## SELECTION R
## RELEASE TOTALS TO GENERAL LEDGER

This program moves the Accounts Receivable GL batches to the General Ledger Link file.  From there, go to General Ledger Link Programs to Release them into the General Ledger when you are ready.

The Batch Totals are from cash receipts, Customer Drafts, Credit Card updates and possibly some off-line invoices such as dealer charges.

This option is on the End-of-Month Checklist for Accounts Receivable.  Before releasing, print a pre-posting report on the screen to make sure that the totals are in balance (grand total proof is zero).  If they are, release them.

There are OTHER options on the menu all relating to General Ledger.

> Add **Link codes** to identify the GL accounts to be used in processing.

> Print or display **GL Distribution** by batch, account, or transaction.

> **Fix** out-of-balances batches or bad/missing GL accounts.

> **Define detail** accounts - send detail distribution to the GL for specific accounts.

> **Compare** the distribution file (which is permanent) with the Link file.

Each option is documented in detail in this chapter.

**Menu Select:** From the Accounts Receivable Main Menu, select *R - Release to GL Link File.*  The following menu displays.

```
Petro Data Oil *** Release Totals to GL Link *** 07/07/2005




      1   Print Pre-Posting Batch Report
      2   Release Totals to Link File
      3   Add, Change, Delete GL Link Codes
      4   A/R Distribution Report
      5   Fix/Check  GL Distribution File
      6   Define Detail GL Accounts
      7   Compare GL Files to Distribution/Link Files
      Q   Return to Main Menu

          Make a Selection  Q
```

## 1 - PRINT PRE-POSTING BATCH REPORT

This report prints or displays data in the LINK file.  It contains all transactions that have not been released to the GL Link file.  Once all transactions have been released, this file will be empty.

(*Note: The Distribution file (current or history) will ALWAYS contain the distribution records for all transactions.*)

**Menu Select:**  From the Accounts Receivable Main Menu select *R - RELEASE TOTALS TO GENERAL LEDGER.*

From the submenu, select *1 - PRINT PRE POSTING BATCH REPORT.*

Select the output device.   Printing on screen is sufficient to determine if the proofs are zero.

```
   Petro Data Oil *** GL Distribution report for A/R *** 07/07/2005

 Output to:  S=Screen       P=Printer      F=Text File      Q=Quit |S
```

**Enter Report Date.**     The current system date displays as the default, press *enter* to accept the accept the displayed date or enter a report date.  This date has no effect on the report.

**Batch Number.**     Enter the beginning and ending batch numbers to include.  If all batches are required, enter 0 and 99999999.  This is the only way you can be sure that all of the batches are printed.

```
    Petro Data Oil *** GL Distribution report for A/R *** 07/07/2005

 Display report on screen

 Enter Report Date  07/31/2005


 Beg Batch No. 0                  End Batch No.  99999999

 Option: 1=Regular    2=with Journal Entry Description   1

 Is everything ok? (Y/N/P=Printer/Q=Quit)  |Y
```

**Option:**     **1=Regular**     To verify the Grand Total Proof or to view batches without descriptions (short report).
**2=with Journal Entry Description**     To print with Journal Entry Descriptions).

**Is everything OK?  (Y/N/P=Printer/Q=Quit)**

> Enter **Y** if the selected options are correct.
> Enter **N** or press **F7** to reenter the options.
> Enter **P** to change print options or selected printer.
> Enter **Q** or **F8** to quit without printing.

The following report is the last page of a 'Regular' report.  The 'Grand Total For All Batches is listed.  Since it shows a balance, there are batches included on the list on previous pages that are not balanced.  The batches must be identified and corrected before releasing.

```
 Date: 07/07/2005                   Petro Data Oil                    Page No.
 Time: 14:29:33                 A/R Link Report 07/31/2005                26
                                Batch Range 0 TO 99999999


Batch    Type    Account     GL Date    Description                    Amount

20050314 CR     10200-200   03/14/2005  STORE #201 CASH IN BANK         10.00
20050314 CR     20700-100   03/14/2005  Accounts Payable Discounts -   -10.00
                                                   Subtotal       0.00

20050331 MI     11000-100   03/31/2005  Accounts Receivable - Jobber   100.00
20050331 MI     99900-      03/31/2005  CLEARING ACCOUNT              -100.00
                                                   Subtotal       0.00

20050422 CR     10200-100   04/22/2005  CASH IN BANK - JOBBER           10.00
20050422 CR     11000-100   04/22/2005  Accounts Receivable - Jobber   -10.00
                                                   Subtotal       0.00

20050501 CR     10200-100   05/01/2005  CASH IN BANK - JOBBER          100.00
20050501 CR     11000-100   05/01/2005  Accounts Receivable - Jobber  -100.00
                                                   Subtotal       0.00

20050506 CR     10200-100   05/06/2005  CASH IN BANK - JOBBER          100.00
20050506 CR     43030-100   05/06/2005  Sales TBA                     -100.00
                                                   Subtotal       0.00

20050531 CR     10200-200   05/31/2005  STORE #201 CASH IN BANK       -424.70
20050531 CR     60500-300   05/31/2005  Station 205 Income from Disc   424.70
                                                   Subtotal       0.00

20050608 CR     10200-200   06/08/2005  STORE #201 CASH IN BANK       1000.00
20050608 CR     11100-100   06/08/2005  Credit Cards - Jobber        -1000.00
                                                   Subtotal       0.00


    GRAND TOTALS FOR ALL BATCHES                                  517823.24
```

Note: <Ctrl> <End> will take you to the bottom of the report where you can verify that the **Grand Total For All Batches** is zero.

```
20050314 CR    10200-200   03/14/2005  STORE #201 CASH IN BANK          10.00
                           JE Desc     Discount from Cash Receipts
20050314 CR    20700-100   03/14/2005  Accounts Payable Discounts -    -10.00
                           JE Desc     Discount Taken from Cash Receipts
                                                   Subtotal       0.00

20050331 MI    11000-100   03/31/2005  Accounts Receivable - Jobber    100.00
                           JE Desc     From AR invoicing
20050331 MI    99900-      03/31/2005  CLEARING ACCOUNT               -100.00
                           JE Desc     From AR invoicing
                                                   Subtotal       0.00
```

The above report was printed 'With Journal Entry Descriptions'.  Also note the 'CR' and 'MI' - this identifies where the batch came from.

> **CR** came from Cash Receipts (AR Menu Opt 2)
> **MI** came from Miscellaneous invoicing (AR Menu Opt 1)
> **CC** came from the Credit Card Module (AR Menu Opt 7, Opt 1)
> **FC** came from Finance Charges (AR Menu Opt 5)
> **EF** came from the EFT Module (AR Menu Opt 7, Opt 2 - or AP Opt E)
> **DR** came from the Draft Module (AR Menu Opt D)

## 2 - RELEASE TOTALS TO LINK FILE

This program releases the Accounts Receivable GL Batch totals to the General Ledger Link File AND marks the transactions in the Distribution File with 'Y' in the 'Released' field.  **ALWAYS print a preposting to make sure proofs are zero BEFORE releasing**.

**Menu Select:**  From the Accounts Receivable Main Menu select *R - Release To GL Link File*.

From the Submenu select *2 - Release Totals To Link File*.

> Enter the range of batches to be released.  Release only the batches printed on the preposting that have zero proofs.

> **Is everything ok?  (Y/N/P=Printer/Q=Quit)**

> > Enter **Y** to continue with release.
> > Enter **N** to reenter batch range.
> > Enter **Q** to Quit without releasing.

```
Petro Data Oil *** Release A/R Batch to  G/L LINK FILE *** 07/07/2005


Beg Batch No. 0                   End Batch No.  99999999

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

> *Standby While Computer Updates the GL Link File*

> *156 Records were sent to the GL Link File.  Press enter.*

**Note:** If one of the following messages display, call Customer Support when finished:

> *Call Petro-Data when finished.  You have blank GLJOURNUMs in ARDSTCUR.EOM.*

Or ...*You have blank GLID in ARDSTCUR.EOM*.

These error messages do not affect the release of the transactions.  You probably have some old transactions in the link file that need to be removed.  Call Customer Support for assistance when time permits.  It will not affect your processing.

## 3 - GL LINK CODE FILE MAINTENANCE

The General Ledger Link Codes contain the GL accounts that will be used when cash receipts are entered (bank account, AR, discounts), credit cards and any other transactions entered in the AR module.  Multiple link codes allow distribution to multiple banks.  Also link codes can be set up to reverse finance charges and write off bad debts.

**Menu Select:**  From the Release to GL Link File menu, select *3 - GL Link Code File Maintenance*.

```
1   GL Link Code File Maintenance
2   GL Link Code Report
Q   Return to Main Menu

    Make a Selection   Q
```

**1 - Add, Change or Delete a Link Code**

From the submenu, select *1 - GL Link Code File Maintenance*.

| GL Link Code | 1 | | |
|---|---|---|---|
| Link Description | GL CODE FOR LOCATION 1 | | |
| Gl Acct. Rec. | 11000-100 | Q | Accounts Receivable – Jobber |
| Gl Sales | 99900- | Q | CLEARING ACCOUNT |
| Gl Sales Discount | 43100-100 | Q | Discounts – Sales and Prompt Pay |
| Gl Sales Tax | 20400-100 | Q | Sales Tax Payable – Jobber |
| Gl Bank | 10200-100 | Q | CASH IN BANK – JOBBER |
| Gl Credit Card | 11100-100 | Q | Credit Cards – Jobber |
| Gl Disc Take | 43100-100 | Q | Discounts – Sales and Prompt Pay |
| Gl Finance Charge | 60300-100 | Q | Finance Charges – Jobber |
| Gl Eft Ap | 20500-100 | Q | Accounts Payable – Jobber |
| Gl Ap Discount | 53110-100 | Q | Purchase Discounts |

Edit | New | Next | Prev | Delete | Exit

Click on the magnifying glass or press F2 to select from the **chart of accounts lookup** screen.  To begin the lookup at a certain place, enter one or two numbers, then click or press.

**GL Link Code.**      Click on the magnifying glass or press F2 to display existing link codes.   Enter a Link Code number (start with 1).   If the code does not exist, Y to add N to try again.  If the code exists, the record is displayed.

**Description.**      Enter a description.  Use the bank name, especially if you have multiple banks and are setting up a link code for each.  Otherwise, enter any identifying description.

**GL Acct Rec.**    Enter the General Ledger account number for **Accounts Receivable**. This account will be used in Cash Receipt entry to credit the payment amount, and in invoice entry to debit the invoice amount.

**GL Sales**.      Enter the General Ledger account number for Sales Adjustments.  This account will <u>only</u> be used in the *Post Invoices* option of AR for dealer charges, corrections, Write-offs, etc..  Unless this Link Code is specifically for write-offs, finance charge credits, etc., the suspense account may be used.

**GL Sales Discount.**      Enter the General Ledger account number for Sales Discounts. This account is used for discounts entered  in *Post Invoices* option in AR.

**GL Sales Tax.**    Enter the General Ledger account number for Sales Tax Payable.  This account is <u>only</u> used in the *Post Invoices* option in AR.

**GL Bank.**      Enter the General Ledger account number for the **Bank account**.  This account will be used in Cash Receipt entry to debit the payment amount.

**GL Credit Card.**      Enter the General Ledger account number for **Credit Cards Receivable**.  This account is used in Cash Receipt entry to debit the amount of the payment made with credit cards.

**GL Discounts Taken.**    Enter the General Ledger account number for **Sales Discounts Taken**.  This account is used in Cash Receipts Entry if an amount is entered in the *discount* column.

**GL Finance Charges.**    Enter the General Ledger account number for **Finance Charge income**.  This account is credited when the *Calculate Finance Charge* option in AR is run and <u>updated</u>.

**GL EFT A/P.**    Enter the General Ledger account number for **Accounts Payable**.  This account is used in the EFT MODULE ONLY.

**GL A/P Discounts.**      Enter the General Ledger account number for **Purchase Discounts**.  This account is also used in the EFT MODULE

ONLY.

**Button Options:**

**<<u>E</u>dit>**          Change the description or any of the GL accounts.

**<Ne<u>w</u>>**          Enter a NEW link code.

**<<u>N</u>ext>**          Display the next link code record.

**<Pre<u>v</u>ious>**     Display the previous link code.

**<<u>D</u>elete>**       Delete the displayed link code.

**<E<u>x</u>it>**          Exit link code file maintenance.


**2 - GL Link Code Report**

From the submenu, select *2 - GL Link Code Report* to print a list of link codes with GL Account numbers.

**Q - Return to Main Menu**

From the submenu, select *Q - Return to Main Menu* to return to the Accounts Receivable Main Menu.

# 4 - A/R DISTRIBUTION REPORT

This report prints the GL distribution records for transactions that were entered in the Accounts Receivable Module - Cash Receipts, Credit Cards, and Off-line invoices.  The subtotal options are by cash receipt (or document), by GL account, or by batch..

**Menu Select:**  From the Release to GL Link File menu, select *4 - A/R Distribution Report*.

The options selected depend on what you are looking for in the report.  For example: if a batch is out of balance, select Range of Batches and subtotal by cash receipt (which means document).  If you know it is a Cash Receipts batch, select CR from the 'select origin...' lookup screen, etc.

**Range Option:**       **1=Range of Dates**       **2=Range of Batches**

**1=Current**           **2=History**              **3=Both**

**Select origin of batch or blank for all modules (F2=Lookup)**

| GItype | Descr |
|--------|-------|
| CC | Credit Cards |
| CR | Cash Receipts |
| DR | Customer Drafts |
| EF | EFT Input |
| FC | Finance Charges |
| MI | Miscellaneous Change Invoices |

Lookup Screen -- <Enter>=Select   <Esc>

**Select one account to print.  Blank=All Accounts**

If you are auditing a specific GL account, enter the account.  If you need to <u>fix an out of balance batch</u>, print or display ALL accounts.

**Subtotal Option:          1=Cash Receipt**
**2=Account**
**3=Batch/Date by Module**

Examples of all three subtotal options are listed below.

**Report Option:          S=Summary Report**   -one total per GL account
**D=Detail Report**   -each distribution record listed in detail

```
    Petro Data Oil *** GL Distribution Report for A/R *** 07/08/2005

Display report on screen

Enter Report Date   07/31/2005

Range Option:  1=Range of Dates     2=Range of Batch No.  2

Enter batch range 20050701  20050799     Enter date

1=Current        2=History        3=Both   1

Select origin of batch or blank for all modules (F2=Lookup)

Enter one account to print.  Blank=All Accounts        -
Gl Descr  All Accounts

Subtotal Option:  1=Cash Receipt    2=Account    3=Batch/Date by Module   2

Report Option:  S=Summary Report       D=Detail Report  D

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

**Is everything ok? (Y/N/P=Printer/Q=Quit)**

**Y** - Continue with report

**N** - Change an option
**P** - <u>Change the output device </u>or printer selection
**Q** - Quit to the menu without running the report
**F7** - Start over and change an option in the middle of input
**F8** - Quit to the menu from anywhere on the option screen

```
Display Report A/R Distribution Report                                    [_][ ]

    Print        Save        Exit                    Enlarge      Reduce


  Date: 07/03/2005                    Petro Data Oil                 Page No.
  Time: 14:37:56              A/R Distribution Report 07/31/2005          1
                              Batch Range 0 TO 99999999


 Batch      Inv No.   Tran    Doc    Gl         Gl         Amount  Rel  Gl Description
                      Type    No.    Date       Acct

 20031103   C12211    CrCrd   C12211 11/03/2003  11100-100   97.00      Credit Cards - Jobbe
 20031103   C12211    ArPay   C12211 11/03/2003  10200-200  -97.00      STORE #201 CASH IN B
                              Subtotal Document               0.00

 20031103   C12311    CrCrd   C12311 11/03/2003  11100-100  194.00      Credit Cards - Jobbe
 20031103   C12311    ArPay   C12311 11/03/2003  10200-200 -194.00      STORE #201 CASH IN B
                              Subtotal Document               0.00
```

A/R Distribution Report <u>Subtotal by **Cash Receipt**</u>, detail

**Button Options:**

**<Print>**        Print displayed report on PRINTER.  Select printer.

**<Save>**        Save report in a file (PDF or TXT).  Enter file name and location.

**<Enlarge>**     Display in a larger font size.  Sometimes this will fix wrapping around.

**<Reduce>**      Display in a smaller font size.

**<Exit>**        Exit the report display screen.

```
Batch      Inv No.   Tran     Doc      Gl          Gl          Amount   Rel  Gl Description
                     Type     No.      Date        Acct

20031103   C12211    ArPay    C12211   11/03/2003  10200-200    -97.00       STORE #201 CASH IN B
20031103   C12311    ArPay    C12311   11/03/2003  10200-200   -194.00       STORE #201 CASH IN B
20031103   C12411    ArPay    C12411   11/03/2003  10200-200   -291.00       STORE #201 CASH IN B
20031103   C125      ArPay    C125     11/03/2003  10200-200   -388.00       STORE #201 CASH IN B
20031103   C1256     ArPay    C1256    11/03/2003  10200-200    -29.10       STORE #201 CASH IN B
20031103   C12345    ArPay    C12345   11/03/2003  10200-200      0.00       STORE #201 CASH IN B
20031103   C1247     ArPay    C1247    11/03/2003  10200-200      0.00       STORE #201 CASH IN B
20031103   C1257     ArPay    C1257    11/03/2003  10200-200   -582.00       STORE #201 CASH IN B
20031103   C1257     ArPay    C1257    11/03/2003  10200-200    -97.00       STORE #201 CASH IN B
20031103   C1257     ArPay    C1257    11/03/2003  10200-200   -582.00       STORE #201 CASH IN B
20040331   C1200     CrCrd    C1200    03/31/2004  10200-200    970.00       STORE #201 CASH IN B
20040331   C1200     ArPay    C1200    03/31/2004  10200-200   -970.00       STORE #201 CASH IN B
20040331   C1300     CrCrd    C1300    03/31/2004  10200-200   1940.00       STORE #201 CASH IN B
20040331   C1300     ArPay    C1300    03/31/2004  10200-200  -1940.00       STORE #201 CASH IN B
                              Subtotal Account 10200-200      -2260.10
```

AR Distribution Report Subtotal by **Account** (GL account), detail

```
20031103   C1257     CrCrd    C1257    11/03/2003  11100-100    582.00       Credit Cards - Jobbe
20031103   C1257     ArPay    C1257    11/03/2003  10200-200   -582.00       STORE #201 CASH IN B
20031103   C1257     CrCrd    C1257    11/03/2003  11100-100     97.00       Credit Cards - Jobbe
20031103   C1257     ArPay    C1257    11/03/2003  10200-200    -97.00       STORE #201 CASH IN B
20031103   C1257     CrCrd    C1257    11/03/2003  11100-100    582.00       Credit Cards - Jobbe
20031103   C1257     ArPay    C1257    11/03/2003  10200-200   -582.00       STORE #201 CASH IN B
                              Subtotal Batch 20031103 CC        0.00
```

AR Distribution Report, **CC** only,  Subtotal by **Batch/Date by Module**, detail

## 5 - FIX/CHECK GL DISTRIBUTION FILE

Fix out-of-balance batches and bad or missing GL accounts using this option.  You must print a distribution report subtotal by Cash Receipt (document) first because this program requires you to fix BY TRANSACTION.

**Menu Select:**  From the Release to GL Link File menu, select *5 - Fix/Check GL Distribution File*.

```
           Petro Data Oil *** Fix Bad Batch *** 07/08/2005

This program requires that you fix every invoice that is out of balance
You should have a distribution report by invoice (option 2) in hand before
using this program.  Option:  C=Continue    Q=Quit |
```

Press **C** to continue with the FIX program.

Press **Q** to Quit and return to the menu.

```
              Petro Data Oil *** Fix Bad Batch *** 07/08/2005

Input Batch No. (Blank=All)   20050705

Option:   1=Prior Period Batch          2=Current Month Batch   2

Fix Option:  1=Fix bad Gl numbers    2=Fix Unbalanced Batch   2
             3=Add transactions to balanced batch

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

### Input Batch Number (Blank=All)

Input the batch number for the out of balance batch.  To check for
bad GL numbers, or to check all batches, leave blank.

### Option:        1=Prior Period Batch
### 2=Current Month Batch

Select **1** if you have closed the AR module and are correcting a
batch from a previous period.

Select **2** to fix a <u>Current Month Batch.</u>  (Period End Closing will
not be allowed if there are any out-of-balance batches in the link
file.

### Fix Option:   1=Fix bad GL numbers
### 2=Fix Unbalanced Batch
### 3=Add transactions to balanced batch

Select **1** to fix invalid or blank GL accounts.
Select **2** to fix a batch that is out of balance.
Select **3** to add transactions (reclassify like a journal entry)

### Is everything ok? (Y/N/P=Printer/Q=Quit)

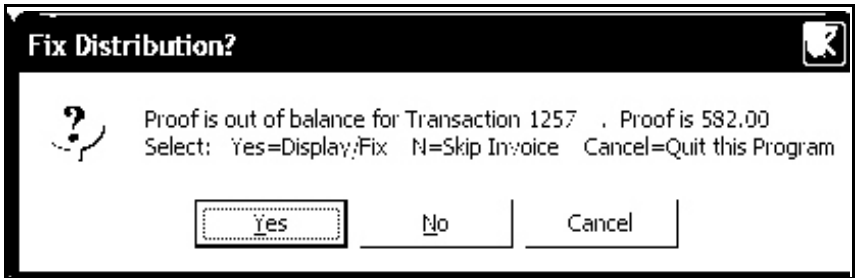**Y** - Continue with fix program
**N** - Change an option
**P** - Not valid - no print option selected
**Q** - Quit to the menu without fixing
**F7** - Start over and change an option in the middle of input
**F8** - Quit to the menu without fixing

Fix an **Unbalanced Batch**



Press <**Y**es> to display the distribution for transaction number 1257.  The following screen displays:

| Batch No. | Module | TranType | Ref. No. | Invoice No. | GI Date | Account | GI Amount | Stat |
|-----------|--------|----------|----------|-------------|---------|---------|-----------|------|
| 20031103 | CC | CRCRD | 1257 | C1257 | 11/03/2003 | 11100-100 | 582.00 | O |

Add    Edit    Delete    Save    **Proof**    582.00

Press <**A**dd> to add a balancing entry.  You may NOT *Edit* or *Delete* an entry created by an updated.



| Module | Trantype | Trantype Descr | Ref. No. | Batch | Date |
|--------|----------|----------------|----------|-------|------|
| CC | ARCHG ▼ | Credit Card Received | 1257 | 20031103 | 11/03/200 |

| CASH | Cash Received |
| CRCRD | Credit Card Received |
| MISCAS | Misc Cash Receipt |
| ARPAY | Payment Applied to A/R |
| ARDITK | Discount Taken |
| MISALE | Misc Sales |
| SLSTAX | Sales Tax |
| ARCHG | AR Charge |

GL Accou    nt    New Proof    Edit
-    .00    0.00    Delete
Save

You may change the *Trantype* (Transaction Type) of you know what it should be.  Look at the Transaction Type of another correct entry in the distribution file.

Press <Tab> to continue.

```
┌─────────────────────────────────────────────────────────────────┐
│ ⸜⸝ Add Transaction to Distribution File              [_][□][☒]    │
├─────────────────────────────────────────────────────────────────┤
│ Module    Trantype         Trantype Descr      Ref. No.   Batch        Date    │
│ ┌────┐  ┌─────────┬──┐  ┌──────────────────┐ ┌──────┐ ┌──────────┐ ┌─────────┐│
│ │CC  │  │CRCRD    │▼ │  │Credit Card Received│ │1257  │ │20031103  │ │11/03/200││
│ └────┘  └─────────┴──┘  └──────────────────┘ └──────┘ └──────────┘ └─────────┘│
│                                                                   │
│ GL Account       Gl Description       Gl Amount   New Proof      Edit    │
│ ┌────┬──┐  ┌──────────────────────┐ ┌────────┐ ┌────────┐      ─────    │
│ │ -  │Q │  │                      │ │ -582.00│ │  0.00  │      Delete   │
│ └────┴──┘  └──────────────────────┘ └────────┘ └────────┘      ─────    │
│                                                                  Save    │
└─────────────────────────────────────────────────────────────────┘
```

Click on the 'GL Account' field and enter the correct Account.  In this case the entry has a debit to the Credit Card Receivable account (11100-100) and is missing the credit to Accounts Receivable.

The magnifying glass is available to display the Chart of Accounts Lookup screen.

```
┌─────────────────────────────────────────────────────────────────┐
│ ⸜⸝ Add Transaction to Distribution File              [_][□][☒]    │
├─────────────────────────────────────────────────────────────────┤
│ Module    Trantype         Trantype Descr      Ref. No.   Batch        Date    │
│ ┌────┐  ┌─────────┬──┐  ┌──────────────────┐ ┌──────┐ ┌──────────┐ ┌─────────┐│
│ │CC  │  │CRCRD    │▼ │  │Credit Card Received│ │1257  │ │20031103  │ │11/03/200││
│ └────┘  └─────────┴──┘  └──────────────────┘ └──────┘ └──────────┘ └─────────┘│
│                                                                   │
│ GL Account       Gl Description       Gl Amount   New Proof      Edit    │
│ ┌────┬──┐  ┌──────────────────────┐ ┌────────┐ ┌────────┐      ─────    │
│ │10000-│Q│  │REGIONS BANK          │ │ -582.00│ │  0.00  │      Delete   │
│ └────┴──┘  └──────────────────────┘ └────────┘ └────────┘      ─────    │
│                                                                  Save    │
└─────────────────────────────────────────────────────────────────┘
```

The account description displays.  Press <Enter> or <Tab> to move to the GL Amount field.  Enter the correct amount for this GL account, or press <Enter> or <Tab> to accept the displayed amount.  The 'New Proof' is calculated.

> Press <**S**ave>  if the entry is CORRECT
>
> Press <**E**dit> to make changes if incorrect
>
> Press <**D**elete> to delete the entry you added and start over.

If the 'New Proof' is not zero after saving the first transaction, press <**A**dd> to add another transaction.  Continue until the proof is zero.

When the *Proof* is zero as displayed on the screen below, press <**Save>.**

If everything is okay, the following screen displays.

> Press **<Yes>** to Post the Changes and Exit this invoice.

> Press **<No>** to Cancel the changes and Exit.

>> !Corrections will NOT post if you press <No)!



Input another batch number to fix or press **F8** to exit to the menu.

## 6 - DEFINE DETAIL GL ACCOUNTS

This option allows you to enter accounts that need to be listed IN DETAIL in the General Ledger.  If you use the Miscellaneous Cash feature to enter miscellaneous deposits, you may want those accounts in detail in the GL.

*Note: Detail distribution is always available using this option.  It may not be necessary to send a lot of detail to the General Ledger.  Your accountant or CPA can help you decide which, if any, accounts need to be added.*

**Menu Select:**  From the Release to GL Link File menu, select *6 - Define Detail GL Accounts*.

Submenu Options are:   **1   Add, Change or Delete a Detail GL Account**
**2   Detail GL Report**
**Q  Quit to Main Menu**

Select *1 - Add, Change or Delete a Detail GL Account.*

The following screen displays:

```
 F2-Lookup


        Petro Data Oil *** Maintain Detail GL Accounts for AR ***07/08/2005


  1   GL Account (Q=Quit)          ▢    -
  2   Description
```

The **F2** key is active to lookup the accounts.  Enter the first one or two numbers of the account (56     ) to begin the lookup in the vicinity of the account you wish to add.

Enter the account number or select from the lookup.  The description will display and the following option:

```
This account number does not exist.  Do you want to add it? (Y/N)
```

Enter **Y** to add this account to list of accounts that will display in detail in the GL.

Every transaction that is entered in AR with this account will display in the GL with all of the entry detail.

When you have entered all of the accounts, enter **Q** in the *GL Account* field to return to the menu.

Select *2 - Detail GL Report*

This is a LISTING of the accounts that will release detail into the General Ledger.

## 7 - COMPARE GL FILES TO DISTRIBUTION/LINK FILES

The *GL Distribution files* in each module are *permanent* files unless purged. Releasing from the Link file only marks the transactions with a code telling the computer they have been released.

The *Link File* is a list of transactions in the distribution file that have not been released to the GL Link file (that is have not been coded as released).

At any time after the transactions have been released from the modules and before they are updated into the GL, the GL link files (where the transactions go when released from the module link files) can be compared to the distribution files.

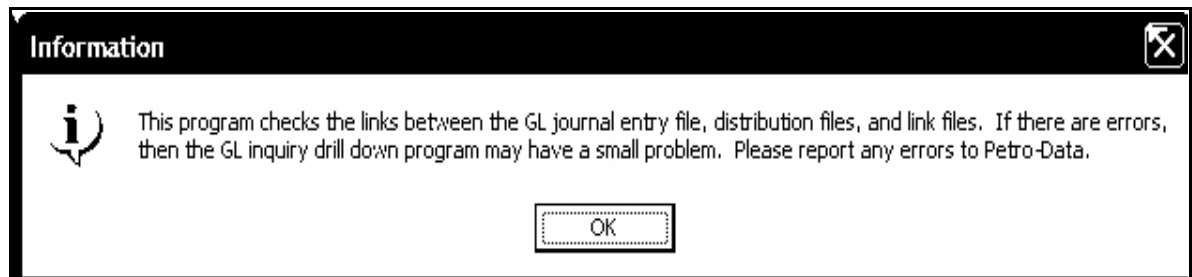From the Release menu, Select *7 - Compare GL Files to Distribution/Link Files.*

There are two options:

**1=Check Integrity of GL Inquiry**

**2=Compare Link/Distribution**

**Q=Quit**

Select *1 - Check Integrity of GL Inquiry*



Information

This program checks the links between the GL journal entry file, distribution files, and link files. If there are errors, then the GL inquiry drill down program may have a small problem. Please report any errors to Petro-Data.

OK

Select output to Screen, Printer or File.

Select the module to be checked.

Select the files to be checked, their location and the range of batches.

To proceed, press Y.

```
   Petro Data Oil *** Check Interity of GL Inq Files *** 07/08/2005

Display report on screen

Module:  1=Ap     2=AR     3=Inv    4=CS     5=PR  2

1=Journal Entry vs Dist    2=Link file vs Dist     3=Both  1

Files:  C=Current        H=History        B=Both  C

Enter range of batches:  20050701        Enter range of batches:  20050799

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

As records are being checked, a box in the top corner of your screen displays the record numbers.

When complete, a *GL Inquiry Integrity Report* prints or displays.

```
Batch      Module  Jour GLId    GL Amt    Dist Amt  Link Amt
   218 Distribution Records Tested
44444444  AR                    -10178.52  22501.71
44444444  AR          97719          0.00 -22612.71
44444444  AR          97720          0.00    111.00

   5 Link Records Tested
```

Select *2 - Compare Link/Dist*

Select output to Screen, Printer or File.

```
  Petro Data Oil *** Check GL and Distribution Files *** 07/08/2005

Display report on screen

Module:  1=A/R      2=Inv      3=A/P      4=CS     5=All    Q=Quit 1

Enter date (Blank for All)    / /

Enter batch (Blank for All)

Print out of balance only? (Y/N)   Y

Search History files? (Y/N)   N

Enter date range

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

A report prints listing the differences.

```
Date: 07/08/2005                 Petro Data Oil                    Page No.
Time: 17:00:30          AR Link Comparison Report 07/08/2005            1


Batch       Account      Dist Amt   Link Amt    Unrel Amt   Gl Amt    Out Bal

44444444    10200-200        0.00  -22612.71        0.00      0.00      0.00
```