybook Report Trial X

Go To Actions Copy Print Preview

Entity: 1000 To: 1000

Effective: To:

Daybook Type: To:

Daybook: To:

Suppress Empty Daybooks:

Detailed Subtotaling: ☒ Reporting Currency:

Daybook Report Trial 09/1

colli41 RAD eB2.1 DEMO1

Official Page Number: 1 Printing: yes Reporting Currency: eur Exchange Rate:

Daybook: cvcv cv my daybook

Eff Date	Entry Number	Enty Account	Sub-Acct CC	Project	T	DR Amount	CR Amount
01/09/08	000012378	1000 1033			IC	100.00	0.00
01/09/08	000012379	1000 1033			IC	0.00	100.00
01/09/08	000012383	1000 1033			IC	200.00	0.00
01/09/08	000012384	1000 1033			IC	0.00	200.00
01/09/08	000012402	1000 1033			IC	80.00	0.00
01/09/08	000012403	1000 1033			IC	0.00	80.00
01/09/08	000012404	1000 1033			IC	3.20	0.00
01/09/08	000012405	1000 1033			IC	0.00	3.20
01/09/08	000012417	1000 1033			IC	500.00	0.00
01/09/08	000012420	1000 1033			IC	0.00	500.00

QAD

GL-PR-300

The Daybook Report Trial creates a trial report listing daybook entries in detail form. A separate line appears on the report for each GL transaction. Unlike official reports, a trial report displays all data within the selection criteria, but does not update official page and entry numbers. A trial report is not recorded as an official report.

The trial report prints the same information that prints on an official report.

The report selection criteria:

Entity. Specify the entities to include in the report.

Effective. Specify the date range for including GL transactions with effective dates within this range. Daybook types are set up in Generalized Code Maintenance (36.2.13) and assigned to daybooks in Daybook Maintenance (25.8.1).

Daybook Type. Specify the daybook types to include in the report.

Daybook. Specify daybooks to include in the report. Daybooks are defined in Daybook Maintenance (25.8.1).

Suppress Empty Daybooks. Determines whether to print daybooks that have no transactions. Set the field to Yes to exclude empty daybooks from the report. The default is No.

Sup Detailed Subtotaling. Set the field to No to display activity totaled by account only. Set the field to Yes to provide subtotals for each account, sub-account, cost center and project combination.

Reporting Currency. Generate the report in any currency, regardless of the currency of the transactions.

If the report shows base currency amounts, then these base currency amounts are translated to the reporting currency. The conversion uses either the current exchange rate valid for today's date, or the rate for the effective date selected on the appropriate report.

If the conversion involves EMU currencies, triangulation is used.

Daybook Report Official

25.8.16 – Daybook Report Official

The screenshot shows two windows from the QAD software. The top window is the 'Daybook Report Official' parameter screen, and the bottom window is the report output.

Daybook Report Official - Parameters:

- Entity: 1000
- To: 1000
- Effective: [blank]
- To: [blank]
- Daybook Type: [blank]
- To: [blank]
- Daybook: [blank]
- To: [blank]
- Suppress Empty Daybooks: ☐
- Detailed Subtotaling: ☒
- Draft/Official: Draft
- Reporting Currency: [blank]

Daybook Report Official - 9/16/10

QAD
colli41 RAD eB2.1 DEMO1
09/16/10

Official Page Number: 1 Printing: yes
Reporting Currency: eur
Exchange Rate:

Daybook: cvcv cv my daybook

Eff Date	Entry Number	Enty Account	Sub-Acct	CC	Project	T	DR Amount	CR Amount
01/09/08	000012378	1000	1033			IC	100.00	0.00
01/09/08	000012379	1000	1033			IC	0.00	100.00
01/09/08	000012383	1000	1033			IC	200.00	0.00
01/09/08	000012384	1000	1033			IC	0.00	200.00
01/09/08	000012402	1000	1033			IC	80.00	0.00
01/09/08	000012403	1000	1033			IC	0.00	80.00
01/09/08	000012404	1000	1033			IC	3.20	0.00

The Daybook Report Official creates an official daybook report that lists all the daybook entries in detail.

- Only posted GL transactions are listed
- GL transactions are listed sequentially
- Each GL transaction prints on a separate line
- Only data not printed on an earlier official report is printed

The report displays:

- Effective Date
- Entry Number
- GL Account
- GL Account Description
- Debit Activity
- Credit Activity
- Official page number
- Daybook Code
- Daybook Description
- Correction transactions

Note Negative amounts appearing in the debit and credit columns indicate that the entries are correction transactions.

Reports are printed based on the selection criteria. The selection criteria for the Daybook Report Official are the same as those for the Daybook Report Trial, with the exception of the following field:

Draft/Official. Determines whether the report is a draft or an official report.

- Draft displays the same information as official, but not recorded as official.
- Official displays any data, according to selection criteria, that has not printed on a previous official report.

This option updates page and entry numbers.

Central Daybook Reports

General Ledger Processing



- Process Module Transactions
- Daybooks
 - Daybook Reports
 - **Central Daybook Reports**
- Correct Posted Transactions
- GL Reports and Inquiries
- Close the GL



GL-PR-320

Central Daybook Report Trial

25.8.17 – Central Daybook Report Trial

The screenshot displays two windows from the QAD software. The top window, titled 'Central Daybook Report Trial', is the selection criteria window. It includes fields for 'Entity' (set to 1000), 'Effective' date, 'Daybook Type', 'Daybook' number, 'Suppress Empty Daybooks' (checked), and 'Reporting Currency'. The bottom window, titled 'Central Daybook Report Trial - _', shows the report preview. It includes the QAD logo, the report title 'Central Daybook Report Trial', and the specific report 'col141 RAD eB2.1 DEMO1'. It also shows 'Official Page Number: 1', 'Printing: yes', and 'Reporting Currency: eur'. The main part of the window is a table with columns: Daybook Type, Daybook, Desc, Account, DR Amount, and CR Amount. The table lists data for daybook 'cvcvcv' with description 'my daybook' across various GL accounts (1040 to 2200).

Daybook Type	Daybook	Desc	Account	DR Amount	CR Amount
			1040	100.00	120.00
			1200	183,446.50	183,446.50
			1201	460.00	1,566.50
			1400	10.00	0.00
			1500	521,012,126.62	118,316,662.35
			1501	55.00	616.52
			1502	3,000.00	5,100.00
			1503	5,716.52	3,055.00
			1530	6,423.67	1,714.50
			1540	6,478,326.00	11,078,940.70
			1550	121,265,931.68	179,327,385.24
			1600	494,724.93	792,353.05
			2200	59,150.90	4,878,208.73

The Central Daybook Report Trial creates a trial summary daybook report. Unlike an official report, a trial report displays all data within the selection criteria, but does not update the official page number. A trial report is not recorded as an official report.

The following information is displayed in each report type:

- Daybook Type
- Daybook Code
- GL Account
- GL Account Description
- Debit Activity
- Credit Activity

Reports are printed based on the selection criteria. The selection criteria for the Central Daybook Report Trial are the same as those for the Daybook Report Trial.

Central Daybook Report Official

25.8.17 – Central Daybook Report Official

Daybook Type	Daybook	Desc	Account	DR Amount	CR Amount
cvcvcv	my daybook		1033	108,531.20	108,531.20
			1040	100.00	120.00
			1200	216,378.58	216,378.58
			1201	2,923.00	1,566.50
			1400	10.00	0.00
			1500	1,789,564,255.32	126,694,551.40
			1501	55.00	616.52
			1502	3,000.00	5,100.00
			1503	5,716.52	3,055.00
			1530	6,423.67	1,714.50
			1540	6,481,326.00	11,078,940.70
			1550	121,272,740.78	229,663,143.01

The Central Daybook Report Official creates an official summary daybook report. An official report displays only the data not printed on previous official reports and updates the official page number. Before running an official report, you can run a draft report to review the data for accuracy. The draft displays the same information as an official report, but it is not recorded as an official report.

The following information is displayed in each report type:

- Daybook Type and Code
- GL Account and Description
- Debit Activity
- Credit Activity
- Official Page Number

Reports are printed based on the selection criteria. Reports are printed based on the selection criteria. The selection criteria for the Central Daybook Report Official are the same as those for the Daybook Report Trial, with the exception of the following field:

Draft/Official. Determines whether the report is a draft or an official report.

- Draft displays the same information as official, but not recorded as official.
- Official displays any data, according to selection criteria, that has not printed on a previous official report. This option updates page and entry numbers.

Exercise: GL Daybooks Trial and Official

In this exercise, you use Inquiry by Account with Drill-Down (25.13.20) to list daybook entries, and run trial and official daybook reports.

- 1 For the following information, review a list of posted transactions for a particular daybook.

Field	Value
Account	1040
Effective	Today's date
Transaction Type	<blank>
Daybook	SYSTEM
Output	Page

Use Inquiry by Account with Drill-Down (25.13.20).

- 2 Run a trial daybook report for daybook SYSTEM. Print the report to Page.
Use Daybook Report Trial (25.8.14).
- 3 Run an official daybook report for the same daybook. Output the report to Page.
Use Central Daybook Report Official (25.8.16).
- 4 Run a trial central daybook report for daybook SYSTEM.
Use Central Daybook Report Trial (25.8.17).

Correct Posted Transactions

General Ledger Processing



- Process Module Transactions
- Daybook Reports
- **Correct Posted Transactions**
- GL Reports and Inquiries
- Close the GL

GL-PR-350

Posted transactions cannot be changed. To correct errors in posted transactions, use adjusting transactions or correction of accounting (COA) transactions. If the GL period is closed, you must first reopen the GL period in GL Calendar Maintenance (25.3.4).

Correcting Posted GL Transactions: COA Transactions

Correcting Posted GL Transactions

Standard Transaction Maint X

Go To Actions Copy Print Preview

GL Reference: JL080916000003

Type: JL

Effective: 9/16/2008

Period: 9/2008

Currency: eur

Control: 400.00

Base:

Total: -400.00

Daybook: ysa

Entry Number:

Correction: ☒

Line	Account	Project	Entry	Description	Cur	Amount
1	3000		1000	Incorrect Tra	eur	-400.00
2	1200		1000	Incorrect Tra	eur	400.00

Indicates if transaction is COA, or non-COA transaction

QAD

GL-PR-360

Correcting posted transactions is a common business practice and legal requirement in many Eastern European countries because of audit trail and backup paperwork. The COA operation is preferred in some countries because it provides a clearer view of how debit and credit activity are affected by corrections. This operation corrects posted GL transactions by generating new transactions that reverse previous debit and credit activity.

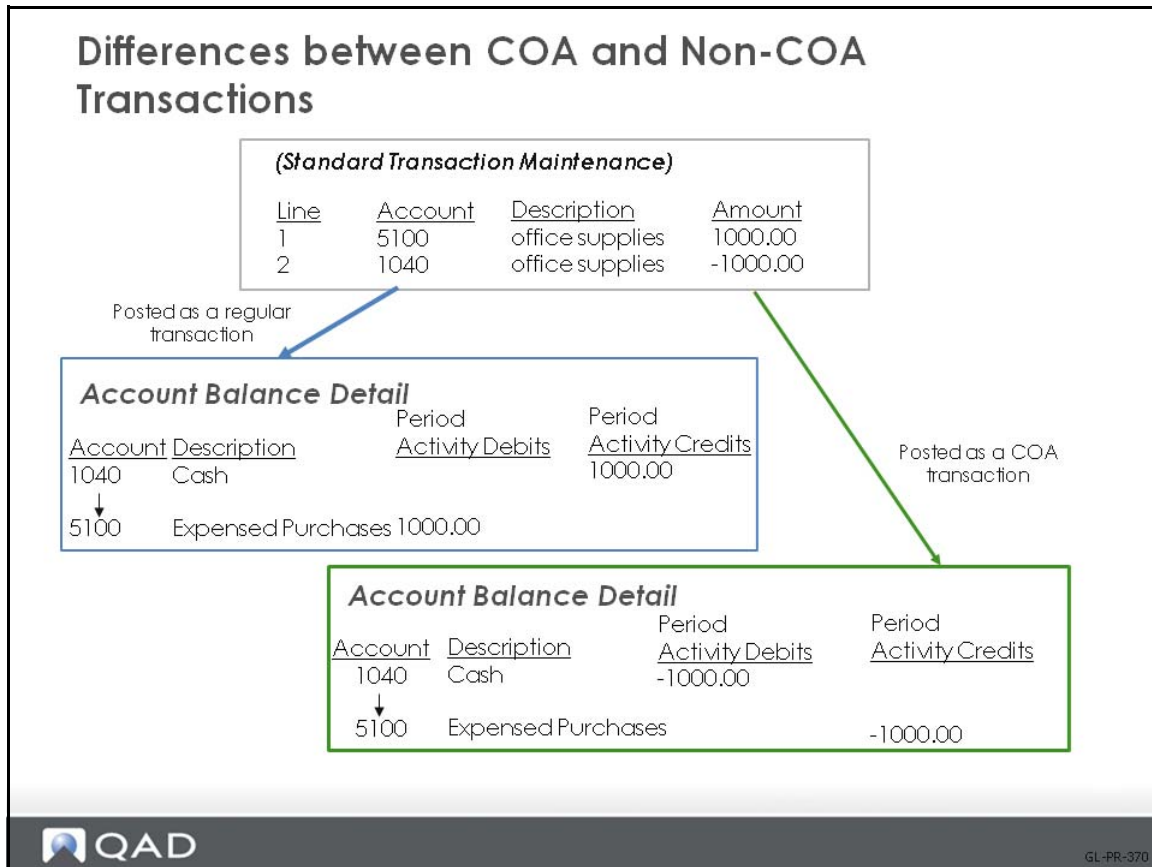
You can enter COA transactions using:

- Standard Transaction Maintenance (25.13.1)
- Reversing Transaction Maintenance (25.13.3)
- Retroactive Transaction Maintenance (25.13.2)

When the Correction field is set to Yes in Standard Transaction Maintenance, in each line under the reference number, the system applies the negative amounts to debit accumulation and the positive amounts to the credit accumulation in Account Balance Detail.

When the Correction field is set to No, the system applies the entered amounts based on the amount sign. Negative amounts are assigned to credits and positive amounts to debits. The default is No.

Differences between COA and Non-COA Transactions



The COA operation corrects posted GL transaction by posting a transaction that reverses how debits and credits are normally posted.

This step is different from using an adjusting entry to debit a (normal) credit account, and credit a (normal) debit account.

Exercise: COA Transactions

You can correct GL transactions using Standard Transaction Maintenance, Reversing Transaction Maintenance, or Retroactive Transaction Maintenance. In this exercise, you create a transaction to be corrected, correct a posted transaction, view unposted correction transactions, and review the posted transactions.

- 1 Create a transaction in Standard Transaction Maintenance using the following information and a control amount of \$1000.00.

Field	Value to Enter
Line	1
Account	3000
Description	incorrect transaction
Amount	1000.00
Line	2
Account	1200
Description	incorrect transaction
Amount	-1000.00

Use Standard Transaction Maintenance (25.13.1).

- 2 Post the transaction to the default daybook for JL transactions.

Use Transaction Post (25.13.7).

- 3 The first transaction was “erroneously” entered and posted as a debit (instead of a credit) to the sales account, and a credit to the accounts receivable account (instead of a debit).

Enter a correcting transaction to reverse the original incorrect transaction. In the line detail, enter the following:

Field	Value to Enter
Line	1
Account	3000
Description	<original reference number and line>
Amount	-1000.00
Line	2
Account	1200
Description	Correction
Amount	1000.00
Correction	Yes

Use Standard Transaction Maintenance (25.13.1).

- 4 Review and verify the correction transaction before posting it.

Use Unposted Transaction Inquiry (25.13.13).

- 5 Post the correction transaction. Review the posted transactions.

Use Transaction Post (25.13.7) and Transaction Register (25.13.21).

GL Reports and Inquiries

General Ledger Processing



- Process Module Transactions
- Daybook Reports
- Correct Posted Transactions
- **GL Reports and Inquiries**
- Close the GL

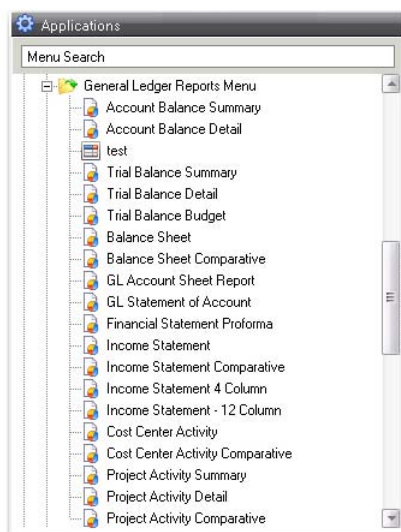
GL-PR-390

This section describes GL reporting.

Reports can be printed in summary or detail. Detail reports includes all transaction activity. You can run reports for a range of entities, sub-accounts, or cost centers. Comparative reports can be printed that compare actual performance to budget, budget to budget, or actual to actual, over similar or different periods. Variances can also be printed.

General Ledger Reports Menu

25.15 – General Ledger Reports Menu



GL-PR-400

The standard GL reports are located in menu 25.15:

- Account Balances (25.15.2, 25.15.2)
- Trial Balance (25.15.4, 25.15.6)
- Balance Sheets (25.15.8, 25.15.9)
- Financial Statement Proforma (25.15.2)

This report is only used to preview the formatting of balance sheets and income statements. No account balances appear on the report.

- Income Statements (25.15.13 - 25.15.16)
- Cost Center Activity (25.15.18, 25.15.19), which lists cost center balances.

The comparative report compares the cost center balances for two different periods or actual figures to budget.

Reporting Options

On GL reports, you can print reports for:

- One or a range of entities, accounts, sub-accounts, or cost centers.
- Budgeted or actual amounts.
- A specific ending date (trial balances and balance sheet) or a range of dates (income statements and activity reports).

Other useful report options are:

Level. Specify the level of detail to appear on a report; this setting corresponds with format position levels.

Suppress Zero Amounts. Set the field to Yes to only display accounts with non-zero balances on the report.

Suppress Account Numbers. Set the field to Yes to only display account descriptions.

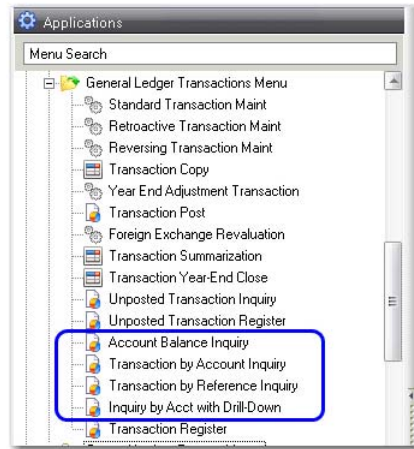
Round to Nearest Thousand. Specify the degree of accuracy required for the report. If set to Yes, an amount such as 2,500.00 is rounded to 3000.00.

Round to Nearest Whole Unit. Specify whether to print decimals numbers.

Print Comments. Specify whether to print comments on income statements and project activity reports.

GL Inquiries

25.13 – GL Inquiries



GL-PR-420

To investigate posted transactions requiring correction, use one of several inquiry and report functions:

- Account Balance Inquiry (25.13.17)
- Transaction by Reference Inquiry (25.13.19)
- Inquiry by Account with Drill-Down (25.13.20)
- Transaction Register (25.13.21)
- Transaction by Account Inquiry (25.13.18)

Debit and Credit Separation

Debit and Credit Separation					
Account Balance Inquiry - 9/16/08 X QAD Account Balance Inquiry 09/16/08					
Account: 1040 CASH To: usd Sub-Account: To: Cost Ctr: To: Entity: 1000 To: 1000 Fiscal Year: 2008 Reporting Currency: Output: PAGE					
Period	Per Activity (DR)	1040-CASH (usd) Per Activity (CR)	Accumulated Balance	Curr	
Begin Bal:			27,534,843,802.90cr	eur	
01/2008	6,982.25	90,053.51	27,534,926,874.16cr		
02/2008	175,407.09	2,062,602.06	27,536,814,069.13cr		
03/2008	13,509.75	6,451.00	27,536,807,010.38cr		
04/2008	52,988.22	40,903.14	27,536,794,925.30cr		
05/2008	12,102.00	5,691.00	27,536,788,514.30cr		
06/2008	1,127.56	120.00	27,536,787,506.74cr		
07/2008	304,721.77	83,243.81	27,536,566,028.78cr		
08/2008	3,593.80	5,062.80	27,536,567,497.78cr		
09/2008	1,534.00	890.00	27,536,566,853.78cr		
10/2008	0.00	0.00	27,536,566,853.78cr		
11/2008	0.00	0.00	27,536,566,853.78cr		
12/2008	0.00	0.00	27,536,566,853.78cr		
End Bal:	571,966.44	2,295,017.32	27,536,566,853.78cr		

For each general ledger account, QAD SE stores debit and credit activity separately. You can run reports and the Account Balance Inquiry to view this separated activity. The General Ledger module:

- Maintains separate totals for debits and credits at the account or fiscal period level.
- Enables users to view debit and credit activity separately by using Account Balance Inquiry, Account Balance Detail Report, or creating custom reports with GL Report Writer.
- Satisfies legal requirements for many countries.

Close the GL: Period-End Processing

General Ledger Processing



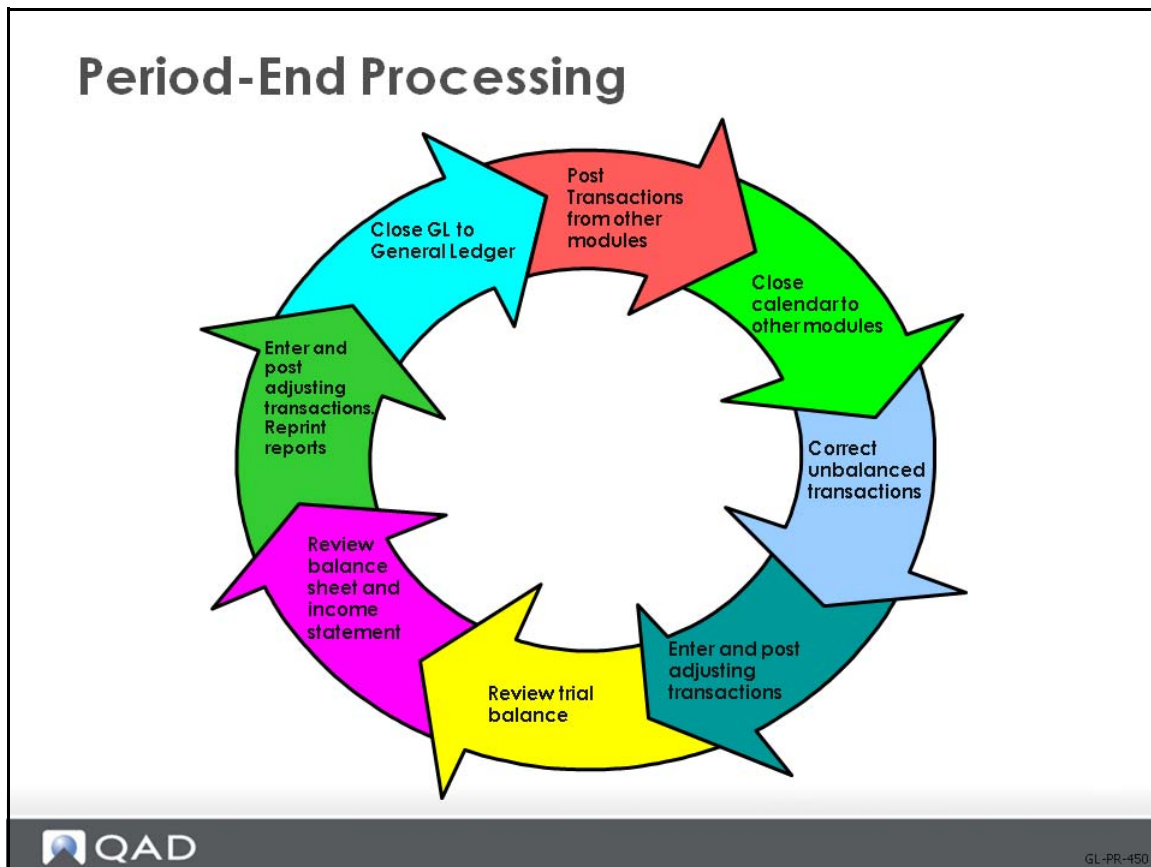
- Process Module Transactions
- Daybook Reports
- Correct Posted Transactions
- GL Reports and Inquiries
- Close the GL
 - **Period-End Processing**
 - Year-End Processing
 - Transaction Consolidation


GL-PR-440

Before beginning period-end processing in the GL, you must check that all transaction processing in other modules is complete. You should perform the following tasks:

- Post transactions from other modules (25.13.7).
- Close the GL calendar to other modules (25.3.4).
- Correct unbalanced transactions that do not post (in the appropriate sub-module or 25.13.1).
- Enter and post adjusting transactions in the general ledger using reversing entries (25.13.3).
- Create and post adjusting transactions for unrealized exchange gain and loss (25.13.9) if using multiple currencies.
- Print and review trial balance (25.15.4).
- Print and review balance sheet (25.15.8) and income statement (25.15.13).
- Enter and post corrections as required, and reprint reports.
- Print the Transaction Register (25.13.21; optional).
- Close the GL calendar to general ledger transactions (25.3.4).

Period-End Processing



Period-end processing varies depending on whether the current domain has been used for consolidating transactions. You should perform the following steps in all domains:

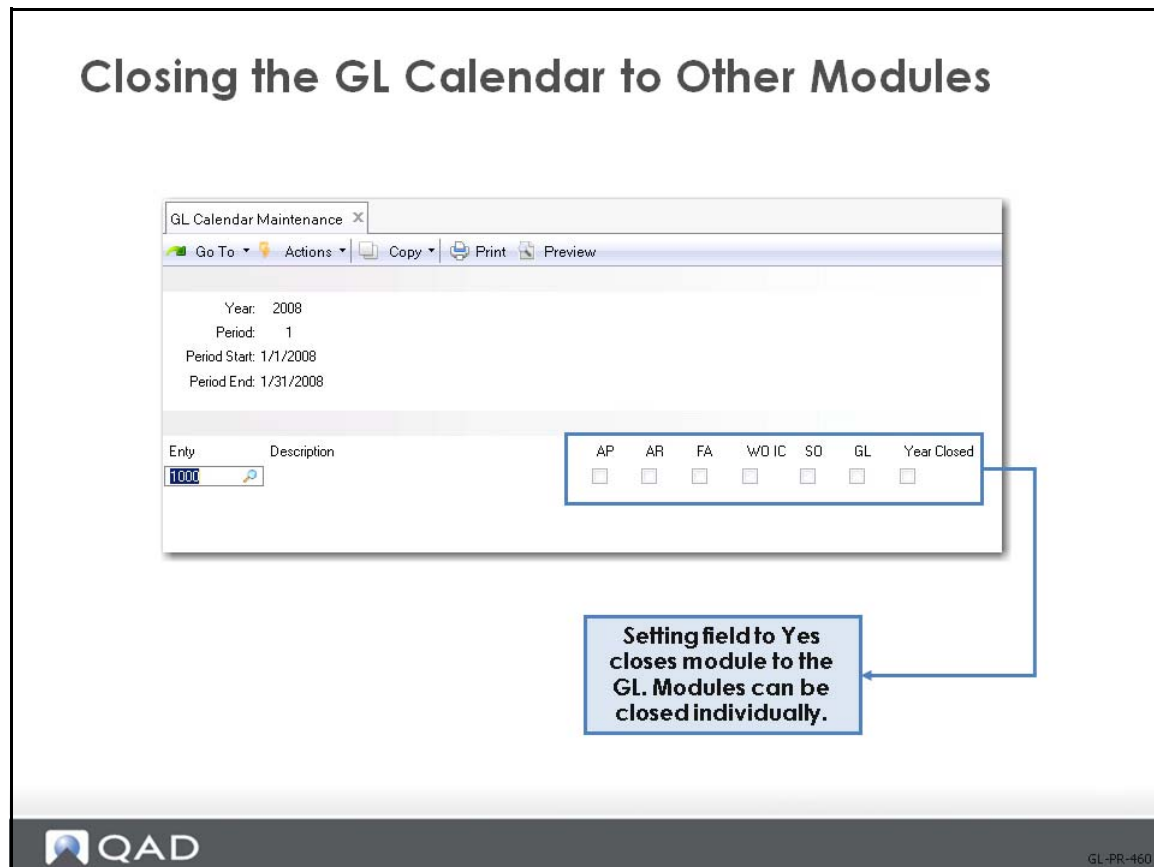
- Post transactions from other modules using Transaction Post (25.13.7 or 25.19.16).
- Close the GL calendar to other modules using GL Calendar Maintenance (25.3.4).
- Use Standard Transaction Maintenance (25.13.1) to correct unbalanced transactions that did not post.
- Enter and post adjusting transactions in the general ledger using Reversing Transaction Maintenance (25.13.3).
- Copy transactions using Transaction Copy (25.13.4).
- Create adjusting transactions for unrealized exchange gain and loss using Foreign Exchange Revaluation (25.13.9 or 25.19.13).
- Post unrealized gain and loss transactions using Transaction Post (25.13.7 or 25.19.16).
- Print and review the trial balance using Trial Balance Summary (25.15.4).
- Generate and review reports from Balance Sheet (25.15.8) and Income Statement (25.15.13).
- Print and review any custom reports using Custom Report Print (25.17.13).
- Enter and post corrections as required and reprint reports. Use the Year-End Adjustment Transaction (25.13.5), if needed.
- Optionally, print the Transaction Register (25.13.21).

- Use GL Calendar Maintenance (25.3.4) to close the GL calendar to the general ledger.
- For multiple entities only, use Transaction Export (25.19.14) to generate an ASCII file.

In a consolidation domain where you have consolidated transactions from subsidiary entities that use another base currency, you must:

- Use Transaction Import (25.19.15) to import transactions from other databases.
- Use Transaction Consolidation (25.19.20) to consolidate transactions from entities in a consolidation set.
- Use Transaction Post (25.13.7 or 25.19.16) to post imported transactions.
- Run Foreign Exchange Revaluation (25.13.9 or 25.19.13).
- Use Transaction Post (25.13.7 or 25.19.16) to post foreign exchange transactions.
- Enter corrections from Standard Transaction Maintenance (25.13.1) if necessary.
- Run Imported Transaction Revaluation (25.19.17).
- Enter corrections from Standard Transaction Maintenance (25.13.1) if necessary.
- Use Transaction Post (25.13.7 or 25.19.16) to post XY transactions.
- Optionally, print the Transaction Register (25.13.21).
- Use GL Calendar Maintenance (25.3.4) to close the GL calendar to the general ledger.

Closing GL Calendar to Other Modules



Use GL Calendar Maintenance to close GL periods by transaction type.

After you have printed and corrected your financial statements and reports for the period, you must close the period to the GL, using GL Calendar Maintenance (25.3.4).

If needed, you can re-open a fiscal period by changing the appropriate field to No. GL periods can be reopened anytime as long as the GL calendar year is not closed (Year-End Close (25.13.12)).

You can only post transactions to valid, open GL periods. To verify transaction effective dates entered in modules other than the General Ledger, set Verify GL Accounts to Yes in Domain/Account Control.

Reopening Periods

The value in the Suppress Reopen GL Periods field in General Ledger Control determines whether closed periods can be reopened in GL Calendar Maintenance.

- When the field is No, you can reopen any GL period to transaction activity until the fiscal year has been closed. After Transaction Year-End Close is run, a GL period cannot be re-opened. To re-open a period, reset the Closed field to No. You can, for example, set up an entire calendar at the beginning of the year and set all periods to Closed, except the current one.
- If Suppress Reopen GL Periods is Yes, you cannot re-open previous calendar periods. You can re-open the current period if necessary.

Year-End Processing

General Ledger Processing



- Process Module Transactions
- Daybook Reports
- Correct Posted Transactions
- GL Reports and Inquiries
- Close the GL
 - Period-End Processing
 - **Year-End Processing**
 - Transaction Consolidation

GL-PR-470

This sections describes the steps required to close the GL calendar year to new transactions.

Year End Adjustment Transaction

25.13.5 – Year-End Adjustment

The screenshot shows a software window titled "Year End Adjustment Transacti...". It features a menu bar with "Go To", "Actions", "Copy", "Print", and "Preview". Below the menu bar, the window displays the following fields:

GL Reference: YA080916000001	Type: YA	Year: 2007	Effective: 12/31/2007
Currency: eur	Control: 1,000	Base	Total: 0.00
Daybook: test-1	Entry Number:		Correction: ☒



GL-PR-480

Use Year End Adjustment Transaction to create and maintain necessary adjustments to the General Ledger before you close the GL calendar year.

GL transactions primarily affect the current calendar year. However, year-end adjustments affect transactions made in the previous year, and are effective on the last day of that year. This means that the transactions appear on reports for the adjustment year, although they are entered in the current year.

Year end adjustment transactions let you create, manage, and report year-end adjustment transactions separately. You can only create adjustment transactions after all modules, other than the GL, have been closed for the GL calendar year.

Year end adjustment transactions are effective in the previous GL calendar year; and cannot be created for any year that has been previously closed. These transactions must be posted before Transaction Year-End Close (25.13.12) has been run.

You can report and maintain YA type transactions in the same functionality as other GL transactions.

Transaction Year-End Close

25.13.12 – Transaction Year-End Close

In a multi-entity situation, each entity can be closed separately



GL-PR-490

Use Transaction Year-End Close to close a GL calendar year to all transaction activity, and to calculate and post year-to-date profit or loss to the retained earnings account for the current domain. As part of the year-end procedure, you should complete the following tasks:

- Finish all period-end processing.
- Print annual financial statements and reports.
- Make necessary corrections.
- Back up the database.
- Close the GL calendar to the month (25.3.4).
- Close the GL calendar year in Transaction Year-End Close.

The Year-End Close program creates a one-sided transaction (type YR) to update the retained earnings account from net profit and loss. The program then closes the GL calendar for all GL periods in the year.

You must have closed prior GL calendar years before financial statements print correctly for the current year. If you print a balance sheet or trial balance for a GL calendar year when the previous fiscal year is not yet closed, the reports will be out of balance. This discrepancy occurs because the retained earnings have not been updated to reflect the prior year's net profit and loss.

Note When a GL calendar year is closed, you cannot reopen it. Some companies do not close the year until an official outside audit has been completed, in case any adjustments are required. However, you can still begin posting to the new GL calendar year.

Retroactive Transactions

25.13.2 – Retroactive Transactions

The screenshot shows the 'Retroactive Transaction Maint' window. It has a menu bar with 'Go To', 'Actions', 'Copy', 'Print', and 'Preview'. The main area contains the following fields:

GL Reference: RA080916000001	Type: RA	Effective: 8/16/2008	Period:
Currency: eur	Control:	Base Total:	0.00
Daybook: test-1	Entry Number:		
			Correction: ☐



GL-PR-500

Use Retroactive Transaction Maintenance (25.13.12) to make amendments to closed fiscal year transactions. You can enter these amendments as adjusting transactions or COA transactions.

The Retroactive Transaction Maintenance function:

- Creates a type RA transaction
- Automatically makes any necessary adjustments to retained earnings

Note You cannot create retroactive transactions to the retained earnings account. An invalid account error appears if the retained earnings account is specified.

When a year is closed, it cannot be reopened. Any adjustments to a closed year can only be made through Retroactive Transaction Maintenance. You should define menu security for this program.

Transaction Consolidation

General Ledger Processing



- Process Module Transactions
- Daybook Reports
- Correct Posted Transactions
- GL Reports and Inquiries
- Close the GL
 - Period-End Processing
 - Year-End Processing
 - **Transaction Consolidation**



GL-PR-510

Transaction Consolidation

When transactions are posted, they cannot be deleted. To free up database space, transactions can be combined from a specified period into a single transaction for each account, sub-account, cost center, and project. Use Transaction Consolidation (25.13.11) to consolidate transactions.

Each consolidation transaction is assigned a GL reference number beginning with CS.

You can run a report showing how transactions will be consolidated by setting the Audit Trail Report field to Yes and the Consolidate field to No.

The Transaction Consolidation function should be password-secured.

Transaction Consolidation Example

Transaction Consolidation									
Before Consolidation	Unbalanced Transactions After Consolidation								
JL #1 <table> <tr> <td>1200</td><td>3000</td></tr> <tr> <td>500</td><td>500</td></tr> </table>	1200	3000	500	500	CS #1 <table> <tr> <td>1200</td><td></td></tr> <tr> <td>300</td><td></td></tr> </table>	1200		300	
1200	3000								
500	500								
1200									
300									
JL #2 <table> <tr> <td>1040</td><td>1200</td></tr> <tr> <td>200</td><td>200</td></tr> </table>	1040	1200	200	200	CS #2 <table> <tr> <td>3000</td><td></td></tr> <tr> <td></td><td>500</td></tr> </table>	3000			500
1040	1200								
200	200								
3000									
	500								
	CS #3 <table> <tr> <td>1040</td><td></td></tr> <tr> <td>200</td><td></td></tr> </table>	1040		200					
1040									
200									

Use caution when selecting transaction consolidation by account, sub-account, and cost center. Although this process works correctly, it generates one-sided transactions. It is recommended that you do not consolidate transactions for a range of entities, for similar reasons.

You should consolidate by period rather than by year. Care should be taken to ensure that GL transactions are consolidated to match the GL calendar, if your company requires data integrity for each GL period.

If necessary, you can restore consolidated transactions by using Archive File Reload (36.16.5). Consolidated (CS) transactions are replaced with their original GL transactions.

Course Overview

Course Overview

- ✓ Introduction to General Ledger
- ✓ Business Considerations
- ✓ Set up General Ledger
- ✓ Use the General Ledger



GL-PR-540

Appendix A

Workshops and Study Questions

Setup

Study Questions for General Ledger Setup

- 1 Can you have a second primary entity?
- 2 Use the Format Position Browse/Inquiry to answer the following questions:
 - a What is the format position for Net Profit (Loss)?
 - b In which higher-level format position are Sales and Cost of Goods Sold totaled?

Study Questions on General Ledger Processing

- 1 It is recommended that you review your unposted transactions before posting them. What can you use to do this?
- 2 If a transaction is unbalanced, what is the recommended way of fixing it?
- 3 How often should transactions be posted to the General Ledger?
- 4 You can delete posted GL transactions in GL Transaction Delete/Archive (36.23.2).
True False

Answers to Workshops and Study Questions

GL Control; Entities Questions

- 1 Use GL Control (25.24), set Use Sub-Accounts and Use Cost Centers fields to Yes.
- 2 In GL Control, set Allow Changes to Module Transactions field to Yes.,
- 3 Entity 1000 is the primary entity.
- 4 In Entity Code Maintenance (25.3.1), change the description field on Entity 1000.

Format Positions

- 1 The balance sheet could look like this:

Balance Sheet			
Format Position	Description	Sums Into	DR/CR
10000	Assets	0	DR
11000	Current Assets	10000	DR
12000	Fixed Assets	10000	DR
	Total Assets		DR
15000	Liabilities & Equity	0	CR
20000	Liabilities	15000	CR
21000	Current Liabilities	20000	CR
22000	Long Term Liabilities	20000	CR
	Total Liabilities		CR
31000	Equity	30000	CR
	Total Liabilities & Equity		CR

Accounts, Sub-Accounts, Cost Centers

- 1 Use Account Code Maintenance (25.3.13) to enter accounts. The account type is E.
- 2 Use Account Code Browse (25.3.14) or Account Code Report (25.3.15) to review accounts.
- 3 Use Sub-Account Code Maintenance (25.3.17) to enter sub-accounts.
- 4 Use Cost Center Maintenance (25.3.20) to enter cost centers.

- 5 Use Sub-Account Code Browse (25.3.18) and Cost Center Browse (25.3.21) to review.

Allocation Codes

- 1 Use Allocation Code Maintenance (25.3.23) to enter allocation codes.
- 2 Review allocation codes using Allocation Code Report (25.3.24).

GL Calendar

- 1 Use GL Calendar Maintenance (25.3.4) to enter the GL calendar.

GL Daybooks

- 1 Use Generalized Code Maintenance (36.2.13) to enter daybook type.
- 2 Use Daybook Maintenance (25.8.1) to enter the daybook.
- 3 Use Default Daybook Maintenance (25.8.4) to assign all transactions to the system daybook.
- 4 Use Daybook Maintenance (25.8.1) to create daybooks.
- 5 Use Default Daybook Maintenance (25.8.4).

Budgets

- 1 In Budget Maintenance (25.5.1), set Auto Spread to Yes.
- 2 The Auto Spread field determines how the budget amount is divided.
- 3 In Budget Maintenance (25.5.1), set By Percentage to Yes.
- 4 The By Percentage field enables you to allocate the budget amount.
- 5 Use Budget Maintenance (25.5.1) to enter the budget.
- 6 Use Budget Maintenance (25.5.1) to enter the budget.

Custom Reports

- 1 Enter custom report format information in Custom Report Format Maintenance (25.17.1).
- 2 Enter custom report account information in Custom Report Account Maintenance (25.17.1).
- 3 Print the custom report in Custom Report Print (25.17.13), Output = Window/Terminal.

General Ledger Setup Study Questions

- 1 Use five digits for the account code, three digits for the sub-account code; and a maximum of eight digits for the account/sub-account combination.
- 2 No, you can only have one primary entity.

Processing Workshops

Load Beginning Balances

- 1 Use Standard Transaction Maintenance (25.13.1) to enter the JL transaction.
- 2 Use Unposted Transaction Inquiry (25.13.14) to review the unposted transaction.

Reversing Transactions

- 1 Use Reversing Transaction Maintenance (25.13.3) to enter the transaction.
- 2 The prefix for reversing transactions is RV. It is automatically assigned by the system.
- 3 Post the transactions in Transaction Post (25.13.7).

GL Daybooks Trial and Official

- 1 You can review the transaction information in Inquiry by Account with Drill-Down (25.13.20).
- 2 Use Daybook Report Trial (25.8.14) to run a trial daybook.
- 3 Use Daybook Report Official (25.8.13) to run an official daybook.
- 4 Use Central Daybook Report Trial (25.8.17), set the Type field to 01.
- 5 The report lists posted activity for all daybooks of type 01; this can include AR Other, AR Pmts, and DC Memo.

COA Transactions

- 1 Create the transaction in Standard Transaction Maintenance (25.13.1).
- 2 Post the transaction in Transaction Post (25.13.7). Set the type to JL.
- 3 Create the transaction in Standard Transaction Maintenance (25.13.1).
- 4 You can review your unposted transaction in Unposted Transaction Inquiry (25.13.13).
- 5 Run Transaction Register (25.13.21) to review posted transactions.

General Ledger Processing Study Questions

- 1 You can use Transaction Post (25.13.7), setting the Post field to No. This gives you an audit report that can reviewed prior to posting. You can also use Unposted Transaction Register (25.13.14) to review unposted transactions prior to posting.
- 2 It is recommended that you fix it in the source module. This ensures that all elements of the transaction are properly corrected.
- 3 There is no rule as to how often to preform a GL posting. Some users post daily, weekly, and even monthly. Keep in mind that the less frequently you post, the longer each posting takes to run.

- 4 False. You can only delete unposted transactions in Transaction Delete/Archive (36.23.2). Posted transactions should never be deleted because this causes your GL to be out of balance. If it is necessary to free up file space, it is recommended that you perform a Transaction Consolidation (25.13.11).

Product Information Resources

QAD offers a number of online resources to help you get more information about using QAD products.

[QAD Forums \(community.qad.com\)](https://community.qad.com)

Ask questions and share information with other members of the user community, including QAD experts.

[QAD Knowledgebase \(knowledgebase.qad.com\)*](https://knowledgebase.qad.com)

Search for answers, tips, or solutions related to any QAD product or topic.

[QAD Document Library \(www.qad.com/documentlibrary\)](https://www.qad.com/documentlibrary)

Get browser-based access to user guides, release notes, training guides, and so on; use powerful search features to find the document you want, then read online, or download and print PDF.

[QAD Learning Center \(learning.qad.com\)*](https://learning.qad.com)

Visit QAD's one-stop destination for all courses and training materials.

*Log-in required

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