

CLUB OFFICE GENERAL LEDGER

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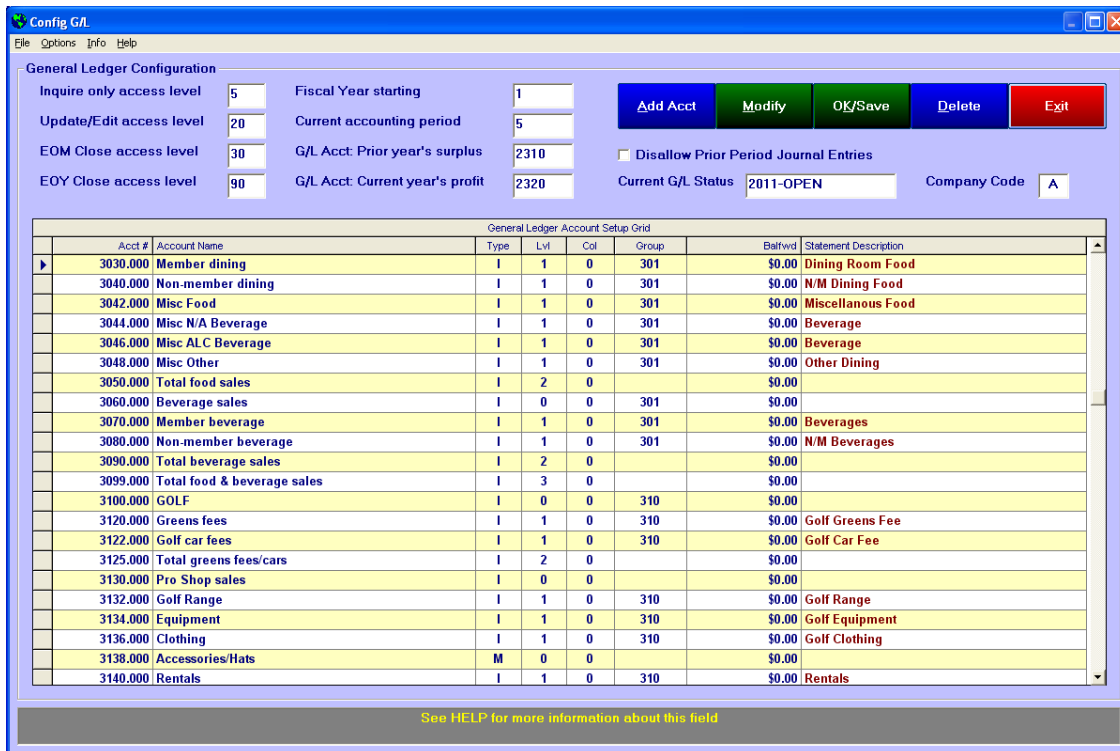
Club Office Design Concepts

The entire Club Office system is designed around the general ledger because at one time or another, the data that almost all of the modules manage is linked in some way back to the G/L chart of accounts.

G/L Configuration

The general ledger configuration module is used to establish basic security settings and others that identify the fiscal year, important posting accounts. The module is also used for creating and/or modifying the G/L chart of accounts itself.

The configuration screen can be accessed by clicking on either  at the main menu or via a menu option from within the G/L module itself. As with any Club Office configuration screen, be sure to click the Modify button, make the necessary changes and click OK when done to save the changes.



The screenshot shows the 'Config G/L' window with the following configuration details:

- Inquire only access level:** 5
- Update/Edit access level:** 20
- EOM Close access level:** 30
- EOY Close access level:** 90
- Fiscal Year starting:** 1
- Current accounting period:** 5
- G/L Acct. Prior year's surplus:** 2310
- G/L Acct. Current year's profit:** 2320
- Disallow Prior Period Journal Entries:**
- Current G/L Status:** 2011-OPEN
- Company Code:** A

The **General Ledger Account Setup Grid** contains the following data:

Acct #	Account Name	Type	Lvl	Col	Group	Blf/wd	Statement Description
3030.000	Member dining	I	1	0	301	\$0.00	Dining Room Food
3040.000	Non-member dining	I	1	0	301	\$0.00	N/M Dining Food
3042.000	Misc Food	I	1	0	301	\$0.00	Miscellaneous Food
3044.000	Misc N/A Beverage	I	1	0	301	\$0.00	Beverage
3046.000	Misc ALC Beverage	I	1	0	301	\$0.00	Beverage
3048.000	Misc Other	I	1	0	301	\$0.00	Other Dining
3050.000	Total food sales	I	2	0		\$0.00	
3060.000	Beverage sales	I	0	0	301	\$0.00	
3070.000	Member beverage	I	1	0	301	\$0.00	Beverages
3080.000	Non-member beverage	I	1	0	301	\$0.00	N/M Beverages
3090.000	Total beverage sales	I	2	0		\$0.00	
3099.000	Total food & beverage sales	I	3	0		\$0.00	
3100.000	GOLF	I	0	0	310	\$0.00	
3120.000	Greens fees	I	1	0	310	\$0.00	Golf Greens Fee
3122.000	Golf car fees	I	1	0	310	\$0.00	Golf Car Fee
3125.000	Total greens fees/cars	I	2	0		\$0.00	
3130.000	Pro Shop sales	I	0	0		\$0.00	
3132.000	Golf Range	I	1	0	310	\$0.00	Golf Range
3134.000	Equipment	I	1	0	310	\$0.00	Golf Equipment
3136.000	Clothing	I	1	0	310	\$0.00	Golf Clothing
3138.000	Accessories/Hats	M	0	0		\$0.00	
3140.000	Rentals	I	1	0	310	\$0.00	Rentals

Access Levels

The General Ledger system utilizes four access levels:

- **Inquire only:** users can look but not change G/L information in any way through posting the journal or otherwise.
- **Update/Edit:** this is the setting for users who can use the G/L, make changes to it, create journal entries, post the journal and print financial reports. This number should be higher than the inquire only level.
- **EOM Close:** a person's access level for G/L must be at least this high to close one general ledger period and open the next. This number should be higher than the update/edit level.

- ▣ **EOY Close:** a person's access level for G/L must be at least this high to close one general ledger fiscal year and open the next. This number should be higher than the EOM close level.

Fiscal Year starting Month

This determines the "periods" for your accounting system. Examples: If your fiscal year matches that of a calendar year, the starting month is 1. If your fiscal year starts on October 1st, type 10 because October is the tenth month of the year. Club Office tracks information based on a "calendar" year where period 1=January, 2=February, 3=March, etc. but the fiscal year starting month allows the system to shift into non-calendar scenarios by using this as the fiscal year starting month "offset" entry.

Current Accounting Period

This is the current accounting period, according to the General Ledger. If your fiscal year matches the calendar year, it also reflects the month of the year. If your fiscal year does not coincide with the calendar year, then this number reflects the "offset" of your starting month. Example: Suppose your fiscal year starts October 1st and it's currently April. Because April is the 7th month of your fiscal year, you'd enter 7 into this box.

Periods 1-12, 13-24: Club Office considers periods 1-12 as the "current" fiscal year. However, the system can accommodate two open fiscal years simultaneously by using periods 13-24 as the "next" fiscal year.

- ▣ Period 13 is the same as period 1 of the "next" fiscal year; period 14 is the same as period 2 of the "next" fiscal year, etc.
- ▣ The system can produce financial reports through period 14 only; after this, the G/L will accept appropriate journal entries for periods 15-24 but will not produce financial reports past period 14. This overlap should be a sufficient period of time for users to close the current fiscal year and move into the next one.
- ▣ When the current fiscal year is closed and the "next" year becomes current, period 13 journal entries are reassigned to period 1, period 14 entries become period 2, etc.

Retained Earnings – dual accounts

Club Office uses two retained earnings accounts – one for all prior years and one for the current fiscal year.

G/L Acct - Prior Year's surplus

Type the level 1 general ledger account number that holds the profits from the **prior** fiscal year. At the end of the year when you perform a G/L EOY Close, the current year's profits are posted to this account in preparation for the next year.

G/L Acct - Current year's profit

Type the account number that holds the profits during the **current** fiscal year. During the year, profits are calculated and posted to this account as often as you perform a "repost" of the general journal. This should be a different level 1 account than the prior year surplus account. No journal entries should ever be made to this account, either.

Company Code

If the G/L Journal Export/Import utility is installed, the configuration screen also displays a special Company Code setting. More information about this is found later in this manual in the G/L Journal Export/Import Utility section.

<input type="checkbox"/> Disallow Prior Period Journal Entries		
Current G/L Status	2011-OPEN	Company Code
		A

Disallow Prior Period Journal Entries

Check this box to make the system sensitive to user activity that would produce journal entries to G/L periods prior to the current period. If this box is left un-checked, users are encouraged to

keep the G/L up-to-date regularly and not let it become two or three months behind for journal entries can easily be made into prior periods by users who are not conscious of the general ledger.

Current G/L Status

This tells the system what the current fiscal year is. It MUST be in the format YYYY-(text) such as **2011-OPEN**. The current status setting is used by the system to keep historical journal entries tied to the fiscal year to which the journal entries belong. During the last month of the current fiscal year, additional menu buttons and/or options will appear in the General Ledger module that allow keeping both the current and next year open simultaneously.

Caution: Once set, do not manually change the settings for the prior year or current year profits, the fiscal year starting month, the current period or the current G/L status. The system uses various combinations of these settings to know where to post values; changing these settings in the middle of a year can easily cause wildly unpredictable results. Club Office includes built-in functionality for changing from one general ledger period to the next (EOM Finish G/L month) and from one fiscal year to the next (Close EOY), as well as utilities for changing general ledger account numbers globally throughout the system (GLGLOBAL.EXE).

Creating/Modifying G/L Accounts

The majority of the G/L configuration screen contains a grid display of the chart of accounts. The grid is used for creating new accounts and changing various other individual account settings.

An additional feature is located in the Options menu: G/L Wizard. The wizard is another way of creating general ledger accounts, but for a new user who does not yet have a chart of accounts, the Wizard includes **G/L JumpStart**. Several predefined charts of accounts are included in the JumpStart databases that you can print out and/or review; you can also select the one that best matches your needs, import it directly into a blank G/L database and be in operation in no time.

G/L Chart of Accounts Information fields:

The grid headings describe the fields of information in the database:

Acct#: the G/L number for the account. This is a numerical entry between 1.000 and 99999.999. Club Office organizes the chart of accounts by ascending numerical order.

Account name: the title of the G/L account itself; limited to 30 characters in size.

Type: account types are ALCIE or M:

- ┆ **A = Asset** (things that the club owns such as cash, bank accounts, securities, inventory, equipment, property, etc.)
- ┆ **L = Liability** (things that the club owes to creditors such as suppliers, loan companies, governmental organizations [taxes], etc.)
- ┆ **C = Capital** (what the club owes to its owners and investors; capital is a subset of liabilities and therefore, a Liability account can work just as well.)
- ┆ **I = Income** (generally sales items; how the club make money such as membership sales and/or dues, food/beverage sales, merchandise sales, etc.)
- ┆ **E = Expense** (generally cost items; how the club spends money such as wages, employer taxes, cost of inventory for resale, insurance, telephone, utilities, etc.)
- ┆ **M = Memo** (text-only accounts embedded in the chart for descriptive reasons. Memo accounts cannot carry financial balances of any kind.)

Level (Lvl): this is a numerical entry of 0-9 as follows:

- ┆ **0 = text only account/heading.** Similar to a Memo type, it cannot carry a balance. These are tremendously useful for adding descriptions and headings into your chart of accounts. You can insert a level 0 account anywhere at any time and not affect
- ┆ **1 = Detail account.** Only level 1 accounts can be used for an account to which a value can be assigned by a journal entry. Most of your accounts will be this level.
- ┆ **2 thru 9 = Totallers.** Totallers are optional levels that when embedded into the chart of accounts, provide advanced flexibility and immediate summarization whenever journal entries are posted to the chart of accounts. In this way, the chart of accounts itself carries various balances on its own and additional reporting is often not required.

The use of totallers is an advanced topic that can be beneficial only if the chart itself is designed to “add down” in a logical progression. You can get along just fine without them by defining level 1 accounts for your detail (and possibly a few level 0 accounts as group headings) and using the G/L Custom Report Writer to produce your financial reports.

- ┆ **How totallers work:** a totaller summarizes the contiguous group of accounts immediately above it that have levels that are one less than the totaller account. Example: a level 2 totaller summarizes all the level 1 accounts above it; a level 3 totaller summarizes all the level 2 accounts above it; a level 4 totaller summarizes all the level 3 accounts above it, etc. Club Office refers to this as a “**cascade**” totaller: not unlike water running down a stream: the water flows over all the rocks as it courses down the stream until it gets to the pool at the bottom. The G/L module includes a “cascade report” that displays the totaller structure for clubs that opt to use it.
- ┆ **Totaller levels** must increase logically in the report, i.e. 1-2-3-4, etc. You cannot skip levels such as from a level 1 to a level 4, followed by a couple level 2’s then a 5, etc. A level 1 can only fall into a level 2, level 2 falls into 3, 3 into 4, 4 into 5, 5 into 6, 6 into 7, 7 into 8, and 8 into 9. In other words, a level can only total into another totaller having the next level. Example:

Working Cascade					Broken Cascade				
G/L#	Level				G/L#	Level			
100	1	\$1.00			100	1	\$1.00		
200	1	\$2.00			200	1	\$2.00		
300	2		\$3.00		300	3		\$0.00	
400	1	\$3.00			400	2		\$3.00	
500	1	\$4.00			500	1	\$3.00		
600	2		\$7.00		600	1	\$4.00		
700	3			\$10.00	700	4			\$0.00
800	4				800	2		\$7.00	
900	1	\$5.00			900	1	\$5.00		
1000	1	\$6.00			1000	3		\$10.00	
1100	2		\$11.00		1100	1	\$6.00		
1200	3			\$11.00	1200	2			\$11.00
1300	4				1300	4			\$10.00
1400	5				1400	5			\$10.00

\$21 in sales were made in both scenarios and posted to level 1 detail accounts. However, notice how the money flows properly through the working cascade, all the way to the bottom totaller. By comparison, notice how \$11 doesn't flow to the bottom totaller in the broken cascade - the revenue for G/L accounts # 900 and #1100 never gets to the totaller.

Col: Some report templates in the G/L Custom Report writer are sensitive to the “column” assignment setting for the location of where on the page to print a value on certain reports. A

setting of zero for a level 0 account prints a spacer line on these reports instead of printing the account title. The default is zero.

Group: The G/L Financial Report Writer uses “group codes” to identify G/L accounts that are to be summarized together into a single total on a report. This is a numerical entry between 0-32767; the default is zero. Assigning the same group number to G/L accounts having different levels is not advised as it can cause doubling of data in reports that use grouping.

BalFwd: G/L balance forward values are managed by the system and should not be changed by the user. Appropriate values are calculated and stored in this field at the conclusion of a fiscal year for balance sheet accounts only (assets, liabilities and capital account); all other accounts are zeroed. New Club Office users typically enter appropriate starting balances for all accounts via the creation of journal entries.

Statement Description: If the account is used for an item that might print on a member statement, you can specify what text is printed by defining the “statement description” of up to 30 characters in size. Not every G/L account needs a statement description – it generally applies only to sales (income) departments, payment accounts or any other accounts that might appear on a member statement; the normal G/L account name is printed for accounts that do not have a description. For example, one might define asset accounts that are used for receiving member payments to show “Thank You” instead of “Our Bank Account” on the statement:

General Ledger Account Setup Grid							
Acct #	Account Name	Type	Lvl	Col	Group	BalFwd	Statement Description
1000.000	ASSETS	A	0	0		\$0.00	
1010.000	Our Bank Account	A	1	0	101	\$0.00	Thank you for your payment!
1020.000	Petty Cash	A	1	0	101	\$0.00	Cash Payment-Thank You!
1030.000	Total Cash	A	2	0		\$0.00	
1040.000	Other Cash	A	0	0	101	\$0.00	
1045.000	Credit Cards	A	1	0	101	\$0.00	Credit Card Payment-Thank You

Or use the statement description to clarify information for members:

General Ledger Account Setup Grid							
Acct #	Account Name	Type	Lvl	Col	Group	BalFwd	Statement Description
3310.000	Locker room	I	1	0	325	\$0.00	Golf Locker Fee
3320.000	Tree program	I	1	0	325	\$0.00	ABC Tree Planting Program
3330.000	Golf handicaps	I	1	0	325	\$0.00	Golf Handicap
3335.000	Bag Storage	I	1	0	325	\$0.00	Golf Club Cleaning/Storage Fee
3340.000	Tennis operations	I	1	0	325	\$0.00	Tennis Fees
3350.000	Tennis lessons	I	1	0	325	\$0.00	Tennis Lessons
3360.000	Pool operations	I	1	0	325	\$0.00	Pool Fees
3370.000	Pool lessons	I	1	0	325	\$0.00	Pool Lessons
3380.000	Junior golf	I	1	0	325	\$0.00	Junior Golf Fees
3390.000	Junior golf lessons	I	1	0	325	\$0.00	Junior Golf Lessons
3400.000	City league team	I	1	0	325	\$0.00	City League Team Fee
3410.000	Range program	I	1	0	325	\$0.00	Practice Range Program
3420.000	Evans Scholarships	I	1	0	325	\$0.00	Evans Scholars Donation
3430.000	Employee Christmas Fund	I	1	0	325	\$0.00	ABC Employee Christmas Fund

Note: member statements can be quite dynamic and include other information in place of or in addition to either the G/L account name or statement description, depending on the statement design used. Additionally, the A/R system includes consolidation and other options that supersede those in G/L when it comes to printing statements.

How to add a G/L account

	8000.000	Profit/Loss from Operations	I	5	0		\$0.00
▶	0 ?		M	0	0	0	0
*							

1. Click the Modify button to begin, then click Add Acct.

2. A new line will be added to the grid display and the new row will be marked with the “arrow” record marker in the far left column.
3. Click on the first column and type the account number in XXXXX.XXX format. (Press the TAB key to move horizontally from column to column.)
4. Type the Account Name (limit 30 characters).
5. In the Type column; enter A,L,C,I,E or M (limit 1 character; the default is M).
6. In the Lvl column, type 1 if the account is a detail account; type zero (the default) if it’s just a text entry that will never hold a balance. (Levels 2-9 are totallers; see above for information about using totallers.)
7. In the Col column, type the desired column number (the default is zero).
8. In the Group column, type the number if you know it; otherwise, leave it blank (or zero).
9. In the Statement Description column; type the text to display on a member statement (if the G/L account may possibly be applicable for a member transaction).
10. Click OK when done. The chart

How to Modify a G/L Account

1. Click Modify.
2. Scroll up/down the grid to locate the account to change.
3. Click on the column of information to change; type the appropriate change.
4. Click OK when done (or simply use the up/down arrow keys on your keyboard to move from one line to another one).

▀ **Caution: unless you’re correcting a typo error on a brand new account that as yet has no balance or financial activity associated with it whatsoever, changing an active chart of accounts can have vast and unwanted side effects.**

- ▀ Changing the G/L account number should only be done with the Global G/L change option. Changing it manually is **strongly discouraged** and can easily lead to orphaned G/L journal entries, invalid totaling (or missing data) in financial reports, synchronization problems with other parts of the system and other problems too numerous to mention.
 - ▀ The Global G/L change module includes an option to merge more than one account into another. The “many-to-one” option is used to first transfer values from an active account that you want to delete to another active account, after which the original is deleted for you.
- ▀ Changing the Account Name to something inappropriate for the account in question can obviously cause confusion in reports. Example: changing “Sales Tax Payable” to “Governor’s Fund” might be humorous but certainly not helpful when viewing the balance sheet.
- ▀ Changing the G/L account type can be very dangerous, too. For example, reclassifying a type L (liability) to a type I (income) account, even though their values carry the same sign in the chart of accounts, will throw your system completely out of whack unless there is absolutely no financial activity attached to the account at all.
- ▀ Changing the account level from 1 to 2 for an active income account will orphan *every* sales transaction, *past and present*, that was tied to that account because a level 2 account is a totaller and not a detail account (sales transactions must post directly to a level 1 detail account). If SQLPos Point of Sale is installed, such a change would essentially render the whole POS system useless. This would obviously have a drastic effect on the profit/loss figure at the bottom of the income statement when thousands of dollars of income are suddenly missing.

- Changing the COL setting would affect G/L reports that use the COL setting, possibly hiding the value altogether and subsequently, providing an invalid total at the end of the report.
- Changing the Group setting effects the G/L Financial Report Writer's ability to collate the information properly. Example: If the report is structured to include group 105 in its "Cash on Hand" balance sheet total but the group code for the bank account is changed to 109, the resulting balance sheet report would not include a vital piece of information and the report would be bogus.
- Changing the Statement Description to something that's improper for the G/L account in question can cause a great deal of confusion on member statements. Example: changing the description for member dining from "Dining Room Food" to "Dues and Assessments" is certain to garner angry calls from members.

How to Delete a G/L Account

Unlike other parts of the system where you can select an account from the display and press the DELETE key on your keyboard, deleting a G/L account is (by design) quite a bit different because so much of the system is impacted by this action.

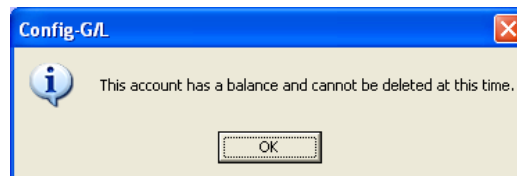
- Preferred method:** Use the G/L Global change utility's "many-to-one" option to move the values and all related activity from the account you want to delete to the new account. Afterward, it deletes the original for you automatically. This method is preferred even for accounts that have no balance because it automatically ensures that the entire system is updated properly.

If the account is:

- one that's currently unused *and had never been used*
or
- is one that you just created a minute ago but have changed your mind and now want to delete it,

you are safe in using the G/L configuration utility to delete the account as follows:

- Start the G/L configuration module
- Click Modify.
- Scroll up/down the display grid to find the desired account, then click anywhere on the line itself. Note that the arrow record selector will show the chosen account. **Important: select the account very carefully so you don't accidentally choose the wrong one!**
- Click the Delete button. A confirmation button will appear; click YES to delete the account.
- If you attempt to delete an account that has a balance, the following message will appear:



Synchronize G/L

The configuration module includes a synchronization feature that ensures that all the budgets and other G/L. Normally, it's not necessary to choose this option because the system synchronizes itself automatically if a change is made to the general ledger. However, the manual option is always available, too.



General Ledger Setup Wizard

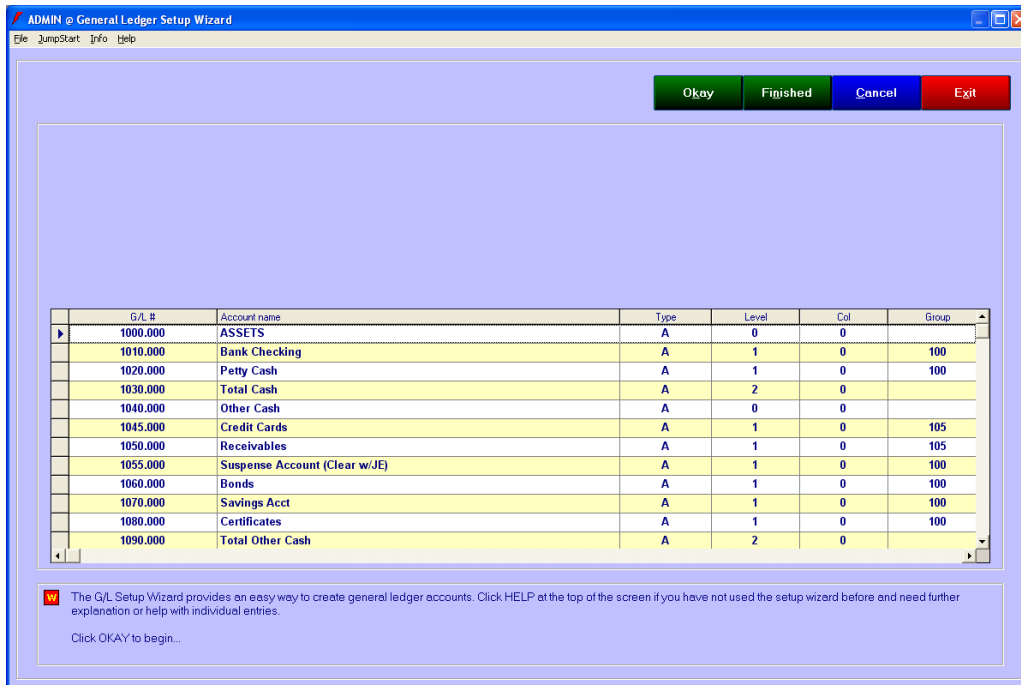
While it's not necessary to use the setup wizard to create the G/L chart of accounts, many people find that it's an easier way to establish a chart of accounts for their facility. To access the wizard, click Options in the menu bar of the G/L configuration module and select G/L Wizard:



How to Add an Account with the Wizard

The bottom panel provides context-sensitive information that leads you through the entire procedure. For your reference, the current chart of accounts is displayed in a scrollable (but not editable) grid.

- Click Okay to begin...



- The module will request an entry, one field at a time. Type the information and press the ENTER key; the next entry field will be displayed. All totaled, eight pieces of information are required and your screen may eventually look something like this:

G/L Account main number? 3325

G/L Sub-Group number? 000

Description? Marina - Slip Rental

Account type? 1 Level? 1 Column? 0

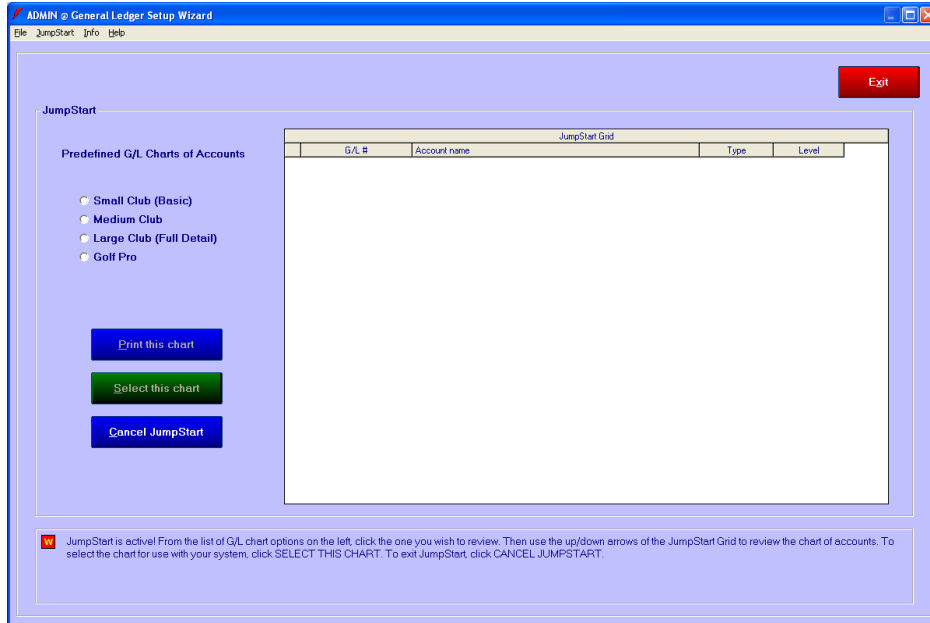
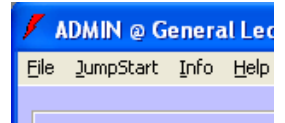
Statement Description? Marina - Slip Rental

Group Code? 0

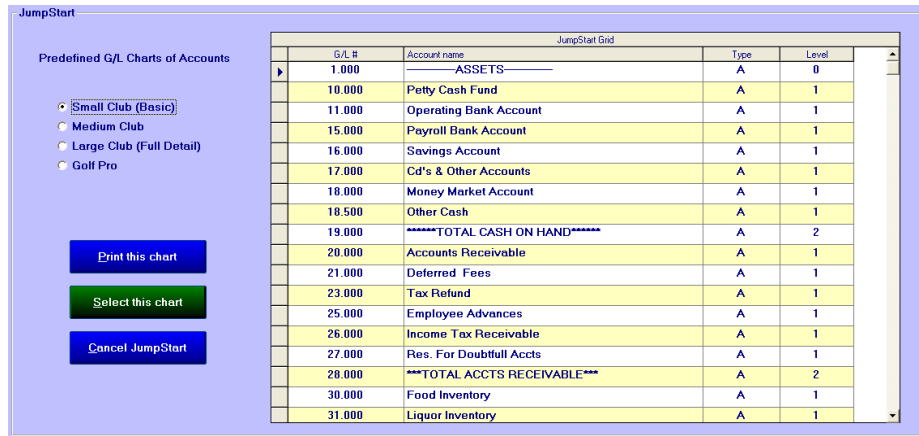
- Finally, click the Finished button to save the new account and update the chart of accounts with the new account information.

JumpStart

This G/L Wizard menu option provides four predefined charts of accounts that you can view on screen or print, and if you have not defined any accounts yet, you may even select one of them to use as your default chart of accounts. In this way, you can pick the one closest to your needs, make a few additions or deletions, and be up and running in no time.



After JumpStart has begun, simply click on one of the radio buttons to view that respective G/L chart of accounts in the display grid. Click Print this chart to print it on your default printer.



How to Use a Predefined Chart of Accounts

For your protection, JumpStart will not overwrite an existing G/L chart of accounts. The option functions only if your current chart of accounts is blank.

1. Select the chart which most closely meets your needs.
2. Click SELECT THIS CHART, followed by YES in a confirmation box that appears. It takes only a few moments to transfers the selected chart of accounts into the main G/L database. When done, it will return to the Setup Wizard where you may add more accounts or exit back to the configuration screen.

Best Practices

- ┆ A typical accounting structure lists Assets first, followed by Liabilities and Capital. These constitute the “balance sheet” portion of the chart of accounts. After the balance sheet, Income and Expense accounts finish out the chart of accounts; these form the “income statement” portion of the chart. In Club Office, the “net” of the income statement is posted to the current profits account.
- ┆ Club Office’s “5.3” g/l account number structure (XXXXX.XXX) provides for up to 99,999,999 individual G/L accounts. While we hope you never have that many, the main benefit in having a decimal G/L number is flexibility. The portion of the number to the left of the decimal point is the “main” portion of the number while the portion to the right of the decimal point is the “sub” number.
 - ┆ There are 999 possible sub account numbers between each main number, making it easy to insert an account between two others as the need arises.
 - ┆ You don’t have to use “sub” numbers if you don’t want to. Just be sure to leave some space between numbers for subsequent “main” account additions.
 - ┆ Some clubs use the sub portion of the number to identify types of expenses. In the following example, the club wanted to spread its telephone expense across various departments, giving them a more accurate picture of each department’s activity as related to its respective budget. They could also simply build a report in the G/L custom report writer by selecting all the .010 accounts to show total overall telephone expense, or even assign a group code to each .010 account and collate the total of all of them in the financial report writer. Club Office offers lots of flexibility
 - ┆ 4010.010 Telephone Expense – Office/General
 - ┆ 5310.010 Telephone Expense – Pro Shop
 - ┆ 6720.010 Telephone Expense – Greens Supt
 - ┆ 7031.010 Telephone Expense - Maintenance
 - ┆ 8145.010 Telephone Expense – Marina
- ┆ Consider like-account number ranges for like-things. For example, a fairly common structure might look like this:
 - ┆ Assets: 1000-1999
 - ┆ Liabilities: 2000-2900
 - ┆ Capital: 2901-2999 (or embed as Liabilities at the end of the liabilities section)
 - ┆ Income: 3000-3999
 - ┆ E = Expense: 4000-5999
 - ┆ M = Memo: use anywhere inside the respective number range
- ┆ Use a similar numbering structure throughout your chart of accounts, i.e. try not to mix 3-digit, 4-digit and 5-digit G/L accounts. Making them the same number of digits will make it easier later on.
- ┆ Don’t be overly concerned about using “totaller” levels 2-9 inside the chart of accounts itself; it’s an advanced concept that can be beneficial only if the chart itself is designed to “add down” in a logical progression. You can get along just fine by defining only level 1 accounts for your detail (and possibly a few level 0 accounts as group headings) and using the G/L Custom Report Writer to produce your financial reports.

General Ledger Module

The G/L module includes functions to manage the financial information and reporting needs of your facility. While financial reporting only extends through the 14th period of the current fiscal year (i.e. 2 periods into the *next* fiscal year), the system provides for the creation of journal entries for up to 24 periods: periods 1-12 are the current fiscal year and periods 13-24 are designated as the next fiscal year. Upon closing the current fiscal year, the next year becomes active and financial reporting is again available.

The screenshot shows the 'ADMIN @ G/L Master - Current period: 12' window. The main area displays a 'General Ledger Chart of Accounts' table. The table has columns for 'Acct #', 'Type', 'Level', 'Account Name', and 12 periods (Per 1-12). The data shows various asset accounts like 'Bank Checking', 'Petty Cash', 'Total Cash', 'Other Cash', 'Credit Cards', 'Receivables', 'Suspense Account', 'Bonds', 'Savings Acct', 'Certificates', 'Total Other Cash', and 'Total Assets', along with liability accounts like 'LIABILITIES' and 'Equipment'. The 'Total Assets' row shows a balance of \$54,374.19 across all periods.

What the menu options do:

The screenshot shows the software interface with red callout boxes explaining the menu options:

- File**: Print reports, access the G/L Custom Report writer and the G/L Financial Report writer, cash analysis, data export
- Options**: Synchronize G/L or Repost the Journal
- Reports**: Close a G/L period and move to the next one
- EOM**: Current G/L period
- Info**: Access G/L configuration
- Help**: Access G/L configuration
- G/L Configuration**: Access G/L configuration
- Chart of Accounts**: Return to the default startup screen
- Budgets**: Access the budget management screens
- Journal Entries**: Make manual journal entries
- View/Edit Journal**: G/L Journal screen, repost or edit journal entries
- Unposted Journal Entries Exist**: This button appears as a reminder to post the journal to the general ledger
- Close EOY**: Close a fiscal year and move to the next one. This button is only visible when in period 12
- Exit**: Exit

How G/L Account Values are calculated

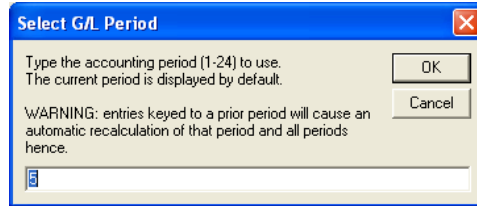
1. "Journal entries" are created automatically by various Club Office modules (i.e. Accounts Receivable, Payroll, Accounts Payable, Inventory, Fixed Assets, etc.) or manually within the G/L module by the user.
 - a. Each individual journal entry is assigned to a general ledger account and to an accounting period.
 - b. Because a fiscal year contains twelve accounting periods (i.e. "months") each general ledger account has twelve balances, one for each period.
2. The journal entries (collectively called "the journal") are "posted" to G/L accounts. As it does so, messages flash in the helpwindow at the bottom of the G/L module. When done, the window will display "Reposting complete."
 - a. The posting process first zeros all twelve period balances for all G/L accounts.
 - b. Starting with period 1 and continuing through the currently active period (i.e. the "current period"), it adds the value of each journal entry to its respective G/L account's period total. For balance sheet accounts, the "balance forward" (i.e. the balances at the end of the previous fiscal year) are added into the mix.
 - c. The profit/loss (P&L) is the net value of all income statement accounts for a specific accounting period. This value is added to the "current year profits" account (i.e. current retained earnings) as each period is calculated. In turn, this causes the balance sheet to "balance" so that the standard accounting equation (assets = liabilities + capital) is met.
 - d. Balance sheet accounts (Assets, Liabilities and Capital accounts) always display cumulative "year to date" values so that the current period always shows the business' financial status at that point in time.
 - e. Income statement accounts (income and expense accounts) always display the total of each account *for each period* instead of year-to-date. The sum total of all periods yields the yearly total for each income or expense account.
 - f. Because the posting process always returns to the start of the fiscal year (period 1), the entire general ledger is always updated whenever a "repost" is performed. This ensures that back-dated journal entries (journal entries made to prior periods) are always picked up and G/L account balances properly brought forward.
 - i. The posting/reposting procedure stops at the current G/L period. Therefore, for example, if your current period setting is 7, the system will not post journal entries past period 7 and all values for all periods past period 7 will be zero.
 - ii. While the posting process is generally quick, as you get further into the fiscal year you should expect that the posting procedure will require more time to complete because the system will have more journal entries to process.
 - iii. Even though the G/L configuration option to "disallow prior period journal entries" may be checked, the system still reposts from the very beginning to ensure that even potential administrator overrides are included.
3. Financial reports can now be printed that reflect up-to-date information.

How to Create G/L Journal Entries

Club Office's G/L uses standard, double-entry bookkeeping operations and will not permit one-sided transactions; every transaction must have at least one offsetting transaction so that the system remains in balance.

Journal entries are created in the "journal workspace" first and whenever the workspace is "in balance," a "commit" button becomes active so that the workspace can be transferred to the

1. Click Journal Entries. Enter the desired accounting period for the entries to be made (the default displayed is the current period):

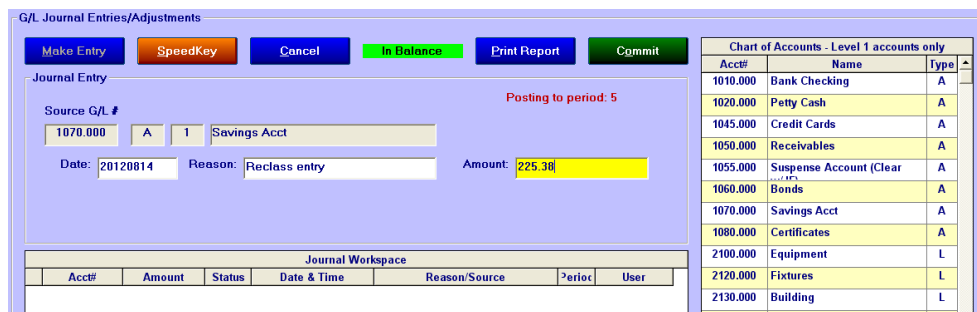


2. Two methods of making journal entries are available:

- a. "Make Entry:" suggested for single pairs of entries (one debit, one credit) or sessions where only a handful of entries are to be made.
- b. "SpeedKey:" suggested for multiple-entry sessions and is better suited to keyboard/keypad entry.



3. In the Chart of Accounts grid on the right side, click on the account number to which your entry is to be made. If the desired account number isn't visible, use the up/down arrows or scroll bar to locate it. Accounts which are highlighted in RED are level 1 detail accounts that can be used for journal entries; all others are headings, memos or totallers that cannot be used (although they're displayed for information purposes).
4. Click MAKE ENTRY. The current date will be displayed for you. You may change it if you wish by clicking on the date box and making your changes.
5. Type the REASON for the adjustment (up to 20 characters), then press ENTER
6. Type the amount of the entry. Note in the following example, the user is reclassifying an entry to the Savings Account.



Upon pressing the ENTER key, the value is added into the Journal Workspace. Note that the green balance check box that formerly displayed "in balance" has turned red and displays the amount the entry is out of balance; the Commit button is no longer active, either:

G/L Journal Entries/Adjustments

Make Entry SpeedKey Cancel 225.38 Print Report Commit

Journal Entry

Source G/L # 1070.000 A 1 Savings Acct Posting to period: 5

Date: 20120814 Reason: Reclass entry Amount: 225.38

Offset Acct: 1055.000 Amount: -225.38

Journal Workspace						
Acct#	Amount	Status	Date & Time	Reason/Source	Period	User
1070.000	\$225.38	N	20120814@12:30:05	Reclass entry	5	ADMIN

Chart of Accounts - Level 1 accounts only		
Acct#	Name	Type
1010.000	Bank Checking	A
1020.000	Petty Cash	A
1045.000	Credit Cards	A
1050.000	Receivables	A
1055.000	Suspense Account (Clear	A
1060.000	Bonds	A
1070.000	Savings Acct	A
1080.000	Certificates	A
2100.000	Equipment	L
2120.000	Fixtures	L
2130.000	Building	L
2150.000	Depreciation	L

7. In the Offset Acct box, either type the account to which the offsetting value is to be applied and press ENTER. You may also use the lookup grid and click on the account to select it. In this example, the user is moving money from acct# 1055 the “suspense account.” Note that the offsetting amount has been typed as a negative value.

▣ **Important concept:** Club Office’s journal entries are entered using the +/- sign as they would be in the G/L. Therefore:

- ▣ An increase to an asset account is typed as a POSITIVE value;
- ▣ A decrease to an asset account is typed as a NEGATIVE value.
- ▣ An increase to a liability (or capital) account is typed as a NEGATIVE value;
- ▣ A decrease to a liability (or capital) account is typed as a POSITIVE value.
- ▣ An increase to an income account is typed as a NEGATIVE value;
- ▣ A decrease to an income account is typed as a POSITIVE value.
- ▣ An increase to an expense account is typed as a POSITIVE value;
- ▣ A decrease to an expense account is typed as a NEGATIVE value.

8. In the Amount box to the right of the Offset Acct box, type the offset amount and press ENTER. In the example below, the offset was -\$225.39.

G/L Journal Entries/Adjustments

Make Entry SpeedKey Cancel In Balance Print Report Commit

Journal Entry

Source G/L # 1070.000 A 1 Savings Acct Posting to period: 5

Date: 20120814 Reason: Reclass entry Amount: 225.38

Offset Acct: 1055.000 Amount: -225.38

Journal Workspace						
Acct#	Amount	Status	Date & Time	Reason/Source	Period	User
1070.000	\$225.38	N	20120814@12:30:05	Reclass entry	5	ADMIN
1055.000	(\$225.38)	N	20120814@12:30:05	Reclass entry	5	ADMIN

Chart of Accounts - Level 1 accounts only		
Acct#	Name	Type
1010.000	Bank Checking	A
1020.000	Petty Cash	A
1045.000	Credit Cards	A
1050.000	Receivables	A
1055.000	Suspense Account (Clear	A
1060.000	Bonds	A
1070.000	Savings Acct	A
1080.000	Certificates	A
2100.000	Equipment	L
2120.000	Fixtures	L
2130.000	Building	L
2150.000	Depreciation	L

The balance check box displays IN BALANCE. (If not in balance, the balance check box will remain red with the out of balance amount, and another offsetting entry is required.) Notice the journal workspace contains both entries.

Whenever the journal workspace is in balance, the COMMIT button will be highlighted. To save the entries, you can either just press the ENTER key on your keyboard or click the Commit button to “commit” the workspace entries to the general journal as finished entries. A message box will appear that asks if you want to print a summary of the entries just made:

Print Workspace Report

Would you like to print a report of the G/L Journal Workspace first?

Yes No

Journal Workspace		Report date: 20071128	Page 1			
Journal Entry Group	G/L Acct #	Acct Name	User	Debit	Credit	Reason
20071128@15:00:50			ADMIN			
	1070.000	Savings Acct		225.38		Reclass entry
	1055.000	Suspense Account (Clear w/JE)			-225.38	Reclass entry
	2125.000			225.38	-225.38	

After viewing/printing the report, the entries are moved permanently to the general journal and the workspace is cleared.

SpeedKey

This method is preferred by many because it's a bit faster and more convenient to use when you need to make a great many journal entries. The essential differences are that all data must be entered into the boxes, the visible chart of accounts can't be used to select G/L accounts, and the balance check box now always displays the value – a green zero means in balance; press the ENTER key to advance from field to field:

Acct#	Name	Type
1010	Bank Checking	A
1020	Petty Cash	A
1045	Credit Cards	A
1050	Receivables	A
1055	Suspense Account (Clear w/JE)	A
1060	Bonds	A
1070	Savings Acct	A
1080	Certificates	A
2100	Equipment	L
2120	Fixtures	L

1. Type the date in MMY or YYYYMMYY format. Once entered, the date will remain for the entire journal entry session unless you change it.
2. Type the G/L account;
3. Type the appropriate amount (using the +/- sign as required);
4. Type the reason. Once entered, the reason will remain for the journal entry session unless you change it.
5. Press ENTER when the OK/Save button is highlighted; this adds the entry into the workspace and puts the cursor back in the G/L account # box, ready for the next entry:



6. Enter the next G/L account# and amount, etc. until all journal entries are made. The balance check box will always display the current status and the Commit button will become available whenever the set of entries is in balance. In the example below, even

though the workspace is in balance, the system is waiting for the next entry instead of automatically activating the Commit button:

Acct#	Amount	Status	Date & Time	Reason/Source	Period	User
3230.000	\$1,120.35	N	20120814@12:43:04	move member #223	5	ADMIN
3220.000	(\$1,120.35)	N	20120814@12:43:04	move member #223	5	ADMIN

Acct#	Name	Type
3220	Tennis memberships	I
3230	Pool memberships	I
3240	Non-resident memberships	I
3250	Intermediate memberships	I
3260	Social memberships	I
3310	Locker room	I
3320	Tree program	I
3325	Marina - Slip Rental	I
3330	Golf handicaps	I
3335	Bag Storage	I
3340	Tennis operations	I
3350	Tennis lessons	I
3360	Pool operations	I

- When done making the journal entries, click the Commit button and print the journal workspace report if you wish.

How to Edit a Journal Workspace Entry

Any time records are displayed in the G/L Journal Entry Workspace grid, they may be edited by double-clicking anywhere on the line of the selected entry. An edit window will appear where the G/L account number, amount value and reason may be changed. When finished, click OKAY to write the changes back to the workspace and continue. If the value is changed, the balance check box will be updated appropriately as well.

Making journal entries into a new fiscal year

The entire Club Office system can keep 24 accounting periods (two years) open simultaneously but the G/L can produce financial reports only on the first 14. It considers periods 1-12 as the “current” fiscal year and periods 13-24 as the “next” fiscal year. Journal entries can be assigned to any period at any time unless the option to “disallow prior period entries” is enabled, which prevents making journal entries in periods prior to the “current” period. By making a journal entry to period 14, for example, you’re essentially assigning that entry to period 2 of the “next” fiscal year:

Current Fiscal Year	Next Fiscal Year
1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Dissecting a Club Office Journal Entry

Understanding how a Club Office journal entry is formatted can aid the understanding of where the numbers came from and how to diagnose accounting problems should they arise.

G/L General Journal - CURRENT YEAR									
Entry Date/Time	G/L#	Amount	N/P	Reason/Source	User	Per	Chk#	Vend#	
20120814@12:09:22	5085.000	\$1,255.65	N	ELECTRONIC PAYMENT	ADMIN	5	0	0	
20120814@12:09:22	2263.000	(\$1,255.65)	N	ELECTRONIC PAYMENT	ADMIN	5	0	0	
20120814@12:30:05	1055.000	(\$225.38)	N	Reclass entry	ADMIN	5	0	0	
20120814@12:30:05	1070.000	\$225.38	N	Reclass entry	ADMIN	5	0	0	
20120814@12:43:04	3220.000	(\$1,120.35)	N	move member #223	ADMIN	5	0	0	
20120814@12:43:04	3230.000	\$1,120.35	N	move member #223	ADMIN	5	0	0	

- ▶ **Entry Date/Time:** Club Office organizes journal entries by “groups” based on the entry date/time stamp. The time stamp is the date and time the journal entry was made. Journal entries are displayed (and often printed) in chronological order, answering a board member’s question, “*When did xyz happen?*” This can be especially helpful when journal entries are back-posted to prior accounting periods.
- ▶ **G/L#:** this is the G/L account number to which the value is assigned when the journal is “posted” to the general ledger.
- ▶ **Amount:** this is the amount of the item. For greater visibility, negative amounts are shown inside () characters instead of using the minus character.
- ▶ **N/P:** N=not posted to the general ledger yet, also marked with a red background. P=posted to the general ledger, shown without the red background.
- ▶ **User:** the Club Office user who created the entry. This answers the question, “*Who put this in?*”
- ▶ **Per:** the accounting period to which the journal entry belongs. This is a number between 1-24 where 1-12 is the *current* fiscal year and 13-24 is the *next* fiscal year.
- ▶ **Chk#:** The check number from the payment of an accounts payable invoice.
- ▶ **Vend#:** The vendor number to which an accounts payable invoice applies.
- ▶ **Reason/Source:** this is a text entry that helps identify the purpose for the journal entry or where it came from – the “source.” Club Office includes internal codes to aid identification:
 - ▶ **A/P- xxxx** where xxxx is the invoice# (if it fits). From accounts payable. This is an invoice posting, probably to an expense account. Note that the invoice# is whatever is entered by the user at the time the invoice was created. It could be a number or other text entry such as “invoice,” “memo,” “annual fee,” or other entry. When invoices are created, the user can specify the G/L period to which the expense should be assigned. The following example shows a posted invoice.:

20071129@10:47:47	5030.000	\$106.50	N	A/P-ANNUAL FEE	ADMIN	6	0	1345
20071129@10:47:47	2210.000	(\$106.50)	N	A/P Posting	ADMIN	6	0	0
 - ▶ **A/P Posting** this is the offset value of an invoice posting to the A/P liability account. From accounts payable. (Same example as above.)

20071129@10:47:47	5030.000	\$106.50	N	A/P-ANNUAL FEE	ADMIN	6	0	1345
20071129@10:47:47	2210.000	(\$106.50)	N	A/P Posting	ADMIN	6	0	0
 - ▶ **Invoice Deletion** This is a deletion of an A/P invoice that was posted earlier to the journal (invoice status 2 or 3). From accounts payable. One (or more) entries are made to applicable expense accounts and the A/P liability account. Deleted invoices default to the CURRENT G/L period; to reassign them to a different period, change the period entry in the journal. In the example above, the invoice was originally assigned to period 6 but when deleted, the G/L was still in period 5 (below):

20071129@10:47:47	5030.000	\$106.50	N	A/P-ANNUAL FEE	ADMIN	6	0	1345
20071129@10:47:47	2210.000	(\$106.50)	N	A/P Posting	ADMIN	6	0	0

20071129@10:52:03	5030.000	(\$106.50)	N	Invoice deletion	ADMIN	5	0	1345
20071129@10:52:03	2210.000	\$106.50	N	Invoice deletion	ADMIN	5	0	0

- A/P disb-ck# xxxx** where xxxx is the check#. From accounts payable. This is from issuing a check from the A/P checkbook. Two (or more) detailed entries are made to the A/P checking account and the A/P liability account:

20071129@11:24:30	2210.000	\$1,055.40	N	A/P from cash	ADMIN	5	0	0
20071129@11:24:30	1010.000	(\$1,055.40)	N	A/P disb-ck# 32168	ADMIN	5	32168	0

- A/P-MC ?????** This is a manual check issued from the invoice module in manual check mode; the ???? includes other helpful information. From accounts payable. A manual check actual creates a journal entry group having a minimum of four line items: an entry to the cash account for the value of the manual check , one or more entries to applicable expense accounts, and two entries to the payables liability account to first create and then reverse the liability. The ???? includes other helpful information:

20071129@10:56:22	1010.000	(\$426.39)	N	A/P-MC disb to a/p	ADMIN	6	32167	0
20071129@10:56:22	4040.000	\$426.39	N	A/P-MC-Exp-S4482790	ADMIN	6	32167	1001
20071129@10:56:22	2210.000	(\$426.39)	N	A/P-MC-S4482790	ADMIN	6	32167	1001
20071129@10:56:22	2210.000	\$426.39	N	A/P-MC from cash	ADMIN	6	32167	0

- Check Void** This is a check void from the A/P checkbook. From accounts payable. One entry is made to the cash account and one or more entries made to the applicable expense account(s) for the invoices that the check represented. In this example, the check for the above manual check was deleted:

20071129@12:14:53	1010.000	\$426.39	N	Check Void	ADMIN	6	32167	0
20071129@12:14:53	4040.000	(\$426.39)	N	Check Void	ADMIN	6	32167	1001

- A/R EOM** Many accounts are usually affected by the A/R system; most are sales accounts, but typical others are the main accounts receivable account, the cash account where payments are received, the sales tax liability account and the service charge account. From accounts receivable. (This example shows just a few detail lines and is not a complete group.)

20070201@13:26:47	6030.000	(\$4,343.39)	P	A/R EOM Sales	mikeg	1	0	0
20070201@13:26:47	8510.000	\$211.38	P	A/R EOM Sales	mikeg	1	0	0
20070201@13:26:47	1110.000	\$25,989.48	P	A/R EOM NetSales+Tax	mikeg	1	0	0
20070201@13:26:47	7050.000	(\$519.80)	P	A/R EOM Sales	mikeg	1	0	0
20070201@13:26:47	6050.000	(\$332.54)	P	A/R EOM Sales	mikeg	1	0	0
20070201@13:26:47	4020.000	(\$377.86)	P	A/R EOM Sales	mikeg	1	0	0
20070201@13:26:47	1110.000	(\$29,352.91)	P	A/R EOM PmtRcvd	mikeg	1	0	0
20070201@13:26:47	2335.000	(\$2,216.03)	P	A/R EOM SrvChg	mikeg	1	0	0
20070201@13:26:47	2200.000	(\$1,556.99)	P	A/R EOM SalesTax	mikeg	1	0	0
20070201@13:26:47	1010.002	\$20,084.80	P	A/R EOM Sales	mikeg	1	0	0

- A/R-Mid-Month-xx** where xx is the A/R month# (01-January, 02-February, etc.). When the G/L module's "include mid-month A/R" box is checked and the journal is "reposted," the G/L module automatically generates journal entries that summarize the current month's "accepted" sales transactions. (These are temporary, protected system-managed entries and cannot be edited by the user; unchecking the "include mid-month A/R" box turns the feature off and removes the temporary entries.) While the values come from the A/R system, the entries are actually generated/replaced/removed by the G/L module.

20071129@12:49:07	4050.000	(\$24.26)	P	A/R-Mid-Month-11	ADMIN	11	0	0
20071129@12:49:07	8070.000	\$266.67	P	A/R-Mid-Month-11	ADMIN	11	0	0
20071129@12:49:07	4230.000	(\$2,440.77)	P	A/R-Mid-Month-11	ADMIN	11	0	0
20071129@12:49:07	2335.000	(\$2,180.69)	P	A/R-Mid-Month-11	ADMIN	11	0	0
20071129@12:49:07	1010.700	\$3,787.24	P	A/R-Mid-Month-11	ADMIN	11	0	0
20071129@12:49:07	7130.000	(\$11.05)	P	A/R-Mid-Month-11	ADMIN	11	0	0

FPR-???? where ???? specifies the job, tax, balancing entry to cash or other info. From payroll. FPR entries stand for “finish payroll” and are created when a payroll is finished and usually touches on the payroll bank account, the payroll tax liability accounts and wage and tax expense accounts. This example is just a small portion of a completed payroll:

20070529@14:46:53	8320.000	\$698.68	P	FPR-Job8420-CoWage	Niles	5	0	0
20070529@14:46:53	5360.000	\$12.75	P	FPR-Job5220-Fica	Niles	5	0	0
20070529@14:46:53	5370.000	\$1.64	P	FPR-Job5220-FedUC	Niles	5	0	0
20070529@14:46:53	5360.000	\$2.98	P	FPR-Job5220-Medicare	Niles	5	0	0
20070529@14:46:53	8375.000	\$5.59	P	FPR-Job8420-FedUC	Niles	5	0	0
20070529@14:46:53	1010.000	(\$761.15)	P	FPR-Balancing-Netpay	Niles	5	0	0

- VPR-????** where ???? specifies the job, tax, balancing entry to cash or other info. From payroll. VPR entries come from a “void payroll check” operation. Voiding a payroll check essentially reverses values that were generated earlier by a payroll finish as it relates to a single employee only. Notice that the user name has been replaced by the name of the employee whose check was voided, and that the check number field includes the payroll check number. (Vendor# does not apply to payroll and remains zero even though a check number exists.)

20070529@14:24:54	8360.000	(\$47.00)	P	VPR-Job8420-Fica	Dirk Watkins	5	39938	0
20070529@14:24:54	8375.000	(\$6.06)	P	VPR-Job8420-FedUC	Dirk Watkins	5	39938	0
20070529@14:24:54	8370.000	(\$32.39)	P	VPR-Job8420-SIUC	Dirk Watkins	5	39938	0
20070529@14:24:54	2130.000	\$10.99	P	VPR-Job8420-Medcar	Dirk Watkins	5	39938	0
20070529@14:24:54	8320.000	(\$178.02)	P	VPR-Job8420-RegOT	Dirk Watkins	5	39938	0
20070529@14:24:54	2100.000	\$47.00	P	VPR-Fica	Dirk Watkins	5	39938	0
20070529@14:24:54	2100.000	\$10.99	P	VPR-Medicare	Dirk Watkins	5	39938	0
20070529@14:24:54	2110.000	\$84.05	P	VPR-FIT	Dirk Watkins	5	39938	0
20070529@14:24:54	2120.000	\$36.54	P	VPR-StateTax	Dirk Watkins	5	39938	0

- FA-DEP-xxxx** where xxxx is the asset# (if it fits). From fixed assets if the configuration option to have the system automatically create G/L journal entries is selected. This is the G/L account for accumulated depreciation; a separate detail entry is created for each asset# where a value is calculated.
- FA-DepExp-xxxx** where xxxx is the asset# (if it fits). From fixed assets if the configuration option to have the system automatically create G/L journal entries is selected. This is the offsetting entry to the depreciation expense account; a separate detail entry is created for each asset# where a value is calculated.
- ITY-????** where ???? specifies the inventory adjustment reason and the inventory item# (if it fits). From inventory if the configuration option to have the system automatically create G/L journal entries is selected. A detail line is created for each inventory item# affected. An invent
- ReCur-????** where ???? specifies the recurring entry reason for the item. From recurring G/L entries and invoked either manually in the G/L via a file menu option to “AutoGenerate Recurring Entries” or via a yes/no option when performing the EOM process in the general ledger module.

20071129@13:26:55	2050.000	(\$328.55)	N	ReCur-Fairway Mower	ADMIN	11	0	0
20071129@13:26:55	8565.000	\$328.55	N	ReCur-Fairway Mower	ADMIN	11	0	0

- User-defined, free-form reasons** are created when the user enters manual journal entries via the G/L module’s journal entry functions or if the user edits an existing system-generated reason to be something else.

20070808@12:49:44	4090.000	(\$2,800.00)	P	Tax Refund	Fritz	8	0	0
20070808@12:49:44	4520.000	(\$2.63)	P	8-8 Dep-Cash Long	Fritz	8	0	0
20070808@12:49:44	6030.000	(\$147.61)	P	8-8 Dep-Liq Bought	Fritz	8	0	0
20070808@12:49:44	1010.003	(\$2,061.99)	P	8-8 Dep-Reg Receipt	Fritz	8	0	0
20070808@12:49:44	1010.002	(\$7,405.81)	P	8-8 Dep-ROA	Fritz	8	0	0
20070808@12:49:44	1010.000	\$12,418.04	P	8-8 Dep	Fritz	8	0	0

How to Access the General Journal

Click the View/Edit Journal button to access the G/L General Journal screen. The display grid defaults to display journal entries for the current fiscal year in chronological order according to the dates and times the journal entries were created:

The screenshot shows the 'G/L General Journal - CURRENT YEAR' window. At the top, there are navigation buttons: 'Chart of Accounts', 'Budgets', 'Journal Entries', 'View/Edit Journal', and 'Exit'. Below these are radio buttons for 'Current F/Y' (selected) and 'Next F/Y', and a checkbox for 'Include mid-month A/R'. There are also buttons for 'Repost Journal', 'Edit Journal Entry', and 'Lookup G/L'. The main grid contains the following data:

Entry Date/Time	G/L#	Amount	N/P	Reason/Source	User	Per	Chk#	Vend#
20071014@13:52:03	2130.000	\$419,793.98	P	Starting Balance	Admin	4		
20071014@13:52:03	2320.000	(\$189,593.53)	P	Starting Balance	Admin	4		
20071014@13:52:03	1010.000	(\$22,351.24)	P	Starting balance	Admin	4		
20071014@13:52:03	2150.000	(\$103,471.14)	P	Starting Balance	Admin	4		
20071014@13:52:03	2120.000	\$17,358.19	P	Starting Balance	Admin	5		
20071014@13:52:03	2100.000	\$106,329.55	P	Starting Balance	Admin	4		
20071014@13:52:03	1070.000	\$41,309.77	P	Starting Balance	Admin	4		
20071014@13:52:03	1050.000	\$5,769.00	P	Starting Balance	Admin	4		
20071014@13:52:03	1020.000	\$1,789.35	P	Starting Balance	Admin	4		
20071014@13:52:03	1010.000	\$22,071.57	P	Starting Balance	Admin	4		
20071014@13:52:03	2310.000	\$1,752.46	P	Starting balance	Admin	4		
20071014@13:52:03	1020.000	(\$1,752.46)	P	Starting balance	Admin	4		
20071014@13:52:03	2310.000	\$22,351.24	P	Starting balance	Admin	4		
20071014@13:52:03	1060.000	\$7,538.20	P	Starting Balance	Admin	4		
20071014@13:52:03	2310.000	(\$328,894.94)	P	Starting Balance	Admin	4		
20071014@14:56:32	5010.000	\$509.20	P	A/P-2431	Admin	5	0	25
20071014@14:56:32	2210.000	(\$1,842.40)	P	A/P Posting	Admin	5	0	
20071014@14:56:32	5020.000	\$1,055.40	P	A/P-072500-07	Admin	5	32168	35
20071014@14:56:32	5010.000	\$135.25	P	A/P-2793	Admin	5	0	25
20071014@14:56:32	5010.000	\$67.05	P	A/P-2053	Admin	5	0	25

- ▣ **Current F/Y, Next F/Y:** These radio buttons select viewing journal entries either from periods the *current* fiscal year (periods 1-12) or the *next* fiscal year (periods 13-24).
- ▣ **Include mid-month A/R:** This option causes the G/L module to automatically generate journal entries that summarize the current month's "accepted" sales transactions the next time the journal is "reposted." These are temporary, protected system-managed entries and cannot be edited by the user; unchecking the box turns the feature off and removes the temporary entries the next time the journal is reposted.
 - ▣ *When mid-month A/R is selected, users should not make other actual "adjusting" entries that are based off the temporary entries mid-month A/R creates!*
- ▣ **Repost Journal:** causes the module to completely recalculate the general ledger totals going back to the start of the current fiscal year. Remember, the system can post and produce financial reports only through period 14, two months into the *next* fiscal year. **A repost should be performed prior to printing general ledger reports.**
- ▣ **Edit Journal Entry:** enables editing of any of the information in the grid. This button is only visible if the user has level 99 access to the general ledger.
 - ▣ **Best practice:** Rather than deleting a journal entry set the amount to zero instead.
 - ▣ **Caution:** *your ability to audit transactions is severely diminished when you edit the journal. Consider making adjusting entries instead.*
- ▣ **Lookup G/L:** displays the chart of accounts in a lookup window.

- Sorting the grid by column headings:** click on a column heading to sort the entire general journal by the chosen field of data in ascending order. This can often make it easier to locate specific pieces of information, such as looking for journal entries related to a specific invoice, A/P check or vendor number, or even for an odd journal value such as \$327.94.

Out of Balance Workspace Situations

During journal entry keying, only transactions that are in balance in the workspace can be committed to the general journal. Here are a few samples of journal workspace reports – the first shows a balanced report where debits equal credits. The second two show typical out-of-balance problems, usually related to forgetting to key the +/- sign or because of a simple typo error:

Journal Workspace							Page 1
Journal Entry Group	G/L Acct #	Acct Name	User	Debit	Credit	Reason	
20071122@09:09:59			ADMIN				
	3230.000	Pool memberships		1,120.35		move member #223	
	3220.000	Tennis memberships			-1,120.35	move member #223	
	6450.000			1,120.35	-1,120.35		

In balance, report shows debits and credits offset one another.

Journal Workspace							Page 1
Journal Entry Group	G/L Acct #	Acct Name	User	Debit	Credit	Reason	
20071122@09:09:59			ADMIN				
	3230.000	Pool memberships		1,120.35		move member #223	
	3220.000	Tennis memberships		1,120.35		move member #223	
	6450.000			2,240.70	0.00	>>> Balance Check <<< 2,240.70	

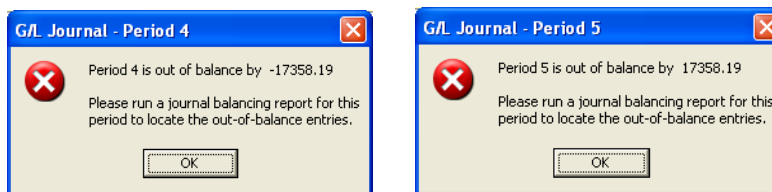
Report includes a ">>> Balance Check <<<" line. Debits don't equal credits. The obvious problem here is that the sign for one of the entries was keyed wrong.

Journal Workspace							Page 1
Journal Entry Group	G/L Acct #	Acct Name	User	Debit	Credit	Reason	
20071122@09:09:59			ADMIN				
	3230.000	Pool memberships		1,120.35		move member #223	
	3220.000	Tennis memberships			-112.30	move member #223	
	6450.000			1,120.35	-112.30	>>> Balance Check <<< 1,008.05	

A typo error caused this problem: the credit value was miskeyed.

Out of Balance General Journal Situations

The system will provide a warning if your G/L Journal gets out of balance. Typically, this occurs because an edit or deletion has been made to one or more detail items of a set of journal entries, such as changing the period for one line of a set of journal entries to a different period. Typically, a pair of warning messages will appear in succession, such as these:



And while highly unlikely (and extremely rare), it is also *physically and electronically* possible that other unexpected and unavoidable circumstances or acts of nature could occur involving either the computer and/or network during journal entry that could cause a single-sided journal entry, also resulting in an out of balance general journal.

- If your journal becomes out of balance, for whatever the reason, please call your Club Data technical support representative.**

The system will not allow posting data when the journal is out of balance. Such a situation usually requires that the administrator solve the issue with an appropriate edit once the problem has been discovered. Administrator level access is required to edit/delete posted journal entries.

- ▣ **Administrative override:** an override exists to “force-post” the journal even when it is not in balance. This might be used in situations where the journal is out of balance by a penny or two and time constraints prelude searching for and fixing the specific problem, perhaps because of a printing/ mailing deadline.

How to locate and fix out of balance situations

In the example above, both periods 4 and 5 are out of balance but the amounts offset one another. This looks easy to solve – and it is. Each warning message said to print a journal balancing report for the period. (Journal balancing reports are available in the G/L module’s reports menu.) By remembering that each date/time stamp group must be in balance, by identifying the groups separately, you can zero-in on what to look for.

The period 4 report shows three groups (A, B and C in this example) and that the values in groups B and C seem to zero, meaning that the problem is likely related to group A.

G/L Journal Balancing Report by Period											Report date: 20071129	Page 1
Period	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#	Group		
4	1010.000	Our Bank Account	A	(22,351.24)	P	Starting balance	Admin	4				20071014@13:52:03
4	2310.000	From prior year	L	22,351.24	P	Starting balance	Admin	4				20071014@13:52:03
4	1020.000	Petty Cash	A	(1,752.46)	P	Starting balance	Admin	4				20071014@13:52:03
4	2310.000	From prior year	L	1,752.46	P	Starting balance	Admin	4				20071014@13:52:03
4	1010.000	Our Bank Account	A	22,071.57	P	Starting Balance	Admin	4				20071014@13:52:03
4	1020.000	Petty Cash	A	1,789.35	P	Starting Balance	Admin	4				20071014@13:52:03
4	1050.000	Receivables	A	5,769.00	P	Starting Balance	Admin	4				20071014@13:52:03
4	1060.000	Bonds	A	7,538.20	P	Starting Balance	Admin	4				20071014@13:52:03
4	1070.000	Savings Acct	A	41,309.77	P	Starting Balance	Admin	4				20071014@13:52:03
4	2100.000	Equipment	L	106,328.55	P	Starting Balance	Admin	4				20071014@13:52:03
4	2130.000	Building	L	419,793.98	P	Starting Balance	Admin	4				20071014@13:52:03
4	2150.000	Depreciation	L	(103,471.14)	P	Starting Balance	Admin	4				20071014@13:52:03
4	2310.000	From prior year	L	(328,894.94)	P	Starting Balance	Admin	4				20071014@13:52:03
4	2320.000	Current profit	L	(189,593.53)	P	Starting Balance	Admin	4				20071014@13:52:03
4	1010.000	Our Bank Account	A	(1,055.40)	N	A/P disb-ck# 32168	ADMIN	4	32168			20071129@11:24:30
4	2210.000	Acct-Payable Trade	L	1,055.40	N	A/P from cash	ADMIN	4				20071129@11:24:30
4	4040.000	Sundry	E	(428.39)	N	Check Void	ADMIN	4	32167	1001		20071129@12:14:53
4	1010.000	Our Bank Account	A	428.39	N	Check Void	ADMIN	4	32167			20071129@12:14:53
Period 4				-17,358.19		THIS GROUP OUT OF BALANCE						

G/L Journal Balancing Report by Period											Report date: 20071129	Page 1
Period	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#	Group		
5	2120.000	Fixtures	L	17,358.19	P	Starting Balance	Admin	5				20071014@13:52:03
5	5010.000	Food cost	E	609.20	P	A/P-2431	Admin	5		25		20071014@14:56:32
5	5010.000	Food cost	E	67.05	P	A/P-2053	Admin	5		25		20071014@14:56:32
5	5010.000	Food cost	E	75.50	P	A/P-2658	Admin	5		25		20071014@14:56:32
5	5010.000	Food cost	E	135.25	P	A/P-2792	Admin	5		25		20071014@14:56:32
5	5020.000	Beverage cost	E	1,055.40	P	A/P-072500-07	Admin	5	32168	35		20071014@14:56:32
5	2210.000	Acct-Payable Trade	L	(1,842.40)	P	A/P Posting	Admin	5				20071014@14:56:32
5	3230.000	Pool memberships	I	1,120.35	N	move member #223	ADMIN	5				20071122@16:20:03
5	3220.000	Tennis memberships	I	(1,120.35)	N	move member #223	ADMIN	5				20071122@16:20:03
5	1070.000	Savings Acct	A	225.38	N	Reclass entry	ADMIN	5				20071128@15:00:50
5	1055.000	Suspense Account (Clear w/JE)	A	(225.38)	N	Reclass entry	ADMIN	5				20071128@15:00:50
5	1020.000	Petty Cash	A	(500.00)	N	Make deposit	ADMIN	5				20071128@15:57:36
5	1010.000	Our Bank Account	A	500.00	N	Make deposit	ADMIN	5				20071128@15:57:36
5	5030.000	Sundry	E	(108.50)	N	Invoice deletion	ADMIN	5		1345		20071129@10:52:03
5	2210.000	Acct-Payable Trade	L	108.50	N	Invoice deletion	ADMIN	5				20071129@10:52:03
Period 5				17,358.19		THIS GROUP OUT OF BALANCE						

The balancing report for period 5 shows more groups, and simply by identifying the groups, it’s discovered that there’s an orphaned detail line – *orphaned because a legitimate group should have at least two detail lines*. Looking at the orphaned entry’s date/time stamp, we notice that it’s the same as the time stamp inside the period 4 report. Another giveaway is the “reason” code – it matches that in the period 4 group.

A tremendously helpful report is the journal balancing report “by selective entry date/time group.” Selecting that report for the “orphaned” journal entry date/time stamp reveals the problem as well:

G/L Journal Balancing Report			Report date: 20071129				Page 1			
Group	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#	

20071014@13:52:03										
1010.000	Our Bank Account	A	(22,351.24)	P	Starting balance	Admin	4			
2310.000	From prior year	L	22,351.24	P	Starting balance	Admin	4			
1020.000	Petty Cash	A	(1,752.46)	P	Starting balance	Admin	4			
2310.000	From prior year	L	1,752.46	P	Starting balance	Admin	4			
1010.000	Our Bank Account	A	22,071.57	P	Starting Balance	Admin	4			
1020.000	Petty Cash	A	1,789.35	P	Starting Balance	Admin	4			
1050.000	Receivables	A	5,769.00	P	Starting Balance	Admin	4			
1060.000	Bonds	A	7,538.20	P	Starting Balance	Admin	4			
1070.000	Savings Acct	A	41,309.77	P	Starting Balance	Admin	4			
2100.000	Equipment	L	106,329.55	P	Starting Balance	Admin	4			
2120.000	Fixtures	L	17,358.19	P	Starting Balance	Admin	5			
2130.000	Building	L	419,793.98	P	Starting Balance	Admin	4			
2150.000	Depreciation	L	(103,471.14)	P	Starting Balance	Admin	4			
2310.000	From prior year	L	(328,894.94)	P	Starting Balance	Admin	4			
2320.000	Current profit	L	(189,593.53)	P	Starting Balance	Admin	4			

The solution is easy: use the edit journal entry function to change the period from 5 to 4. Using the same example, another way to find the problem is to print journal balancing reports "by entry date/time" for both periods. This report highlights *EACH GROUP* individually and clearly displays groups that are out of balance. You'll likely find a pair of groups in different periods that offset one another:

G/L Journal Balancing Report			Report date: 20071129				Page 1			
Group	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#	

20071014@13:52:03										
1010.000	Our Bank Account	A	(22,351.24)	P	Starting balance	Admin	4			
2310.000	From prior year	L	22,351.24	P	Starting balance	Admin	4			
1020.000	Petty Cash	A	(1,752.46)	P	Starting balance	Admin	4			
2310.000	From prior year	L	1,752.46	P	Starting balance	Admin	4			
1010.000	Our Bank Account	A	22,071.57	P	Starting Balance	Admin	4			
1020.000	Petty Cash	A	1,789.35	P	Starting Balance	Admin	4			
1050.000	Receivables	A	5,769.00	P	Starting Balance	Admin	4			
1060.000	Bonds	A	7,538.20	P	Starting Balance	Admin	4			
1070.000	Savings Acct	A	41,309.77	P	Starting Balance	Admin	4			
2100.000	Equipment	L	106,329.55	P	Starting Balance	Admin	4			
2130.000	Building	L	419,793.98	P	Starting Balance	Admin	4			
2150.000	Depreciation	L	(103,471.14)	P	Starting Balance	Admin	4			
2310.000	From prior year	L	(328,894.94)	P	Starting Balance	Admin	4			
2320.000	Current profit	L	(189,593.53)	P	Starting Balance	Admin	4			
20071014@13:52:03			-17,358.19	THIS GROUP OUT OF BALANCE						
20071129@11:24:30										
1010.000	Our Bank Account	A	(1,055.40)	N	A/P disb-ck# 32168	ADMIN	4	32168		
2210.000	Acct-Payable Trade	L	1,055.40	N	A/P from cash	ADMIN	4			
20071129@12:14:53										
4040.000	Sundry	E	(426.39)	N	Check void	ADMIN	4	32167	1001	
1010.000	Our Bank Account	A	426.39	N	Check void	ADMIN	4	32167		

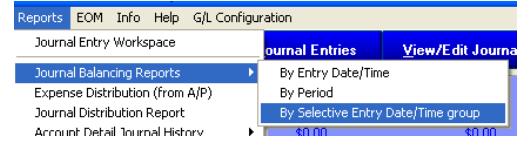
G/L Journal Balancing Report			Report date: 20071129				Page 1			
Group	G/L Acct	Type	Amount	Status	Reason	User	Per	Chk#	Vend#	

20071014@13:52:03										
2120.000	Fixtures	L	17,358.19	P	Starting Balance	Admin	5			
20071014@13:52:03			17,358.19	THIS GROUP OUT OF BALANCE						
20071014@14:56:32										
5010.000	Food cost	E	509.20	P	A/P-2431	Admin	5		25	
5010.000	Food cost	E	67.05	P	A/P-2053	Admin	5		25	
5010.000	Food cost	E	75.50	P	A/P-2658	Admin	5		25	
5010.000	Food cost	E	135.25	P	A/P-2793	Admin	5		25	
5020.000	Beverage cost	E	1,055.40	P	A/P-072500-07	Admin	5	32168	35	
2210.000	Acct-Payable Trade	L	(1,842.40)	P	A/P Posting	Admin	5			

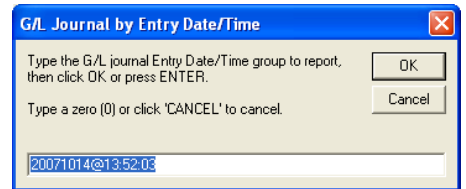
How to Reprint a Complete Date/Time Group of G/L journal entries

Periodically, you may want or need to reprint journal entries from a payroll or A/R finish, or from an A/P check run, etc. The G/L module includes an easy way to capture the complete set:

1. Select the View/Edit journal button to access the journal.
2. Find any one of the detail line items from the group you want and click on it in the grid.
3. Click Reports in the menu, Journal Balancing Reports, By Selective Entry Date/Time group.

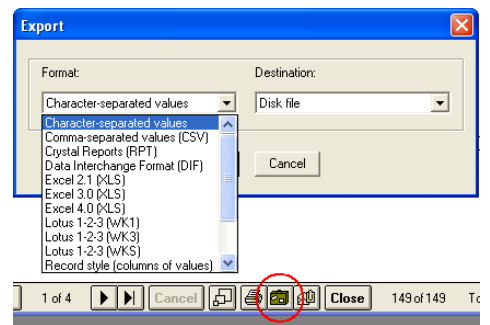


4. A box will appear that contains the date/time stamp of the group you've selected. report. Click the OK button to print the report.



How to Export G/L data

Any report from any Club Office module that can be viewed on the screen can generally be exported to a data file in a variety of data formats. The data that is exported via the briefcase option at the bottom of the viewer window. The data that eventually resides in the exported data file is dependent on the report itself – “what you see is what you get.”

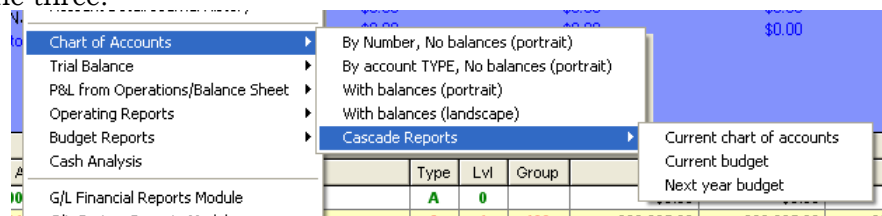


The G/L reports menu includes an “Export” option that displays the raw G/L (or budget) information without report headings on the screen; consequently, these report templates are formatted for the most efficient data exports. To export:

1. Select the report, view it on the screen.
2. Select the export tool in the viewer window.
3. Choose the desired output format (Excel or CSV are the most popular choices)
4. Leave the destination as “Disk File.”
5. Click OK to continue; a standard, Windows file dialogue box (“Choose Export File”) will appear and the default file name will be the same as the report template being used. Use the box to select the destination where the file should be created; change the file name if you wish as well.
6. Click Save to export the data.
7. Wait a few moments for the export to finish before closing the window.

If you use Embedded Totallers in your G/L Chart of Accounts

Embedded totallers are G/L accounts that have levels 2 through 9. While totallers are addressed in the configuration section of this manual, it’s critically important that the totallers be set up properly. Three “cascade” reports are available: the Current chart of accounts is the most important of the three.



Sample:

G/L Chart of Accounts Cascade Structure

Report date: 20071205

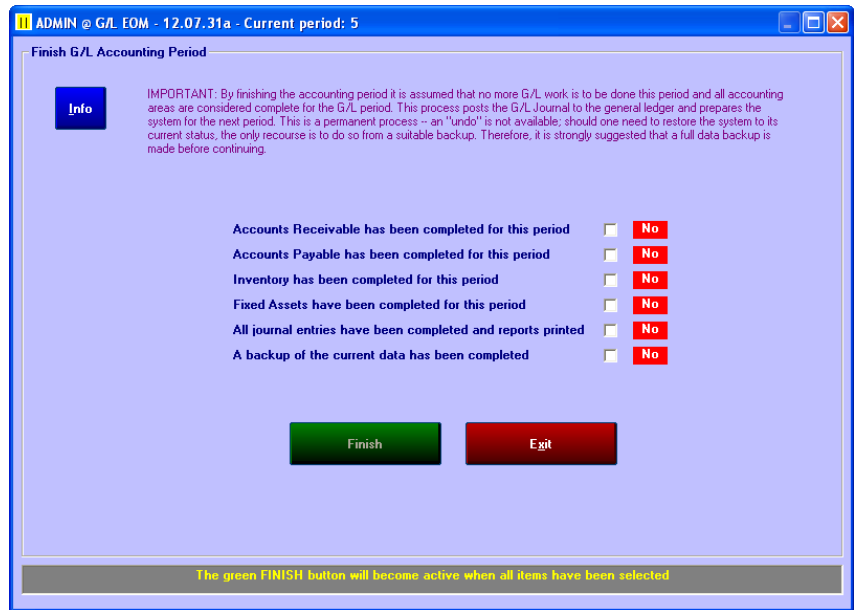
G/L Acct #	Name	Type	Level	Group		
1000.000	ASSETS	A	0		Heading	
1010.000	Our Bank Account	A	1	100		Detail
1020.000	Petty Cash	A	1	100		Detail
1030.000	Total Cash	A	2			Tot-2
1040.000	Other Cash	A	0	101	Heading	
1045.000	Credit Cards	A	1	100		Detail
1050.000	Receivables	A	1	105		Detail
1055.000	Suspense Account (Clear w/JE)	A	1			Detail
1060.000	Bonds	A	1	110		Detail
1070.000	Savings Acct	A	1	110		Detail
1080.000	Certificates	A	1			Detail
1090.000	Total Other Cash	A	2			Tot-2
1900.000	*****	A	3			Tot-3
1999.000	Total Assets	A	4			Tot-4
2000.000	LIABILITIES	L	0		Heading	

EOM – “End of Month”


At the end of each accounting period (i.e. “end of month”) the EOM process is used to post the current month's journal entries to the ledger and advance the current G/L accounting period marker to the next month.

How to Finish the G/L Month

1. Click EOM in the G/L menu to access the Finish G/L month screen.
2. Click the appropriate boxes; when all have been selected the Finish button will activate.
3. Click Finish.



What happens during Finish G/L Month

- ▣ The option to create recurring G/L entries is displayed; click YES to create them. (If they have already been created earlier, they will not be duplicated.)
- ▣ If the Fixed Asset configuration option to automatically create journal entries is enabled, the fixed asset module is started, entries are auto-generated and the module is closed.
- ▣ An internal backup is made of the system into the ondiskgl folder. This system folder is located inside the CDCO folder where Club Office programs and data reside.  ondiskgl
- ▣ Journal entries for all periods up to and including the current period are “reposted.”
- ▣ G/L configuration is reset to the next accounting period.
- ▣ **Important:** Some third party firewall, antivirus or antispyware software may interact with Club Office and prevent the successful completion of portions of the finish process; in particular the internal backup. If so, it’s quite possible that the G/L finish process will fail and the procedure must be performed manually:
 1. If Fixed Asset configuration is set to automatically create journal entries, start the Fixed Assets module and choose the File menu option to “Post Depreciation Now.”
 2. In the G/L module, select the File menu option to AutoGenerate Recurring Entries.
 3. “Repost” the journal, either by selecting the “Repost Journal” button on the view/edit journal screen or from the Options menu.
 4. Make a backup of your system.
 5. At the main G/L configuration screen, change the “current period” number setting to the next period.



Close EOY

Closing a fiscal year finalizes all related journal entries and totals and resets what was the “next” fiscal year to be the “current” fiscal year. When the G/L is set to period 12 (the last period of the current fiscal year), the Close EOY button appears at the top of the main G/L screen for users whose access to G/L is equal or greater than the required configuration level.



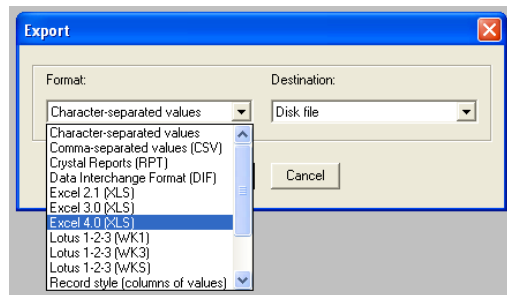
- ❏ **Closing the fiscal year is a permanent operation. Be sure that you have made a proper full-system backup prior to invoking this function.**

Preparing to Finish the Year

1. If the G/L isn't already in period 12, set the G/L configuration setting so that it is.
2. Make sure the “Include Mid-Month A/R” box is NOT checked on the view/edit journal screen.
3. Perform a "repost" to make sure all valid entries are duly posted to their respective G/L accounts.
4. Review the general journal to ensure that **all** necessary journal entries for the current fiscal year have been made, that the journal is in balance and that all journal entries have been posted. Entries that have not been posted are flagged in red in the status column and are marked "N" for not posted. If any exists, perform another repost. (If after a second repost they still are not posted, contact Club Data technical support.)
5. Print whatever necessary year-end reports you need. Because closing the fiscal year is a permanent operation, such reports for the year being closed will not be available at a later date.

- ❏ **Best Practices:** two of the most useful reports to have are the summary and detailed G/L trial balance reports. These are especially popular with auditors, especially when they're provided in a format that they can load into Excel. Here's how to create them:

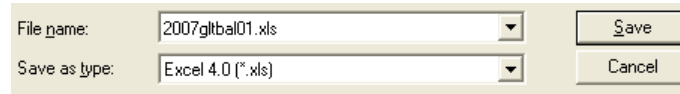
- a. Select the Trial Balance – Summary report from the report menu.
- b. Set the FROM period as 1, the TO period as 12.
- c. Select the EXPORT tool (briefcase) in the report window, then select the Excel 4.0 format and the Disk File destination: (the CSV format works fine, too)



- d. The standard Windows file dialogue box will appear and will be prepopulated with the name of the report:



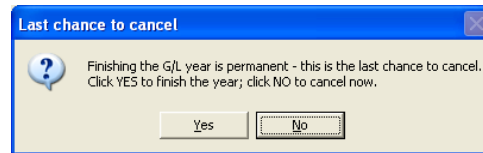
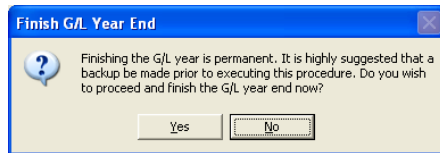
Change the file name by inserting the fiscal year at the beginning of the file name, such as this:



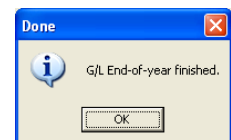
- e. Click Save and give the report a few moments to finish its export. When done, the file will be located in the main CDCO folder. (2007glbal01.xls in this example.)
 - f. Repeat steps 1-5 except choosing the detailed trial balance instead. When done, this file will also be located in the main CDCO folder.
 - g. If an auditor ever needs to review your year, you can provide either or both of these and he/she would have all the information they need.
6. Make a backup. Mark the backup with the date and time and specifically that this is immediately prior to the Close EOY process.
 7. To ensure that nobody is making any journal entries or using the G/L while the close is being performed, make sure that no other users are logged into Club Office.
 8. Now you are ready to run the Close EOY process.

What Close EOY does

1. Two reminders are presented to the user that the closing process is permanent; each has an option to cancel. However, once the process is finally running, it cannot be stopped:



2. The current general ledger and all its budgets are archived into another database file named GLxxxx.MDB where xxxx represents the fiscal year being closed. (Examples: GL2006.MDB for fiscal year 2006, GL2007.MDB for fiscal year 2007, etc.)
3. Various data tables in the GL.MDB database are updated, providing for comparisons to last year once the new fiscal year is active. Relative budgets are also transferred in like fashion.
4. The P/L is calculated and posted to the account specified in G/L configuration for "prior year surplus."
5. The balance forward fields for each balance sheet item is updated; balance forward values for income and expense accounts are zeroed.
6. General journal entries are validated and marked with the fiscal year to which they're assigned; while they remain in the system forever, they are generally invisible to any other year than the year to which they're linked, except when printing detail account activity between ranges of dates.
7. Journal entries that have been made into the new fiscal year (i.e. periods 13, 14, 15, etc.) are validated and reset to the correct periods (i.e. period 13 becomes period 1, 14 becomes period 2, etc.) This in effect "activates" them for the new fiscal year.
8. The G/L status configuration setting is changed to reflect the new fiscal year, the current period is reset to period 1 and the journal is ready to be "posted" to the first period of the new fiscal year.



Recurring G/L Journal Entries

This module provides a way to create journal entries that repeat on a regular basis. A good example is an automobile lease or a mortgage payment that is automatically made by your bank directly from your account.

The screenshot shows a software window titled "Recurring G/L Journal" with a menu bar (File, Reports, Info, Help) and a toolbar with buttons: Modify, New, < Previous, Next >, Delete, Save, Generate, and Exit. Below the toolbar are input fields for Status, + G/L #, - G/L #, Reason, and Amount \$. A table titled "Recurring G/L Journal Entries" is displayed with columns: Status, GL+, GL-, and Reason. The table is currently empty.

How to Create a Recurring G/L Entry

1. Click NEW to begin.
2. **Status:** The status box will already include the number 1 to signify this item is active. Change the status to zero (0) to create an entry for some future date that is not active now (or to deactivate a recurring entry).
3. **+G/L#:** type the general ledger account number to which the positive (+) value is to be posted. Press the F-5 key to lookup G/L account numbers. Remember, Club Office G/L uses values as the sign would be in the G/L:
 - ┆ An increase to an asset account is typed as a POSITIVE value;
 - ┆ A decrease to an asset account is typed as a NEGATIVE value.
 - ┆ An increase to a liability (or capital) account is typed as a NEGATIVE value;
 - ┆ A decrease to a liability (or capital) account is typed as a POSITIVE value.
 - ┆ An increase to an income account is typed as a NEGATIVE value;
 - ┆ A decrease to an income account is typed as a POSITIVE value.
 - ┆ An increase to an expense account is typed as a POSITIVE value;
 - ┆ A decrease to an expense account is typed as a NEGATIVE value.
4. **-G/L box:** type the general ledger number to which the negative (-) value is to be posted.
5. **Reason:** type something that helps describe what the entry is for when reviewing journal detail.

6. **Amount \$:** type the positive (+) amount for this recurring journal entry. This is the amount that will be posted to the **+G/L#** account. The system will automatically create an offsetting negative value for the **-G/L#**.
 - a. **“On-the-fly” amount:** leave the Amount \$ value zero to make the item an "on-the-fly" value. The system then requests the user to input the amount just prior to creating the journal entries when the function is selected to “AutoGenerate recurring entries” in the G/L module.
7. Click SAVE to save the entry.

Changing an existing entry

1. In the display grid, click on the entry to edit. The values will appear in the edit boxes.
2. Click MODIFY.
3. Make the appropriate changes in the boxes.
4. Click SAVE.

Deactivating a Recurring Journal Entry

Change the status to zero to deactivate an entry. This retains the information in the recurring entry database but bypasses generation of journal entries for that item.

Deleting a Recurring Journal Entry

1. Click on the desired entry in the grid.
2. Click MODIFY.
3. Click DELETE.
4. Click YES in the confirmation box to finish the deletion.

Generate Journal Entries

- ▣ **Preferred method:** Click the Generate button to create the recurring journal entries. It requests verification of the G/L period to which to assign them and then begins the process for every active (status=1) recurring entry that hasn't already been generated in that respective G/L period (i.e. the system will not create duplicates). Following their creation, a report is displayed on the screen of the resulting activity.
- ▣ **Alternate methods:**
 - ▣ **Auto-Generate:** The option to automatically generate recurring entries is located in the FILE menu of the G/L module. Only users with at least level 2 access to the G/L module can access it.
 - ▣ **EOM:** When the G/L EOM procedure is chosen, the system will automatically start the recurring G/L entry module and begin the autogeneration mode. At the conclusion of generation and depending on whether journal entries were created, you may also receive a journal posting report.

Reports

Two reports are provided: one displays only the active (status=1) recurring entries; the other displays any deactivated (status=0) entries.

G/L Budgets

Select the Budgets button to view the budget screen. Three budget views are provided: this year, next year and last year for viewing the current fiscal year's budget, the budget for the next fiscal year and the budget from the previous year. When a view is selected, the white column along the right side of the budget screen displays the values for the chosen budget for the account selected in the budget grid. For comparative purposes, last year actual, this year actual and this year budget figures are also displayed for each account at the same time. The blue numbers at the bottom of the L/Y Actual, T/Y actual and T/Y Budget columns display the average for the months where a non-zero number is shown. For income and expense accounts, a total is also displayed in red text.

The screenshot shows the 'Budgets - Current fiscal year: 2011-OPEN' window. It features a 'Budget Grid' on the left and a data table on the right. The data table has columns for L/Y Actual, T/Y Actual, T/Y Budget, Key This Year, and Period. The 'Total' row at the bottom shows an average of .00 for all columns.

Acct #	Acct name	L/Y Actual	T/Y Actual	T/Y Budget	Key This Year	Period
1000	ASSETS	.00	.00	.00	.00	1
1010.000	Bank Checking	.00	.00	.00	.00	2
1020.000	Petty Cash	.00	.00	.00	.00	3
1030.000	Total Cash	.00	.00	.00	.00	4
1040.000	Other Cash	.00	.00	.00	.00	5
1045.000	Credit Cards	.00	.00	.00	.00	6
1050.000	Receivables	.00	.00	.00	.00	7
1055.000	Suspense Account (Clear w/E)	.00	.00	.00	.00	8
1060.000	Bonds	.00	.00	.00	.00	9
1070.000	Savings Acct	.00	.00	.00	.00	10
1080.000	Certificates	.00	.00	.00	.00	11
1090.000	Total Other Cash	.00	.00	.00	.00	12
1900.000	*****					
1999.000	Total Assets	.00	.00	.00	.00	
2000.000	LIABILITIES					
2100.000	Equipment	.00	.00	.00	.00	
2120.000	Fixtures	.00	.00	.00	.00	
2130.000	Building	.00	.00	.00	.00	
2140.000	Total E/F/B	.00	.00	.00	.00	
2150.000	Depreciation	.00	.00	.00	.00	
2160.000	Total depreciation	.00	.00	.00	.00	
2200.000	Payables	.00	.00	.00	.00	
2210.000	Acct Payable Trade	.00	.00	.00	.00	
	Total	.00	.00	.00	.00	
	Average	.00	.00	.00	.00	

How to Create a Budget Chart of Accounts

Because the budgets must be a 1:1 match to the chart of accounts, establishing budgets cannot be performed until after the main chart of accounts has been created.

1. "This Year" is the default view whenever the budget button is chosen. The current fiscal year is also displayed so that you always have the correct point of reference.
2. Select the budget to use (this year, next year, last year).
3. Click the Import button to view the import options.
4. Click "This year's actual without balances." This selection imports the chart of accounts and sets all values to zero.
5. Click Import Now. The grid will import and display the current chart of accounts

The screenshot shows the 'Import' dialog box with the following options:

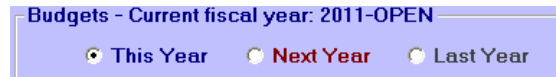
- Last year's budget with balances
- Last year's actual with balances
- This year's budget with balances
- This year's actual with balances
- This year's actual without balances
- This year's budget with modifier %
- This year's actual with modifier %
- Next year's budget into this year

Buttons at the bottom: Import Now, Cancel.

Budget Import Options

Important: choosing This Year, Next Year or Last Year

selects the “active” budget. As it relates to importing, the *active* budget is the *destination* for the import. For your protection, importing will not overwrite an existing budget; it can only be done into a blank budget grid.



To clear the active budget: click Clear Budget, answer Yes to the confirmation box that appears. Caution: clearing a budget effectively erases it permanently. There is no undo operation.

- ┆ **Last year’s budget with balances:** import last year’s budget and balances into the active budget.
- ┆ **Last year’s actual with balances:** import last year’s fiscal year chart of accounts including balances into the active budget.
- ┆ **This year’s budget with balances:** import the current fiscal year’s budget including balances into the active budget.
- ┆ **This year’s actual with balances:** import the current fiscal year’s balances into the active budget.
- ┆ **This year’s actual without balances:** import the current chart of accounts into the active budget leaving all budget values zero.
- ┆ **This year’s budget with modifier %:** import the current fiscal year’s budget into the active budget and factor each value by the percentage modifier (see below).
- ┆ **This year’s actual with modifier %:** import the current fiscal year’s actual balances into the active budget and factor each value by the percentage modifier (see below).
- ┆ **Next year’s budget into this year:** import next year’s budget including balances into the active year.

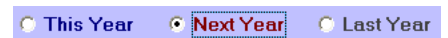
Percentage modifier: during the import procedure, the resulting values of the active budget can be factored either up or down by the percentage modifier. Entering a positive percentage will increase the values, a negative percentage will decrease the values. The modifier is global, i.e. you may not increase expense items by one percentage and income items by another: the modifier affects all accounts equally. Remember, percentages are entered as decimal numbers (25% is entered as .25).

Best Practices: Because working in multiple years simultaneously can be confusing, always refer to the top of the budget screen to reference what current fiscal year the system is in and relate the active budget and terminology to it. In short, if your fiscal year is FY2007, “next year” means FY2008 and “last year” means FY2006. Examples:

- ┆ If the fiscal year is 2007 and you choose “this year,” the active budget in the grid becomes the FY2007 budget.



- ┆ If the fiscal year is 2007 and you choose “next year,” the active budget in the grid becomes the FY2008 budget.



- ┆ If the fiscal year is 2007 and you choose “last year,” the active budget in the grid becomes the FY2006 budget.



Down-Add

If you have embedded totallers (G/L accounts with levels 2 through 9) into your chart of accounts, the Down-Add button totals your budget values into the various level 2-9 totallers so that 1:1 comparisons can be made from the chart of account totallers to their respective budget totallers.

Clear Budget

Import

Down-Add

Important: Because a budget is by definition a static set of target values against which operating values are compared, the system does not automatically recalculate budget totallers when a typical “repost” occurs. If you use embedded totallers, whenever you change your chart of accounts in any way, you should return to the budget screen and choose Down-Add to ensure that the embedded totallers in the budget are updated as well. Be sure to use the Down-Add feature on all the budgets that are active on your system.

Modifying/Deleting Budget Accounts

- To ADD an account to the budget, add it to the main chart of accounts through the add function in G/L configuration. The new account will automatically appear in all the budgets when the G/L configuration module is closed.
- To CHANGE a budget account value:
 - Select the desired account in the budget grid.
 - Click Modify
 - Make the changes to the monthly values.
 - Click OK to save the changes.
- To DELETE a budget account:
 - Select the desired account in the budget grid.
 - Click Modify
 - Click Delete. You'll get a confirmation box to verify the deletion. Note that deletion applies ONLY to the budget and not to the main chart of accounts. If the deleted budget account was a valid and current G/L account number, the next time synchronize G/L is performed or the chart of accounts is modified it will reappear in the budget.
 - Synchronize G/L does not delete accounts -- it only makes certain that all G/L tables contain the same accounts and that it's possible that old, legacy accounts may exist in a budget that do not exist in the main G/L chart of accounts. Deleting these old budget accounts via the budget deletion function should remove them permanently.

How to Prepare a New Budget for Next Year

1. At the budget screen, click Next Year.
2. Click Clear Budget and then confirm with the "YES" button to delete it.
3. Click Import.
4. Click "This year's actual without balances."
5. Click Import Now.
6. The “next year” budget is ready for editing.
7. At the end of the current fiscal year, when Close EOY is performed and the “next fiscal year” becomes the “current fiscal year,” the “next year” budget will automatically become the “current year” budget as well.


G/L Custom Reports (and A/R Custom Reports)

The G/L Custom Reports module provides user-defined custom reporting functionality of General Ledger activity. The system includes multiple report formats (templates) and capability for the user to create upwards of 999 custom reports. In G/L, the menu option to access the custom report module is in the Report menu; in A/R, the menu option is on the Monthly Report menu.



The module is shared by the Accounts Receivable system and when invoked from the main accounts receivable module, it is enabled in A/R Custom Reports mode. In A/R mode, the module utilizes a different set of report formats and can be used to create custom reports based on sales instead of general ledger activity.

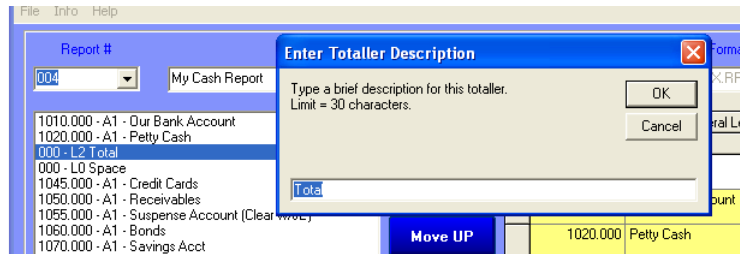
The functionality of the module is essentially identical whether in G/L or A/R mode except that in G/L mode, reports that were created in A/R mode cannot be printed; likewise, in A/R mode, reports that were created in G/L mode cannot be printed. Unless specifically stated as it applies to the A/R system, this guide will address operation of the module in terms of the G/L.

General Procedure for Creating and Printing a Report

1. Click the arrow in the **Report #** box and select a Report # to use.
2. Type a suitable title in the **report title** box; type a title that's descriptive and meaningful.
3. Click the arrow in Format Choices box and select one of the formats from the drop-down window that appears.
4. Select a **G/L account number** in the General Ledger grid on the right half of the screen.
5. Click the **left arrow button** to add the account to the list on the left side. 
6. Add other accounts as needed or L2-L9 totallers (if the totallers options are available).
7. Click **Select Period** and change the period to report (if necessary).
8. Click **Save** to save the settings; click **Print** to print the report.

Report Nuances

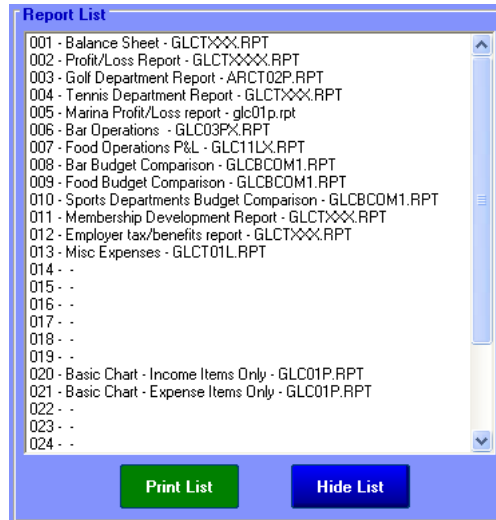
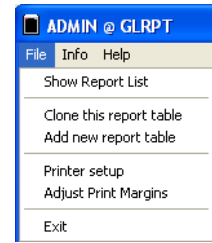
- ▶ The accounts in the report will be printed in the same order as they are displayed in the left list box.
 - ▶ To move a line up or down in the list box:
 - a) Select the line to move.
 - b) Click Move UP to move it up a line; Move DOWN to move it down a line.
 - c) When done, remember to click Save to save the new order.
 - ▶ To remove a line from the list box:
 - a) Select the line to remove.
 - b) Click the right arrow button: 
 - c) When done, remember to click Save to save the new order.
- ▶ The GLCT----.RPT report formats can use L2-L9 totallers; when one of these formats is selected, the totaller buttons appear beneath the list box. Totallers allow inserting your own cascading add-down structure in the report. (ARCT----.RPT formats include totallers when the module is in A/R mode.) Totallers and their use are explained in the G/L Configuration section on “How Totallers Work.”
 - ▶ Designing a report that includes L2-L9 totallers and then changing the report settings to use a report format that is not designed for them will cause the words to appear on the report but no values will be displayed in the report for the totaller lines. Totaller reports can use only GLCT----.RPT templates.
 - ▶ To add a blank space into a report that uses a GLCT----.RPT format, click the L0 Space button. 
 - ▶ Totallers and spaces can be moved up/down the list just like any other line.
 - ▶ To change the text description that displays on a report from “Total” to your own words, double-click on the totaller line in the list and change the default. (Afterward, remember to click Save to save the description as one of your report options.)



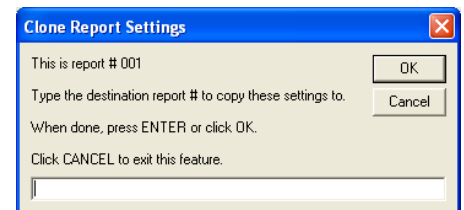
- ▶ **Shortcut:** double-clicking on a G/L account in the general ledger grid will add it to the list on the left.
- ▶ **Shortcut:** double-clicking on a line item in the list will remove it from the list.

File Menu Options

- Show Report List:** displays a list of the reports, their descriptions and respective report formats in the place where the G/L Account grid is normally displayed. You can print the list or hide it again afterward.
 Shortcut: double-clicking on a report in the list will load it into memory and hide the list box at the same time:



- Clone this report table:** Allows copying one report's complete settings to another report number. This is useful in cases where you want to use the same G/L account numbers yet with a different report format, and keep *both* reports available on your system, or in cases where you've already defined a list of G/L account numbers to use and you want to use the "basic" list as the source list for creating many other reports.



- Select the table you want to use as the source report.
- Select Clone this report in the File menu.
- Type the destination report number into the box and click OK. If the chosen number is already in use, you'll get a confirmation box to either overwrite it or cancel the clone operation where you can try a different destination number.
- When done, you can select the destination report instead, make the changes you want and save it.

- Add new report table:** the system is provided with the capability to define up to twenty-five report tables. You can add more by selecting this option; each time you add a new table, a "new report table added" message will appear in the helpwindow at the bottom of the screen. To add five report tables, click the option five times. Click the Report Number drop-down box and scroll down to the new one. The maximum number of report tables the system will allow is 999 but as a practical matter, add them as you need them.

- Printer setup/margins:** Change the default printer and printing margins with these settings prior to printing a report.

Changing a Report's Settings

Once a report has been defined and saved, you can change its settings merely by adding accounts, moving them up or down in the list or changing the report format.

- ┆ Be sure to click Save to save the new settings before printing the report.
- ┆ If you don't like a report and want to start over, click Clear Report button, and then verify your choice by clicking YES when the choice appears.
- ┆ Deleting a report:
 - ┆ Select the report# to view.
 - ┆ Click Clear Report.
 - ┆ Click Yes to the confirmation box.

Best Practices/Suggestions

- ┆ Report formats that contain a P in the format name are printed in "portrait" style while an L indicates a "landscape" format on the page. If a report has neither it is probably a landscape report.
- ┆ Report formats that have an X in the format name *after* the L or P do not print the G/L account number but have exactly the same layout as the parent report format. For example, GLC01PX is the same layout as GLC01P but without general ledger account numbers.
- ┆ For those report formats that have totallers, it's a good idea to create reports that include G/L accounts having the same level, i.e. don't mix level 1 and level 2 accounts because the totals displayed in the reports will be inflated. For example, if your level 1 payroll G/L accounts all total into level 2, a report that contains not only the level 1 accounts but the level 2 totaller as well may actually double the total displayed at the bottom of the report itself. Report formats that have totallers contain lines immediately above the totals themselves. If there are no lines above the figures, the report format does not have totallers.
- ┆ On report formats that do not include totallers, you can create confusing reports if you mix levels, too. For example, if you have 25 expense accounts that all total into a level 2 account but you design a report that displays only 5 of the expense accounts along with the level 2 totaller, it's possible that the total of the 5 accounts will not match what's printed as the level 2 totaller and the report will likely be very confusing to read. These report formats display data in different columns; i.e. level 1 values are contained in one column, level 2 values are in the next column, etc.
- ┆ Group similar reports together. For example, you might use report# 1-10 for reports that deal only with the balance sheet and reports 11-20 for other reports that deal with income and expense accounts. Grouping them this way will make it easier to find the reports you need instead of having to look for them in the list.
 - ┆ To reorganize your reports, you can use the "clone report" function to add a dozen or more report tables and then use the new tables as temporary holding places for your reports. Then "clone" them back as you need them, keeping them in report # order.
- ┆ General Ledger color scheme: Knowing the G/L account grid colors can be helpful:

BLACK text:	Asset items
BLUE text:	Liability items
RED text:	Expense items
GREEN text:	Income items
GRAY text:	memo accounts (no balance info)
Yellow background :	level 1 detail accounts of any type.

G/L Reporting Template Formats

Some of the reports use the COL setting from G/L configuration to determine which column on the report the data should be printed. The sample below shows how the COL setting can change the printing location. Note that setting COL to zero can even *hide* the value from printing.

Sample Column Layout

Report date: 20071205 Page 1

1000.000 (acct set to col 0)	A	1					
1010.000 (acct set to col 1)	A	1	21,976.32				
1020.000 (acct set to col 2)	A	1		-463.11			
1045.000 (acct set to col 3)	A	1			1,062.56		
1050.000 (acct set to col 4)	A	1				23,133.29	
1060.000 (acct set to col 5)	A	1					16,058.66

- ┆ GLC01P – basic list of accounts, types, levels, COL sensitive
- ┆ GLC01PX – basic list of accounts, types, levels, LVL sensitive (not COL), no G/L acct#
- ┆ GLC01L – comparison to budget with variances and last year values
- ┆ GLC01LX – same as GLC01L except without G/L acct#
- ┆ GLC02P – same as GLC01P except sensitive to LVL and not COL.
- ┆ GLC02PX – same as GLC01P except without G/L acct#
- ┆ GLC02L – same as GLC02P except landscape, allowing for more levels to be displayed
- ┆ GLC02LX – same as GLC02L except without G/L acct#
- ┆ GLC03P – comparison to budget including percentages of the total
- ┆ GLC03PX – same as GLC03P except without G/L acct#
- ┆ GLC11L – similar to GLC01L except values are period-to-date instead of static for a given period
- ┆ GLC11LX – same as GLC11L except without G/L acct#
- ┆ GLCXRXX – Custom Operating P/L comparison, includes YTD totals rounded to whole dollars
- ┆ GLCXXX – Custom Operating P/L comparison, includes YTD totals (not rounded)
- ┆ GLCXXB – Same as GLCXXX except includes NEXT YEAR's budget
- ┆ BSR01 – Similar to GLC01P except slightly different formatting
- ┆ BSR02 – same as BSR01 without G/L acct #, name in larger font, more columns
- ┆ BSR03 – Same as BSR02 except account name is in bold
- ┆ GLBCOM1 – Budget Comparison, all 12 months, current, budget, last year values

The following reports include user-defined totaller capability

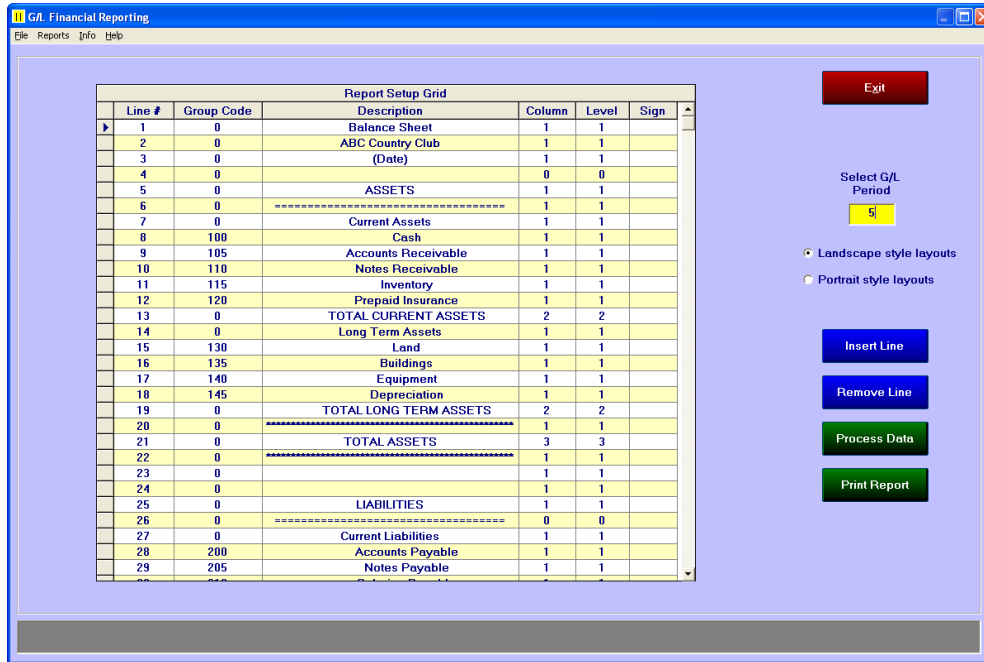
- ┆ GLCT01P – basic, single column with G/L acct#.
- ┆ GLCT01L – same as GLCT01P except in landscape.
- ┆ GLCT01PX – same as GLCT01P except without G/L acct#.
- ┆ GLCTCAP – month-by-month values with monthly and YTD account totals.
- ┆ GLCTXXX – custom operating comparison
- ┆ GLCTXXR – custom operating comparison, values rounded to whole dollars
- ┆ GLCTXXXX – same as GLCTXXX except without G/L acct #
- ┆ GLCTXXXR – same as GLCTXXXX with values rounded to whole dollars
- ┆ GLCTXXXT – same as GLCTXXXX except displays only totallers, no detail
- ┆ GLCTXTR – same as GLCTXXXT except the signs of the numbers are reversed

A/R Reporting Template Formats

- When the module has been started from within the A/R module, some menu options will no longer be available, the Report Format Choices menu will also reflect only A/R report templates and the system will not print G/L reports using G/L templates.
- In A/R mode, the basic functions for selecting accounts, moving them up/down the list, creating titles, etc. are exactly the same as when in G/L mode. The only difference is in the report template layout and the sources of the data.
- A/R reports are selected between a range of dates instead of by G/L period. When in A/R mode and a suitable A/R report# has been selected, click the print button to print it. The system will request the FROM date as well as the TO date to gather the data for the report. Be sure to enter the date in YYYYMMDD format, such as 20020825 for August 25, 2002. Please be patient as the system collates the appropriate data. Depending on the range of dates specified, collating could take anywhere from a few seconds to minutes. To select a report for only one day, make the FROM date and the TO date the same.
- ARC01P.RPT - This collates data for the chosen account between a range of dates. Both the FROM and TO dates are required entries.
- ARC02P.RPT - provides a method to view sales comparison data on the date, month to date and year to date basis. Type the same MMDD for the FROM and TO dates but different years. Example: 19990630 as the FROM date and 20020630 as the TO date.
- ARC03P and ARC04P.RPT - Member Spending Reports. These are landscape reports and show up to twelve columns of data. Limit your selection to twelve G/L accounts per report as this is the maximum number of columns that can be printed on the page. If you need more than twelve accounts, create additional reports. The format of these two report templates is the same although the 04 report includes column lines to help readability.
- ARC05P and ARC06P - More member spending reports with group totallers by membership classification. ARC06P also includes averages.
- ARCT01P - Add your own totallers and spaces into the report, just like the GLCT reports above. This report displays only the base sale totals. The ARCT01PX report is identical to ARCT01P except it does not display the G/L account number.
- ARCT02P and ARCT02PX - Add your own totallers and spaces; these reports display the base sale, service charge, tax and line totals. The AARCT02PX report is identical to the ARCT02P except it does not display the G/L account number.

G/L Financial Report Module

This module was designed for users who want to produce highly summarized, one-page balance sheets or P&Ls and have more control over the summarization and location of where on the page the information is printed and thus, more control over the physical appearance of the documents.



For example, the above settings produced the following sample assets section of the balance sheet report:

Balance Sheet			
ABC Country Club			
(Date)			
ASSETS			
=====			
Current Assets			
Cash		\$22,575.77	
Accounts Receivable		\$23,133.29	
Notes Receivable		\$95,186.28	
Inventory		\$0.00	
Prepaid Insurance		\$0.00	
TOTAL CURRENT ASSETS			\$140,895.34
Long Term Assets			
Land		\$106,329.55	
Buildings		\$419,793.98	
Equipment		\$17,358.19	
Depreciation		(\$103,471.14)	
TOTAL LONG TERM ASSETS			\$440,010.58
=====			
TOTAL ASSETS			\$580,905.92
=====			

To use this reporting tool, the user essentially designs which accounts total into line items on the reports based on "group codes." The user has control on vertical as well as horizontal positioning on the page, as well as using Club Office's cascade totallers to create subtotals and other totals. (Totallers are explained in G/L Configuration in the section called "How Totallers Work.")

Report Setup Grid

Understanding the report grid is a key to understanding how the module summarizes and prints:

└ **Line #:**

- └ The “page” to the financial report writer is 999 lines long and 6 columns wide. Line 1 prints before line 2, etc. The first column is a wider text column for the account descriptions; the other five columns are intended for numbers.
- └ A typical “printed page” is anywhere from 40-60 lines in length, depending on the printer type, margin settings and whether printing in portrait or landscape mode. If you specify to print the words “TOTAL ASSETS” on line 55 and a “page” to your printer is 59 lines long, then “TOTAL ASSETS” would print near the bottom of the first page. If you printed the same report in landscape mode where your printer considers a page length to be only 44 lines, then “TOTAL ASSETS” would print near the top of the second page.
- └ Be defining which line (1-999) on which you place information, you essentially determine on which “page” in your printed report the information will be.
- └ Print the **blank layout worksheet** in both landscape or portrait mode to find out how many lines your printer prints. The report may be anywhere from 15-25 pages in length. The worksheet can be used to pencil-in where you want your information to appear on each printed page; once penciled-in, it’s a simple matter to type the information into the respective places in the report setup grid.
- └ Other “layout” reports can be printed that can be helpful in tweaking your report’s design. For example:



Layout settings – portrait mode

Line #	Group Code	Description	Col	Lvl	Sign	Col 1	Col 2	Col 3
1		Balance Sheet	1	1				
2		ABC Country Club	1	1				
3		(Date)	1	1				
4			0	0				
5		ASSETS	1	1				
6		=====	1	1				
7		Current Assets	1	1				
8	100	Cash	1	1				
9	105	Accounts Receivable	1	1				
10	110	Notes Receivable	1	1				
11	115	Inventory	1	1				
12	120	Prepaid Insurance	1	1				
13		TOTAL CURRENT ASSETS	2	2				
14		Long Term Assets	1	1				
15	130	Land	1	1				
16	135	Buildings	1	1				
17	140	Equipment	1	1				
18	145	Depreciation	1	1				
19		TOTAL LONG TERM ASSETS	2	2				
20		=====	1	1				
21		TOTAL ASSETS	3	3				
22		=====	1	1				

Layout settings – landscape mode

Line #	Group Code	Description	Col	Lvl	Sign	Col 1	Col 2	Col 3	Col 4	Col 5
1		Balance Sheet	1	1						
2		ABC Country Club	1	1						
3		(Date)	1	1						
4			0	0						
5		ASSETS	1	1						
6		=====	1	1						
7		Current Assets	1	1						
8	100	Cash	1	1						
9	105	Accounts Receivable	1	1						

The layout sample report shows the configuration and totals in the respective columns:

Line #	Group Code	Description	Col	Lvl	Sign	Col 1	Col 2	Col 3
1		Balance Sheet	1	1				
2		ABC Country Club	1	1				
3		(Date)	1	1				
4			0	0				
5		ASSETS	1	1				
6		=====	1	1				
7		Current Assets	1	1				
8	100	Cash	1	1		\$22,575.77		
9	105	Accounts Receivable	1	1		\$23,133.29		
10	110	Notes Receivable	1	1		\$95,186.28		
11	115	Inventory	1	1		\$0.00		
12	120	Prepaid Insurance	1	1		\$0.00		
13		TOTAL CURRENT ASSETS	2	2			\$140,895.34	
14		Long Term Assets	1	1				
15	130	Land	1	1		\$106,329.55		
16	135	Buildings	1	1		\$419,793.98		
17	140	Equipment	1	1		\$17,368.19		
18	145	Depreciation	1	1		(\$103,471.14)		
19		TOTAL LONG TERM ASSETS	2	2			\$440,010.58	
20		=====	1	1				
21		TOTAL ASSETS	3	3				\$580,905.92
22		=====	1	1				

Group Code:

- The group code is an arbitrary number between 0-9999 that summarizes general ledger accounts that should be linked together.
- Group codes are assigned in the G/L Configuration module. If you used embedded totalers in your chart of accounts, do not assign the same group code to a level 2-9 totaller that you do a detail (level 1) item.
- Example if there are several cash accounts and checking accounts that you want summarized into line# 8 called "Cash" you would use the same group code in the general ledger database that you use here in this module and you'd type the group code on line #8, and the description "Cash." While group codes can be arbitrarily assigned (they do not need to be in any specific order) it's a good idea to use some logical method. For example, 1000's might be assets, 2000's liabilities and capital, 3000's income items and 4000's expense items. (Note: your numbering scheme doesn't have to be in the thousands, but could be in the 10's or 100's instead.) Group codes are not required for totalers (see level codes below). Group code 0 in conjunction with using level 0 can also be used to print underscore lines in various columns.
- Print the group code report to display what G/L accounts will be summarized into their respective group code totals. Example:

G/L Group Codes					Page 1
Group code:	G/L Acct #	G/L Description	Type	Level	
100	1010.000	Our Bank Account	A	1	Detail account
	1020.000	Petty Cash	A	1	Detail account
	1045.000	Credit Cards	A	1	Detail account
101	1040.000	Other Cash	A		Text heading
105	1050.000	Receivables	A	1	Detail account
110	1060.000	Bonds	A	1	Detail account
	1070.000	Savings Acct	A	1	Detail account
130	2100.000	Equipment	L	1	Detail account
135	2130.000	Building	L	1	Detail account
140	2120.000	Fixtures	L	1	Detail account
145	2150.000	Depreciation	L	1	Detail account
210	2200.000	Payables	L		Text heading
	2210.000	Acct-Payable Trade	L	1	Detail account
	2215.000	Payable to Golf Pro	L	1	Detail account
	2220.000	Acct-Payable Other	L	1	Detail account
	2225.000	Gratuities Payable	L	1	Detail account

- ┆ **Description:** This is the text that will appear on the report in column 1. Limited to 50 characters. To create a blank line, just leave the description blank. To indent the text line, simply precede the text with spaces.
 - ┆ Key description words: END, STOP, RESET
 - ┆ At the end of your report, type the word **END** or **STOP** for the description on a line by itself. This will tell the module to stop calculating at that line instead of continuing on all the way to line 999. Be sure there are no entries after the END or STOP line or they will not be included in the calculations, even though they may still display on reports.
 - ┆ An additional key description word is **RESET**. Upon encountering this word all by itself as a description, the on-the-fly totalers are reset to zero prior to continuing processing. It is a good idea to put this word between the balance sheet and income statement portions of the report since the totaling structures of these two reports are dissimilar.
- ┆ **Column:** this is the column on the report where you wish the information or dollar value to appear.
 - ┆ Set an item to column 0 to hide that information from the report.
 - ┆ Totalers: assigning column 0 to a level 2 and above totaler hides the total from the report yet you can still use the totals in calculations.
- ┆ **Level:** This is the cascade totaler level which coincides to the method the general ledger uses to calculate totals downward. For example, review the following:

Group	Description	Col	Level
1001	Cash on hand	1	1
1015	Savings accounts	1	1
1023	Investments	1	1
0	=====	2	0
0	Total All cash	2	2

In the above example, cash, savings and investments would appear in column 1, then a dashed line will appear in column 2, and finally the total of all the level 1 accounts showing in column 2. Available levels are 0 through 5. The column code has no effect on the totaling structure.

- ┆ **Sign:**
 - ┆ You can alter the display of the sign of your reports on a line-by-line basis by using the sign column.
 - ┆ The column can contain only the plus or minus (+/-) signs, a space or a blank.
 - ┆ By typing the sign that you'd expect the value for a particular item to normally be in the G/L, you can reverse it.
 - ┆ For example, liability and income accounts would normally carry a negative sign in the G/L. By typing a minus sign into the sign column opposite the group, the sign will be reversed on the report. If you leave the sign field blank, the value will be reported as normal in the G/L.
 - ┆ If you change a sign for a group, you must re-process the file so the change can take effect.

Best Practice – becoming familiar with the custom financial report module usually takes a little experimentation. Spend a little time with it -- create one or two group codes and set up a simple 5 or 6 line test report. Experiment with column and totaler levels to see how they react and you'll quickly understand how to implement this very powerful tool in your operation.

General Procedure for using the Financial Report Module

This assumes that the general ledger is properly configured, is up-to-date and the financial report module design is configured as well. Follow this simple sequence of actions:

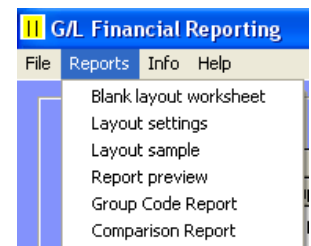
1. Repost the general journal. This will make sure the G/L account totals are current and are in the proper format for this module to work.
2. Start the G/L Financial reporting module. The current G/L period will be displayed on the screen. You can change it to a different period if you like.
3. Click the Process Data button. This gathers and summarizes the G/L data.
4. Click Print Report. (You can select either the landscape or portrait types before printing.) All pages will be printed in the viewing window whether they contain data or not.
5. Select to print as many pages of the report as you need, or print a range of page numbers if you wish. Remember that your report may require fewer than the maximum number of pages in the viewer; to avoid printing blank pages, select only the pages you need.
6. Other report options may be available in the Reports menu option, such as the comparison report.

Landscape vs. Portrait Style

The default printing mode is landscape. You can change to portrait style during the current working session by selecting the PORTRAIT button. Note that portrait style reports are limited to fewer columns than landscape. If your designs use the full width of a landscape page, they will not fit when printing in portrait style and your reports may not reflect all the financial information.

Reports Menu

- **Blank layout worksheet** - this option prints a blank worksheet with line numbers along the left margin. Because there are up to 999 lines that can be printed, you can print as many pages as you think you'll need to lay out your report. For example, lines 1-44 may print on page 1 while lines 45-88 are on page two, etc. You may discover that your printer prints differently.
- **Layout Settings** - prints your current settings on a layout worksheet grid to help verify that what you typed is what you wrote on the worksheet.
- **Layout Sample** - prints your current report on a layout worksheet grid, placing values into the designated columns. Use this to verify that your column assignments work the way you expect.
- **Report Preview** - print this to view the current report without the worksheet grid, but with the line numbers.
- **Group Code Report** - print this to determine which G/L accounts total into which groups. This is a very important report that helps you assign groups to like items and catch errors. For example, it would be illogical to include cash and checking (two asset items) along with payroll expense (an expense item) in the same group.
- **Comparison Report** - this is a toggle option -- click this to change the report template style to a budget comparison instead of the normal balance sheet or income statement formats, then click Print Report. Uncheck the option to return to the normal reporting style.

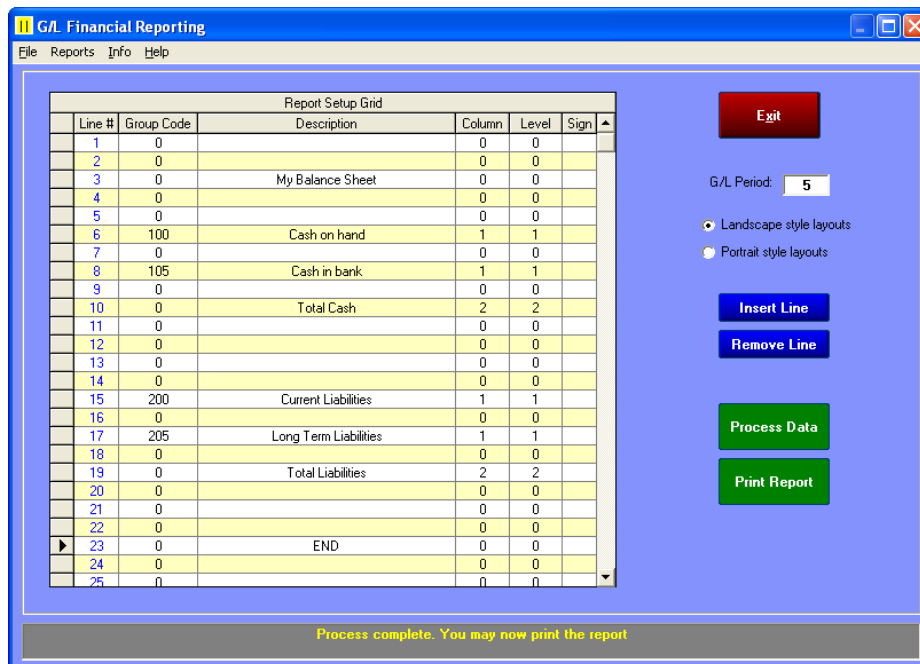


Sample Financial Report Design Tutorial

1. Start with no lines defined in the financial report writer, and print a blank layout worksheet.

- Use the worksheet to determine where on the page items to print. For example, you might want your report to start on line #3 with a descriptive heading all by itself, followed by a couple blank lines. Then on line #6 you might want the detail to begin with the values printed in column 1.
- On line 3, write the text you want to appear in the description column.
- On line 6, write the text you want to appear for the first detail item, then in the column 1 box, write a dollar sign to indicate that's the column where you want the value to appear. At the same time, write a 1 in the "LVL" column and a 1 in the "COL" column to indicate that this is a detail item. If you do not want a line to appear on the report, leave the COL set to zero. This includes text-only lines such as titles, etc.
- Continue filling in the blanks until you have the main text items spaced vertically on the page where you want them to be, and the \$ signs in the columns where you want the values to appear.
- Next, for each detail line where a total should appear, be sure to write the group code that matches all the general ledger accounts that should total into that line. Group codes apply ONLY to level 1 detail lines and not to text only or lines set to levels 2-5. (Note that in your G/L, you can assign a group code to ANY account other than a level 0 heading; it does not have to be a detail item. However, to prevent accidentally doubling up a detail item with a g/l totaller, you'll probably be safer if you assign group codes in your G/L only to level 1 detail items.)
- When done, use the worksheet as your guide as you type the same data into the report setup grid. Use the keyboard arrow keys to move around the grid, just like a spreadsheet. When done, the screen should look like this:

Line #	Group Code	Description	Col	Lvl	Sign	Col 1	Col 2	Col 3
1								
2								
3		MY BALANCE SHEET						
4								
5								
6	100	CASH ON HAND		1		\$		
7								
8	105	CASH IN BANK		1		\$		
9								
10		TOTAL CASH		2	2		\$	
11								
12								
13								
14								
15	200	CURRENT LIABILITIES		1		\$		
16								
17	205	LONG TERM LIABILITIES		1		\$		
18								
19		TOTAL LIABILITIES		2	2		\$	
20								
21								
22								
23		END						
24								
25								



- Print a Layout Sample report to verify what you typed. You ought to see zero dollars in the desired columns, just like you planned in the worksheet:

Line #	Group Code	Description	Col	Lvl	Sign	Col 1	Col 2
1			0	0			
2			0	0			
3			0	0			
4			0	0			
5			0	0			
6	100	Cash on hand	1	1		\$0.00	
7			0	0			
8	105	Cash in bank	1	1		\$0.00	
9			0	0			
10		Total Cash	2	2			\$0.00
11			0	0			
12			0	0			
13			0	0			
14			0	0			
15	200	Current Liabilities	1	1		\$0.00	
16			0	0			
17	205	Long Term Liabilities	1	1		\$0.00	
18			0	0			
19		Total Liabilities	2	2			\$0.00
20			0	0			
21			0	0			

- You can also print the report preview to see the general layout of your report as it will appear on paper – this report also shows the line numbers whereas the actual report will not have them. Zero-dollar values should appear on your report for now. You won't be able to get actual totals until your general ledger accounts are set up with the same group codes you used in designing your reports.

Report Preview:

1							
2							
3							
4							
5							
6	Cash on hand					\$0.00	
7							
8	Cash in bank					\$0.00	
9							
10	Total Cash						\$0.00
11							
12							
13							
14							
15	Current Liabilities					\$0.00	
16							
17	Long Term Liabilities					\$0.00	
18							
19	Total Liabilities						\$0.00
20							
21							

Notice that the report title, "My Balance Sheet" is missing. Remember that column zero items are hidden from the report. Try assigning the title to column 1 and see what happens. Then try column 1 and level 1.

- After assigning the group codes to appropriate G/L accounts (in G/L configuration), then return to the G/L Financial Report module.
- Click the Process Data button. This gathers the data from the G/L. Assuming that the journal has been posted to the general ledger, when you click the Print Report button, you ought to receive a report that (other than the numbers) might resemble the following:

Cash on hand	\$36.89	
Cash in bank	\$118,225.16	
Total Cash		\$118,262.05
Current Liabilities	(\$680.50)	
Long Term Liabilities	\$543,481.72	
Total Liabilities		\$542,801.22

12. Experiment by changing column settings, inserting text lines, etc. and each time, selecting the Process Data and Print Report buttons. Note what happens. In no time you'll learn how powerful this tool can be.

Insert/Remove Line – Formatting Options

The module includes functions to insert or delete lines. While you may insert or delete only one line at a time, but by using these functions, you can reformat your report to fit pages better, open up space for a new group, add blank lines to reports, etc.

- ┆ **Insert:** If you need to insert a line at a specific place in your report, position the cursor on the line number where you want to insert a blank line, and click the Insert Line button. All the data below the chosen line will be moved one line down.
- ┆ **Delete:** Likewise, if you need to delete a specific line, position the cursor on the line to delete and click the Remove Line button. All the lines after the chosen line will be moved one line upward.

A Simple Balance Sheet

A traditional balance sheet includes Assets, a total of all assets, Liabilities and a total of all liabilities, and Capital (equity) and a total of the capital (equity). The total of all assets must equal the total of the liabilities + capital. Depending on the complexity of your needs, you may wish to include subtotals inside your balance sheet, but remember that the total of all assets must have the same level as the total of all liabilities and capital (equity). Here's a sample layout that you can use as a good starting place; assign the group codes to the proper balance sheet accounts in your general ledger.

Simple Balance Sheet Layout

Group	Description	Column	Level
-----	-----	-----	-----
0	** ASSETS **	1	0
100	Cash on hand	1	1
105	Cash savings	1	1
110	Cash investments	1	1
0	Total liquid cash	2	2
150	Member receivables	1	1
155	Other receivables	1	1
0	Total Receivables	2	2
170	Inventory	1	1
175	Prepaid expenses	1	1
0	Total Inventory/Prepays	2	2
180	Fixed assets	1	1
185	Depreciation	1	1
0	Total Fixed Assets	2	2
190	Insurance	1	1
195	Other	1	1

0	Total Other assets	2	2
0	Grand Total Assets	3	3
0			
0	** LIABILITIES **	1	0
205	Accounts payable	1	1
210	Payroll taxes payable	1	1
215	Sales taxes payable	1	1
220	Other taxes payable	1	1
0	Total Current Liabilities	2	2
250	Loan ABC Bank	1	1
255	Loan DEF Bank	1	1
0	Total Long Term Liab.	2	2
0			
0	** CAPITAL/EQUITY **	1	0
270	Paid in capital	1	1
275	Retained earnings	1	1
280	Current Profit	1	1
0	Total Capital/equity	2	2
0		0	0
0	Total Liabilities + Capital	3	3
0	End	0	0

Later on, anytime you want, to print a concise balance sheet, all you'd have to do is:

1. Repost the journal.
2. Open the Financial Report module.
3. Click Process Data.
4. Click Print Report to see a single-page balance sheet similar to this:

** ASSETS **			
Cash on hand	\$0.00		
Cash savings	\$0.00		
Cash investments	\$0.00		
Total liquid cash		\$0.00	
Member receivables	\$0.00		
Other receivables	\$0.00		
Total Receivables		\$0.00	
Inventory	\$0.00		
Prepaid expenses	\$0.00		
Total Inventory/Prepays		\$0.00	
Fixed Assets	\$0.00		
Depreciation	\$0.00		
Total Fixed Assets		\$0.00	
Insurance	\$0.00		
Other	\$0.00		
Total Other assets		\$0.00	
Grand Total Assets			\$0.00
** LIABILITIES **			
Accounts payable			
Payroll taxes payable			
Sales taxes payable			
Other taxes payable			
Total Current Liabilities		\$0.00	
Loan ABC Bank			
Loan DEF Bank			
Total Long term Liab.		\$0.00	
** CAPITAL/EQUITY **			
Paid in capital			
Retained earnings			
Current Profit			
Total Capital/equity		\$0.00	
Total Liabilities + Capital			\$0.00

Cash Analysis

The Cash Analysis reporting tool is designed to help you determine what the increases or decreases of cash have been over a selected period of time and provide an estimated cash balance as of that date. The cash analysis feature is available via the general ledger reports menu. This analysis can be for a single G/L account, or it can summarize the balance and activities for several accounts. If, by example, you use a different G/L account for writing payables checks than the one used for payroll, you may wish to include both G/L accounts in your analysis report.

- ▶ **G/L # fields** - Enter the G/L account or accounts that you want included in your analysis. The account(s) that you selected will be retained so as to make re-running the report easier the next time that you wish to run the analysis. The name of the file is **cashanalysis.dat** and resides in the CDCO folder along with the other Club Office databases.
- ▶ **From YYYYMMDD** - Enter the first date that you want included for the analysis. You may enter the date either as MMDD and have the system fill in the current year or the full YYYYMMDD.
- ▶ **To YYYYMMDD** - Enter the last date that you want included in the analysis.
- ▶ **Starting Balance** - Optionally enter a beginning balance for the analysis. It could be the ending balance from the general ledger or another balance that you believe is the appropriate starting balance as of the From date.
- ▶ **Uncleared Checks** - Optionally enter the amount of any checks that have been written, but not cleared within the date range that you have selected. This would help you produce a report that ties to your bank statement.

Information included in the report

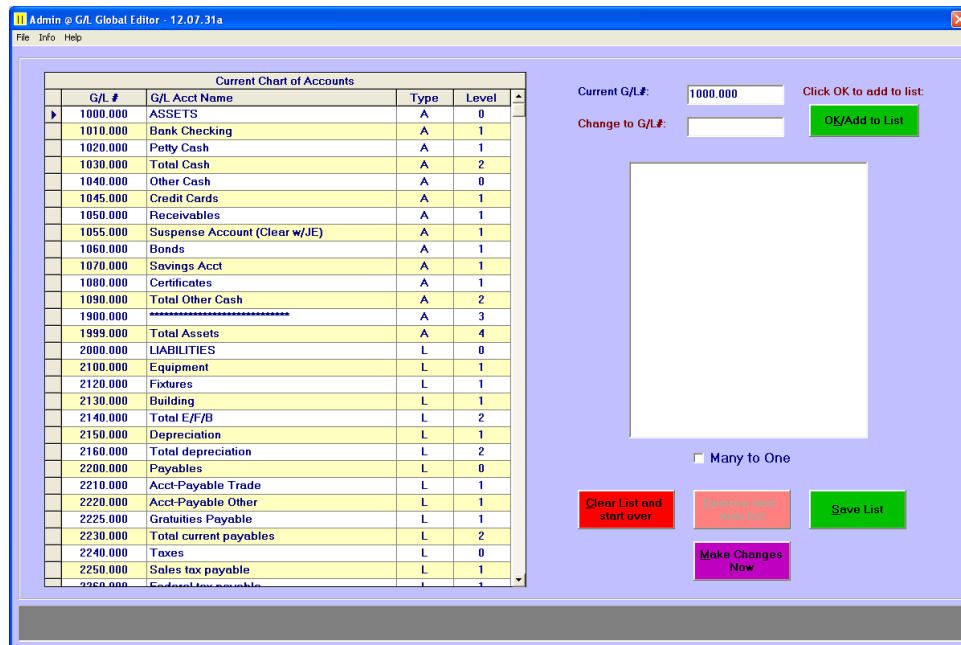
- ▶ **A/R** - This amount comes from the accepted chits (A/R monthly) and should represent member payments as well as cash sales. Note that if you have included multiple G/L accounts in the entry window, additional tender types such as credit card sales can also be included.
- ▶ **A/P total** - This amount would include accounts payable checks that have been written or voided within the date range that you have selected. Invoices that you have entered, but not paid would not be included in the A/P total.
- ▶ **P/R total** - This amount would include payroll checks that have been written or voided within the date range that you have selected. Payroll checks that have been written but not finished would not be included in the P/R total. The payroll amount would be the net amount of the checks that have been written and would not include deductions from the gross salary such as FICA that has been withheld, but not necessarily paid.
- ▶ **G/L total** - This amount would include any other entries that have been written within the date range from the G/L journal that did not originate from A/R, A/P or payroll. Note that the analysis uses the transaction date of the journal entry, not the G/L accounting period in determining whether to include the journal entry or not.

Cash Analysis Report		From 20070101 to 20071231
Source	Amount	
Starting Balance	58,256.46	
A/R total	2,207.20	
A/P total	-1,716.02	
P/R total	-986.95	
G/L total	49,602.39	
Uncleared checks	13,256.38	
Expected total	120,619.46	
Net change to cash	62,363.00	

G/L Global Change Editor

The global editor provides a method for changing a general ledger account number while also retaining all transaction history throughout the system. This allows making major changes to the chart of accounts without having to essentially start over. The module touches all databases that include G/L account information of any type, including the configuration system. The module allows selecting one or more accounts to change in what is called a "batch" mode. You create a list of existing G/L account numbers to change along with their "new" numbers and then select to make all the changes as a "batch" of changes.

Access to the global change editor is via the main Club Office utility menu; the option appears only to users having level 99 General Ledger administrator access.



Five Cautions

1. THIS MODULE PERMANENTLY CHANGES G/L ACCOUNT NUMBERS THROUGHOUT THE SYSTEM. BE SURE TO MAKE A FULL BACKUP OF YOUR SYSTEM BEFORE YOU ATTEMPT TO USE THIS MODULE, FOR IF YOU MAKE A MISTAKE, YOUR ONLY RECOURSE TO "UNDO" THE CHANGE IS TO RESTORE YOUR DATA FROM THE BACKUP.
2. This module runs outside of the normal Club Office system as an administration module. Therefore, absolutely NO USERS can be in Club Office when this module is used. Failure to heed this warning may create severe and unpredictable consequences. This may also create an unsupportable condition that can only be solved by restoring the data from a backup.
3. Because this module modifies the individual detail transactions that comprise the system's databases, it may run for a very long time, depending on the amount of data to be changed and the speed of the computer or network system. Give the module time to complete its task. The helpwindow at the bottom of the screen displays the current action that the module is performing. When it is complete, "Changes Complete" appears in the helpwindow.

- If you use embedded totallers in your chart of accounts, understand that this module is only G/L number-sensitive and is not sensitive to types or levels of G/L accounts (assets, liabilities, etc. or their detail levels). **KNOW WHAT YOU ARE DOING WITH RESPECT TO THE TYPES AND LEVELS OF THE G/L NUMBERS CHOSEN AND DOUBLE-CHECK YOUR CHOICES BEFORE YOU CLICK THE "MAKE CHANGES NOW" BUTTON.** For your protection, the destination account must be of the same type as the original account. For example, you may change an asset to another asset but you may not change an asset account to be a liability because doing so would be disastrous to the financial calculations later when you repost the journal. However, within the same account type, changing a level 1 detail posting account to point to a level 2 or 3 totaller of the same account type will result in a great many G/L accounts that will no longer post at all, since only level 1 accounts can carry transaction detail.
- When using the Many to One option, understand that the balance forward value of balance sheet accounts will be additive; i.e. the balance forward of the original asset account will be added to the balance forward of the destination account.

Adding an account to the list

- Click on an existing account in the grid on the left side of the screen. The chosen account number will appear in the "Current G/L#" box in blue text.
- In the second (red text) box, type the new G/L# that you want the current one to be and press the ENTER key on your keyboard.
- Either click on the OK button or press ENTER again to add the selection to the list on the right side of the screen.
- Continue steps 1-2-3 to add each account you wish to change.
- To merge two or more accounts into the same one, check the "Many to One" option.

The screenshot shows a software interface with a light blue background. At the top, there are two input fields: "Current G/L#:" with the value "1045.000" and "Change to G/L#:" with the value "1047.000". To the right of the first field is a red button labeled "Click OK to add to list". Below the second field is a green button labeled "OK/Add to List". In the center, there is a white box containing a list of account mappings: "1010.000 -> 1015.000", "1020.000 -> 1025.000", and "1040.000 -> 1042.000". Below this box is a checkbox labeled "Many to One". At the bottom, there are four buttons: a red button "Clear List and start over", a red button "Remove Item from List", a green button "Save List", and a purple button "Make Changes Now".

Saving the list

If you're not quite ready to proceed and think you might want to add more accounts at a later time, you may click "Save List" to save the current list of accounts. The next time you start the module, the list will reappear and you can continue where you left off and add more accounts to it.

Removing an account from the list

- Click on the desired account in the list box to highlight it.
- Click "REMOVE ITEM FROM LIST"
- The account must be removed BEFORE making the changes; removing it from the list does not "un-change" the account afterward.
- Clear List and start over:** removes all the chosen accounts from the list.

Many to One Option

This option allows changing multiple G/L accounts to point to a single account. Its primary effect is on transactions (g/l journal, sales, invoices, checks, payroll checks, etc.) as it allows setting multiple G/L accounts and all related transactions for them to point to the same destination G/L account number. When using this option, the current G/L# and change to G/L# must be of the same account type, e.g. you may change an asset account only to another asset account, etc.

Make Changes NOW

Click this button to beginning execution. Because of the gravity of the task, you will receive two verifications of your choice; the second of which is a reminder about the length the system may run.

- ┆ If you have chosen to change a few hundred G/L accounts and you have several years of history on your system, your computer may run for as long as a few hours.
- ┆ Do not run this utility if your computer is operating on battery power. If the computer's battery should give out in the middle of the global change procedure, it is likely that databases will become damaged.

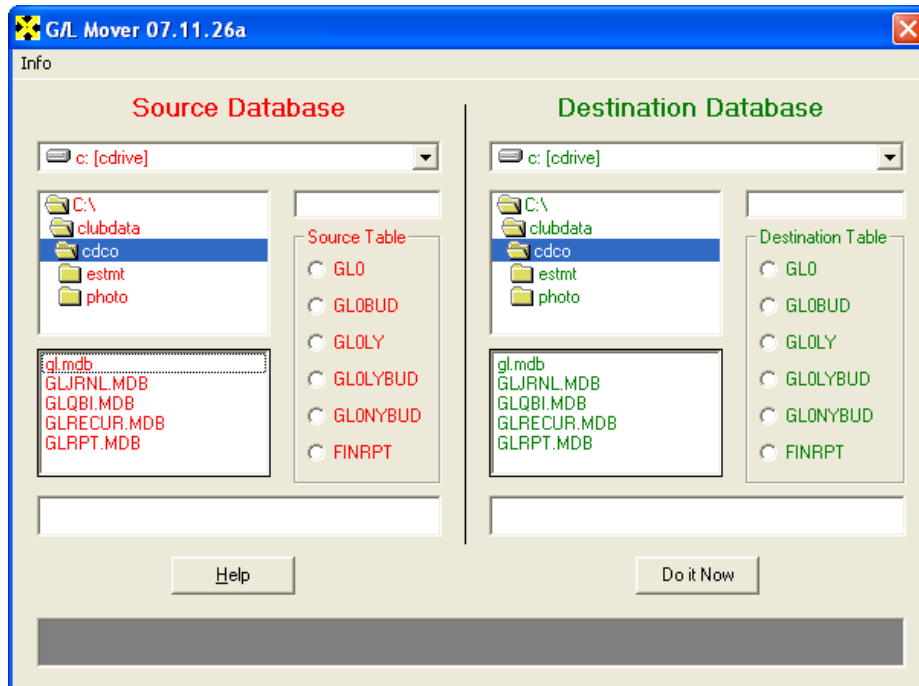
Best Practice

If your plan is to start a new fiscal year with new account structure, make the changes *before* closing the existing fiscal year. Doing so beforehand will provide better year-to-year comparisons when printing financial reports.

G/L Mover Table Copy Utility

This utility copies data from one Club Office G/L database to another and is useful in cases where a budget or chart of accounts has accidentally been deleted. The module includes drive, file and folder functions to allow selecting databases anywhere on a network.

Access to the G/L table copy utility is via the main Club Office utility menu; the option appears only to users having level 99 General Ledger administrator access. The utility should not be used without first having contacted Club Data technical support.



Caution

- This is a powerful tool that is extremely dangerous to use unless you understand what is kept in each table inside a Club Office G/L database.
- For users who wish to copy data from a prior year's archive, it's important to understand the nature and structure of the data tables and their age so that the proper table from an archive is copied to the proper table in the current G/L database so that the comparison reports display valid information.
- Before you use this module, always, always, always make a backup first. This module permanently changes data and the only "undo" is to restore the data files from a backup.

GL.MDB Database Design

The Club Office GL.MDB database contains several tables of information. Many of them are identical except for the table name and the data contained in them. However, it is extremely important that all the GLO tables in the GL.MDB database contain exactly the same general ledger account numbers so that appropriate comparative information can be displayed when printing reports. The GL.MDB contains the following tables:

- GLO: current fiscal year general ledger balances
- GLOBUD: current fiscal year budget

- ┆ GL0LY: last fiscal year's balances
- ┆ GL0LYBUD: last fiscal year's budget
- ┆ GL0NYBUD: next fiscal year's budget
- ┆ FINRPT: configuration settings for the G/L financial report writer.
- ┆ GLJOURNAL: used as a temporary workspace by the system
- ┆ GLRPT: used as a temporary workspace by the system

At the end of a year, closing the G/L year using the EOY function causes the system to create a "clone" of the current GL.MDB at that time to be used as an archived copy of the G/L database. The name of this cloned database begins with the letters GL followed by the 4-digit year. Example: GL2006.MDB. It's important to know that the archived database is a snapshot of the final general ledger balances at the end of a fiscal year, including budget balances. **YOU SHOULD NOT USE THIS TOOL UNLESS YOU UNDERSTAND THE FOLLOWING THREE EXAMPLES.**

1. The GL0 table in a database contains the actual balances for the fiscal year. Therefore, the GL0 table in a database named GL2006.MDB database are the actual balances from the 2006 fiscal year. Now let's suppose that the current fiscal year is FY 2007. In the *current* year's GL.MDB database, the GL0LY table would contain the balances from the completion of the previous fiscal year, i.e. FY2006. If this table was accidentally cleared, it can be restored using the GL Mover utility by copying the GL0 table from the prior year's archived database to the GL0LY table in the current year's database, i.e. copying data from the GL0 table of the GL2006.MDB file into the GL0LY table in the GL.MDB file.
2. Likewise, the GLOBUD table in the GL2006.MDB database would normally be copied to the GL0LYBUD table in the current year's database.
3. The GL0NYBUD table in the GL2006.MDB database would normally be copied to the GLOBUD table in the current year's database.

Note that the FINRPT table cannot be copied to anything other than another FINRPT table in the destination database. There is no value in copying the workspace tables.

Source Selections – RED side of the screen

For G/L Mover to work, it needs to know where the source data resides. While Club Office uses several databases that begin with the letters GL, only the actual GL databases will function. Therefore, valid source databases are named GL.MDB or GLxxxx.MDB where xxxx represents the 4-digit year. Example: GL2003.MDB. The system will display all the GL-type databases, but it will allow selecting only the types that contain valid general ledger accounts and balances.

1. Use the drive and folder dialog boxes to locate the source GL database. The default will be the CDCO folder, and it's likely that this is where yours will reside.
2. Click on the name of a database in the bottom window to select it as the source.
3. Next, you must select the source table inside the database where the data that you want to copy resides. These are selected by the radio buttons in the "Source Tables" panel. When you select a table, the corresponding table in the CURRENT G/L database will automatically be selected on the DESTINATION side of the screen. Note that you can override the default selection, although be sure that your reasons are sound before doing so.

Destination Selections – GREEN side of the screen

The destination database selections function exactly the same as the source. However, the destination database is likely the GL.MDB database, which is the current general ledger.

Depending on which source table was selected, the destination table may already be selected as well. You may override the defaults if you wish, but be certain of what you're doing before you

make a commitment. In particular, one could copy old data directly into the GLO table (the current, live general ledger) but the module will display a warning if the GLO table is selected. (Note: this module was designed to facilitate copying data to the budget and LY - last year tables and not to the main G/L.)

Do It Now

This button activates the data transfer. Prior to selecting it, review the sentence that is displayed in red and green text at the bottoms of either the red or green sides of the screen. It describes what the module will do when Do It Now is activated. Click the "Do It Now" button to begin the transfer. A last chance to change your mind warning message will appear; click NO to cancel or click YES to proceed with the copy process.

Audit List/Data Synchronization

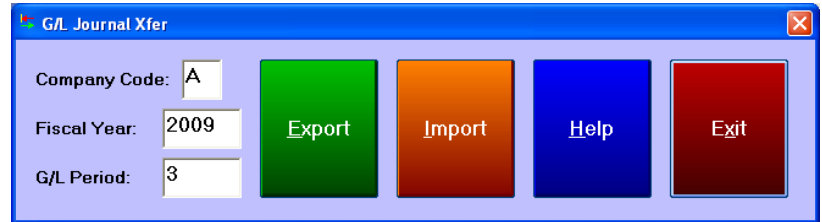
At the conclusion of the process, an audit list will appear in the middle of the screen. This list contains items that were transferred to the destination table that were not already there prior to the transfer. If this occurs, it is likely that a data synchronization problem may exist between the main G/L table (the current, active general ledger) and the destination table. This generally results in some curious and erroneous general ledger reports because the same accounts do not exist in the various GL tables.

An example of how this might occur is if after a fiscal year had been finished, some account numbers in the chart of accounts were moved to a different location using different numbers. Because the archived data file that was made when the fiscal year was finished is considered "historical" and therefore isn't updated when general ledger numbers are changed, moving data from the historical archive to the current G/L would cause this situation.

It is suggested that the report be printed and compared side-by-side with the current chart of accounts and the differences noted. The administrative editor tool (ADMEDIT.EXE) can be used to manually change the account numbers so that they are again in synchronization with the main chart of accounts (GLO) table.

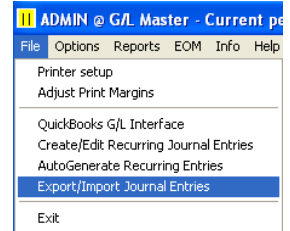
G/L Journal Export/Import Utility

This module provides for the transferring of general journal entries from one Club Office system to another. It is normally provided only to organizations that manage multiple businesses and need to consolidate the journals into a single master composite for the purpose of combined financial statement reporting.



Accessing the Utility

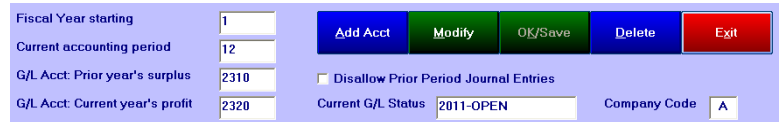
The user must have at least G/L access level 3 (close EOM) to use this module. The option to use this utility is located on the FILE menu of the G/L module. If the utility is not installed, the menu option does not appear.



Caution: Because this module provides both export *AND* IMPORT options, recognize that it is possible to reimport the same data more than once, thereby creating multiple sets of identical journal entries in the destination system. To help prevent this from happening, the file name of an import file is changed from CSV to DON at the completion of an import to mark that the file has already been imported. Users are strongly cautioned not to reactivate such DON files by renaming them back to the CSV file type.

Also note that it is the end user's responsibility to keep the import files separate from one another. While the export file name begins with the company code of the data being exported, it is possible to override this setting.

Company Code: The G/L Configuration screen also displays the Company Code setting if the utility is installed. The company code is a 1-character alphanumeric setting that identifies the company as unique from the others within the organization. For example, one facility might be company A, another company B, another company C, etc. The code is used by the export/import utility to help differentiate between various data files when importing. If the utility is not installed, the company code setting does not appear on the screen.



How to Export

1. Type the 1-character long company code into the company code box. For convenience, the current system's setting is displayed in the box. The company code is used as an aid to help keep export/import file names unique and relative to their respective companies only.
2. Type the 4-digit fiscal year into the fiscal year box. For convenience, the current system's setting is displayed in the box.
3. Type the desired G/L period (1-24) into the G/L period box. For convenience, the current system's setting is displayed in the box.
4. Click the Export button to display the export location dialogue box. The box also displays the name of the file that will be created, which begins with the company code and includes both the fiscal year and period. Use the export dialogue box to locate the drive or memory stick drive letter where the export file should be placed. When the location has been chose, click the OPEN button.

5. A confirmation box then displays the chosen period and year settings and a YES or NO option to continue to export the file.
6. If journal entries exist for the chosen year/period combination that have not already been exported, they will be exported to the file name chosen and an "Export Complete" box will display the number of exported entries and the destination file name. If there are no entries to export, a suitable message will be displayed.

IMPORTANT: An export is a ONE-TIME operation. Once a journal entry has been exported, it is marked so that it cannot be exported again. Because the entries have been marked, it is possible to export a chosen year and period in the middle of the period, for example, and then re-do the export at the end of the period. The first export would include journal entries up to the chosen date while the second export would pick up the remainder of entries for at period while skipping those that were exported earlier.

How to Import

1. Type the 1-character long company code into the company code box. For convenience, the current system's setting is displayed in the box. The company code is used as an aid to help keep export/import file names unique and relative to their respective companies only.
2. Type the fiscal year into the fiscal year box. For convenience, the current system's setting is displayed in the box.
3. Type the desired G/L period (1-24) into the G/L period box. For convenience, the current system's setting is displayed in the box.
4. Click the Import button to display the import location dialogue box. The box also displays the name of the file that the system is expecting to use, which includes both the fiscal year and period. Use the export dialogue box to locate the drive or memory stick drive letter where the import file exists. When the location has been chose, click the OPEN button.
5. A confirmation box then displays the chosen import file name and a YES or NO option to continue to import the file.
6. If YES was selected, the import will place the journal entries into the G/L journal and report the number of entries imported. This number should match the number of entries that were originally exported.

Following the import, the file name is changed to include the letters DON instead of the original CSV setting.

IMPORTANT: imported journal entries are marked as "N" for "not posted" in the destination system. Be sure to post the journal on the destination system to apply their values to the general ledger.

Auditing

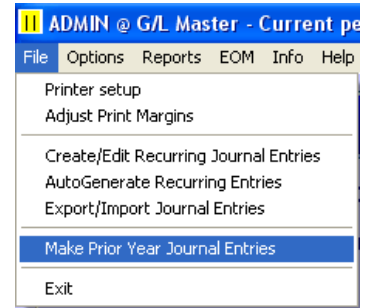
For control, an audit record is created that tells the number of records and data file used for either an export or import.

Quitting the module

Either click the EXIT button or the normal Windows close box to close the module.

Making Prior Fiscal Year Journal Entries

The ability to make journal entries into the prior fiscal year is included in the G/L module beginning with version 12.10.09. The option appears in the G/L Master module's file menu for users that have level 99 administrative access to general ledger operations.



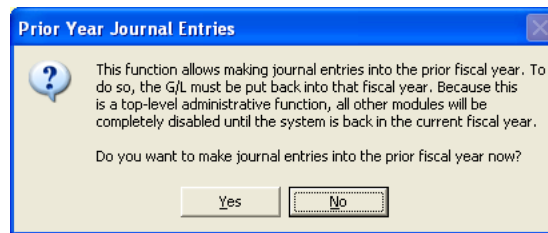
Cautions:

Putting the system into a prior fiscal year mode requires that the Administrator have exclusive access to Club Office; no other users can be in the system. While the system is in prior year mode, the only module that may be accessed is the G/L module; none of the other modules will function. It has no effect on normal SQLPos or TimeClock operations except all users are locked out of A/R and Employee/Payroll until the system is back in the current fiscal year. Therefore, do not arbitrarily try this function to “see what it does.”

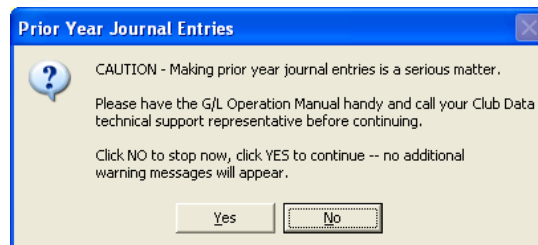
Making journal entries into the immediately prior fiscal year is not a trivial matter for it affects the balance sheet and/or P&L from the accounting period/year the journal entries are assigned and **all** subsequent financial statements and G/L reports as well.

Once in the prior year mode, the only way “back” to the current fiscal year is to CLOSE the year again. There is no “undo” after starting the prior year mode.

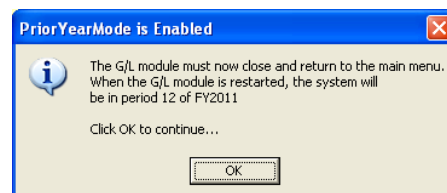
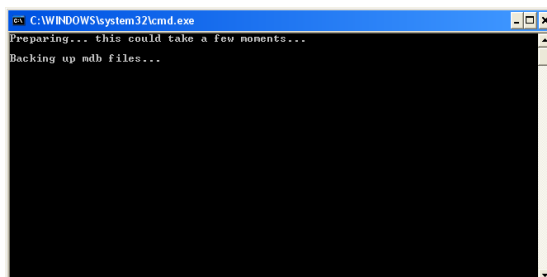
1. Select the file option to “Make Prior Year Journal Entries. Click YES to continue; click NO (the default) to quit.



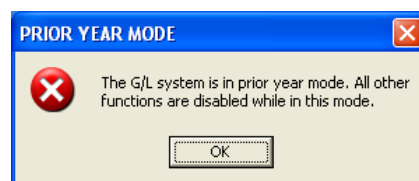
2. Because reopening the prior fiscal year is a serious matter, a secondary (and final) message box appears with the option to stop by clicking the NO button:



3. If the YES button is selected, the system makes an internal backup after which a message appears to instruct the user to close the G/L module. Restarting the module is required to reconfigure the module with the prior year settings.



- At this point, only the General Ledger module will be active and attempting to run any other modules will display the message to the right:



- When the general ledger module is restarted, it will appear as it normally might when in period 12, although there are many nuances to using the prior year mode:



- No configuration settings may be changed
- Recurring journal entries are disabled
- EOM processing is disabled
- Administrator editing of the Chart of Accounts grid is disabled
- The budgets that were in effect for the prior fiscal year have been restored although the ability to change them has been disabled.
- All G/L reporting is active, including the G/L custom report and financial report modules, although they are now keyed for the prior fiscal year.
- Journal entries may be made, committed and reposted as normal.
- The ability to “Close EOY” is enabled so that the year may be closed again.

It’s expected that the prior year journal entry function is not something that one would use more than once annually and even then, only for a short period of time – a matter of only a few minutes or hours. The intent is that having the feature available will allow users to close their fiscal years sooner and provide real financial reporting in the new fiscal year with the knowledge that when the auditor’s final year adjustments are ready, one can go back and enter them into the twelfth period of the prior fiscal year, repost and reprint the accurate and final financial reports, close the year again and bring all those values forward into the new year.

Caveats & Considerations...

We’ve already identified the basic software operational differences of prior year mode but there are other practical considerations you should make, too. *Please read these before you start.*

- Plan ahead.** Remember that prior year mode deactivates most of the Club Office software. Take this into consideration when you schedule the time to make the necessary financial adjusting entries because there can only be one user logged into Club Office in this mode. Remember that the payroll system will not be available so you wouldn’t want to do this the morning of a payroll run. Also consider your normal schedule for month-end processing because no member statements can be printed, either.
- Have *all* the adjusting entries ready *before* you enable prior year mode. In most cases, there likely aren’t too many entries an auditor would suggest, but make sure that you have them *ALL* so that you can make them together in one session.
- Some suggested tasks:
 - Before doing anything, restart the computer to give it a fresh load of the Windows operating system. *Please do not skip this step.*
 - If you normally have multiple applications running on your computer, refrain from starting them when using prior year mode. And if they start automatically, close them. It is very important to minimize the number of conflicts that can happen between installed software and if only Club Office is running, you’ll likely discover that it also runs a lot faster, too. *Please do not skip this step.*

- BEFORE putting the system into prior year mode, make an external backup. *Please do not skip this step.* We've tried to build plenty of redundancy into the software but there just is no substitute for having a copy of the exact status of your accounting system beforehand. Putting the system into prior year mode involves quite a lot of database movement and in the computing world, "things happen" that are outside the control of the software.
- After the final adjusting entries have been made, repost the journal. For some users this can take some time. *Plan adequate time for it.*
- After reposting, print all the necessary financial reports that are necessary. For example, a full detailed trial balance can take a long time to complete, but it's an important document to have. Verify the new year-end figures against what the auditor says they should be. Again, plan ahead and allow time to get it done.
- Consider making another external backup of your system on separate media from the backup you made before you started. Storage media is cheap compared to the cost of the time you and others have spent to create and manage all this financial data. This backup provides a snapshot of the complete finish to your fiscal year. Be sure to label this backup properly, date it and store it in a safe place.
- Close the fiscal year. This process normally doesn't take much time. When the close EOY process has completed, exit *all the way out* of the Club Office system. This will reset some internal settings and reenable features that were not available while the system was in prior year mode. This will also enable normal use of the software by others.
- After closing the year, the G/L system is in period 1 of the current and correct fiscal year. However, the balance sheet's starting balances for this year are likely substantially changed from what they were the first time the year was closed. Therefore, you should not simply change the "current accounting period" setting in G/L configuration back to the period you were in before starting the prior year mode. Instead, you must repost and close *each* accounting period *all over again*, and of course, print appropriate period reports, too, because the current fiscal year is starting with different balance sheet values that it had before. So if you were in period 4 of the current year when your auditor finally provided the year-end adjusting entries for the prior fiscal year, you will need to reclose each period separately, all over again; each time reprinting the appropriate financial reports.

Changing the G/L Fiscal Year

Should it be necessary to change the fiscal year from a “period-based” year (such as November thru October) to a “calendar year” (January thru December), Club Office can be reconfigured fairly simply. The procedure to use is dependent on the Current G/L Status setting at the G/L configuration screen. In this example, the fiscal year started on November 1, 2018 and ended on October 31, 2019.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>
Current accounting period	12	
G/L Acct: Prior year's surplus	196	
G/L Acct: Current year's profit	197	
		<input type="checkbox"/> Disallow Prior Period Journal Entries
		Current G/L Status 2018-Open

IMPORTANT: There are two ways to manage the change; one may be better for your operation than the other. The method to use is primarily determined by the way your system fiscal year is configured now:

- Normally, a fiscal year that starts in one calendar year and ends in the next calendar year, such as starting in 2018 and ending in 2019, would be named FY2018 with the 2018 matching the year of the first fiscal period of the fiscal year. If this is how your system is configured, use Method 1 below.
- If your fiscal year is named based on the LAST fiscal period of the fiscal year, such as starting in November 2018 and ending in October 2019 and you call it FY2019, you should use Method 2 below.

Method 1 – “Short fiscal year” (preferred method)

1. At the end of the fiscal year (period 12), post the journal, print normal reports and perform the normal G/L Fiscal Year Close in the G/L module. This will capture the fiscal year in its entirety as a normal fiscal year with 12 accounting periods included in the values.
2. The Current G/L Status will become 2019-Open and the current period will become 1 when the fiscal year close process is complete.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>
Current accounting period	1	
G/L Acct: Prior year's surplus	196	
G/L Acct: Current year's profit	197	
		<input type="checkbox"/> Disallow Prior Period Journal Entries
		Current G/L Status 2019-Open

3. Continue using the system with the settings unchanged for November and December (periods 1 and 2) of the new fiscal year.
4. When December (period 2) is complete return to the G/L configuration screen and change the Current Accounting Period to 12. This enables the “close fiscal year” function in the General Ledger Module.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>
Current accounting period	12	
G/L Acct: Prior year's surplus	196	
G/L Acct: Current year's profit	197	
		<input type="checkbox"/> Disallow Prior Period Journal Entries
		Current G/L Status 2019-Open

5. Post the ledger and print reports as normal. This will become a short, 2-period fiscal year. Then perform the fiscal year close function again after which the Current G/L Status will then become 2020-Open, and the current accounting period will again be period 1.
6. When the “short fiscal year” closeout is complete return to the G/L configuration screen, click Modify and change the Fiscal Year starting month to 1 and ensure the Current accounting period reads 1 as well. You’re done.

Fiscal Year starting	1	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>
Current accounting period	1	
G/L Acct: Prior year's surplus	196	
G/L Acct: Current year's profit	197	
		<input type="checkbox"/> Disallow Prior Period Journal Entries
		Current G/L Status 2020-Open

The benefit of using method-1 is that the system provides complete continuity of the fiscal year tracking as well as complete auditing of the G/L to the journal.

Method 2 - "Extended fiscal year" (not as elegant)

- Using the same example as above, continue using the system (without closing the current fiscal year) and all the way through period 14, which is the same as two months into the *next* fiscal year, printing period reports as needed. At that point, the G/L configuration will appear as in the picture above. If you use the G/L custom report writer, understand that it may not provide printing custom reports for periods past period 12, but the basic reporting in the G/L module itself supports printing financials through period 14.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>	
Current accounting period	14		
G/L Acct: Prior year's surplus	196		<input type="checkbox"/> Disallow Prior Period Journal Entries
G/L Acct: Current year's profit	197		Current G/L Status: 2018-Open

- Change the Current accounting period to be 12. This will enable the "close fiscal year" option in the G/L module.
- In administrative mode, choose the View/Edit Journal option of the G/L module and change the accounting period of all items marked 13 or 14 to read 12 instead.
- Repost the G/L and print reports. You'll find that period 12 (October in this example) will now include periods 13 and 14 (November and December) as well. Therefore, period 12 has been "extended" to include two additional accounting periods. Note also that the period 12 values will appear to be quite out-of-sync with normal periods 12 as well as the previous periods because they include these two extra accounting periods.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>	
Current accounting period	12		
G/L Acct: Prior year's surplus	196		<input type="checkbox"/> Disallow Prior Period Journal Entries
G/L Acct: Current year's profit	197		Current G/L Status: 2018-Open

- Now you may perform the Close Fiscal Year function in the G/L module. When it is complete, the G/L configuration will display like the picture to the right. However, it is likely not correct.

Fiscal Year starting	11	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>	
Current accounting period	1		
G/L Acct: Prior year's surplus	196		<input type="checkbox"/> Disallow Prior Period Journal Entries
G/L Acct: Current year's profit	197		Current G/L Status: 2019-Open

- Change the configuration settings to reflect the correct starting month, current period and note that you'll also have to change the fiscal year. In this example, there was never a 2019 fiscal year – it skips a year because the extended 14-month fiscal year used the remainder of 2019 as well. This may create some confusion later on when auditors ask, "Whatever happened to 2019?" while also creating a gap in reporting and very possibly in the actual data.

Fiscal Year starting	1	<input type="button" value="Add Acct"/> <input type="button" value="Modify"/> <input type="button" value="OK/Save"/>	
Current accounting period	1		
G/L Acct: Prior year's surplus	196		<input type="checkbox"/> Disallow Prior Period Journal Entries
G/L Acct: Current year's profit	197		Current G/L Status: 2020-Open

IMPORTANT: Because of this gap, you must then use the Administrative Editor to review the G/L journal (GLJRN.LMDB) and manually change any journal entries that have been marked for 2019 in the FISCAL field to be 2020 instead. **This is critically important or those journal entries will not be recognized by the software or included in any totals.**

- Open the G/L module and choose the View/Edit Journal option. If there were journal entries in the previous fiscal year, they should appear in the display. However, you may notice that the G/L periods indicated may not be correct. For example, any journal entries that were originally posted to period 15 (or later) of the just-finished fiscal year, will show as starting at period 3. This is because 2 periods were appended to the prior fiscal year (normally they would have become periods 1 and 2). Therefore, in this example, you'd subtract 2 from each and edit the period values so the entries appear in the proper period of the new fiscal year.
- Repost and print financials to verify the resulting totals. You're done.