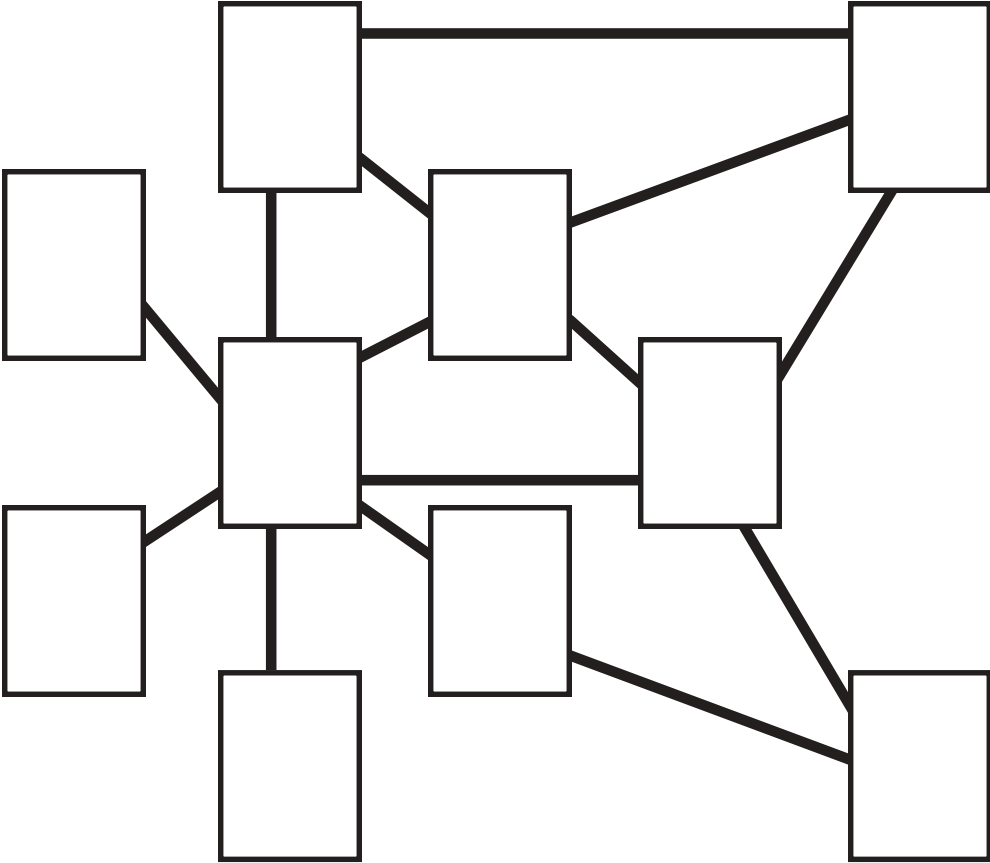


Total Order Plus

Integrated Accounting Series

Financial Statements

Integrated Accounting Series



Total Order Plus Financial Statements User Guide

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1

INTRODUCING THE FINANCIAL STATEMENTS SYSTEM

- Using This Guide
- Menu Structure

Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. It is important that you first read the 'Introduction' section of this manual prior to proceeding further. It will familiarize you with data input conventions using TOP, will help you to utilize 'On-Line Help', will explain printer selection, how to use the TOP menu system and how to set up user services to benefit your company.

This guide is divided into four parts:

Part 1: Introducing the Financial Statements System

The Financial Statement system allows you to print statements on demand, link financial statement figures from one report to another, with an option to select to print actual, variance or budget figures or current year or prior year balances. You have the ability to define the way each line is accumulated on each report and be able to copy the same format from report to report. You can print sample financials to check the format as you are defining each report.

Part 2: Defining the Financial Statements System

How to customize your system parameters, view your file sizing specifications and add password protection (optional).

Part 3: Operating the Financial Statements System

Multiple custom reports can be defined by report number and each line can be programmed to add or subtract to or from other totals and these totals can be carried forward to other reports. You can define each line of your report and link General Ledger account numbers to pull information from (General Ledger module must be installed). These reports can be printed on demand for current or prior months.

Part 4: Financial Statements Options Menu

The options menu allows you to have access to the system calculator and calendar display.

Financial Statements Menu Structure



2

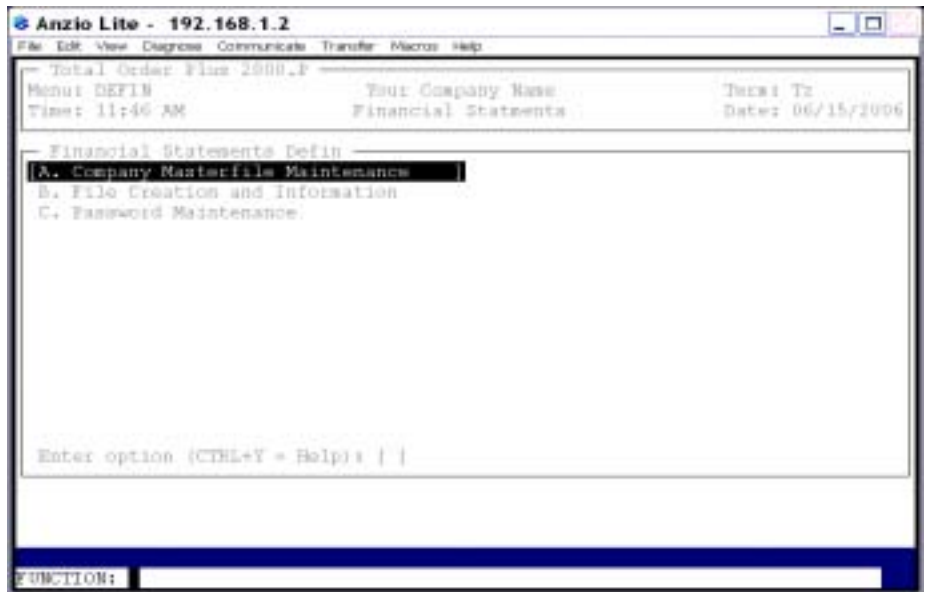
DEFINING THE FINANCIAL STATEMENTS SYSTEM

- Financial Statements Definition Menu**
- Company Masterfile Maintenance**
- File Creation and Information**
- Password Maintenance**

Financial Statements Definition Menu

Overview

The Financial Statement Definition Menu allows you to set up your company name and address, view your file sizing specifications and create password protection (optional).



Company Masterfile Maintenance



Procedure

1. Choose Company Masterfile Maintenance from the Financial Statements Definition Menu and **Enter**. The Company Masterfile screen displays.

2. Is The Data Correct? (Y)es, (N)o or (E)nd:

Note: If you are setting up your system for the first time, the name and address fields will default to the company settings. The company name is used for screen and report headings.

Type **Y** if the data displayed is correct. The system will return you to the Financial Statements Definition Menu.

Type **N** to enter your company name and address for the first time or to edit any changes. Go to Step 3.

Type **E** to end the input and return to the Definition Menu without saving changes.

3. Company Name:

Type your company name up to thirty (30) characters and **Enter**.

Note: The company name prints on all sales analysis reports and screen headings.

4. Address:

The cursor moves to the first of four address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line.

Note: The Federal, State and City ID numbers are 'information only' fields.

5. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

6. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

7. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

8. Is The Data Correct? (Y)es, (N)o or (E)nd:

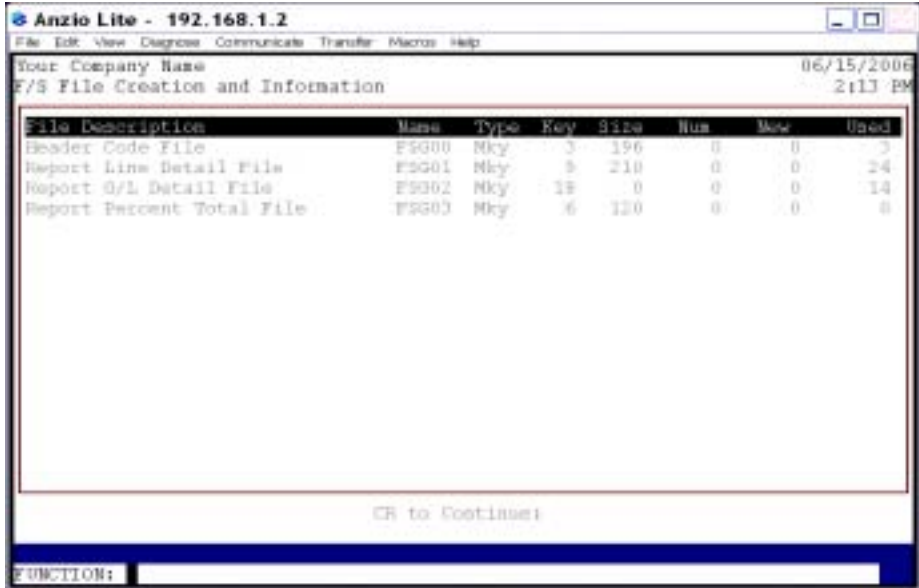
Type **Y** or **E** to return to the Financial Statements Definition Menu.

Enter **N** to return to the company name field for editing. Go to Step 3.

File Creation and Information

Overview

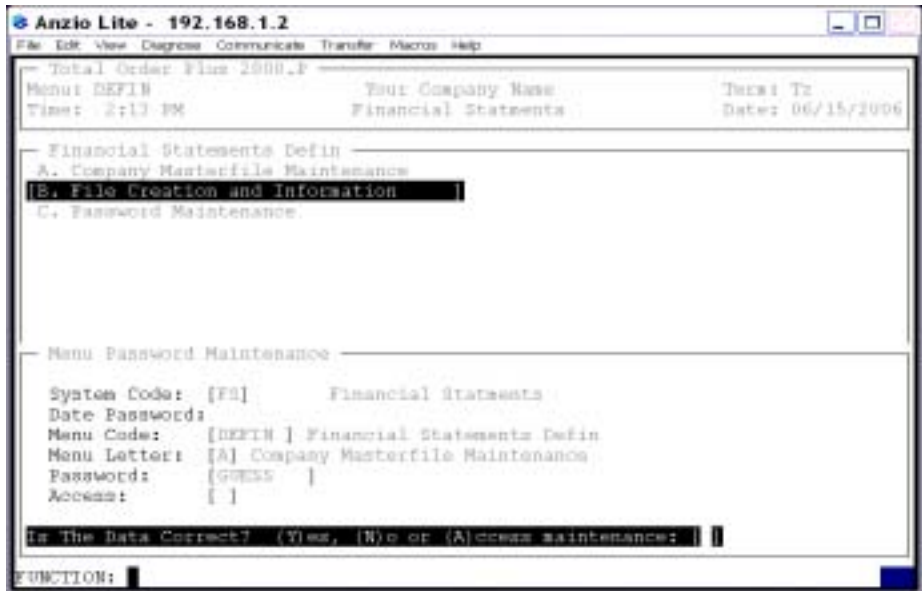
File Creation And Information lets you view individual data files in your Financial Statements system. All of the data files are structured as multi-keyed files, which means that you do not have to increase the size of the files because they are dynamic (automatically increase in size as data is written to each file). The screen displays the file description, file name, key size, byte size of each individual record within the file and the number of records used in each file.



Password Maintenance

Overview

Password Maintenance allows you to set up passwords to restrict access to any of the Financial Statement menus or individual menu selections. Once you have entered a password for a menu, the system will prompt each user for that password every time they access that menu. The Definition Menu is normally password protected.



Procedure

1. Choose Password Maintenance from the Financial Statements Definition Menu and **Enter**.

Note: The System Code is automatically defaulted by the system to correspond with the current menu application (i.e. FS - Financial Statements)

2. Date Password:

Type a date password (optional) and **Enter** or press **Enter** to bypass password entry.

Press **F4** to return to the Financial Statements Definition Menu.

Note: The system will prompt a user for this password when attempting to change the application date for this module.

3. Menu Code:

Defining The Financial Statements System

Type the menu code and **Enter** or press **F1** to display the available menu codes.

Note: Menu codes are displayed in the upper left hand corner of each menu screen. See previous page for example: Menu: DEFIN

4. Menu Letter:

Type the **letter**+ the **Enter** key of the menu item to set password for or press **F1** to display the menu item selections (i.e. A, B, C, etc.) for the menu you specified in Step 3.

5. Password:

Type the **password** + the **Enter** key for the menu item listed in Step 4.

6. Is The Data Correct? (Y)es or (N)o:

Type **Y** if data is correct. Return to Step 2.

Type **N** to return to Step 5 to re-enter the password.

3

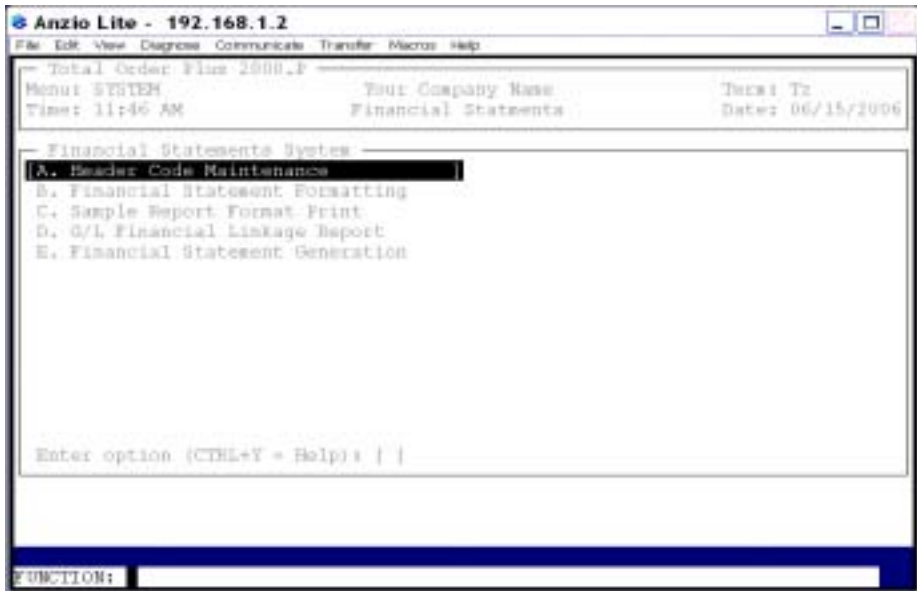
OPERATING THE FINANCIAL STATEMENTS SYSTEM

- Financial Statements System Menu**
- Header Code Maintenance**
- Financial Statement Formatting**
- Sample Report Format Print**
- General Ledger Financial Linkage Report**
- Financial Statement Generation**

Financial Statements System Menu

Overview

Multiple custom reports can be defined by report number and each line can be programmed to add or subtract to or from other totals and these totals can be carried forward to other reports. You can define each line of your report and link General Ledger account numbers to pull information from (General Ledger module must be installed). These reports can be printed on demand for current or prior months.



Header Code Maintenance

Overview

Header Code Maintenance lets you define and maintain the headings that appear above the account titles and each column of figures on your financial statements.

Each financial statement heading can have a maximum of four (4) lines with up to 131 characters per line. As you create a column heading, you assign a unique header code to it. When you format a financial statement, you enter the appropriate header code to tell the system what column headings to print on the report. You can enter your own wording for each heading line.



Procedure

1. Choose Header Code Maintenance from the Financial Statement System Menu.

2. Header Code:

Type a one (1) character header code and **Enter** (i.e. A, B, etc.).

Type **LIST+** the **Enter** key to print the header information to a printer.

Type **END+** the **Enter** key or press **F8** to exit the program and return to the Financial Statement System Menu.

3. Line No. (1-4):

Operating The Financial Statements System

Type a line number 1-4 that you want to create or edit and **Enter**. Go to Step 5.

Press the **Enter** key or type **END+** the **Enter** key to return to the header code input field.

Type **DELETE+** the **Enter** key to remove the header from the system.

4. Do You Want To Delete This Header? (YES-NO):

Type **YES+** the **Enter** key to delete the header record. Go to Step 2.

Type **NO+** the **Enter** key if you do not want to delete the header. Return to Step 3.

5. Print Pos:

Type the print position (1-131) where you want to begin printing the heading line you specified in Step 3 and **Enter**.

Press the **Enter** key or type **END+** the **Enter** key to re-enter a line number. Go to Step 3.

Type **DELETE+** the **Enter** key to remove the line you are working on.

6. Type your heading and **Enter**.

*Note: When you are entering a heading, you can press the **Enter** key at any time to return to the print position field. This is useful when the heading consists of several columns on one line. For example:*

ACTUAL % SALES BUDGET %SALES

*To format this heading, specify print position ten (10), type ACTUAL and press the **Enter** key. Specify print position twenty (20), type % SALES and **Enter**. Type print position thirty (30), type BUDGET and **Enter**. Type print position forty (40), type % SALES and **Enter**.*

You can use function keys to edit the heading lines as follows: F1 moves cursor forward without deleting text, F2 moves cursor forward to the next word, F3 deletes character at the cursor position and F4 moves text to the right.

When you finish each heading line, you can CR at the Print Pos to return to the Line No. field for a new line. To print accounting dates, use these variables:

[MONTH]=Current Month [PERIOD]=Accounting Period

[CYEAR]=Current Year [PYEAR]=Prior Year

[MONTH] [CYEAR]= Current month followed by current year

7. Repeat steps 3 through 6 for each line of the heading.

Financial Statement Formatting

Overview

Before you begin to enter individual detail lines for each report, you must number the report and set up the report parameters.

The numbering sequence you set up for your reports allows the balances of lines from one report to transfer to other reports with higher numbers. If you anticipate adding additional report numbers at a later date, you may want to skip several numbers between each report.

The report parameters tell the system what figures to print on the report and in what positions to print them. Parameters establish the report title and the column headings, in addition to:

Report Number	Report Title
Line print position	Period-to-date print position
Year-to-date print position	Budget figures
Current year figures	Current and previous year figures
Period-to-date figures	Year-to-date figures
Header Code	

```

Anzio Lite - 192.168.1.2
File Edit View Diagnose Communicate Transfer Macros Help
Your Company Name
FINANCIAL STATEMENT FORMATTING DATE: 06/15/2006
-----
REPORT NO: 10 FINANCIAL POSITION
LINE NO: 0000 AS OF
-----
TITLE: FINANCIAL POSITION
CALC METHOD: AS OF
LINE DESC POS: 30 P-T-D POS: 50 Y-T-D POS: 70
BASIC VAR: PERC TOTAL (+-): DEBIT/CREDIT (D/C):
REPORT 1: REPORT 2: LINE LIM:
-----
BUDGET (A-V-B-N): N PREV YEAR (Y-N): N Y-T-D - P-T-D (Y-P-B): P
HEADER CODE: A
-----
IS THE DATA CORRECT? (Y-N-COPY-DELETE)
FUNCTION:
    
```

Procedure

1. Choose Financial Statement Formatting on the Financial Statement System Menu.

2. Report No:

Type the number for this report and **Enter**.

Note: If this is an existing report, go to the next section 'Formatting Financial Statement Detail Lines'. If this is a new report, the system automatically displays line number 0000. This line sets up the parameters and print positions for this report.

Type **LIST+** the **Enter** key to list the formats to a printer.

Type **END+** the **Enter** key to return to the Financial Statement System Menu.

3. Is This A New Report? (Y-N):

Type **Y+** the **Enter** key if you are formatting a new report.

Type **N+** the **Enter** key to enter a different report number. Go to Step 2.

4. Title:

Type up to a forty (40) character title for this report and **Enter**. Repeat this procedure for the second title line or press the **Enter** key to bypass the second line.

Note: Do not include your company name or the date as the system automatically prints this information on the top of each report.

5. Line Desc Pos:

Type the position you want the line titles to begin printing and **Enter**.

Press **F2** to return to the previous input field.

6. P-T-D Pos:

Type the position where you want the period-to-date figures to begin printing and **Enter**. This print position will be the default for each detail line on this report.

Press the **Enter** key if you do not want to print period-to-date figures on this report.

Note: The period-to-date figures print only if you enter a P or B in the Y-T-D P-T-D field in Step 10.

7. Y-T-D Pos:

Type the position where you want the year-to-date figures to begin printing and **Enter**. This print position will be the default for each detail line on this report.

Press the **Enter** key if you do not want to print year-to-date figures on this report.

Note: The year-to-date figures print only if you enter a Y or B in the Y-T-D P-T-D field in Step 10.

8. Budget (A-V-B-N):

Type **A+** the **Enter** key to print actual and budget figures on this report.

Type **V+** the **Enter** key to print the actual and variance figures on this report.

Type **B+** the **Enter** key to print the actual, budget and variance figures on this report.

Type **N+** the **Enter** key to print only actual figures.

Note: The variance figure is calculated by subtracting the actual figure from the budget figure. If the budget figure is less than the actual figure, the variance is printed within parenthesis.

If you select A, the budget figure is printed immediately following the actual figure. V will print the variance figure immediately following the actual figure. B will print the variance immediately following the actual and budget figures and N will only print actual figures.

9. Prev Year (Y-N):

Type **Y+** the **Enter** key to include current and previous year figures on this report.

Type **N+** the **Enter** key to print only current year figures.

10. Y-T-D P-T-D (Y-P-B):

Type **Y+** the **Enter** key to print year-to-date figures only on this report.

Type **P+** the **Enter** key to print period-to-date figures only on this report.

Type **B+** the **Enter** key to print both period-to-date and year-to-date figures.

11. Header Code:

Type a valid one (1) character header code that you entered in 'Header Code Maintenance' and **Enter**.

12. Is The Data Correct? Y-N-COPY-DELETE):

Type **Y+** the **Enter** key if the report parameters are correct. Proceed to the next section 'Formatting Financial Statement Detail Lines'.

Type **N+** the **Enter** key to correct the data. Go to Step 4.

Type **COPY+** the **Enter** key to copy the report parameters to a new report. Go to Step 13.

Type **DELETE+** the **Enter** key to delete the report parameter record. Go to Step 14.

Operating The Financial Statements System

13. Enter New Header No:

Type the number of the report you want to copy the parameters to and **Enter**.

14. Do You Want To Delete This Report? (YES-NO):

Type **YES**+ the **Enter** key to delete this report from the system. Return to Step 2.

Type **NO**+ the **Enter** key if you do not want to delete this report and return to Step 12.

Note: If you change any print position within the parameter record after the initial setup procedure, the screen will display this prompt: 'Do You Want To Adjust Print Positions? (Y-N)'. If you answer Y to this prompt, the system will automatically change the print positions only on detail lines that match the original parameter print positions.

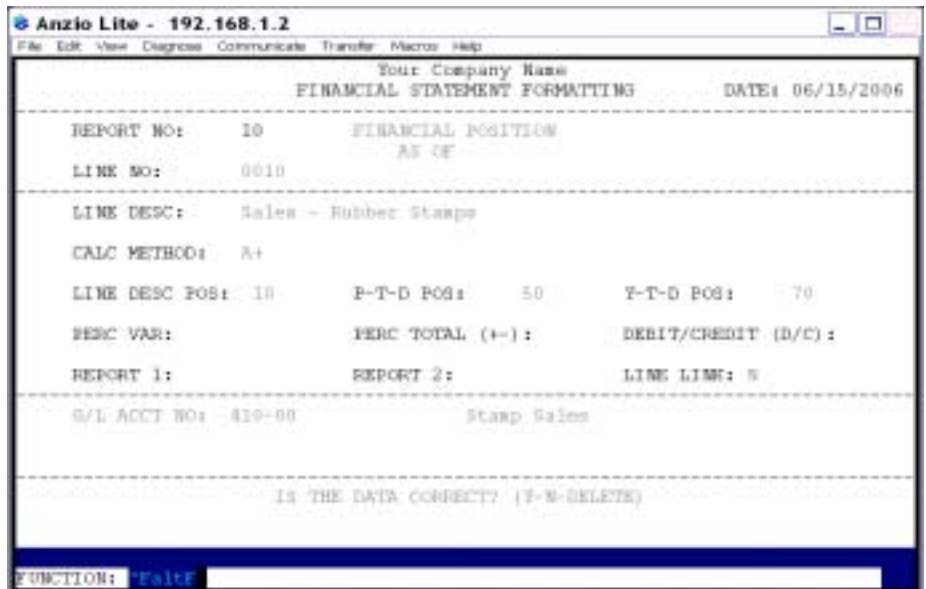
Formatting Financial Statement Detail Lines

Overview

Once you have set up the parameters for this report, you must format each detail line that will print on this report. For each line you must enter the following specifications:

Line Number	Line Description
Calculation Method	Line Description Print Position
Period-to-date print position	Year-to-date print position
% Variable To Be Used	How the % Variable Is To Be Used
Debit/Credit Orientation	Report Links to Other Reports
General Ledger Account Numbers	

Note: Each report can print a maximum of six account numbers on each line across the page. Each account balance can have up to a maximum of fourteen (14) characters. If you are calculating percentages, reports can print a maximum of four (4) account balances and four (4) percent figures for each line of the report.



Procedure

1. Line No:

Type the number of the line you want to format and **Enter**.

Press the **Enter** key to increment the line number by ten (10).

Type **END+** the **Enter** key to return to the report number input field.

Press any function key to scan existing line numbers.

Type **0000+** the **Enter** key to change or view the report parameter record.

2. Line Description:

Type up to a maximum of thirty (30) characters for a line description and **Enter**.

Press the **Enter** key to insert a blank line into the report.

Note: You can add the following characters at the end of a description line to perform the following print functions:

@- *Prints a single underline under all columns of numbers associated with the line number.*

@= *Prints a double underline under all columns of figures associated with the line number.*

@! *Changes the sign (positive or negative) for all numbers following the specified line until the next @! is encountered. The signs are determined by the balance of the account.*

@^ *Feeds the paper to the next page.*

3. Calculation Method:

Type the calculation method you want to use for this line and **Enter**.

Press the **Enter** key if you do not want to use a calculation method.

Note: If the line is a heading line, do not enter a calculation method. For example, Current Assets, Current Liabilities, etc. The calculation method tells the system how to accumulate figures in the report. You can use any letter A-Z except T, which tells the system that the line is a total line. The system accumulates figures for each calculation method as the report is printing.

When you want to add balances of several lines of a report for a total, enter the same calculation method in each line that you want to add. You can use up to 25 different variables in one report.

Sample Calculation Methods

A +	This method accumulates the balances of each line associated with it in the variable A. If you do not enter a plus (+) sign, the system automatically gives A a positive value.
B +	This method accumulates the balances of each line associated with it in the variable B.
C +	This method accumulates the balances of each line associated with it in the variable C.
TA + :ABC	This method accumulates the variables A, B, and C in the variable A and prints the total. In this example: T tells the system to print the total on this line. A tells the system where to store the total. You can store the total in any of the variables. + tells the system that the total is positive. : tells the system to use the variables that follow. A,B,C tells the system what variables to use. You can specify any of the variables.
TA -:ABC	This method accumulates the variables A, B, and C in the variable A, prints the total, and gives A a negative value.
TA -:A	This method prints the value of the variable A and gives A a negative value.
TA + /ABC	This method accumulates A, B, and C in the variable A. It then clears the variables B and C. In this example: / tells the system to clear the variables after their balances have been placed in another variable.

4. Line Description Position:

Press the **Enter** key to accept the print position displayed.

Type a new print position for the line description you entered in Step 2 and **Enter**.

Type **0+** the **Enter** key to clear the entry from this field. Nothing will be printed for this position.

5. P-T-D Pos:

Press the **Enter** key to accept the print position displayed for period-to-date figures.

Type a new print position for period-to-date figures and **Enter**.

Type **0+** the **Enter** key to clear the entry from this field. Nothing will be printed for this position.

6. Y-T-D Pos:

Press the **Enter** key to accept the print position displayed for year-to-date figures.

Type a new print position for year-to-date figures and **Enter**.

Type **0+** the **Enter** key to clear the entry from this field. Nothing will be printed for this position.

7. Percentage Variable:

Press the **Enter** key to move through this field if you do not want to calculate percentages.

Operating The Financial Statements System

Type a percent variable and **Enter**.

Note: The percentage variable must be different from the calculation method variables you have used in this report. The system stores the percentages of all lines with the same percent variable and prints each detail line as a percentage of the total as well as the total percent. If you should use the same percentage variable as the calculation method variable, the system expresses this line as a percentage of the line(s) with the matching calculation method variable.

The system does not calculate percentages on variances. Percentages cannot be printed if you specified the following combinations of parameters for this report:

<i>Budget</i>	<i>Previous Year</i>	<i>YTD - PTD</i>
<i>B</i>	<i>N</i>	<i>B</i>
<i>B</i>	<i>Y</i>	<i>Y or P</i>

The system will not allow you to make an entry in the percentage variable if any of these parameters are present.

8. Percent Total (+-):

Type **+** and the **Enter** key to add the percent variable on this line to other matching percentage variables.

Type **-** and the **Enter** key to make the percent variable on this line negative.

Press the **Enter** key if the line is to be calculated as a percent of the total amount in the percent variable.

Note: This field tells the system how to accumulate the percent variable. If you enter a plus sign (+), the value of the percent variable is added to the other matching percent variables. A minus sign (-) gives the percent variable a negative value for this line. If you leave the field blank, the line is calculated as a percentage of the total amount in the percent variable.

9. Debit/Credit (D/C):

Type **D+** the **Enter** key if this account is a debit account.

Type **C+** the **Enter** key if this account is a credit account.

Press the **Enter** key to add the account balance to the line.

Note: This field tells the system the debit or credit orientation of this line. If this designation matches the orientation of the account,

*or if you do not enter a code, the account balance is added to the line.
If a credit account is added to a debit line or a debit account is added
to a credit account, the account balance is subtracted from the line.*

10. Report 1:

Type the report number and line number to which you want to add this line and **Enter**.

Note: Type the numbers in RRLLLL format where RR designates the report number and LLLL designates the line number.

Type **000+** the **Enter** key to delete entries from this field.

11. Report 2:

Type the report number and line number to which you want to add this line and **Enter**.

Note: Type the numbers in RRLLLL format where RR designates the report number and LLLL designates the line number.

Type **000+** the **Enter** key to delete entries from this field.

Note: The report 1 and report 2 fields adds the value of this report line to a higher numbered report or to a line in a higher numbered report. You can link the line to two other lines but you must place an entry in the Report 1 field if you want to use Report 2. If you delete an entry in report 1, the report 2 field will also be deleted.

12. Line Link:

Note: Y automatically displays in this field if this line receives figures from a previous line or from a line on a previous report. N displays if this line does not receive figures from a previous line.

13. Is The Data Correct? (Y-N-DELETE):

Type **Y+** the **Enter** key if this line information is correct. Proceed to Step 14.

Type **N+** the **Enter** key to correct the line data. Go to Step 2.

Type **DELETE+** the **Enter** key to delete this line. Return to Step 1.

14. G/L Account No:

Type the first General Ledger account number from which this line gets its balance and **Enter**.

Note: Repeat this step for each account number to want to consolidate into this line.

Type **END+** the **Enter** key or press the **Enter** key when you have entered all of the account numbers.

Operating The Financial Statements System

15. Is The Data Correct? (Y-N-DELETE):

Type **Y**+ the **Enter** key if the account numbers are correct.

Type **N**+ the **Enter** key to correct the account numbers.

Type **DELETE**+ the **Enter** key to delete each of the account numbers entered in Step 14.

Note: To correct any account numbers, you must first delete that account number and re-enter the correct account.

Sample Report Format Print

Overview

The Sample Report Format allows you to check the report parameters and detail lines on your financial statements to verify that they are correct. The report lists the report parameters and each detail line, showing line number, calculation method, line description, print positions where actual figures would print, percent variable, and account number line linkages.



Procedure

1. Choose the Sample Report Format Print on the Financial Statement System Menu.
2. Report No: (#-ALL-END):
Type the number of the report you want to print and **Enter**.
Type **ALL+** the **Enter** key to print samples of all of your reports.
Type **END+** the **Enter** key to return to the Financial Statement System Menu.
3. Select the appropriate printer for this report.

Sample Format Report Sample

REPORT NO: 03

Post Company NAME
FINANCIAL POSITION

MONTH: 03, 1999

REPORT PARAMETERS: BUDGET: N FRESH YEAR: N YTD-PTS: P

FINANCIAL STATEMENT

0030 A	Sales - Rubber Stamps	88,888,888.00	88,888,888.00
0030 A	Sales - Pre-inked	88,888,888.00	88,888,888.00
0030 A	Sales - Stampers	88,888,888.00	88,888,888.00
0040 A	Sales - Self Inking	88,888,888.00	88,888,888.00
0050 A	Sales - Engraving	88,888,888.00	88,888,888.00
0060 A	Sales - Pads & Dies	88,888,888.00	88,888,888.00
0065 A	Sales - Art Stamps	88,888,888.00	88,888,888.00
0000 T			
	Total Revenue:	88,888,888.00	88,888,888.00
0080			
0085 B	Cost Of Sales - Stamps	88,888,888.00	88,888,888.00
0090 B	Freight	88,888,888.00	88,888,888.00
0095 B	Sales Discounts	88,888,888.00	88,888,888.00
0100 B	Inventory Returns	88,888,888.00	88,888,888.00
0105 B	Shipping Charges	88,888,888.00	88,888,888.00
0000 T			
	Total Cost:	88,888,888.00	88,888,888.00
0070			
0000	Profit or Loss:		

General Ledger Financial Linkage Report

Overview

The General Ledger Financial Linkage Report lists the General Ledger account numbers that link to each line of your reports. The report lists the report number and title and each line number in the report and its description. It also lists the accounts that are assigned to each line number and the account description.



Procedure

1. Choose the General Ledger Financial Linkage Report on the Financial Statement System Menu.
2. Report No: (#-ALL-END):
Type the number of the report you want to print and **Enter**.
Type **ALL+** the **Enter** key to print samples of all of your reports.
Type **END+** the **Enter** key to return to the Financial Statement System Menu.
3. Select the appropriate printer for this report.

General Ledger Linkage Report Sample

Print Preview
File Page View Help
Page: 1 of 1

Your Company Name
GENERAL LEDGER FINANCIAL LINKAGE REPORT PAGE: 1

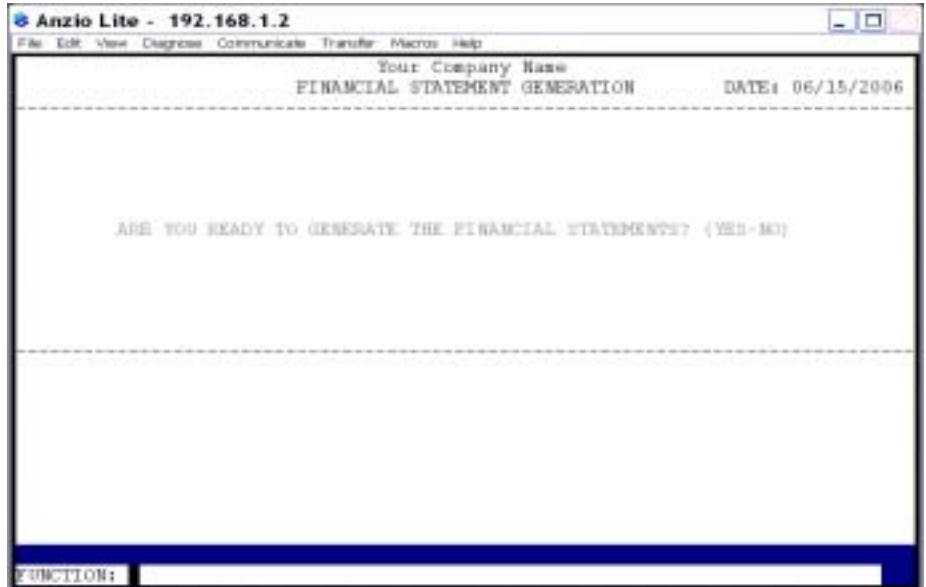
DATE: 11/30/1999

REPORT LINE NUMBER	REPORT TITLE	REPORT METHOD	LINE DESCRIPTION	GL ACCOUNT NO.	DESCRIPTION
13	FINANCIAL POSITION				
0018	+		Sales - Rubber Stamps	410-00	Stamp Sales
0020	+		Sales - Pro-Link	412-00	Pro-Link Sales
0030	+		Sales - Razors	414-00	Razor Sales
0040	+		Sales - Self-Taking	416-00	Self-taking Sales
0050	+		Sales - Engraving	420-00	Engraving Sales
0060	+		Sales - Pads & Inks	418-00	Pad & Ink Sales
0065	+		Sales - Art Stamps	411-00	Art Stamps
0100	+		Cost of Sales - Stamps	510-00	Partboxes, stamp stock
0110	+		Freight	513-00	Freight
0120	+		Sales Discounts	516-00	Sales Discounts
0130	+		Inventory Receipts	510-00	Inventory Shrinkage
0140	+		Shipping Charges	590-00	Shipping Charges

Financial Statement Generation

Overview

Financial Statement Generation reads the balances from the General Ledger account numbers for each line in the report and prints the balances on your financial statement. You can generate balances and print the reports to reflect any accounting period and any ending date within that period. Financial Statements can be generated and printed at any time during an accounting period.



Procedure

1. Choose Financial Statement Generation on the Financial Statement System Menu.
2. Are You Ready To Generate The Financial Statements? (YES-NO):
Type **YES**+ the **Enter** key to generate the statements.
Type **NO**+ the **Enter** key to specify a different accounting period or ending date.
Type **END**+ the **Enter** key to return to the Financial Statement System Menu.
3. Current Period No:
Type the number of the accounting period that you want your financial statements to reflect and **Enter**.
4. Ending Date:

Operating The Financial Statements System

Type the ending date for the period specified in Step 3 and **Enter**.

5. Enter Report Number (#-ALL-END):

Type the number of the report you want to print and **Enter**.

Type **ALL+** the **Enter** key to print all of your financial statements.

Type **END+** the **Enter** key to return to the Financial Statement System Menu.

Note: If a report has linkages, from lower numbered reports, you must select the ALL option to ensure that all of the balances are correct.

6. Select the appropriate printer for this report.

Financial Statement Sample

Print Preview
File Page View Help
Page: 1 of 1

Your Company NAME
FINANCIAL POSITION
AS OF
AUGUST 31, 2000

FINANCIAL STATEMENT

Sales - Rubber Stamps	899.11
Sales - Pre-Sold	132.00
Sales - Hangers	.00
Sales - Self Taping	50.00
Sales - Engraving	432.90
Sales - Pads & Ink	(115.00)
Sales - Art Stamps	136.44
Total Revenue:	1,404.51
Cost of Sales - Stamps	840.27
Freight	(60.25)
Sales Discounts	(3.94)
Inventory Balances	138.58
Shipping Charges	(4.81)
Total Cost:	1,047.85
Profit or Loss:	356.66

4

FINANCIAL STATEMENTS OPTIONS MENU

- Calendar
- Calculator

Financial Statements Options Menu



Overview

Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to the next two months. Press **F4** to return to the Financial Statements Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F9** to exit the calculator program and return to the Financial Statements Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.