COUGAR MOUNTAIN SOFTWARE

DENALI

GENERAL LEDGER USER'S GUIDE

Microsoft GOLD CERTIFIED Partner

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Chapter

1

Learning About this Resource

Denali Help

Customer Support

Training

DENALI

Welcome to Denali by Cougar Mountain. This guide is designed to help you effectively learn about and use General Ledger. This chapter presents an overview on using this guide and where to find additional help, along with introductions to each chapter of the guide.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

If you don't have all modules installed, some windows and options might be different in your software than what appears in the documentation.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything in the software window will appear in bold, exactly as it appears. •Select **Change Session Date** from the **Common Tasks** menu. •Click the **New** button. •Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. •Enter *Hardwood* in the **Description** box. •The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: •To delete an item in the detail grid, select the item and press the DELETE key. •To open the **Enter Transaction Comments** window, press SHIFT+C.
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program and Web Help

Cougar Mountain offers in-program help, which is part of the software, accessible from any Help button, and does not require an Internet connection. We also offer web help that you can access at https://cougarmtnservice.com/help/index.html. The web help includes features not available in the in-program help, such as the ability to comment on topics, see videos, and share information on social networking platforms. The content is the same in the in-program and web help.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps to complete a task, you should access the procedural (online) help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you select the question mark on the right side of the toolbar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix in the in-program and web help, or at the end of the PDF user guides.

Navigating the In-Program Help

This help system only opens if you don’t have an Internet connection.

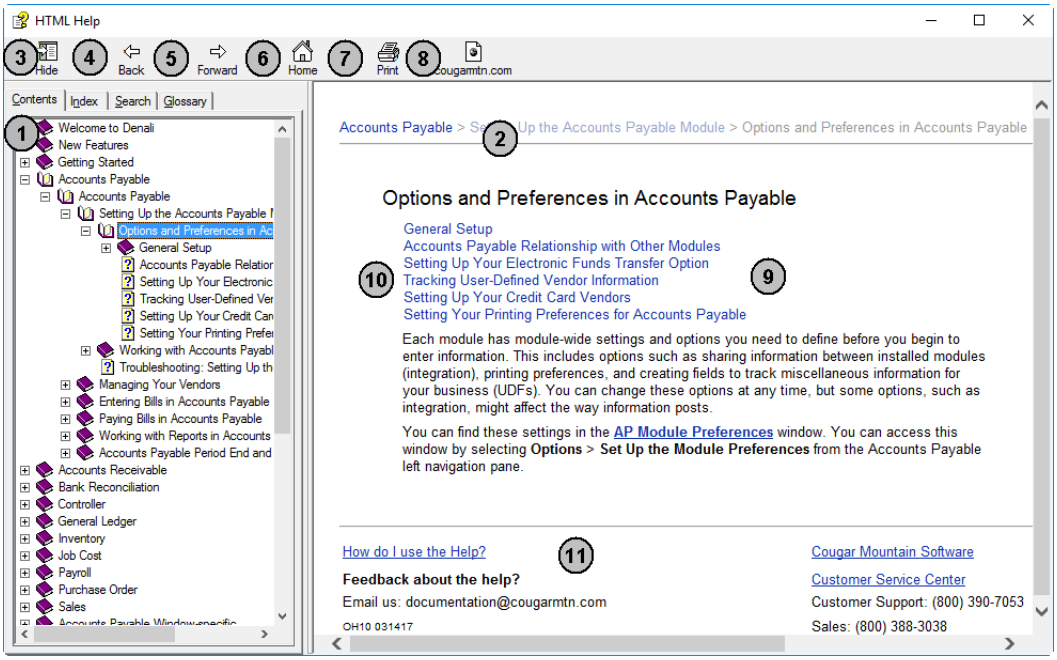


Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

To help you find the information you're looking for in the web help, we outline the different parts of the window. We highly recommend you use the Search feature to help you find what you're looking for.

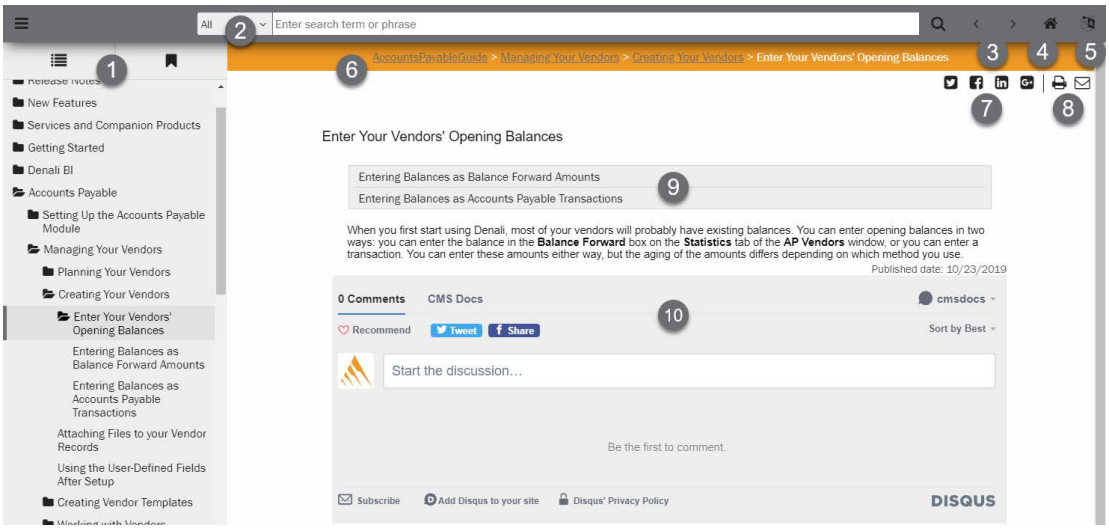


Figure 2: *Navigational points and features available in the web help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	Contents	This is the Table of Contents for the Help. Click on the folders to show the topics available.
2	Search	Use the search field to quickly find the information you're looking for. You can use the drop-down to filter the search to certain modules/ guides.
3	Forward and Back	Click these arrows to navigate forward and back through the help topics, one topic at a time.
4	Home	Click this button to go to the home page of the web help.
5	Translate	Click this button to translate the help to another language.
6	Breadcrumbs	These links show you where you are in the help. The first link reflects the main topic and the following links are subtopics. You can click these links to navigate backwards.

Reference Number	Option Name	Description
7	Social	Click these buttons to post a topic on social media.
8	Print & Email	Click these buttons to print the help topic or email the CMS Documentation team.
9	Sublinks	The links listed are subtopics of the open topic.
10	Disqus Comment	Use this feature to share public comment/questions with other users and the CMS Documentation team.

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1. Select the **Print** button or right-click and select **Print** from the right-click menu.
2. If the **Print Topics** window appears, select **Print the selected topic** and then select **OK**.
3. When the **Print** window appears, make any desired adjustments and then select **Print**.

To print multiple topics in the in-program help:

1. Verify the **Contents** tab is visible.
2. Highlight the heading of the section you would like to print.
3. Select the **Print** button.
4. The **Print Topics** window will appear.
5. Select **Print the selected headings and all subtopics** to print the entire section.

User Guides

Denali includes access to PDF (portable document format) versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program and web help. To access these user guides, click **Start** > **Denali by Cougar Mountain** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help. You need to have Acrobat® Reader® to view the PDF.

To access them from the **Start** menu, click **Start** >**Denali by Cougar Mountain** > **Release Notes**.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: https://www.cougarmtn.com/support-request/.

You can also visit the customer service site at https://service.cougarmtn.com to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	https://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. As part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (https://service.cougarmtn.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using streaming technology between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Chapter

2

Setting Up General Ledger

Basic Setup of General Ledger

Setting Up the General Ledger Relationship with Other Modules

General Ledger Printing Preferences

General Ledger Codes

Troubleshooting: Setting Up the General Ledger Module

DENALI

General Ledger is the backbone of the accounting system and this chapter helps you set it up to meet your accounting needs. Depending on the modules you purchase and install, some things might not be visible. It is important to set up General Ledger properly. We designed this chapter with the assumption that you have accounting knowledge, otherwise we recommend consulting an accounting professional.

Basic Setup of General Ledger

As with any software, there are some basic setup requirements before you begin to use General Ledger. Use this information to help you determine the best approach as you set up General Ledger to meet your business' needs.

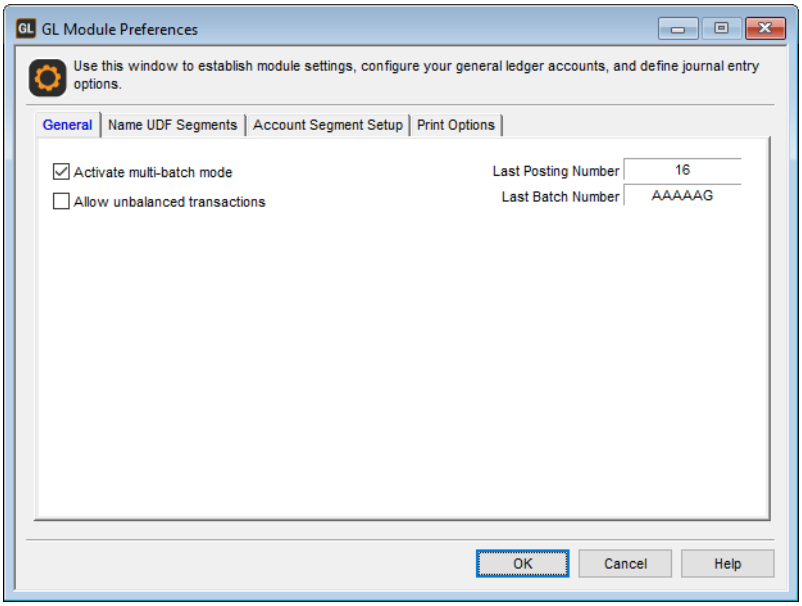


Figure 3: *GL Module Preferences window*

Using Single or Multi-Batch Mode

A batch is a temporary file that stores a group of transactions, or entries, before they are recorded throughout the software, posted to the General Ledger, and reflected in the audit trail. Once you post a batch, the transactions it holds cannot be removed or directly changed. Instead, a second opposing transaction is required to reverse the effects of the first one.

Selecting the multi-batch option in General Ledger Module Preferences allows multiple temporary files to be open at the same time. This would be equivalent to having multiple notebooks for each person in an organization to enter data rather than having only one notebook to share between them. See "Using Transaction Batches in General Ledger" on page 55 for information on working with batches.

If you choose to use single-batch mode, a new batch can only be opened after you post the current batch. If only one person will enter transactions in the system at one time, then a single batch might be sufficient. However, you might want to use multiple batches even if there will be only one person to enter

transactions. This might be helpful if, for example, you want to post separate groups of journal entries using different batches based on types of entries, date of the entries, departments, or any other categorization you choose.

If you have transactions or journal entries you want to generate on a recurring basis, you must use the multi-batch mode option to create the recurring transactions. Depending on your needs, you might use either allocations or recurring entries (see “Establishing Recurring Transactions” on page 60) to accomplish this.

Entering Beginning Account Balances (Balance Forwards)

When you first install General Ledger, you can enter balance forward amounts (beginning balances) for General Ledger accounts. You can choose to do this at the time you set up your accounts (see “Entering Balance Forwards When You Create An Account” on page 36), or you can choose to use journal entries to enter your beginning balances (see “Creating a Journal Entry” on page 56).

Either way, before you can post to General Ledger from any module, you must check the **Balance forward entries completed** check box. Once you select this check box and save the **GL Module Preferences** window, the check box is disabled for this company.

If you choose to use journal entries to enter the beginning balances instead of entering forwarding balances, first double-check your fiscal calendar to ensure you still have access to the previous year so you can post the journal entries. Then, select the **Balance forward entries completed** check box so you can post transactions.

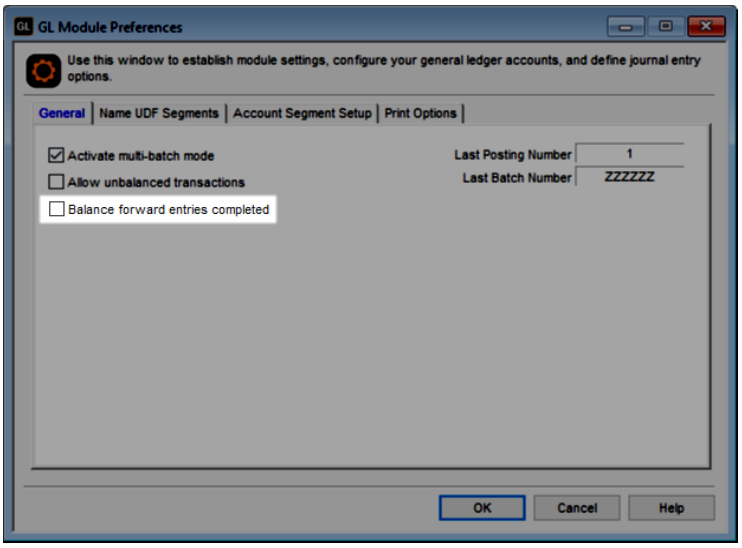


Figure 4: *GL Module Preferences, Balance forward entries completed*

Allowing Unbalanced Journal Entry Transactions

This option in the **GL Module Preferences** window allows you to enter unbalanced transactions. The total debits and credits for a single journal transaction appear at the bottom of the journal entry window along with any difference between them. If you select the **Allow unbalanced transactions** check box,

the total in the **Debits** box of the **GL Journal Entry** window does not have to equal the total in the **Credits** box, although the sum of all the debits and credits in the batch must always be equal. In other words, the debits and credits in the entire batch must still balance, but individual transactions do not need to balance.

This might be helpful if you want the ability to create a transaction for one side of the entry under one reference number and use a separate transaction for the other side of the entry with a different reference number. The reference number is included to the right of the transaction date on the GL Audit Trail Report (see “Audit Trail Report” on page 82).

Setting Up the General Ledger Relationship with Other Modules

In each installed module, you need to indicate what and how you want to integrate. Integration affects what information is posted to the different modules as well as which Lookup windows are available throughout the software. Integration must be set up before any information can be shared among the modules.

You can integrate all Denali modules in the software to General Ledger and transactions you complete in the other modules are automatically recorded in General Ledger. Because integration is specified by the module that sends the information, you will select the integration options in the other modules. Information on setting up these preferences is located in the user’s guide and online help for the individual modules. If you choose to integrate the other modules to General Ledger, you have access to General Ledger accounts for Lookups as well as the ability to post transactions to General Ledger.

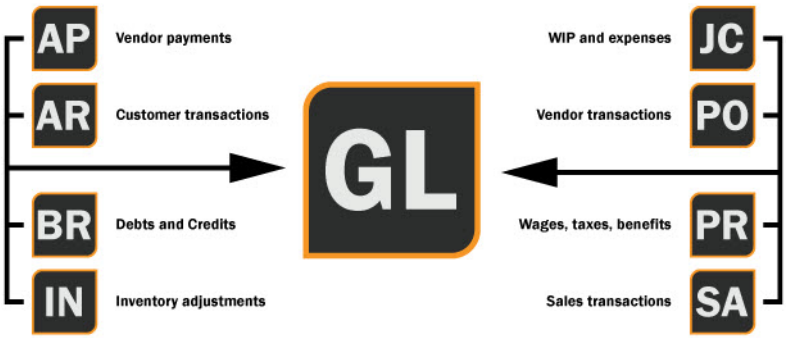


Figure 5: *Transactions Posted to General Ledger from Other Modules*

General Ledger Printing Preferences

Use the **Print Options** tab of the **GL Module Preferences** window to specify your printing preferences for General Ledger reports. You can select the output type, number of copies, format, and printer/file name. If you select the **Edit** check box, you can change these preferences each time you print. You can also set the default path for CSV files. Click the **Help** button for information about each option.

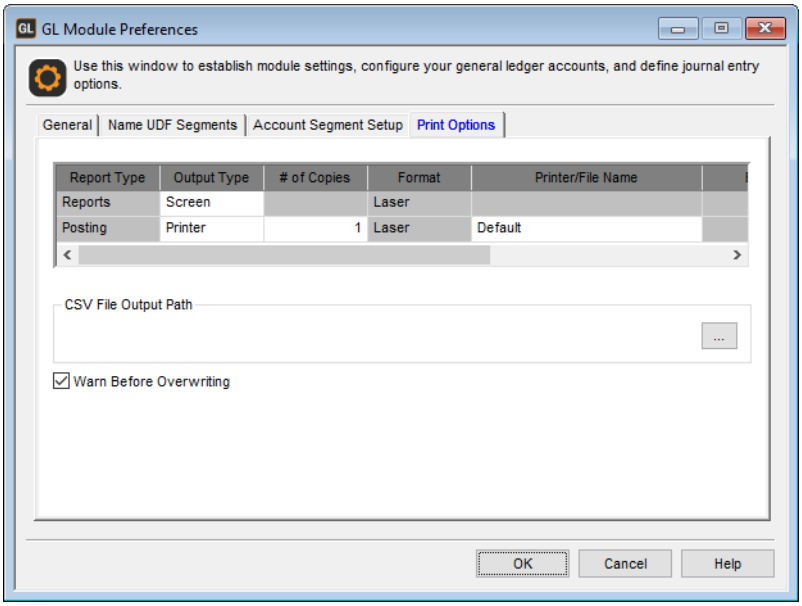


Figure 6: *GL Module Preferences, Print Options tab*

General Ledger Codes

In General Ledger, you can set up codes to allocate expenses across departments, define the frequency of those allocations, and set up groups of accounts you want to appear together on reports. Access the set up for these Codes from the **Options** menu in the General Ledger module and once they're defined, they will be available to select from Lookups.

Distributing Money to Multiple Accounts (Allocation Codes)

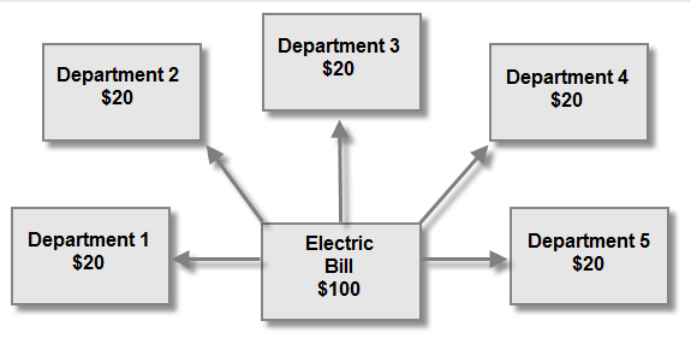
In some cases it might be beneficial to create a journal entry transaction that is automatically distributed to multiple accounts. This might be the case if you want to disperse a single expense, such as an electric bill, to five different accounts. To accomplish this split disbursement, you must first establish Allocation Codes.

You can also use Allocation Codes on a recurring basis to simplify many types of transactions you generate repeatedly.

Example: Distributing One Expense Across Multiple Accounts

An organization has five departments and a percentage of the electric bill is expensed to each department's account every month.

In this case, the organization sets up an Allocation Code to automatically credit the bill amount from a temporary general expense account and debit a percentage to each department's allocated expense account each month. Each department is responsible for 20% of the bill.



When it is time to pay the electric bill, only one transaction is generated and the appropriate amount posts to all affected accounts.

To set up an Allocation Code:

1 In General Ledger, select **Options** > **Set Up Expense Allocation** from the left navigation pane.

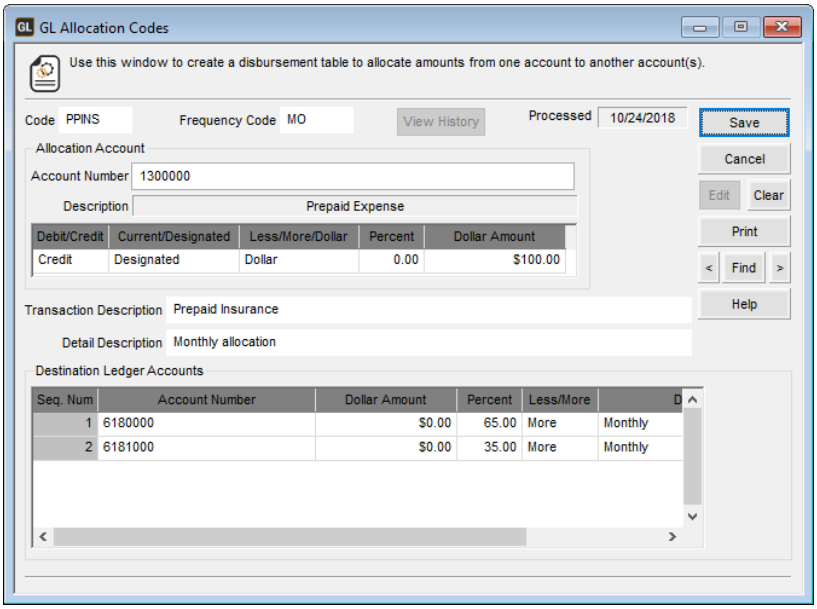


Figure 7: *GL Allocation Codes window*

2 In the **Code** field, create a code of up to six characters to identify this allocation.

3 Type the Frequency Code in the field or use the Lookup to select the Frequency Code to assign to this allocation. You can use Frequency Codes to group Allocations to process them together.

4 In the **Account Number** box, type the account number or use the Lookup to enter the General Ledger account from which the money is allocated.

5 Enter the description information and the destination accounts and amounts in the grid.

6 Select **Save** to keep this code.

See “Generating Recurring Transactions” on page 61 for information on processing the Allocation Codes.

When you allocate money to and from the accounts you specify in the **Account Number** fields, the amount you allocate can be either a specified dollar amount or percentage of the balance in the account, whichever is more or less, at the time the allocation is generated. For example, if you want to allocate $100 or 10% (whichever is more) of the balance in account A to account B, select *More* in the **Less/ More/Dollar** drop-down, enter *10* in the **Percent** field, and enter *100* in the **Dollar Amount** field. If account A has a balance of $1000 or less, $100 will be allocated to account B. If the balance exceeds $1000, 10% of the balance will be allocated to account B.

Select the **Help** button in the software window for more detailed information on the specific options in this window.

If you select a code that has been processed, you can click the **View History** button to view the history grid. This grid is informational only and allows you to track changes to the Code over time and verify which allocations have been posted. When you finish, select the **Continue** button.

If you want to delete an Allocation Code or Frequency Code, you must unattach it from all unposted records before you can delete the Code.

Creating Advanced Report Layouts (Advanced Report Group Codes)

You can define custom report layouts for the Balance Sheet, Income Statement, and Budget reports. In those report windows, you can select the **Use Advanced Report Groups** check box to generate the report using an advanced report layout that includes only the accounts you choose in the order you want to view them.

You can use any Report Group Codes you create as subgroups in other Report Group Codes; however, if you include an account in a subgroup, you can’t also add the individual account to the Report Group.

To set up an Advanced Report Group Code:

1 In General Ledger, select **Options** > **Set Up Advanced Report Groups** from the left navigation pane.

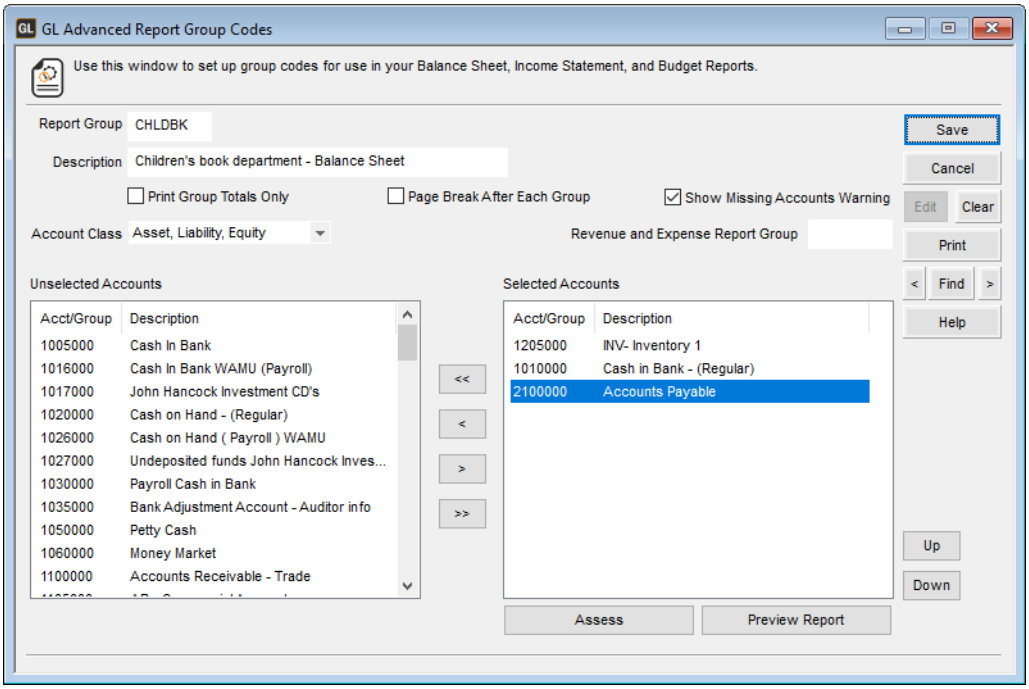


Figure 8: *GL Advanced Report Group Codes window*

2 In the **Report Group** field, enter a code of up to six characters and a description to identify this Report Group layout.

3 If your Balance Sheet will not include all accounts with a balance, you can select the **Show Missing Accounts Warning** check box to receive a warning when you generate the Balance Sheet.

4 From the **Account Class** drop-down, select the types of accounts you want to include in the Report Group.
The **Unselected Accounts** list box is filtered to only show accounts from the account class you chose.

5 Double-click an account or use the buttons between the list boxes to move the accounts you want to use for this Code from the **Unselected Accounts** list box to the **Selected Accounts** list box. Accounts that will cause an error appear in red.

6 Select **Save**.

Tips & Tricks: Displaying a Different Income Statement or Total on the Balance Sheet

If you're setting up a Balance Sheet and you want to display a different Income Statement total, set up a Report Group Code that includes the specific accounts you want to use. Then, when you set up a Report Group Code for your Balance Sheet, select the Code you created from the Lookup in the **Revenue and Expense Report Group** field.

If you leave this field blank, the Balance Sheet will show the total income/loss for all accounts.

You can use the **Assess** button to see any errors with the Report Group you set up.

If there are no errors in the Report Group, you can check that the layout is exactly what you want by selecting the **Preview Report** button to view a Balance Sheet or Income Statement report, depending on your selection in the **Account Class** drop-down.

Preparing for Recurring Allocations (Frequency Codes)

Frequency Codes allow you to define how often you want to generate allocations. For example, some allocations might occur monthly and some twice a year. When you process allocations, you can use Frequency Codes to filter which allocations are generated. See “Generating Current Transactions from Allocation Codes” on page 59 for information about generating Allocation Codes.

Some examples of Frequency Codes are:

- *MONTH* for allocations that are to be generated on a monthly basis
- *15TH* for allocations that are to be generated on the 15th of the month
- *UTLITY* for all utility allocations

To set up Frequency Codes, select **Options** > **Set Up the Frequency for Activity** from the General Ledger navigation pane.

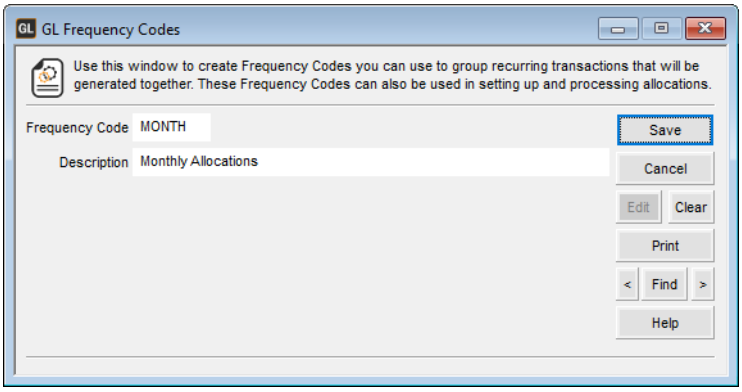


Figure 9: *GL Frequency Codes window*

Filtering Accounts For Reports (Advanced Filter Codes)

If you set up Advanced Filter Codes, you can define filters so only certain accounts appear on the Balance Sheet, Budget Report, and Income Statement. In those report windows, you can choose to use a predefined Advanced Filter Code and view a specific set of accounts.

To set up Advanced Filter Codes:

1 In General Ledger, select **Options** > **Set Up Custom Report Filters** from the navigation pane.

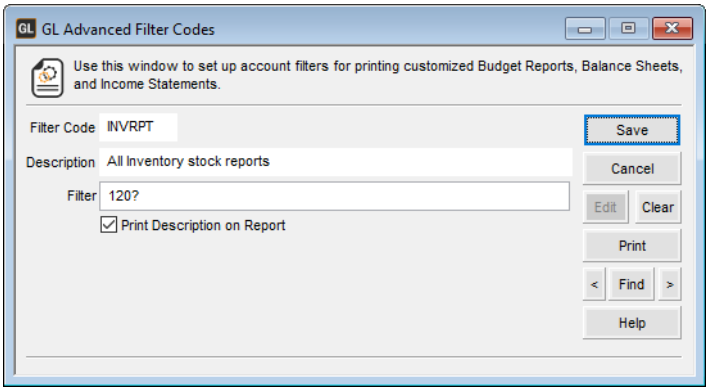


Figure 10: *GL Advanced Filter Codes window*

2 In the **Filter Code** field, enter a name for this code.

3 In the **Filter** field, enter a combination of wildcards and numbers to create a filter.
For example, you can enter *4???* to filter only accounts that begin with a 4. Select the **Help** button in the **Advanced Filter Codes** window for detailed information.

Changing or Deleting Codes

Once you create a code in General Ledger, you can change some of the information you previously saved. It is important to consider how editing a code can affect other areas of the software.

If you are no longer using a code, you might want to delete it. Changes you make to codes will not affect previously-posted transactions.

NOTE: *If you delete a code, be aware that you might need to add a new code to any transactions or records it was attached to before you can successfully post.*

To change or delete a code:

1 In General Ledger, select **Options** > <Code you want to modify> from the left navigation pane.

2 Type or use the Lookup to select the code you wish to change or delete.

3 Select **Edit**. This button then changes to read **Del**.

4 If you are editing the code, make your changes and select **Save.**
-or-

If you are deleting this code, select the **Del** button.

If you try to delete a code that should not be deleted because it's attached to records or transactions, you will receive an error message. You can then print out a report that indicates what the code is attached to.

Cody type	To delete it
Frequency	You must detach Frequency Codes from all unposted records before you can delete the Codes.
Allocation	You must detach Allocation Codes from all unposted records before you can delete the Codes.

Interface Codes Overview

By default, you can enter accounts throughout the system to specify where Sales and Accounts Receivable transactions post. You have the option to use Interface Codes, which replace many of those accounts with codes that allow posting accounts to be defined by the items in the sale.

For example, without Interface Codes, you can assign a specific account to post sales, accounts receivable, and cost of goods sold for a stock item. However, if you want to post to different accounts depending on the department from which the stock item is sold or which salesperson handles the transaction, you might want to use Interface Codes.

Maybe you sell printers to different stores in a city and you want to know what your sales and inventory costs are for each store—you have two offices, but one central warehouse. With Interface Codes, you can set up the system so the same stock item posts to different revenue and cost of goods accounts based on what store sells the item and which customers buy the item.

You can enable Interface Codes in Controller by selecting the **Use Interface Table** check box on the **System Settings** tab of the **CMS Organization Information** window.

To help you determine if you need to use Interface Codes, we recommend you fully review the information in “Understanding Interface Codes” on page 103.

Managing Alert Email Addresses

You can only use this feature in General Ledger if you connect to Denali through our API.

If you want to send email alerts to let certain employees know that a batch has been posted through the API, add the email addresses in the **Manage Internal Control Alerts** window. After you enter an email address, it will appear in the list box. The alert will be sent to all the email addresses with the check box selected in this window. You must set up the outgoing email account in Controller before you can use this feature.

To access the **Manage Internal Control Alerts** window, select **Options** > **API Posting** from the left navigation pane. Enter an email address in the **Email Address** field and click **Add** or press Enter on your keyboard. You can only add one address at a time.

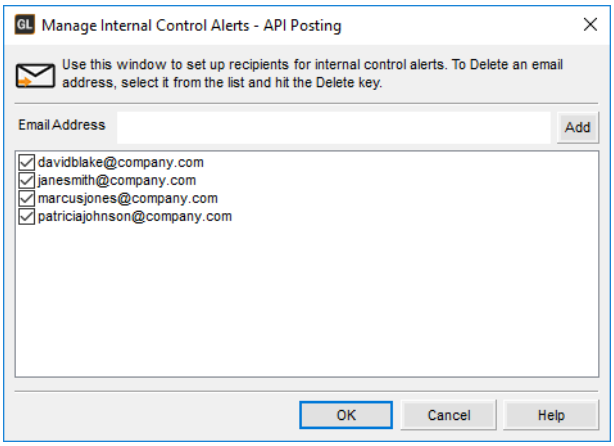


Figure 11: *Manage Internal Control Alerts - API*

Click the **OK** button when you're done adding email addresses.

Interface Codes Overview

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Troubleshooting: Setting Up the General Ledger Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I need to enter a beginning balance for an existing account.	If you have not checked the **Balance forward entries completed** check box in Module Preferences, you can edit the account and enter the balance forward. See “Entering Beginning Account Balances (Balance Forwards)” on page 18. If you indicated your beginning balance entries are complete, you need to create a journal entry to enter the beginning balance. See “Creating a Journal Entry” on page 56.

Chapter

3

Working with Accounts

Managing Accounts

General Ledger Import / Export Overview

Setting Budgets for Your Accounts

Troubleshooting: Working with Accounts

DENALI

Before you enter journal transactions, you need to establish your accounts. Once you set up your chart of accounts, there are a variety of ways to manage and track the movement of money within your business accounts. We designed this chapter to provide an overview of how you can track money to meet the needs of your business. If you are unsure of the accounts you need, contact an accounting professional for assistance.

Managing Accounts

An accounting system uses accounts to track the financial condition and movement within an organization. Whenever money moves, it is recorded to show a decrease in one account and an increase in another. Whenever money is taken from an account, you need to record the movement.

Example: Tracking Financial Movement Between Accounts
If a business wants to keep track of utility expenses, they might create an expense account in General Ledger. Then they record additions to that account when money is taken from the checking account to pay the utility bills. Another account might be a mortgage. Whenever the mortgage is paid, money moves from the checking account to the mortgage account. If you need to distribute these expenses between departments or locations, you can use Allocation Codes. See “Distributing Money to Multiple Accounts (Allocation Codes)” on page 20 for information on how to set this up.

By using a detailed chart of accounts, a business is able to keep track of their current financial situation and provide a financial history for reports or taxes. A journal, or record of transactions, allows an organization to locate specific transactions if questions arise about the financial situation or if an error is found.

Overview of the Chart of Accounts

The chart of accounts is a complete list of all the accounts in a business. The chart of accounts can vary depending on the type and size of the business as well as the level of detail a business wants or needs to track. The chart of accounts is organized by and includes the account types: asset, liability, income, expense, and others.

A chart of accounts typically includes some sort of numbering scheme that varies in complexity depending on the size of the business and the number of accounts. A typical chart of accounts might look like this:

- 1000 - 1999: asset accounts
- 2000 - 2999: liability accounts
- 3000 - 3999: equity accounts
- 4000 - 4999: revenue accounts
- 5000 - 5999: cost of goods sold

- 6000 - 6999: expense accounts

See “Establishing a Numbering Scheme for Your Accounts” on page 32 for additional information.

> **NOTE:** *If you will be importing payroll transactions from the CMS Professional Payroll module, make sure your Denali ledger accounts match your CMS Professional ledger accounts. If the accounts don’t match, import errors will occur or the wrong account will be adjusted in Denali.*

Importing and Copying a Chart of Accounts

If you already have a chart of accounts you want to use, you have two options. You can either copy all or part of an established chart of accounts from one organization to another or you can import your chart of accounts from an electronic data file.

You will find information for performing both of these tasks in this section.

Copying a Chart of Accounts

This feature allows you to copy all or part of an established chart of accounts from one organization to another. Copying a chart of accounts copies only the unique accounts and no reporting information is copied.

To copy a chart of accounts, both organizations must use the same account segment structure. See “Setting Up Account Segments” on page 34 for more information about setting up or changing account segments.

To copy all or part of a chart of accounts to another organization:

1. Open the organization from which you want to copy the chart of accounts.
2. In General Ledger, select **Chart of Accounts** > **Copy Accounts to Another Co/Org** from the left navigation pane.

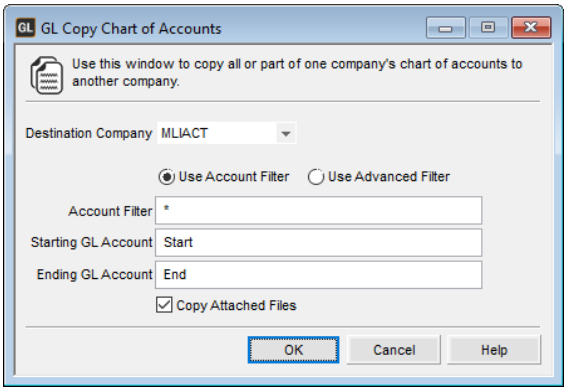


Figure 12: *GL Copy Chart of Accounts window*

3. Select the destination company (the company to which the chart of accounts will be copied) from the **Destination Company** drop-down and the range of accounts you want to copy.
4. Select the **Copy Attached Files** check box if you want to copy any attached files along with your chart of accounts.
5. Select **OK** to copy the accounts.

The copying process only copies non-existing accounts to the destination organization.

Example: Copying a Chart of Accounts
Organization A (from which you are copying the accounts) includes the following accounts: 1000-01, 1000-02, and 2000-01. Organization B (to which your are copying the accounts) already includes the following accounts: 1000-01 and 2000-01. Only account 1000-02 is copied.

For information specific to the options in this window, select the **Help** button in the software window.

Importing a Chart of Accounts

If you already have a chart of accounts that works well for your organization, it might be best to import your chart of accounts from an electronic data file rather than enter each account into Denali individually. You can use Denali's import options to accomplish this. For information on importing data from external files, see "Import General Ledger Data" on page 44.

Establishing a Numbering Scheme for Your Accounts

If you are going to build your chart of accounts from scratch, first decide what the account names, numbers, and classes are (if you are not an accountant, we recommend you involve your accountant in this project). Make a list of the accounts and organize your list according to classes or types of accounts (assets, liabilities, expenses, and so on).

If you have existing accounts, see "Importing and Copying a Chart of Accounts" on page 31.

Do not assign account numbers at this time, but do consider your account numbering system carefully. Many features of General Ledger let you perform operations on a selected group of accounts when you specify a range of account numbers. Therefore, accounts that are frequently grouped together, such as current assets, should have account numbers that fall within a range with no other accounts in that range.

***Tips & Tricks:* Grouping Accounts**
If the Wages Payable account number for Department 1 is 2000.01, then the Wages Payable account number for Department 2 should be 2000.02. If the Cash account for Department 1 is 1000.01, then the Cash account for Department 2 should be 1000.02.

Because the chart of accounts is the backbone of your accounting system, we recommend consulting an accounting professional to develop the right accounts for your business.

Defining Account Segments

General Ledger account numbers are divided into individual account segments. You can define your account segments to match a format that already exists for your business or you can create a new format.

Naming UDF Segments

In the **GL Module Preferences** window, you can name up to five segments in addition to the one predefined segment. These segment names are then available to select on the Account Segment Setup tab.

The following example illustrates account segments at work. After UDF segments are set up, they can be used to track specific transaction information on several of the reports available in General Ledger (see “General Ledger Reports” on page 81).

Example: Why would I use account segments?

A good example of when a business would utilize account segments is if the business has multiple locations and various departments within those locations.

An owner of five bookstores has all of the accounting performed at one main location. They could set up UDF Segments to represent this main location and even departments for each of the five other locations. Then they would assign each location/department its own number code to sort the various transactions per UDF Segment.The UDF Segments could be something like this:

Account Number: Segment 1

Location: Segment 2

Department: Segment 3

To enter UDF segment names:

1. In General Ledger, select **Options** > **Name Account Segments** from the left navigation pane.
2. Enter the names you want to use to identify each segment.
   One segment is predefined as *Account Number*; this default cannot be changed. You can enter up to five more segment names according to the type of information you want to track.

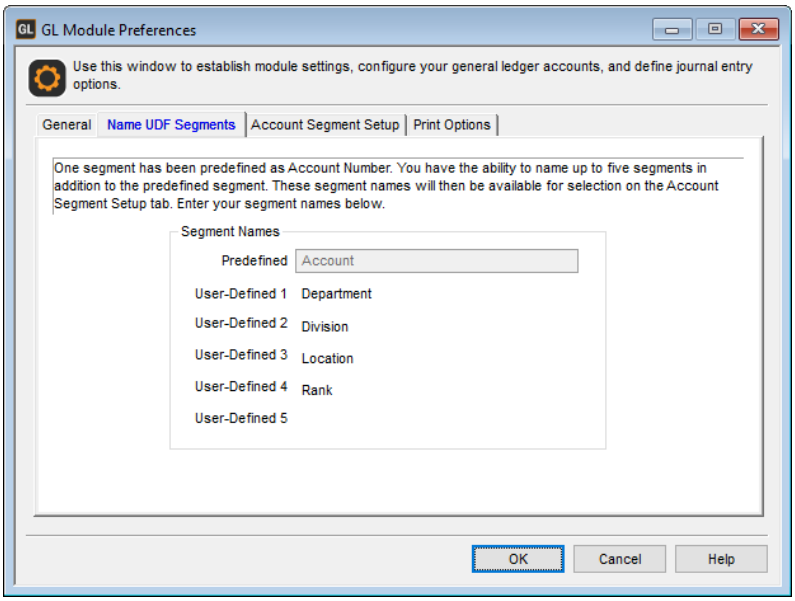


Figure 13: *GL Module Preferences window, Name UDF Segments tab*

3. Click **Save** to keep these segment names.

Once you save the names, you can modify them at any time through this same process. The UDF segment names will appear on the **Account Segment Setup** tab in Module Preferences and in the **GL Adjust Account Segments** window. If no accounts exist in General Ledger, you can edit the UDF segment names on the **Account Segment Setup** tab. After you add an account, you must use the **GL Adjust Account Segments** window to edit the UDF segment names (see "Setting Up Account Segments" on page 34).

Setting Up Account Segments

The first time you set up account segments, you will use the **Account Segment Setup** tab in the **GL Module Preferences** window to define the type of account segment, length of segments, number of the segment in the account number, and placement of each segment.

> ***NOTE:*** *Once you check the **Balance forward entries completed** check box on the* General *tab or create a* GL account*, this tab is not active and you must use the **GL Adjust Account Segments** window to make changes to your account segments. You can access this window by selecting the **Adjust Account Segments** button on the **Account Segment Setup** tab.*

To set up account segments:

1 In General Ledger, select **Options** > **Set Up Account Segments** from the left navigation pane.

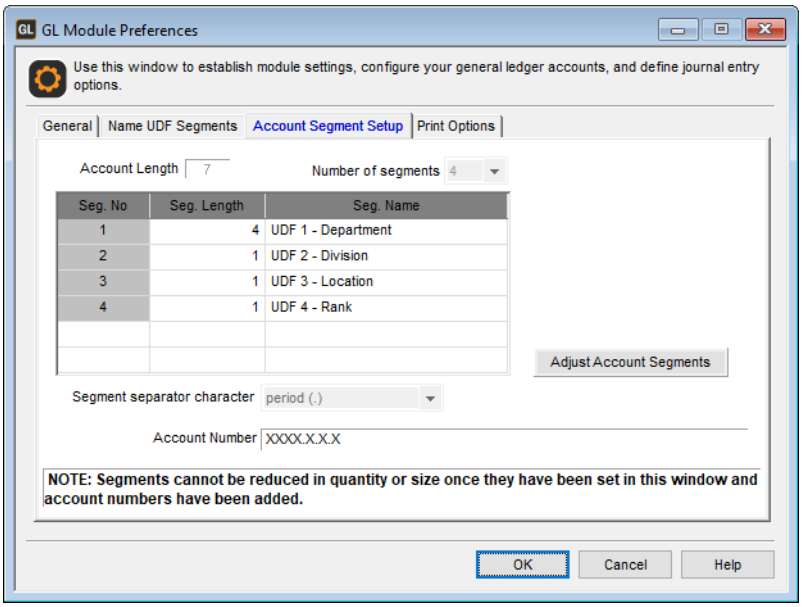


Figure 14: *GL Module Preferences window, Account Segment Setup tab*

2 To increase the number of account segments, select the amount of segments you want from the **Number of Segments** drop-down list. You can have up to six segments.

3 To increase the length of a particular segment, enter the number of characters in the respective segment length box. You cannot decrease this number from the original setting and the total of all segments combined cannot exceed 50 characters. Select a segment name for each individual segment; to establish user-defined segment names, refer to "Naming UDF Segments" on page 33.

4 Select a segment separator character from the **Segment separator character** drop-down. If you have several segments defined, the same separator is used to separate all of them.

5 Review the segments as they appear in the **Account Number** field to make sure your segments appear exactly as you want them to and select **OK**.

If you need to make changes to your account segments after you set them up, see “Adjusting Account Segments” on page 35 for more information.

Adjusting Account Segments

If you already checked the **Balance forward entries completed** check box on the Module Preferences **General** tab or already created a GL account and you need to make adjustments to your account segments, you must use the **GL Adjust Account Segments** window. You can click the **Help** button in this window at any time for more detailed information on the available options.

> ***NOTE:*** *If you have account numbers that are one segment separated by special characters, and you want to switch them to multi-segment accounts without special characters, you will need to renumber your accounts.*

To adjust account segments, on the **Account Segment Setup** tab in Module Preferences, select the **Adjust Account Segments** button. The window that appears contains many of the same options as the **Account Segment Setup** tab; therefore, you will follow the same instructions to adjust account segments as you did to set them up (see “Setting Up Account Segments” on page 34).

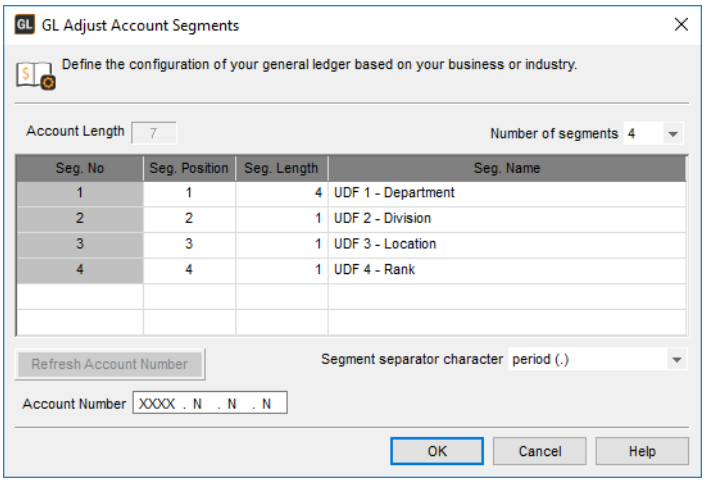


Figure 15: *GL Adjust Account Segments window*

You might notice a few additional options in this window you won’t find on the **Account Segment Setup** tab, such as the ability to change the position of a segment.

If you want to change the position of a segment, you can use the **Seg. Position** drop-down to choose a position of 1-6. If you change the segment position, the **Account Number** field is disabled until you select the **Refresh Account Preview** button.

If you want to increase the length of a segment, specify the number of characters you will use for each account segment in the **Seg. Length** field. The **Account Number** box will display “N”s in place of the added characters for the account segments. You can move these “N”s to the position where you want the new character to appear.

Select the **Refresh Account Number** button any time you make a change in the **Seg. Position** field to update the way the account appears in the **Account Number** field. This button is disabled after you click it. If you only adjust the Seg. Length or Seg. Name, the button is disabled and the account number changes automatically.

Creating Accounts

You can add ledger accounts at any time. Once you save an account, some aspects of it can be modified, but the account number or created date cannot be changed in the **GL Accounts** window. You can renumber existing accounts to change the account number by using the **Renumber GL Accounts** command on the General Ledger **Account** menu (see “Renumbering Accounts” on page 41).

To create a General Ledger account:

1 In General Ledger, select **Chart of Accounts > Add / Change Accounts** from the left navigation pane.
The **GL Accounts** window will appear.

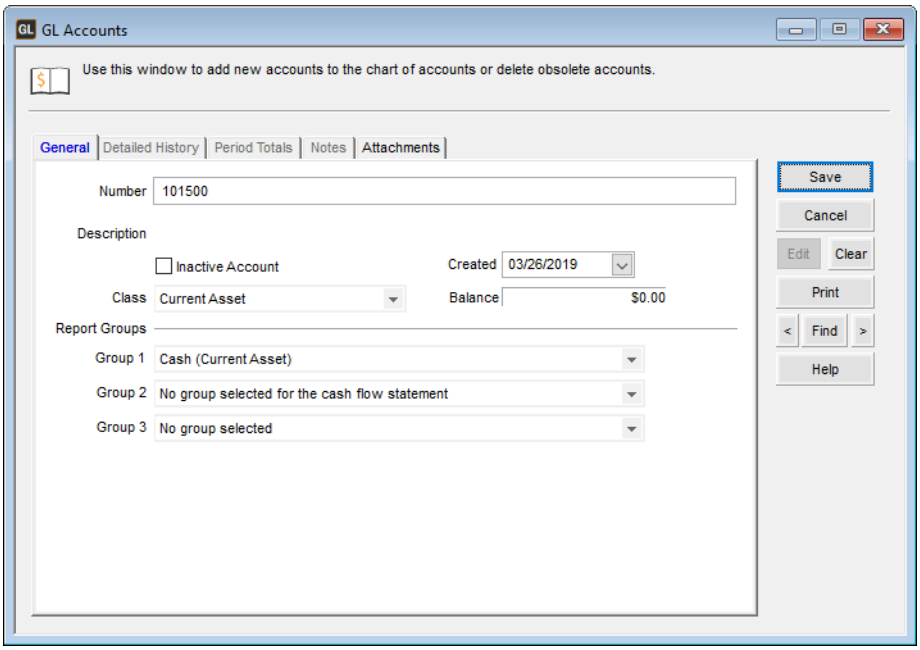


Figure 16: *GL Accounts window*

2 Enter an account number and description, and then select an account type from the **Class** drop-down.

3 Save the account.

After you post to the accounts, you can use the **Detailed History** and **Period Totals** tab to view financial information about a specific account. Select the **Help** button in the software window for information specific to the options in this window.

If you want to see your **General** tab selections for each account, you can click the **Print** button to view the Ledger Account Report.

Entering Balance Forwards When You Create An Account

You can only enter balance forwards when you create an account if you haven’t selected the **Balance forward entries completed** check box in Module Preferences.

There are two ways to enter balance forwards. One way is to enter them when you create your accounts and another way is to enter them as journal entries. It is important to understand that when you enter your beginning balances when you create an account, the starting date for your beginning balance is automatically set to the last day of the period preceding the first period of your fiscal calendar. For example, if your fiscal calendar begins on 01/01/2012, when you save your general ledger account and

click on the **Period Totals** tab, you will notice that the start date shows *12/31/2011*. If you want the beginning balance for your accounts to show a specific start date, we suggest you enter them as journal entries instead of when you create the account.

To enter beginning balances (balance forwards):

1 Select **Chart of Accounts** > **Add / Change Accounts** from the left navigation pane.

2 Enter the account information on the **General** tab. Enter the beginning balance for this new account in the **Balance Forward** field. For specific information on the options or fields in this window, select the **Help** button or press F1.

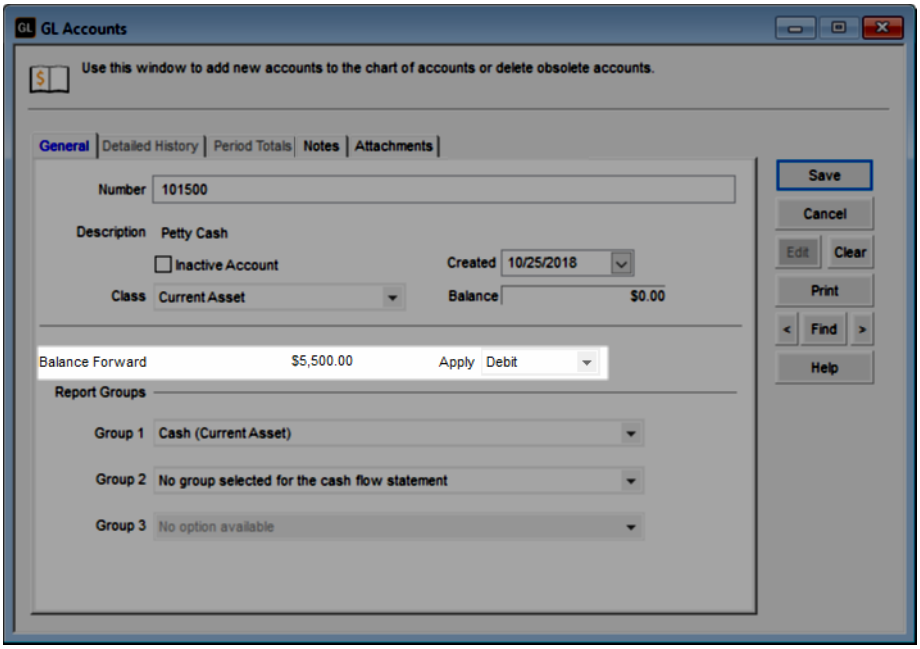


Figure 17: *GL Accounts window, Balance Forward field*

3 When the fields on this tab are complete and you entered your beginning balance, click **Save** to keep this account. You can now click on the **Period Totals** tab to view the balance forward information.

4 Repeat the preceding steps until you finish creating and entering balances for your new general ledger accounts.

After you enter all of your account balances, you must check the **Balance forward entries completed** check box in Module Preferences. Once you select this check box and save the **GL Module Preferences** window, the check box is disabled for this organization (see "Entering Beginning Account Balances (Balance Forwards)" on page 18).

If you later find that you need to add an account to your chart of accounts, refer to "Creating Accounts" on page 36 for instructions.

Attaching Files to Your Accounts

Use the **Attachments** tab to attach files to your GL accounts. For example, you can attach receipts, bank statements, or invoices.

If you want to attach a file to multiple stock items or if you need to regularly update the file, you can create a custom menu instead of attaching the file to individual accounts. See the Controller guide for information about creating custom menus.

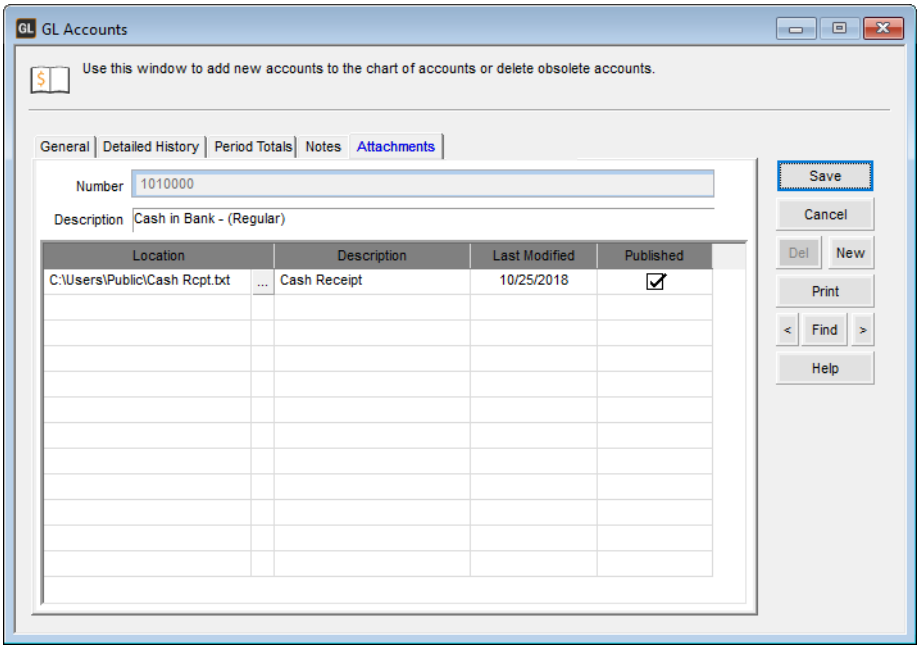


Figure 18: *GL Accounts window, Attachments tab*

To attach a file:

1. Make sure a customer is selected and select the **Edit** button.
2. Use the browse button in the **Location** field to select the file you want to attach.
3. Enter a description of the attachment.
4. If you want to publish this file to the server, select the **Published** check box. This will allow everyone that has access to the SQL server to access the file. If you want to allow access only to users on the local machine, leave the check box unchecked.

   You can double-click on any row to open the attachment. Use the right-click menu to delete a row, open the attachment, or unpublish the file.

   When you back up your data through Denali or SQL, unpublished files will not be included.

Setting Up Account Groups for Reports

Account groups enable you to assign individual general ledger accounts to classified and cash flow report groups. By grouping accounts, you can customize the information included in reports such as Statement of Cash Flow or Profit and Loss Statement to show only the accounts you want to see.

To set up account groups:

1. In General Ledger, select **Chart of Accounts** > **Establish Account Groups** from the left navigation pane.

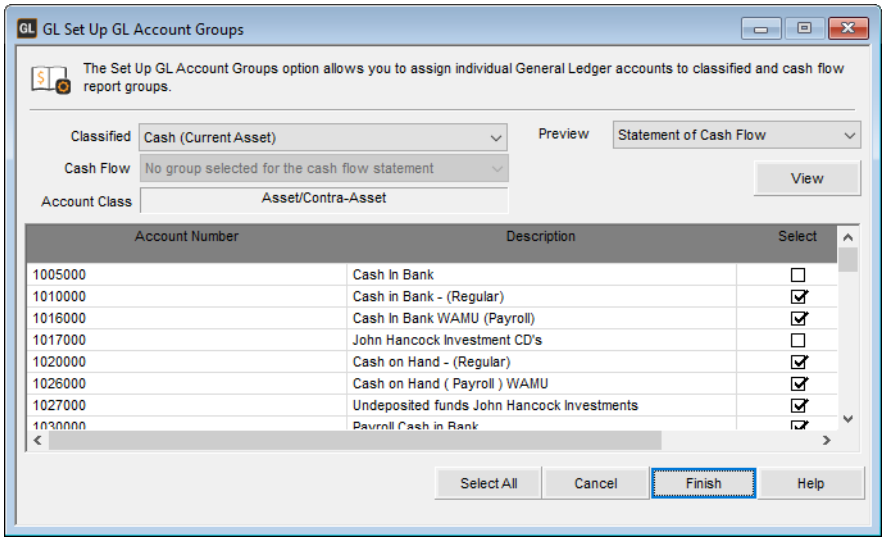


Figure 19: *GL Set Up GL Account Groups window*

2. Select the **Classified** or **Cash Flow** group that you want to set up from the drop-down lists. The accounts that are included in the group you select appear in the grid.
3. In the grid, select or deselect the accounts to define the report group.
4. If you would like to preview how the selected group settings will appear in the final report, select the report from the **Preview** drop-down.
5. Click the **View** button to view or print the group information, or click **Finish** to save and continue.

Setting Up Account Classifications for Reports

You can create custom report group classifications to use for specialized reporting. If you want to classify certain accounts that appear in an exported spreadsheet, you can create a Classification Code and then assign it to those accounts using the **Report Group 3** drop-down in the window. For example, you could create a code named “NEWINV” to assign to accounts that pre-order new inventory . This information will now be included in the **GL Spreadsheet Export** window for preview and export for the affected accounts.

To set up a user-defined classification in General Ledger, select **Chart of Accounts** > **Set Up User-Defined Classifications** from the left navigation pane. Enter a Classification Code of 10 characters or less or use the Lookup to select an existing code and then enter an applicable description.

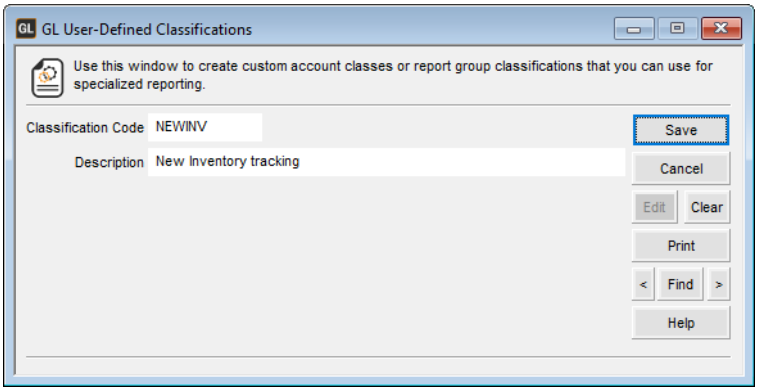


Figure 20: *GL User-Defined Classifcations window*

Editing Accounts

After you enter accounts you can change, edit, and update any account. In some cases you might choose to assign the account to a reporting group or change the group the account is in. You might even choose to enter a more detailed or specific description. In any case, it is important to keep in mind how these changes impact your total chart of accounts and how previously posted information might be different.

You can edit accounts at any time and the only thing that you are unable to change is the account number directly in the **GL Accounts** window. If you need to change an account number, you need to select **Account** > **Renumber GL Accounts** from the General Ledger menu bar (see “Renumbering Accounts” on page 41).

To edit account information:

1. In General Ledger, select **Chart of Accounts** > **Add/Change Accounts** from the left navigation pane to open the **GL Accounts** window.
2. Type the account or use the Lookup to select the account you want to edit.

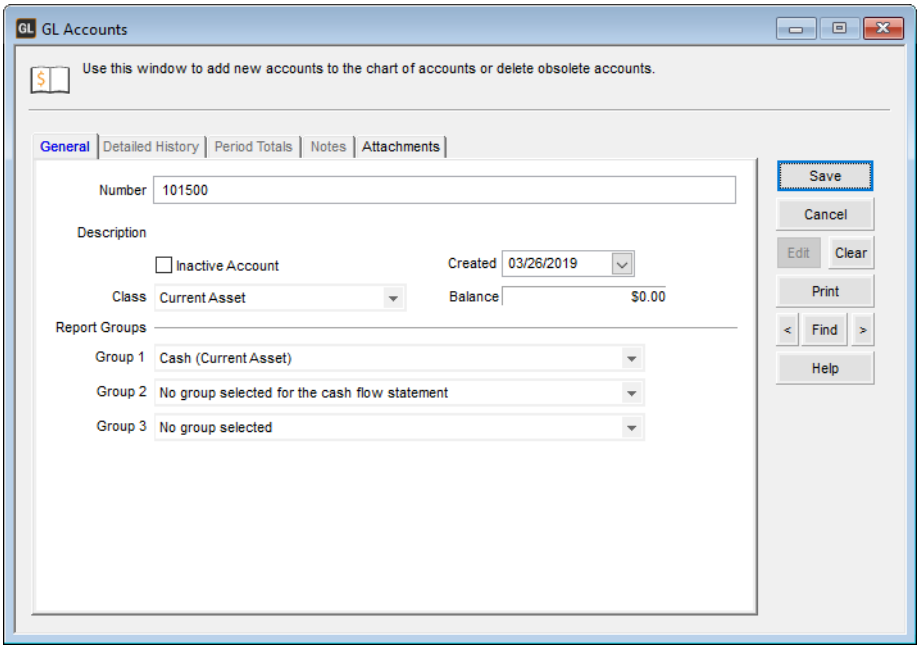


Figure 21: *GL Accounts window*

3 Select the **Edit** button and make the changes to the account.

4 Select **Save** to keep the new account information.

Renumbering Accounts

Under special circumstances you might need to change the account number of certain General Ledger accounts. This option allows you to change a general ledger account number and update all the transactions (posted or unposted) throughout the system with that number. This includes transactions in open batches or in other modules.

For example, you specify that the Accounts Receivable Asset account is 2100 and you use that General Ledger account for one of your AR Codes. Now you want to renumber account 2100 to a different number; the renumber feature will change the account number that is referenced for the affected AR Code.

When you renumber accounts, the system merges any attached files into the new record and does not overwrite them, so you might have duplicate attachments.

To change a General Ledger account number:

1 In General Ledger, select **Chart of Accounts** > **Renumber / Merge Accounts** from the left navigation pane.

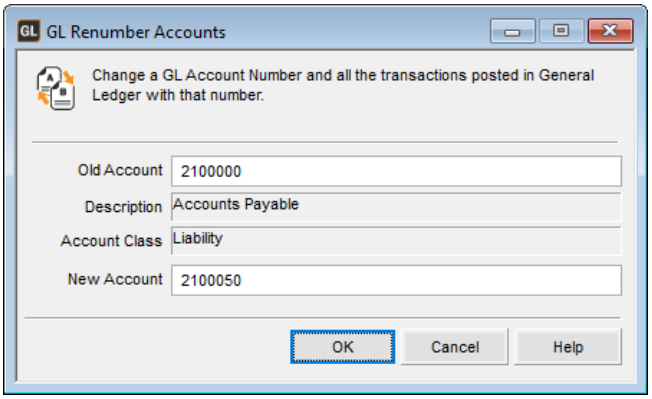


Figure 22: *GL Renumber Accounts window*

2 In the **Old Account** box, enter the account number you no longer want to use.

3 Type the new account number in the **New Account** box.
The class of the new account number must be the same as the class of the old account number.

4 Select **OK** to begin processing.

Merging Accounts

There might be times when you need to merge existing accounts, for example, you might decide you don't need to have two expense accounts because you now only purchase from one vendor instead of two. Whatever the reason, you can use the Renumber Accounts option to merge two existing accounts. This option allows you to merge two general ledger account numbers and update all the transactions (posted or unposted) throughout the system with these account numbers. This includes transactions in open batches or instances of these account numbers in other modules.

To merge two existing accounts:

1 In General Ledger, select **Chart of Accounts** > **Renumber / Merge Accounts** from the left navigation pane.

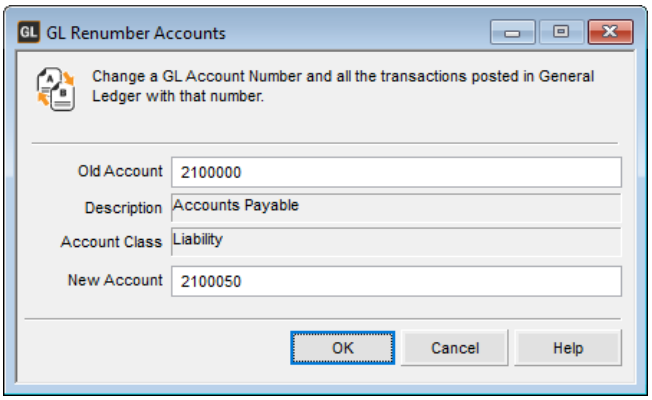


Figure 23: *GL Renumber Accounts window*

2 In the **Old Account** box, select the account you want to merge into another account.
This account will no longer exist once this process is complete.

3 In the **New Account** box, select the account into which you want to merge the information from another account.
This account will remain after the merge is complete.

Using Cost Centers

The Cost Center add-on lets you group expenses within GL expense accounts. You need a license key to access this feature.

You can create as many Cost Centers as you need for your expense accounts. Amounts can post to and from cost centers from GL journal entry transactions, AP enter bills, AP pay bills, purchase orders, and payroll.

To set up Cost Centers:

1 In General Ledger, select **Chart of Accounts** > **Add / Change Cost Centers** from the left navigation pane. The **GL Cost Centers** window will open.

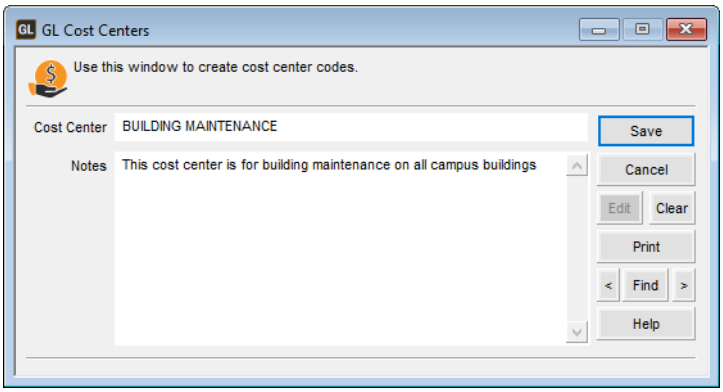


Figure 24: *GL Cost Centers window*

2 In the **Cost Center** field, enter the name of a cost center, up to 50 characters.

3 If you want to add details about the cost center, use the **Notes** box.

4 Click **Save**.

General Ledger Import / Export Overview

With Denali, you can import or export data. Here are a few of the common types of data you can add or modify using this feature.

- Modify or add accounts using external data: this can be accomplished through the import feature by selecting *GL Account(s)* from the **File Definition** field in the import window. This option adds information to fields, changes information in existing fields, or adds new accounts to your chart of accounts. See “Import General Ledger Data” on page 44 for information on how to utilize this feature.
- Update accounts and forwarding balances from external data: you can accomplish this by selecting the *GL Account(s) with Balance Forward* option from the **File Definition** field in the import window. This option will add information to fields or update information in existing fields. See “Import General Ledger Data” on page 44 for information on how to utilize this feature.

Import General Ledger Data

One feature of General Ledger is the ability to import or export certain data between Denali and an external file. For instance, if you have an external spreadsheet that contains new accounts or account balance forwards, you can import this information directly into Denali instead of manually entering the data. Depending on your choices, this feature adds or updates specific information directly in your general ledger tables, without posting journal entry transactions.

If you need to import journal entry transactions from an external file, see “Importing Transactions in General Ledger” on page 62.

To make sure you have the proper file format, you can use the export feature before you begin the import process (see “Use the Export Feature to View File Formats” on page 123).

To import general ledger account information:

1 In General Ledger, select **Resources and Tools** > **Import Account Information** from the left navigation pane.

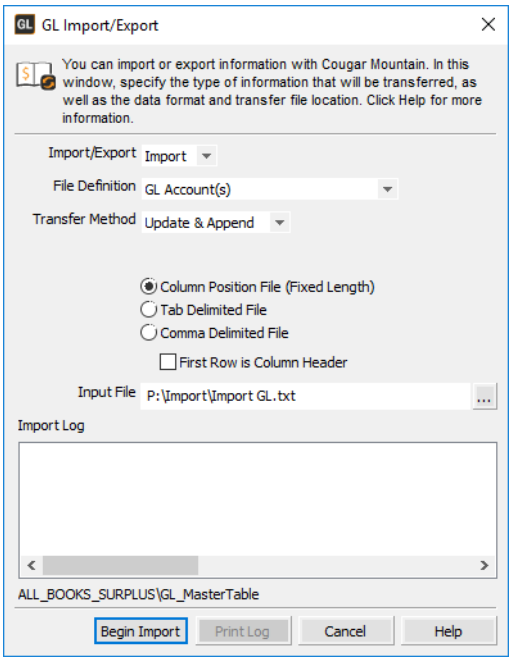


Figure 25: *GL Import/Export window, Import option*

2 From the **Import/Export** drop-down menu, select *Import.*

3 Select the type of file, method, and format you will use for this import.

4 Once you enter all the information for this import, select the **Begin Import** button.
During the import process, as data is imported to the various fields, it displays in the Import/Export Log text box. This box also shows any errors that might occur during the process, as well as a message indicating if the transfer was successful.

If an error occurs during the process, you can print this log for reference to correct the errors, and then retry the import process. Select the **Print Log** button to print the error log. For information on how to correct errors in an external file, see “Correcting Errors in the External File” on page 66.

Export General Ledger Account Data

If you need to copy general ledger account information from Denali to an external file, you can use the Import/Export feature. Exporting data from Denali increases what you can do with your accounting information and enhances your ability to customize it to your purposes and needs. Although with Denali we attempt to provide the means to meet all your accounting needs, there still might be a time that you need to integrate it with additional software packages.

To export general ledger account information:

1 In the General Ledger module, select **Resources and Tools** > **Export Account Information** from the left navigation pane.

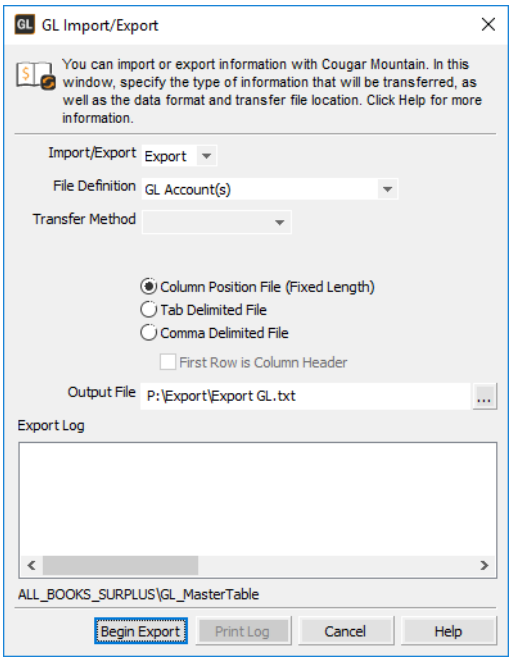


Figure 26: *GL Import/Export window, Export option*

2 From the **Import/Export** drop-down menu, select *Export.*

3 Select the type of file, method, and format you will use for this export. If you select the Column Position File type, column heads less than five characters will not appear due to the short field length.

4 Once you enter the information for this export, select the **Begin Export** button.

During the transfer process, data that is exported to the various fields displays in the Import/Export Log box. This box also shows any errors that might occur during the process, as well as a message indicating if the transfer was successful.

If an error occurs during the process, you can print this log for reference to correct the errors and then retry the export process. Select the **Print Log** button to print the error log.

Setting Budgets for Your Accounts

Setting budgets can be a vital part of your business plan. The **GL Budget Management** window lets you set up budgets for your revenue and expense accounts, shows you when those accounts are near or over budget, and can prevent posting that will cause an account to be over budget. You can include as many years as you want in your budgets, but only current and future years can be edited.

You can view and monitor the account budgets by printing reports specific to budget information (see “Budget Performance Report” on page 87, “Budget Reports” on page 88, and “Budget Tracking Report” on page 89).

NOTE: *If you converted budget data from CMS Professional, the software creates a default Budget Code named CONVBUDGET that contains your existing budget information. Only Revenue and Expense accounts will be included.*

NOTE: *If you upgraded from a Denali version prior to Denali 10, you need to Finalize and Save your budgets in the Budget Management window.*

If you want to tinker with your budget numbers to see how different amounts will affect a current or new budget, you can use the window.

Creating a New Budget

After you set up your chart of accounts, you can use the GL Budget Management window to create or update budgets. You must have user security rights to **Manage Budgets/Expense Controls** to create a budget. You can include one or all of your revenue and expense accounts, but each account can only be included in one budget.

Select the **Help** button in the Budget Management window or any of the Wizard windows for detailed information about the options.

To create your account budgets:

1 In General Ledger, select **Chart of Accounts** > **Manage Budgets** from the left navigation pane. The **GL Budget Management** window will open.

2 Click the **Create Budget** button.

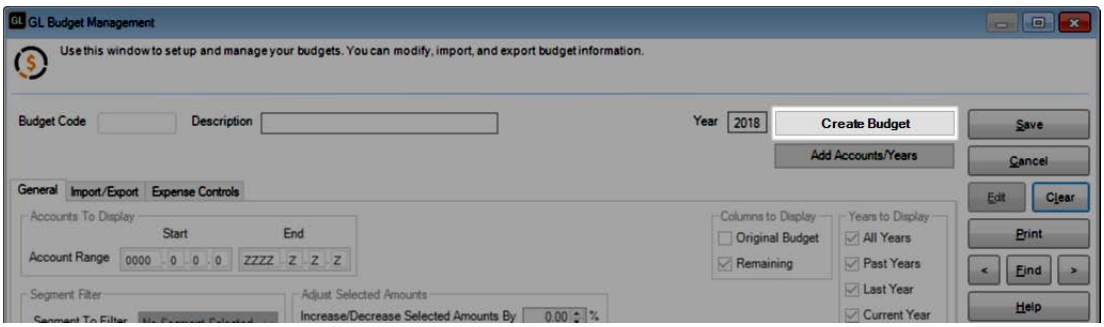


Figure 27: *GL Budget Management window, Create Budget button*

The Budget Management Creation Wizard will open.

3 In the Wizard window, enter a Budget Code of up to 10 characters and a description of this budget.

4 From the **Year** drop-down, choose the year you’re creating this budget for.

You can choose from the current year to the last year of your fiscal calendar. You will be able to add years to the budget after you create it.

5 Click **Next** to move to the next Wizard window.

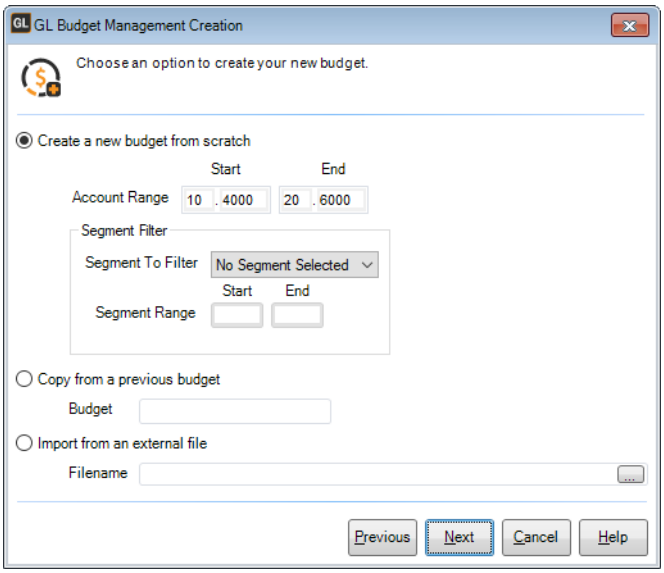


Figure 28: *Budget Management Creation Wizard*

6 Choose the radio button that matches how you want to create your budget: *Create a new budget from scratch*, *Copy from a previous budget*, or *Import from an external file*.

7 If you chose to *Copy from a previous budget*, use the Budget Lookup to select the budget you want to copy from.
If you chose to *Import from an external file*, enter the filename or browse for the file you want to import.

If you chose to *Create a new budget from scratch*, enter the range of accounts you want to include. If your accounts are segmented, you can also filter by segment.

8 Click **Next**.

9 From the **Choose Data Source** drop-down, select the source of your budget data. The drop-down options will depend on the data available.

10 In the Increase/Decrease Amounts by field, you can choose a percentage amount to increase/decrease the new budget based on the values in the data source.

11 Click **Finish**.

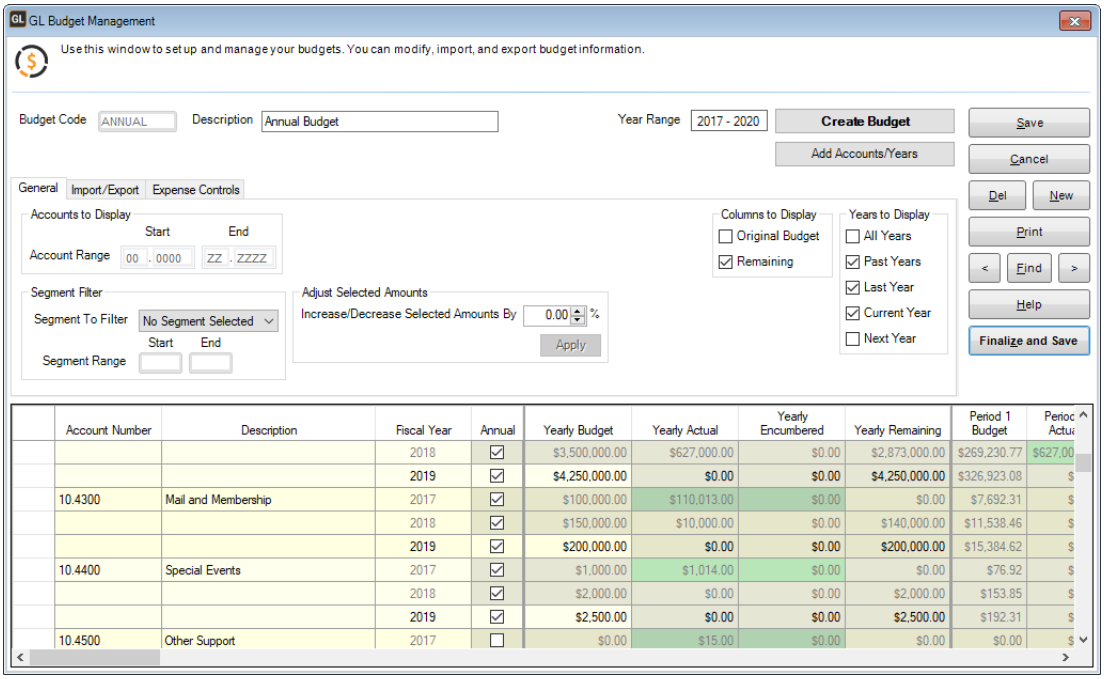


Figure 29: *GL Budget Management window*

You will return to the main budget window and your accounts will appear in the Budget Grid. If you want to make changes to any of the options you selected in the Budget Wizard, click the **Return to Create Budget** button. This will open the Budget Wizard with your selections so you can make changes.

You can also make changes to the budget directly in the Budget Grid. If you want to make a global percentage increase or decrease to your accounts, select the accounts in the grid you want to change and use the **Increase/Decrease Selected Amounts By** option on the **General** tab. When you click **Apply**, the selected accounts in the grid will be updated by the percentage you entered.

When the budget is set up correctly, click the **Finalize and Save** button. This saves the budget and prevents accounts in this budget from being saved in another budget.

Adding Accounts or Years to an Existing Budget

If you have an existing budget with current or future years, you can add accounts or more years to it rather than setting up a new budget. You must have user security rights to **Manage Budgets/Expense Controls** to add accounts or years to a budget.

To add accounts or years to your budget:

1 In the **GL Budget Management** window, click the **Add Accounts/Years** button.

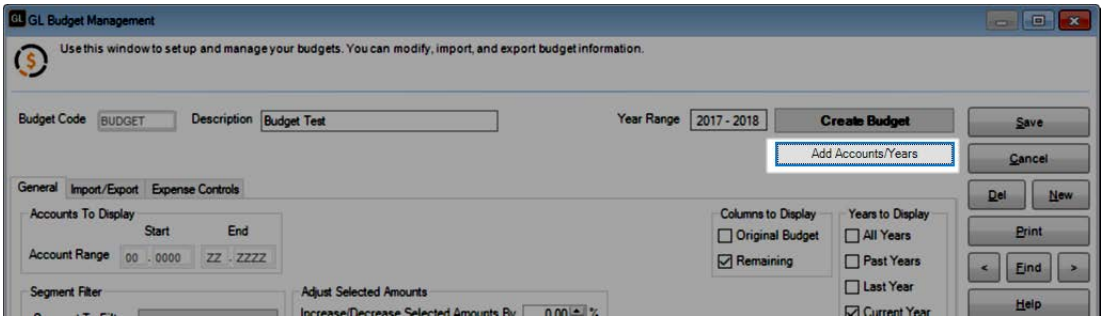


Figure 30: *GL Budget Management window, Add Accounts/Years button*

2 In the Add Year/Accounts window that opens, select the radio button for whether you want to add accounts or another year (you can only add one year at a time).

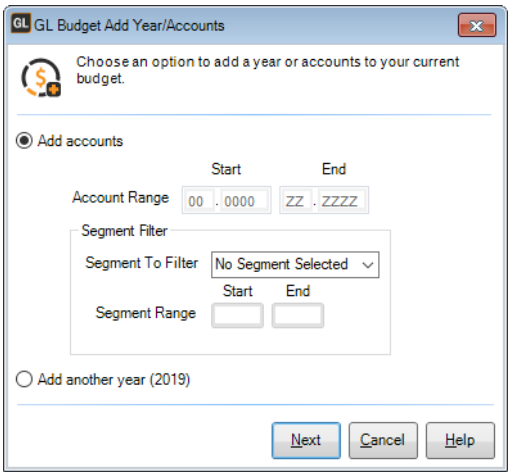


Figure 31: *GL Budget Add Year/Accounts*

3 If you select **Add accounts**, enter the account range of accounts you want to add. If you use account segments, you can filter the accounts by segment.

4 Click **Next**.

5 From the **Choose Values** drop-down, choose the source of the initial values for the new budget rows. The options depend on the data that is available.

6 If you selected to add another year, you can also choose to enter a percentage amount to increase or decrease the new budget based on the values in your data source.

7 Click **Finish**.

The new accounts or year will be added to the Budget Grid.

Importing and Exporting Budgets

If you have an external file that contains budget data you want to import or if you want to export your budget data to an external file, you can use the **Import/Export** tab in the **GL Budget Management** window. You must have user security rights to **Manage Budgets/Expense Controls** to import a budget, but any user with access to the Budget Management window can export a budget.

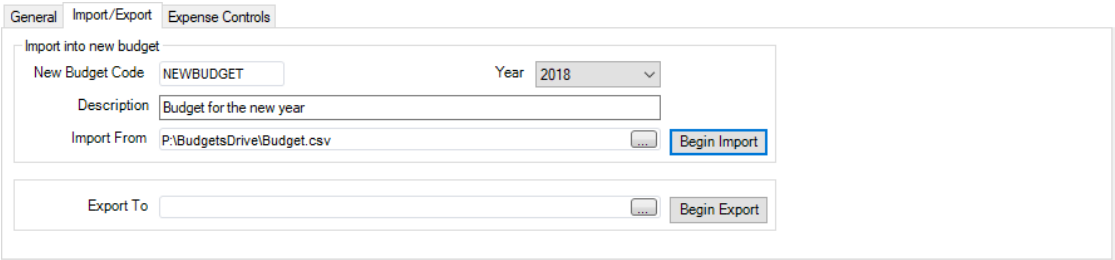


Figure 32: *GL Budget Management window, Import/Export tab*

Before you import your budget data, we recommend you export a sample budget file to compare to the file you want to import. This way, you can ensure the file is in the proper format and all required fields have entries, which reduces the possibility of errors. See “GL Budget Import Requirements” on page 124 for information about the required columns.

You can only import one year of budget data even if the import file has multiple years. You can only export years within the fiscal calendar even if you have more years in your budget.

You can only import or export XML or CSV file types.

Select the **Help** button in this window for detailed information on the options in this window.

Setting up Expense Controls

You can only set up budget-based expense controls if you have security rights to **Manage Budgets/ Expense Controls**. On the Expense Controls tab in the Budget Management window, you can set up spending controls based on your budget.

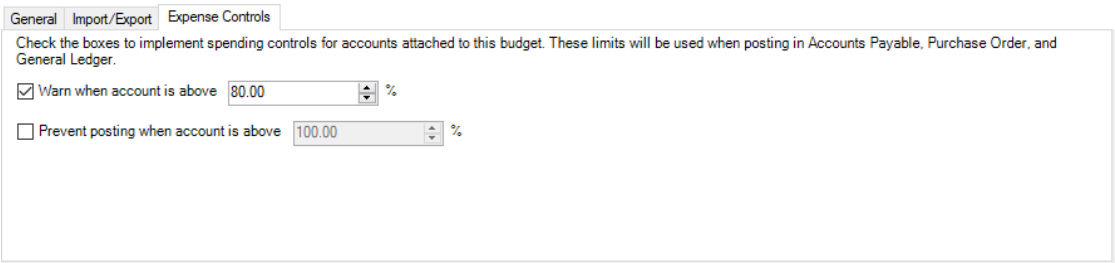


Figure 33: *GL Budget Management window, Expense Controls*

If you want to set up a warning when an expense account is above a percentage of the alloted budget, select the **Warn when account is above %** check box and enter the percentage. When you post, you will get a warning report letting you know which accounts meet the warning criteria. Those account rows will appear orange in the Budget Grid.

If you want to prevent posting when an expense account is above a percentage of the alloted budget, select the **Prevent posting when account is above %** check box and enter the percentage. When you post, posting to those accounts will be blocked and you will get a report letting you know which accounts are above the limit.

Viewing Accounts in the Budget Grid

We tried to make the Budget Grid easy to read, but there are a few things that might help you quickly read your budget information.

- You can make the window as large as you want by resizing it.
- You can change the width of all the columns by dragging the column borders.
- You must be in Edit mode to scroll in the grid.
- With the options on the **General** tab, you can filter the accounts in the grid. You can select an account or range of accounts to view, which years to display, and if you want to see the **Original Budget** or **Remaining** columns.

Grid cells can be five colors with each color representing something different. Rows alternate colors to improve readability, so a color might look darker or lighter one row to the next.

- White/Pale blue: Finalized cells.
- Yellow: Unfinalized cells.
- Green: Cells that have exceeded100% or more of the budget on a revenue account.
- Red: Cells that have exceeded 100% or more of the budget on an expense account (if no prevent posting limit is active).
- Orange: Cells that have exceeded a warning limit.

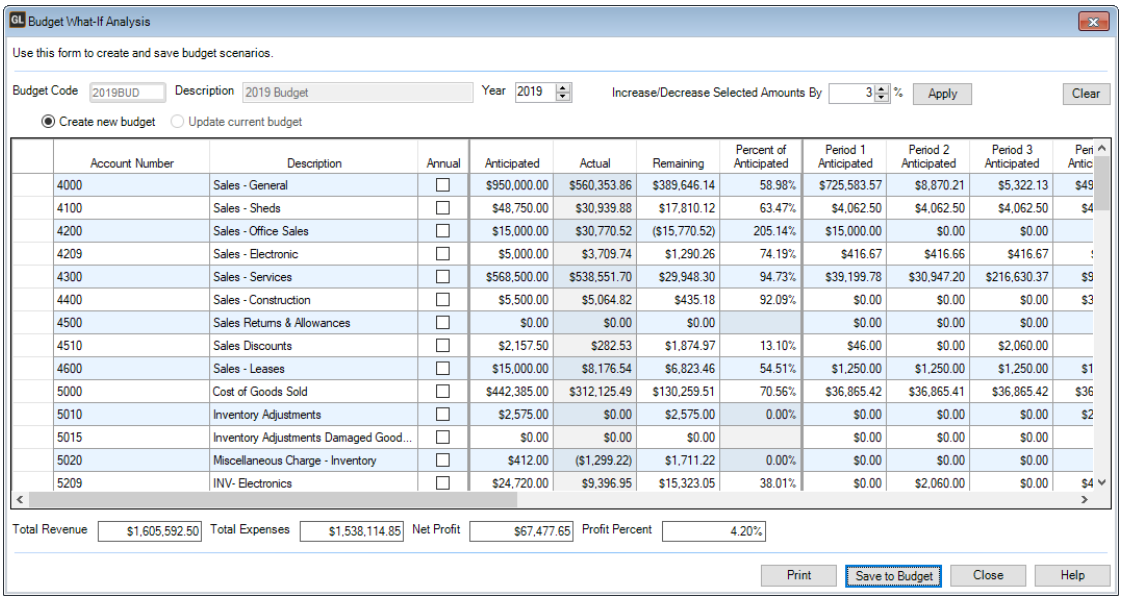
You cannot delete finalized rows in the grid. To delete unfinalized rows, right-click on the row you want to delete and click **Delete Row**. To delete multiple rows at once, select the rows using SHIFT or CTRL, right-click, and choose **Delete Selected Rows**.This can be useful if you add account rows to a finalized budget just for comparison and then want to delete them out.

Using the What-If Analysis Tool

When you're working on your budget and you want to see how different amounts will affect it, use the Budget What-If Analysis. This window lets you change your anticipated and remaining current and future budget amounts for each account, increase or decrease budget amounts by a percentage, and either update an existing budget or create a new one.

To use the budgeting tool:

1 In General Ledger, select **Account** > **Budget What-If Analysis** from the top menu bar. The **Budget What-If Analysis** window will open.



Account Number	Description	Annual	Anticipated	Actual	Remaining	Percent of Anticipated	Period 1 Anticipated	Period 2 Anticipated	Period 3 Anticipated	Peri Antic
4000	Sales - General	☐	$950,000.00	$560,353.86	$389,646.14	58.98%	$725,583.57	$8,870.21	$5,322.13	$49
4100	Sales - Sheds	☐	$48,750.00	$30,939.88	$17,810.12	63.47%	$4,062.50	$4,062.50	$4,062.50	$4
4200	Sales - Office Sales	☐	$15,000.00	$30,770.52	($15,770.52)	205.14%	$15,000.00	$0.00	$0.00	
4209	Sales - Electronic	☐	$5,000.00	$3,709.74	$1,290.26	74.19%	$416.67	$416.66	$416.67	
4300	Sales - Services	☐	$568,500.00	$538,551.70	$29,948.30	94.73%	$39,199.78	$30,947.20	$216,630.37	$9
4400	Sales - Construction	☐	$5,500.00	$5,064.82	$435.18	92.09%	$0.00	$0.00	$0.00	$3
4500	Sales Returns & Allowances	☐	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	
4510	Sales Discounts	☐	$2,157.50	$282.53	$1,874.97	13.10%	$46.00	$0.00	$2,060.00	
4600	Sales - Leases	☐	$15,000.00	$8,176.54	$6,823.46	54.51%	$1,250.00	$1,250.00	$1,250.00	$1
5000	Cost of Goods Sold	☐	$442,385.00	$312,125.49	$130,259.51	70.56%	$36,865.42	$36,865.41	$36,865.42	$36
5010	Inventory Adjustments	☐	$2,575.00	$0.00	$2,575.00	0.00%	$0.00	$0.00	$0.00	$2
5015	Inventory Adjustments Damaged Good...	☐	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	
5020	Miscellaneous Charge - Inventory	☐	$412.00	($1,299.22)	$1,711.22	0.00%	$0.00	$0.00	$0.00	
5209	INV- Electronics	☐	$24,720.00	$9,396.95	$15,323.05	38.01%	$0.00	$2,060.00	$0.00	$4

Figure 34: *Budget What-If Analysis window*

2. To view an existing budget, use the Lookup in the **Budget Code** field to select the budget you want to see. If you plan to create a new budget, enter the new Budget Code.
3. If you want to change the values in the grid to match a specific year, enter the year in the **Year** field. If you change the year after you change amounts in the grid, you will lose those changes.
4. If you want to increase or decrease certain accounts by a specific percentage, enter the percentage in the **Increase/Decrease Selected Amounts By** field. When you select account cells in the **Anticipated** columns and click **Apply**, those amounts will adjust by the percentage you enter. Remember that when you change an annual Anticipated amount the period amounts will adjust, and vice versa.
5. If you want to add accounts to the budget, use the Lookup in the last row of the grid.
6. Make changes to individual account amounts until you're satisfied with your budget.
7. Click the **Save to Budget** button to either save changes to the existing budget or open the **Save To Budget** window to create a new budget.

Troubleshooting: Working with Accounts

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
It looks like something changed in my budget. How can I find out if there were changes?	Run the Budget Tracking Report (“Budget Tracking Report” on page 89). It shows you all changes in your finalized budgets.
I need to track account information for specific reasons through General Ledger (for example: sales by departments).	You can establish a tracking system for your general ledger accounts by using the UDF segments. See “Naming UDF Segments” on page 33.

Chapter

4

Working with Journal Entries

Journal Entry Transaction Overview

Using Transaction Batches in General Ledger

Creating a Journal Entry

Creating an Automatic Reversing Entry

Additional Journal Entry Options

Importing Transactions in General Ledger

Posting General Ledger Transactions

Troubleshooting: Working with Journal Entries

DENALI

Journal entries are debit or credit entries that save in a transaction file and post directly to General Ledger. This chapter covers working with journal entry transactions. The various types of transactions include adjusting, reversing, allocating, recurring, and importing.

Journal Entry Transaction Overview

A journal entry is a transaction in General Ledger that affects one or more of your general ledger accounts. You must enter both the credit and debit for each journal entry in General Ledger (or, in the Business product, in Module Preferences you can choose to allow unbalanced transactions; however, the debits and credits in the batch still need to balance before you can post). The other modules in Denali automatically create and post to the opposing accounts, so you only have to enter transactions once.

Journal entries are useful to make adjustment transactions directly in General Ledger. For example, if you chose not to enter forwarding balances (see “Entering Beginning Account Balances (Balance Forwards)” on page 18) when you initially entered your General Ledger accounts and you find that you need to add a balance to a ledger account, you must post a journal entry to adjust that account.

If your modules are integrated, the only times you need to make entries directly into General Ledger are when you need to make an adjusting entry (see “Adjusting Journal Entries After Posting” on page 72 for more information on this type of entry), or in if you have a transaction that doesn’t affect any other modules. If you don’t integrate your modules, then you will manually enter transactions for everything that needs to post in General Ledger.

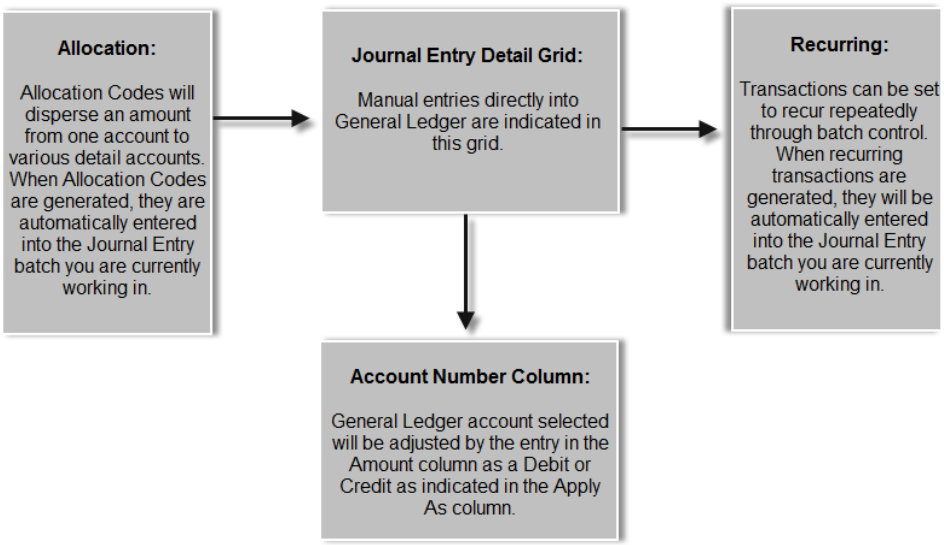


Figure 35: *Journal Entries*

Using Transaction Batches in General Ledger

In the **GL Module Preferences** window, you can choose to use single or multi-batch processing. For additional information about batches, refer to the Getting Started guide.

If you use multi- batch mode, you can set up a new batch at any time. This allows you to switch between batches when you enter your transactions. For instance, you are entering the day's transactions, but you find an entry that needs to have a different transaction date. Instead of waiting until all the day's transactions are in, you could switch to a different batch, or create a new batch, to enter that one transaction. Then you can return to your batch for the current day's transactions and continue working.

To do this, select **Transaction Tasks** > **Set Up a New Batch** from the left navigation pane to access the **GL Set Up Batch** window. You can select a different batch if one is already set up or you can choose to create a new batch.

If you use multi-batch mode, you can also set up any batch to be recurring. This is useful if, for instance, you have a transaction that needs to be entered the same way repeatedly. See "Establishing Recurring Transactions" on page 60 for more information on this type of journal entry transaction.

Deleting a Batch

You can delete entire batches through the **GL Set Up Batch** window. Sometimes if there are a lot of errors in a transaction batch, it is easier to delete the batch and start over than it is to try to correct all the errors. This is also useful if you find that an entire batch of transactions was entered with an incorrect transaction date.

Creating a Journal Entry

As you enter journal entry transactions, keep in mind that if the **Allow unbalanced transactions** check box is unchecked in Module Preferences, the **Difference** field at the bottom of the window must equal zero. See "Allowing Unbalanced Journal Entry Transactions" on page 18.

To create a journal entry:

1 In General Ledger, select **Enter / Edit Journal Activity** from the Workflow. The GL Journal Entry window will open.

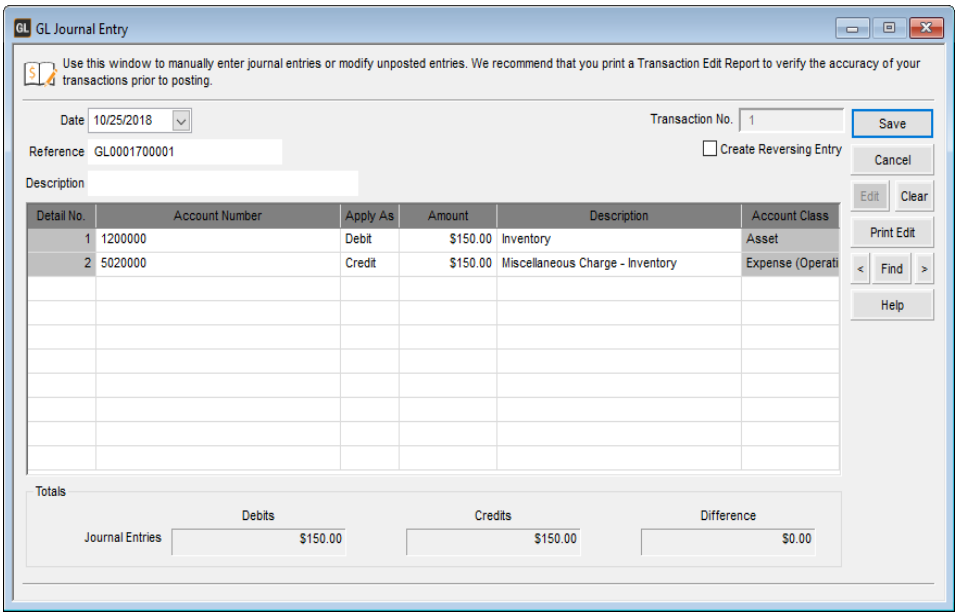


Figure 36: *GL Journal Entry window*

2 Enter a reference number in the **Reference** field, and any applicable description information in the **Description** field for this transaction. The reference number can be anything you choose to identify this transaction. For example, if the transaction is taken from a paper document with a reference number, such as a check, use that number.

3 In the **Account Number** field, type the account number or use the Lookup to select the account number affected by this transaction.

4 In the Detail grid, select whether to apply this transaction as a debit or credit from the **Apply As** drop-down.

5 Enter the dollar amount of the transaction in the **Amount** field and an applicable description.

6 Click **Save**.

Remember to check the Edit Report before you post.

> ***Tips & Tricks:*** **Using a Numbering Scheme**
>
> You can set up a numbering scheme to group your different journal entry types by reference number. References that end with a number will automatically increment for each subsequent journal entry until you change the reference or until you close the window. If you close the window and want to continue a numbering scheme, recall a transaction in the batch. Your next new transaction will follow that scheme of the recalled transaction.

You can edit any journal entry before you post by opening the transaction in this window and making the necessary changes. For information on creating a reversing journal entry, see “Adjusting Journal Entries After Posting” on page 72.

Creating an Automatic Reversing Entry

This feature is helpful if you accrue estimated expenses before you know the actual amount. When you create the journal entry and post the estimated expense, you can automatically create the reversal of that entry at the same time.

To create a new reversing entry:

1 In General Ledger, select **Enter / Edit Journal Activity** from the Workflow. The GL Journal Entry window will open.

2 Enter your journal entry as you normally would, but click the **Create Reversing Entry** check box in the top-right section of the window.

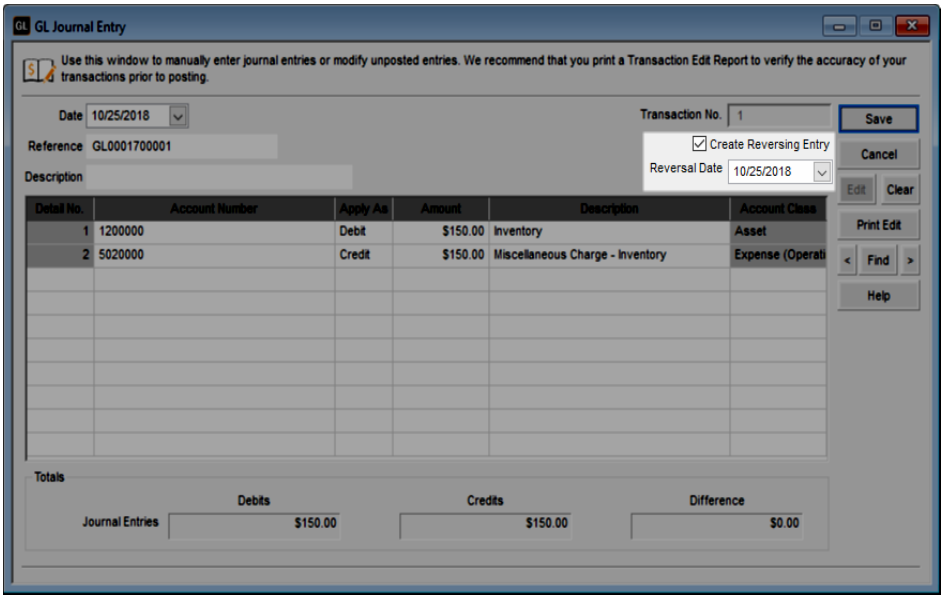


Figure 37: *GL Journal Entry window, reversing entry*

3 Select **Save** to keep the entry.

Now, when you know the actual expense, the reversing entry for the estimate is already created.

Additional Journal Entry Options

This section explains additional options you might need when you work with journal entries. For example, change the transaction date, distribute costs (allocate) across multiple accounts, or set up recurring transactions.

Changing the Default Date for Multiple Entries

Because the date determines the accounting period into which the transactions post in Denali, you should consider the date carefully when you enter transactions. You might need to enter several transactions with a specific date.

For example, if you use journal entries to enter the forwarding balances for your General Ledger accounts, you might use the first day of your fiscal calendar as the transaction date for these entries. It would be easier to change the default date for the session so you don't have to keep changing it for each transaction. Changing the default date does not affect any other modules or workstations. To change the default date, select **Transaction Tasks** > **Change the Session Date** from the left navigation pane.

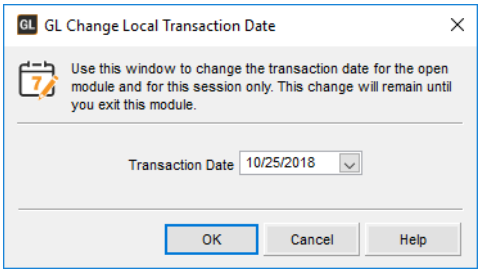


Figure 38: *GL Change Local Transaction Date window*

In the Change Local Transaction Date window, you can set the date to any date within the fiscal calendar, unless the date is blocked by your system administrator. For more information on dates, times, date blocks, or the fiscal calendar, refer to the Controller guide.

Generating Current Transactions from Allocation Codes

Allocation processing is useful for recurring transactions that split the opposing transactions among different accounts. For information on setting up Allocation Codes, see “Distributing Money to Multiple Accounts (Allocation Codes)” on page 20. For information on recurring transactions, see “Establishing Recurring Transactions” on page 60.

To generate current transactions from an Allocation Code:

1 Select **Process Allocations** from the Workflow. The Process Allocations window will open.

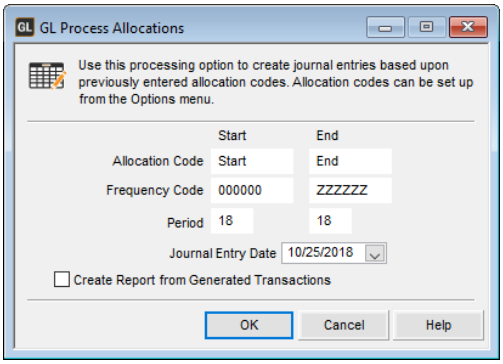


Figure 39: *GL Process Allocations window*

2 Enter the beginning and ending Allocation Codes, Frequency Codes, and the range of periods you want to process, along with the date you want the transaction to be recorded in the ledger.
If you are generating the allocations for multiple periods, then whether there are one or multiple transactions created by the process is determined by the Current/Designated option you chose when you set up the Allocation Code.

3 Select the **Create Report from Generated Transactions** check box if you want to see a report of the transactions immediately after they are created, or leave the check box empty to generate the transactions without immediately creating the report.

> ***NOTE:*** *Allocation Codes have a built-in feature that checks your allocated amount with the destination account to ensure they balance. If your amounts do not agree, when you click* ***Save****, you will see an error message.*

4 Select **OK** to begin processing.

After you create the transactions, print an edit report (see “Printing the Edit Report” on page 67) to make sure all the entries are accurate and all accounts are balanced. If you find errors, clear the batch, change the Allocation Codes, and repeat the generating process. After you verify the accuracy of the entries, you are ready to post the transactions (see “Posting General Ledger Transactions” on page 72).

Establishing Recurring Transactions

To set up recurring transactions, you need to enter transactions into a recurring batch. In a recurring batch, transactions are not deleted after you generate and post them. You can edit transactions as needed.

To use the recurring transaction feature, you must have the **Activate multi-batch mode** check box selected in the **GL Module Preferences** window (see “Using Single or Multi-Batch Mode” on page 17).

To set up a recurring transaction:

1 In General Ledger, select **Transaction Tasks** > **Set Up a New Batch** from the left navigation pane. The Set Up Batch window will open.

2 Select the **Recurring Batch** check box and save the batch.

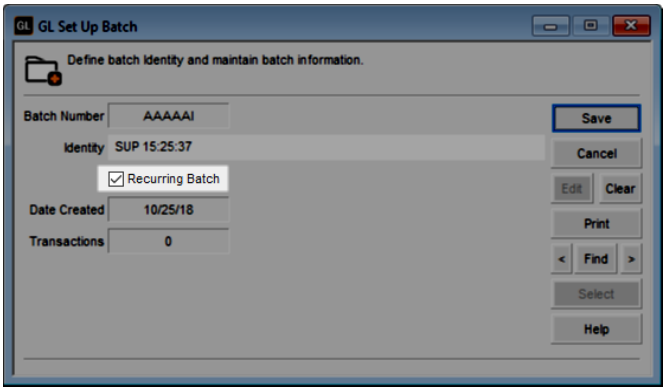


Figure 40: *GL Set Up Batch window, Recurring Batch emphasis*

3 Next, select **Enter / Edit Journal Activity** from the Workflow. The GL Journal Entry window will open.

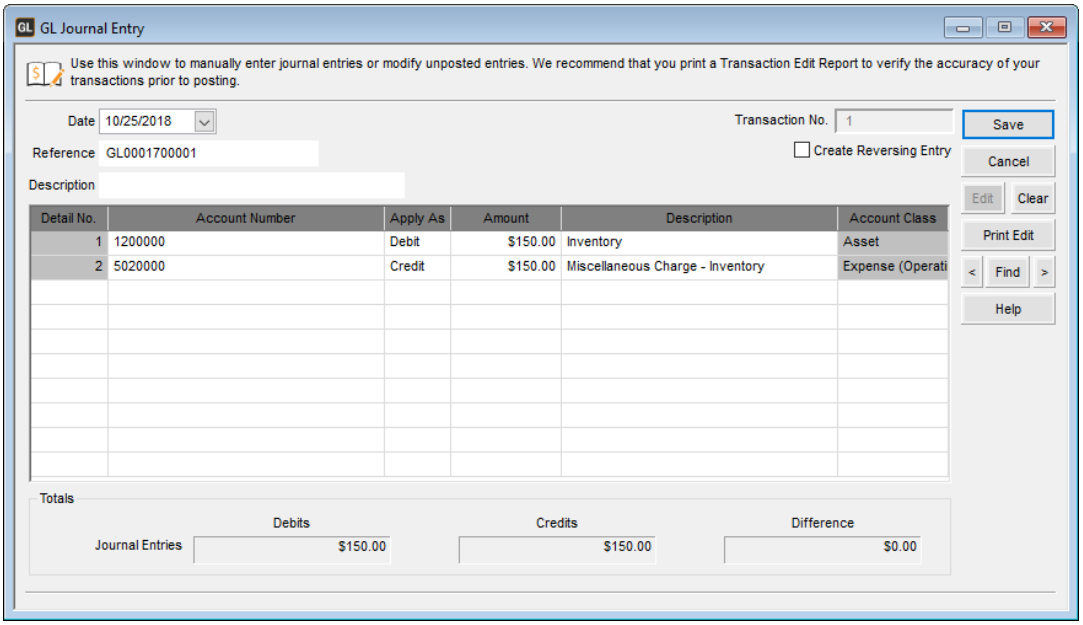


Figure 41: *GL Journal Entry window*

4 Enter the journal entry as you normally would. See “Creating a Journal Entry” on page 56 for information on how to complete a journal entry.

5 Select **Save**.

Because it’s in a recurring batch, you can generate the transaction next time you need it. For information about how to generate recurring transactions, see “Generating Recurring Transactions” on page 61.

For information about editing a transaction after you generated it, see “Correcting Journal Entry Errors” on page 68.

Tips & Tricks: Depreciation as a Recurring Transaction

An organization owns equipment valued at $10,000. They want to depreciate the equipment at approximately 3% per month for 33 months, until the equipment has been completely depreciated.

They will need to transfer 3%, or $300 each month, from the Accumulated Depreciation Asset account into the Depreciation Expense account.

They would set up a recurring entry one time and use the Generate From Recurring function each month to generate the transactions.

Generating Recurring Transactions

Once you create transactions in a recurring batch, you can generate them at any time.

To generate a current journal entry from a recurring transaction:

1 In General Ledger, select **Transaction Tasks** > **Select an Existing Batch** from the left navigation pane (see “Using Transaction Batches in General Ledger” on page 55).

2 Select a batch that is not a recurring batch.

If a non-recurring batch does not exist, create one by selecting **Transaction Tasks** > **Set Up a New Batch** from the left navigation pane.

3 Click **Generate Recurring Activity** from the Workflow. The **Generate Recurring Journal Entries** window will open.

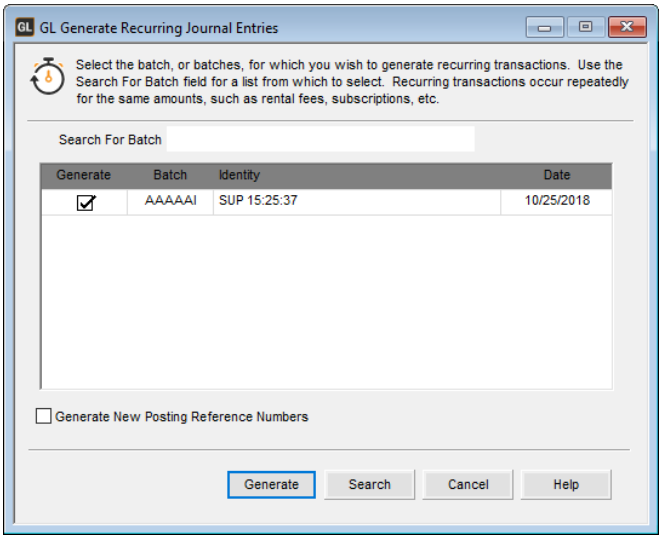


Figure 42: *GL Generate Recurring Journal Entries window*

4 Select the recurring batches you want to generate and then click **Generate**.

After the transactions generate, you can verify them by running the Edit Report (see “Printing the Edit Report” on page 67). If you find that you need to edit a generated transaction, see “Correcting Journal Entry Errors” on page 68 for assistance.

After you verify your transactions, you can post them.

5

Importing Transactions in General Ledger

Sometimes you might create your journal entries in another program and then import them into Denali. This behind-the-scenes feature allows you to import transactions into several Denali modules. Before you start the importing process, you need to make sure that your external file is in the proper format. The information in this section can assist you in this process.

Importing Journal Entry Transactions

If you have journal entry transaction information in an external file, such as a spreadsheet, refer to this section on how to import the external transactions. See “Format Requirements for Importing Transactions” on page 118 to make sure that your external file meets the import requirements before you begin this procedure. This feature can be time-saving and help eliminate potential errors from entering transactions again.

> **NOTE:** *If you are importing transactions from the CMS Professional Payroll module, be sure that your ledger accounts in CMS Professional match your accounts in Denali. We also recommend you use the* CMS Process Payroll Transactions *window accessed from Controller.*

To use this import feature:

1 In General Ledger, select **Transaction Tasks** > **Import Transactions from an External File** from the left navigation pane. The **GL Import Transactions** window will open.

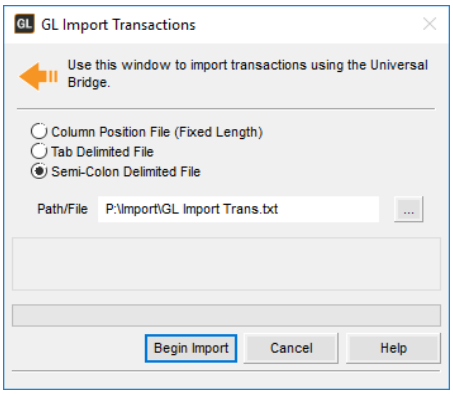


Figure 43: *GL Import Transactions window*

2 Select the file type that describes the file you want to import.
For specific information on these types and requirements, see “File Formats Supported by Denali for Importing Transactions” on page 118.

3 Select **Begin Import** to start importing the transactions.
Certain information, such as dates, is required for posting, but is not necessary for importing. Be sure to print an edit report and review it before you post your imported transactions.

Importing Donations from Facebook

If you collect donations through Facebook, you can export them from Facebook and import them into Denali. A journal entry transaction will be created for each donation date. Each transaction will include the Facebook campaign the donation came from, the GL accounts you define for that campaign, the date, and the donation amount.

To import Facebook donations:

1 In General Ledger, select **Transaction Tasks** > **Import Transactions from a Facebook Donation File** from the left navigation pane. The **Import from Facebook Donation File** window will open.

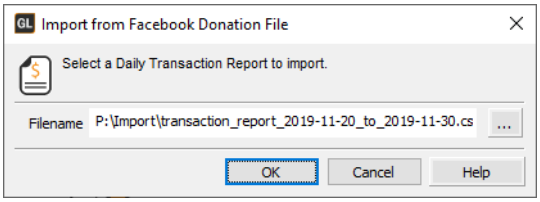


Figure 44: *Import from Facebook Donation File window*

2 Browse to the path where you saved the .csv donation file you exported from Facebook.

3 Click **OK**. The Donation File grid will open.

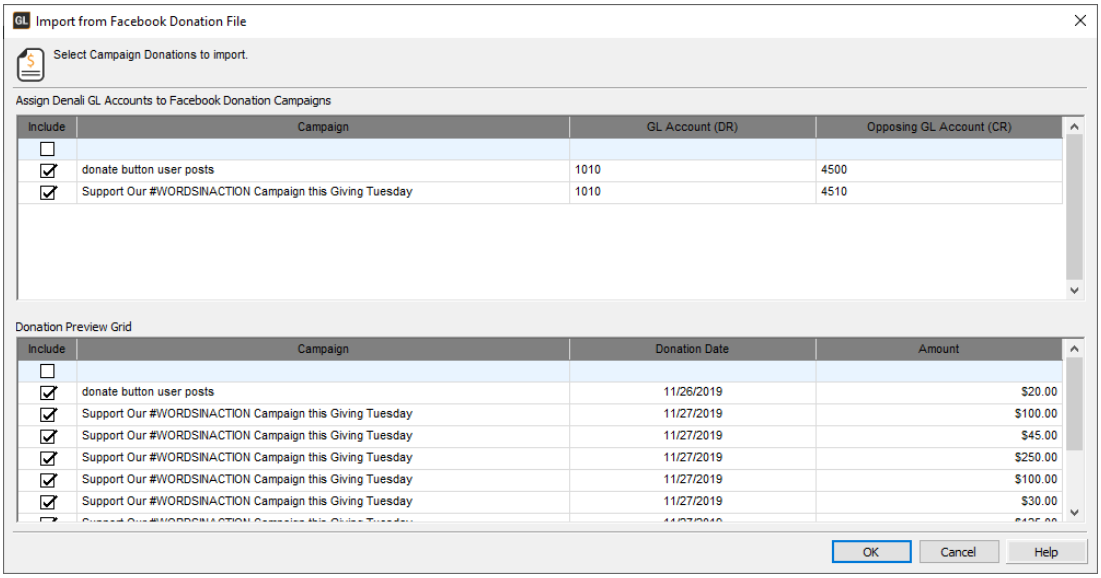


Figure 45: *Import from Facebook Donation File grid*

4 For any campaigns that haven't been previously imported, enter the GL Accounts you want to post into. For campaigns that have been imported, make sure the GL Accounts are correct.

5 Uncheck the **Include** check box for any campaigns or individual donations you don't want to import.

6 Click **OK** to import your donations.

The journal entries that are created will be grouped by date. Each entry will include up to 499 donations from the same date (after 499 a new journal entry will be created), the campaign the donation came from, the amount, and the GL accounts you assigned for the campaign. You can edit the transactions in the window. Post the journal entries as you normally would.

Importing Donations from Donately

If you collect donations through Donately, you can import them into Denali. Before you can import, you need to set up your in Controller.

A journal entry transaction will be created for each donation date. Each transaction will include the campaign the donation came from, the GL accounts you define for that campaign, the date, and the donation amount.

To import Donately donations:

1 In General Ledger, select **Transaction Tasks** > **Import Transactions from Donately** from the left navigation pane. The **Import Donations from Donately** window will open.

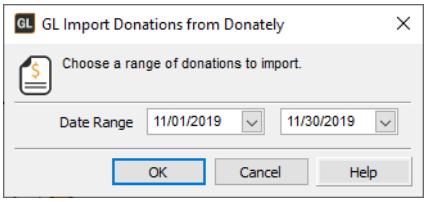
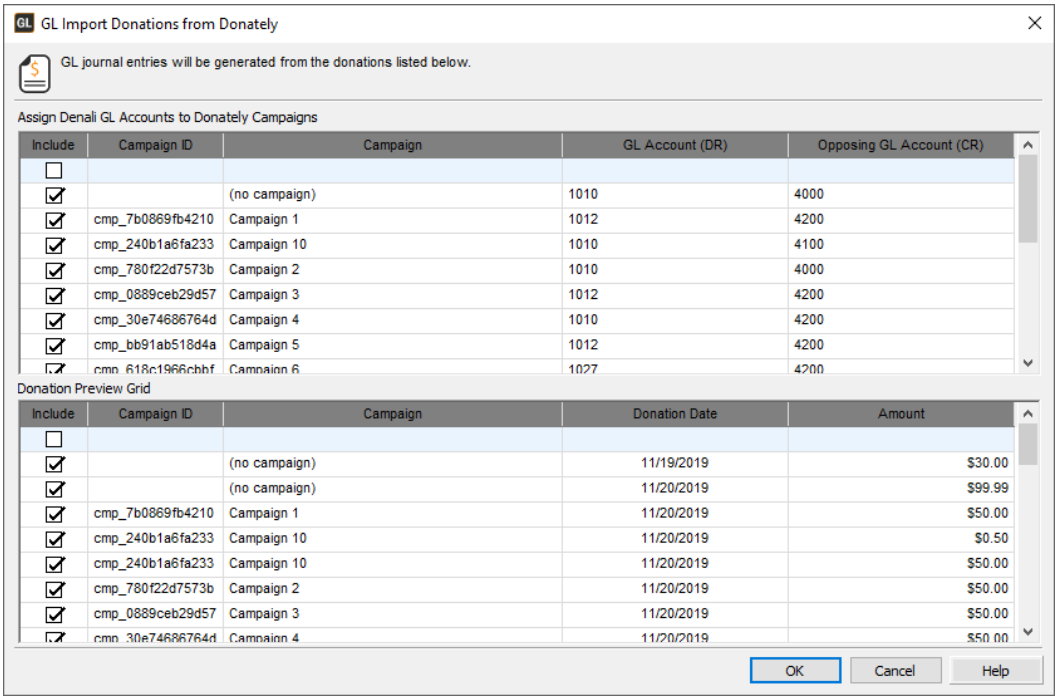


Figure 46: *Import Donations from Donately window*

2 Enter the date range you want to import donations from.

3 Click **OK**. The Donation File grid will open.



Include	Campaign ID	Campaign	GL Account (DR)	Opposing GL Account (CR)
☐				
☑		(no campaign)	1010	4000
☑	cmp_7b0869fb4210	Campaign 1	1012	4200
☑	cmp_240b1a6fa233	Campaign 10	1010	4100
☑	cmp_780f22d7573b	Campaign 2	1010	4000
☑	cmp_0889ceb29d57	Campaign 3	1012	4200
☑	cmp_30e74686764d	Campaign 4	1010	4200
☑	cmp_bb91ab518d4a	Campaign 5	1012	4200
☑	cmp_618c1966cbbf	Campaign 6	1027	4200

Include	Campaign ID	Campaign	Donation Date	Amount
☐				
☑		(no campaign)	11/19/2019	$30.00
☑		(no campaign)	11/20/2019	$99.99
☑	cmp_7b0869fb4210	Campaign 1	11/20/2019	$50.00
☑	cmp_240b1a6fa233	Campaign 10	11/20/2019	$0.50
☑	cmp_240b1a6fa233	Campaign 10	11/20/2019	$50.00
☑	cmp_780f22d7573b	Campaign 2	11/20/2019	$50.00
☑	cmp_0889ceb29d57	Campaign 3	11/20/2019	$50.00
☑	cmp_30e74686764d	Campaign 4	11/20/2019	$50.00

Figure 47: *Import from Facebook Donation File grid*

4 For any campaigns that haven't been previously imported, enter the GL Accounts you want to post into. For campaigns that have been imported, make sure the GL Accounts are correct.

5 Uncheck the **Include** check box for any campaigns or individual donations you don't want to import.

6 Click **OK** to import your donations.

The journal entries that are created will be grouped by date. Each entry will include up to 499 donations from the same date (after 499 a new journal entry will be created), the campaign the donation came from, the amount, and the GL accounts you assigned for the campaign. You can edit the transactions in the window. Post the journal entries as you normally would.

Determine and Correct Errors in Imported Transactions Before You Post

When you import transactions, each piece of information is validated to make sure it is in an acceptable format and required fields are not empty. If there are any errors, you need to correct them before you post.

If errors were detected during the import process, an error report is automatically generated and a message that indicates the number of errors detected appears. You can print the import error report, which shows you exactly which transactions contain an error and the type of error. Use this report as a reference to correct your errors before you post the transactions (see “Correcting Journal Entry Errors” on page 68).

GL Import Error Report
All Books Surplus (ALLBOO)

10/7/2010 10:56:03 AM Page 1

Tran#	Item #	Description
0	0	Record 1 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 2 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 3 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.
0	0	Record 4 in the import file does NOT contain the record identifier . There should be an H or D at the beginning of the record, but neither exist . This record was skipped.

Figure 48: *GL Import Error Report*

Once all of the transactions are imported, verified, and any errors are corrected, you can then post the transactions. See “Posting General Ledger Transactions” on page 72 for more information.

Correcting Errors in the External File

While it might be possible to correct some of the errors on the error report in the Denali batch file, we recommend clearing the batch, correcting the errors in the external file, and then importing again. For more information, refer to “Clearing the Entire Batch” on page 71.

Correcting Errors in the Imported Batch

If the errors in the imported batch are minimal, you might want to just correct them individually, instead of deleting the batch.

To correct errors in an imported batch:

1 Select **Transaction Tasks** > **Enter / Edit Transactions** from the left navigation pane.

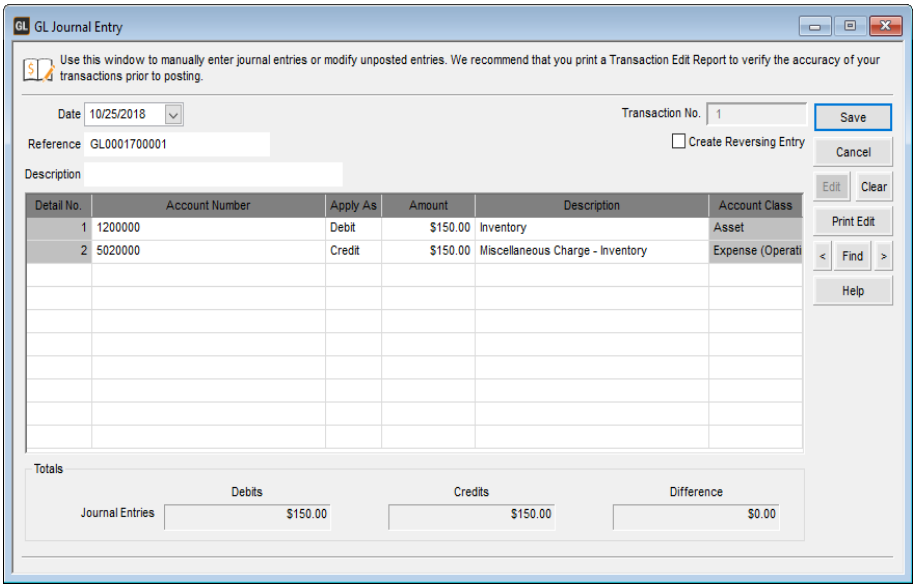


Figure 49: *GL Journal Entry window*

2 Use the **Find** button to locate and select the transaction(s) you want to change.

3 Click **Edit** to change the transaction and update it as needed.

4 Save the corrected transaction.

Checking the Accuracy of Journal Entries Before You Post

When you enter transactions, they become part of a batch. These transactions are not recorded in the affected accounts until you post the batch. Once you post a batch, the recorded transactions cannot be changed or deleted. If you enter a transaction incorrectly, the only way to correct the transaction is to enter an adjustment transaction.

To ensure your entries are accurate before you post, you can print an edit report. This report assists you in verifying your entries are correct and allows you the opportunity to correct or delete entries before you post.

Printing the Edit Report

The Journal Entry Edit Report is a valuable aid you can use to verify the accuracy of your data entry. To print the edit report, select **Transaction Tasks** > **Preview Transactions Before Posting** from the left navigation pane. This report shows every transaction in the transaction file before you post. We highly recommend you check each transaction for correct amounts, account numbers, and dates before you post. It is easier to correct an entry before it is posted.

GL Transaction Edit Report
All Books Surplus (ALLBOO)

09/27/2012 3:32:56 PM **Batch: AAAAEC** **Page 1**

Transaction #	Posting Reference	Transaction Description	Transaction Date
1	GL0011100001	2nd payroll	01/15/2011

Line	Account Number / Description		Debits	Credits
1	1030	Cash In Bank Chase Bank (Payroll)		$12,732.00
2	2100	Accounts Payable		$7,199.00
3	2100	Accounts Payable		$669.00
4	2200	Wages Payable		$21,060.00
5	2200	Wages Payable	$21,060.00	
6	6000	Administrative Salaries	$9,985.00	
7	6005	Sales Salaries	$3,076.00	
8	6010	General Salaries	$4,739.00	
9	6060	Payroll Taxes		

Figure 50: *GL Transaction Edit Report*

If you select the **Validate budget on edit report** check box in Module Preferences, budget information will display on the edit report for affected accounts. This is beneficial because it allows you to monitor how your accounts are performing against budgeted amounts before you post your entries.

You might also want to compare the edit report with transaction reports from the other modules. This is especially important the first time you post, because if integration is not set up correctly in the other installed modules, transactions can post in the other modules, but not be reflected in General Ledger (see “Setting Up the General Ledger Relationship with Other Modules” on page 19).

If you find an error and you need to correct a journal entry, see “Correcting Journal Entry Errors” on page 68 for assistance. If you find you need to clear the entire transaction file or delete all transactions in a batch, be sure to check this report carefully (see “Deleting Journal Entries” on page 70).

Correcting Journal Entry Errors

Any errors you find on your Journal Entry Edit Report are easy to correct before you post. The information in this section provides instructions to correct a transaction in a batch.

If the errors found are generated from importing an external file, see “Correcting Errors in the External File” on page 66 or “Correcting Errors in the Imported Batch” on page 66 for assistance. If you find an error in a transaction that is already posted, you need to post an adjustment transaction (see “Adjusting Journal Entries After Posting” on page 72).

To correct a transaction:

1 In General Ledger, select **Transaction** > **Enter / Edit Transactions** from the left navigation pane.

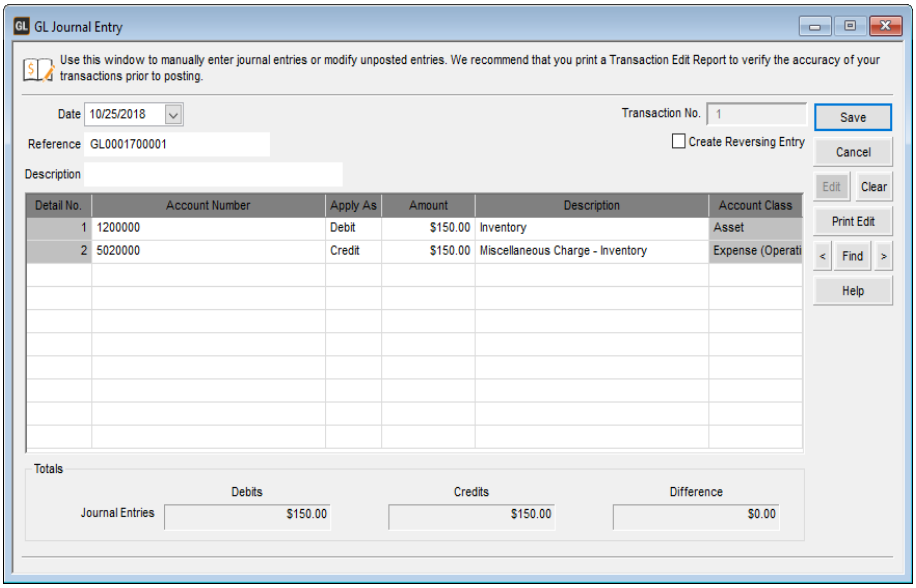


Figure 51: *GL Journal Entry window*

2 Select the **Find** button and in the Lookup, highlight and select the transaction you need to correct.

3 Select **Edit**.

4 Make the desired corrections to the transaction and then select **Save** to keep the corrections.

Adding New Journal Entries to the Batch

Once you run the edit report, you might find that a transaction was not saved or was skipped during the entry process. If this is the case, you can add the entry to the unposted batch.

To add a transaction to the batch:

1 First, select **Transaction Tasks** > **Select an Existing Batch** to access the batch into which you want to add the journal entry.
The batch identity appears in the bottom of the window; see “Using Transaction Batches in General Ledger” on page 55.

2 From the General Ledger navigation pane, select **Transaction Tasks** > **Enter / Edit Transactions**.

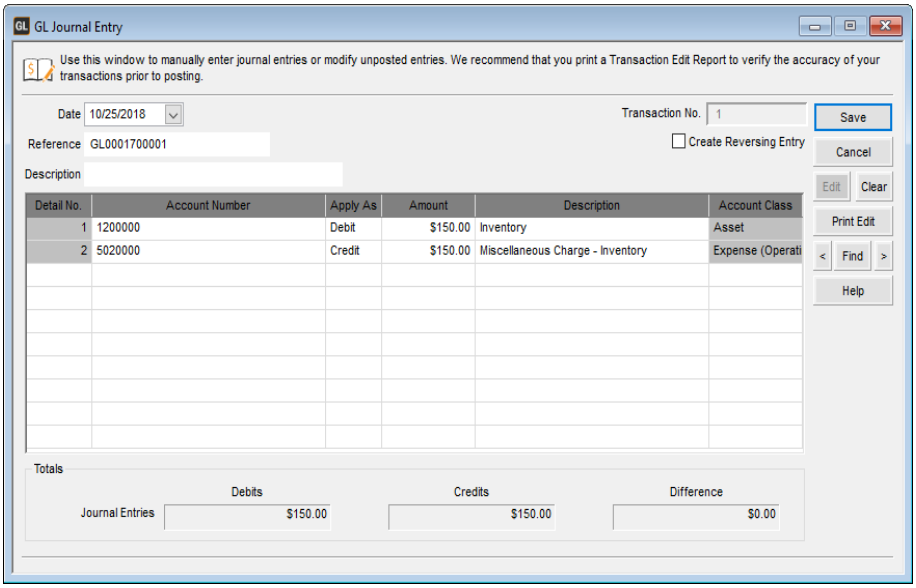


Figure 52: *GL Journal Entry window*

3 Enter the new transaction information (see “Creating a Journal Entry” on page 56).

4 Select **Save** to save the new entry.

Deleting Journal Entries

When you delete journal entries, you can either delete individual entries or you can clear the entire batch depending on the number of transactions you want to delete and the number of transactions in the batch.

Deleting Individual Transactions

You might find you only need to delete one transaction instead of deleting an entire batch. The steps in this section can assist you.

To delete an unposted transaction:

1 From the General Ledger navigation pane, select **Transaction Tasks** > **Enter / Edit Transactions**.

2 Select the **Find** button and highlight the transaction you want to delete.

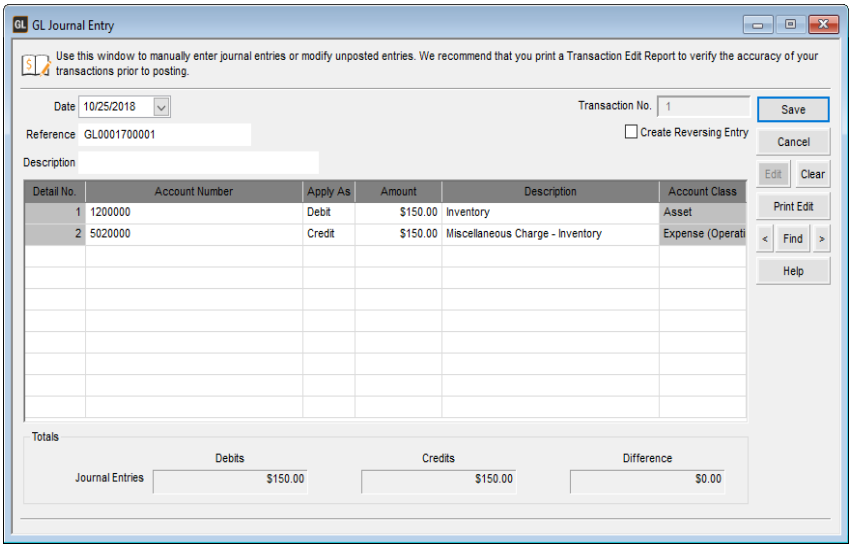


Figure 53: *GL Journal Entry window*

3 With the transaction in view, click **Edit**.
The **Edit** button changes to read **Del**.

4 Select **Del** to delete the journal entry.

Clearing the Entire Batch

The clearing feature is useful if you discover you entered a large number of transactions incorrectly and want to start over.

CAUTION: ***When you clear the transaction file, all transactions are permanently deleted. If you inadvertently clear transactions you wanted to post, you must enter each one again.***

To clear journal entry transactions:

1 From the General Ledger navigation pane, select **Transaction Tasks** > **Clear Transactions from a Batch**.

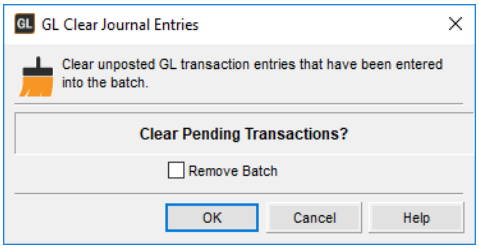


Figure 54: *GL Clear Journal Entries window*

2 Select the **Remove Batch** check box if you want to remove the selected batch as well as the entries (see “Using Transaction Batches in General Ledger” on page 55).
If you want to remove the entries but retain the batch, leave this check box unchecked.

3 Select **OK** to clear the entries.

Posting General Ledger Transactions

Once you post transactions, they are entered into the audit trail and become a permanent part of your business' financial history. It is impossible to change posted transactions, so it is a good idea to make sure the transactions were entered correctly before you post by reviewing the Edit Report. See "Printing the Edit Report" on page 67 for information about printing the Edit Report.

After you review the Journal Entry Edit Report and correct any errors, you are ready to post your transactions.

NOTE: *It might be helpful if you have all users exit modules that are affected by posting before you post. This can help prevent data corruption.*

To post transactions in the General Ledger module, select **Transaction Tasks** > **Post Journal Transactions** and click **OK**.

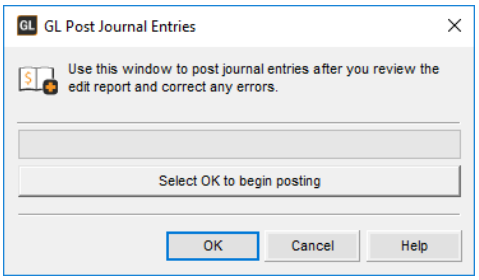


Figure 55: *GL Post Journal Entries window*

When posting is complete, the transaction files are cleared and a posting/audit report is generated. We recommend you use the posting/audit report to verify the accuracy of the entries and keep the reports in a folder or file for reference.

Printing the General Ledger Posting Reports

You can print the posting reports as part of the posting process. They show you what transactions were entered and how they were applied to the various accounts involved. This is important so you can verify accuracy as well as retain information for future use. These reports include the user ID and batch number for tracking purposes.

Adjusting Journal Entries After Posting

If you find an error in a transaction after you post, you can enter an opposing (reversing) entry to correct it.

With this type of journal entry, you can correct an error by reversing it. For instance, if transactions were entered to credit an asset account and debit an expense account, but should have been entered the other way around, you can enter an opposing transaction that debits your asset account and credits your expense account.

To reverse the original entry, you can use the posting audit report to see which entry is incorrect and then create a new journal entry in which the debit and credit entries are reversed. For information on creating a journal entry, see "Creating a Journal Entry" on page 56.

To create a correcting entry, select **Transaction Tasks** > **Enter / Edit Transactions** from the left navigation pane. Enter the appropriate information in the designated fields and click **Save**.

Seeing Where Journal Entries Are Reflected

You can select the **Detailed History** tab in the **GL Accounts** window to look up an affected account. You can double-click an item in the grid or highlight it and press ENTER to drill down to the GL Reprint Posting Report for only the selected entry. You can also print an Audit Trail Report to see all the entries as they are reflected in the accounts.

Refer to “General Ledger Reports” on page 81 to learn more about the other reports available in General Ledger or to see samples of the various reports.

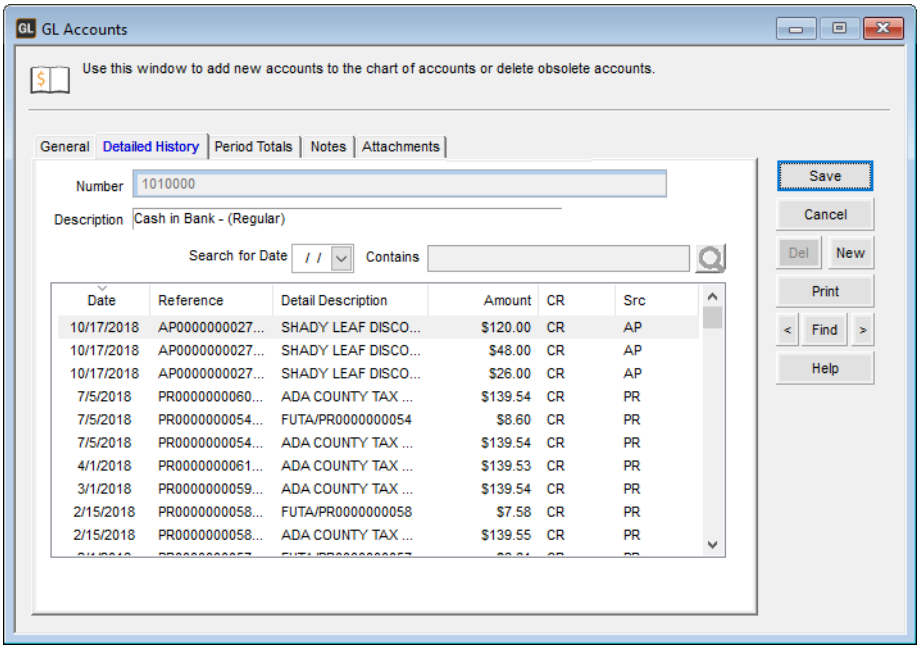


Figure 56: *GL Accounts window, Detailed History tab*

Troubleshooting: Working with Journal Entries

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I am unable to enter unbalanced journal entry transactions.	If you need to enter unbalanced transactions, make sure that the **Allow unbalanced transactions** check box on the **General** tab of the **GL Module Preferences** window is checked. See “Allowing Unbalanced Journal Entry Transactions” on page 18.
I am unable to post to General Ledger from other installed modules.	First make sure you chose to integrate the other module to General Ledger. If you did, then make sure you indicated in the Module Preferences window of the General Ledger module that entering your forwarding balances is complete. To accomplish this, select **Options** > **Set up the Module Preferences**. On the **General** tab, select the **Balance forward entries completed** check box (see “Entering Beginning Account Balances (Balance Forwards)” on page 18).

Chapter

5

Working with Reports

Reporting Overview

General Ledger Reports

Troubleshooting: Working with Reports

DENALI

There are numerous reports that you can print from Denali. Reports and financial statements provide important information about a business by showing vital financial information necessary to make good business decisions. This chapter provides an introduction to Denali reports, the types of reports available, information about the report setup options, and explanations and samples of the various General Ledger reports.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

NOTE: *Depending on how your print options were set up in the Module Preferences window, when you click* ***OK****, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reports Including Budget Information

Some of the reports in General Ledger include budget information. You can use these reports to see how actual amounts are matching up to your budget amounts. See “General Ledger Reports” on page 81 for more information on working with the reports available.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Drilldown*: Allows you to drill down on individual transaction to see specific information for each line of the report.

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to “Setting Up the General Ledger Relationship with Other Modules” on page 19 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field's value.
not equal to	The information returned is not equal to the entered value or the selected field's value.
greater than	The information returned is greater than the entered value or the selected field's value.
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2017 = 12/10/2017*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.

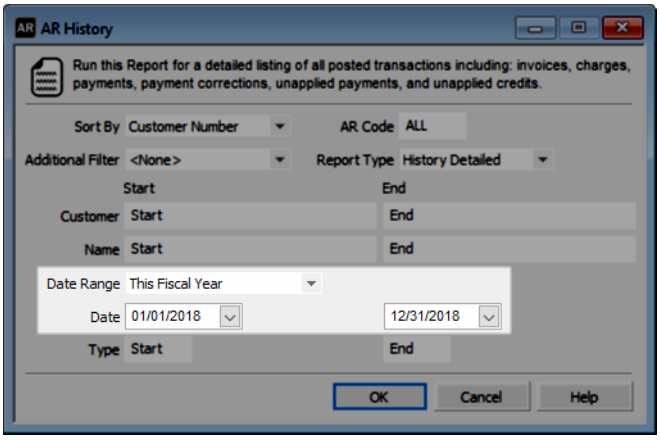


Figure 57: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End**:** *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.
- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

General Ledger Reports

General Ledger reports help you track the financial status of your business on a day-to-day basis to help you make smart business decisions. In addition, the reports provide documents that creditors, banks, and the Internal Revenue Service accept as credible business documentation.

Consolidating Option for Multiple Organizations

If you maintain records for more than one business, you might find it beneficial to combine the account information contained in the general ledgers of each business into a single ledger. Once you consolidate ledgers, you can print reports that contain the combined information.

To use this feature, the companies you plan to combine must have the same account numbering scheme. For example, one organization cannot number their assets with numbers beginning with 3s, and another organization number their assets with numbers beginning with 2s. For more information on account numbers, see “Establishing a Numbering Scheme for Your Accounts” on page 32. The ledger accounts for all the organizations are sorted and combined. If the numbering schemes of the organizations you have consolidated do not match, you will receive an error report indicating the problem.

You must consolidate ledgers after you post to General Ledger or the consolidated reports will not include the latest posted transactions.

Financial Reports

One key component to maintaining a stable business is the ability to quickly monitor your financial status. With the various reports available in General Ledger, you can view every financial aspect you might need to make smart business decisions. Refer to this section for more information about each different type of financial report and also to view a sample of each report available.

Audit Trail Report

This provides a complete, detailed listing of the transactions that have taken place in each account for a specified time period. It also lists the date and the module from which the transaction was posted. You can use this report like a log of your transactions.

If you print the drilldown version of this report, you can double-click on any line in the report to see more information. A new report will open that shows the transaction information specific to the line you selected. This can sometimes include several report levels from multiple modules. If history from other modules has been purged, the report that opens will be blank.

You can print this report to include one account, a range of accounts, or all accounts for a specific period, even for prior years. You can select other options to print or sort by. This report also includes the user ID and batch number for each transaction for tracking purposes.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

You can export this report to CSV format and easily manage your data in Excel®.

All Books Surplus (ALLBOO)
GL Audit Trail Report
Periods 21 To 21
8/13/2010 3:55:25 PM **8/1/2010 To 8/31/2010** **Page 1**

Account Number / Description				Account Class		
1010 Cash in Bank - (Regular)				Asset		
Trans. Date	Trans. Reference	Trans. Description	Trans. Detail Description	Application	Debits	Credits
User ID	Batch Number					
08/08/10	OE000000000200003	Cash Account		OE	139.00	
SUP	OE0000000002AAAAAA					
08/12/10	AP000000000500001	SHADY LEAF DISCOVERIES/11345		AP	1,000.00	
SUP	AP0000000005		New Texts			
08/12/10	OE000000000300001	Cash Account		OE	23.97	
SUP	OE0000000003AAAAAB					
08/12/10	OE000000000300002	Cash Account		OE	266.74	
SUP	OE0000000003AAAAAB					
08/12/10	OE000000000300003	Cash Account		OE	662.50	
SUP	OE0000000003AAAAAB					
08/12/10	OE000000000400001	Cash Account		OE	69.99	
SUP	OE0000000004AAAAAC					
08/12/10	OE000000000400002	Cash Account		OE	124.00	
SUP	OE0000000004AAAAAC					
08/12/10	OE000000000500001	Cash Account		OE	286.50	
SUP	OE0000000005AAAAAD					
08/12/10	OE000000000500002	Cash Account		OE	5.99	
SUP	OE0000000005AAAAAD					
08/12/10	OE000000000600001	Cash Account		OE	68.99	
SUP	OE0000000006AAAAAE					
08/12/10	OE000000000600002	Cash Account		OE	25.00	
SUP	OE0000000006AAAAAE					

Figure 58: *GL Audit Trail Report*

Trial Balance Report

The Trial Balance Report provides a quick check of the balances in each account and verifies that debits equal credits. It does not provide any detail for the accounts. You can sort or filter the report and quickly check balances in each General Ledger account. The image in this section reflects the default settings.

If you print the drilldown version of this report, you can double-click on any line in the report to see more information. A new report will open that shows the transaction information specific to the line you selected. This can sometimes include several report levels from multiple modules. If history from other modules has been purged, the report that opens will be blank.

You can export this report to CSV format and easily manage your data in Excel®.

All Books Surplus (ALLBOO)
Trial Balance
8/13/2010 4:00:38 PM 12/31/2008 to 8/31/2010 Page 1

Account Number / Description	Debit Amount	Credit Amount
1010 Cash in Bank - (Regular)	9,601.25	
1016 Cash In Bank WAMU (Payroll)	8,348.22	
1020 Cash on Hand - (Regular)	546.44	
1026 Cash on Hand (Payroll) WAMU		7,834.22
1027 Undeposited funds John Hancock Investments		12.50
1030 Payroll Cash in Bank		135.00
1035 Bank Adjustment Account - Auditor info		420.00
1100 Accounts Receivable - Trade		3,210.00
1200 Inventory	15.00	
1202 INV- Access Office		145.00
1205 INV- Inventory 1	410.96	
1206 INV - Inventory 2	1,154.00	
1208 INV- Kits		6,000.00
1550 Deposits	150.00	
2050 Current Portion Long Term Debt		150.00
2100 Accounts Payable		12,959.90
2110 A/P Estimated, Invoice Pending	3,177.60	
2120 Gift Certificates Payable		15.51
2500 Job-Purchases		100.00
3000 Common Stock		143.82
4000 Sales - General		552.48
4100 Sales - Sheds		1,555.65
4510 Sales Discounts	329.97	
5000 Cost of Goods Sold	10,233.89	
5020 Miscellaneous Charge - Inventory		70.00
6200 Supplies	50.00	
6575 Adjustment Expense-Construction Job		60.00
7020 Interest Income		200.00
7030 Other Income		68.75
7040 Finance Charges		[illegible]

Figure 59: *Trial Balance*

Balance Sheet Report

The Balance Sheet Report provides information on the financial condition of your business as of the date the report is run or for a specified period. Accumulations to asset, liability, and equity accounts are included in this report. You can print this report for a specific period and can choose a *Detailed*, *Summary* , *Classified*, *Comparative Detailed*, *Comparative Classified*, or *Drilldown* report type (see “Options for Report Type” on page 77). If you print the drilldown version of this report, you can double-click on any line in the report to see more information. A new report will open that shows the transaction information specific to the line you selected. This can sometimes include several report levels from multiple modules. If history from other modules has been purged, the report that opens will be blank.

You can choose to sort or filter the report with the options available. For more information on the options or consolidating ledgers, see “Filter Ranges and Filter Methods” on page 81 or “Consolidating Option for Multiple Organizations” on page 81.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can set up Advanced Report Groups and run the Advanced Classified or Comparative Classified Balance Sheet Report. See “Creating Advanced Report Layouts (Advanced Report Group Codes)” on page 22 for more information about setting up Advanced Report Codes.

For all report types except Drilldown, you can export this report to CSV format and easily manage your data in Excel®.

All Books Surplus (ALLBOO)
Detailed Balance Sheet
As of: 1/31/2013

11/11/2013 10:14:42 AM **Page 1**

Assets	
Cash in Bank - (Regular) Bank of America	1,821,781.64
Cash on Hand - (CD account)	(7,001.89)
Cash on Hand (Payroll) Chase Bank	(92,030.00)
Cash In Bank Chase Bank (Payroll)	125,568.50
John Hancock Investment CD's	92,798.87
Accounts Receivable - Trade	25,609.54
AR - Commercial Accounts	66,904.71
AR - Government Custoners	0.33
Inventory	0.17
INV- Weighted Average Items	5,346.55
INV- Access Office	518,516.97
INV- Inventory 1	839,841.64
INV - Inventory 2	218,624.99
INV- Kits	221,122.08
INV- Electric Items	25,201.61

Figure 60: *Balance Sheet*

Balance Sheet Equation

The Balance Sheet represents the following accounting equation:

ASSETS = LIABILITIES + EQUITY

- **Assets**: The assets displayed in the Balance Sheet represent the tangible and intangible economic resources of your organization.
- **Liabilities**: The liabilities displayed on the Balance Sheet represent the debts accumulated by your organization. Liabilities can take the form of general claims against the business, such as accounts payable, or documented claims, such as notes payable. Each liability is a claim against the resources of the organization. Many of the liabilities shown on the Balance Sheet are updated from other Denali modules.
- **Equity**: Equity is what is left over when all the assets are liquidated for book value and all liabilities are paid off at book value.

Income Statement Report

The Income Statement Report shows the relationship between the income generated and the expenses paid for a specified range of periods.You can print this report for a specific period or a range of periods and can choose a *Detailed*, *Summary*, *Classified*, *Profit and Loss*, *Comparative Detailed*, *Comparative Classified*, *Comparative Profit and Loss,* or *Drilldown* report type (see “Options for Report Type” on page 77).

If you print the drilldown version of this report, you can double-click on any line in the report to see more information. A new report will open that shows the transaction information specific to the line you selected. This can sometimes include several report levels from multiple modules. If history from other modules has been purged, the report that opens will be blank.

You can choose to sort or filter the report with the options available. For more information on the options or consolidating ledgers, see “Filter Ranges and Filter Methods” on page 81 or “Consolidating Option for Multiple Organizations” on page 81.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can set up Advanced Report Groups and run an advanced Income Statement Report. Your options are Classified, Profit and Loss, Comparative Classified, and Comparative Profit and Loss. See “Creating Advanced Report Layouts (Advanced Report Group Codes)” on page 22 for more information about setting up Advanced Report Codes.

For all report types except Consolidated, you can export this report to CSV format and easily manage your data in Excel®.

All Books Surplus (ALLBOO)
Detailed Income Statement

12/18/2012 3:19:17 PM **1/1/2012 to 12/31/2012** **Page 1**

Income			
Sales - General		53,674.41	
Sales - Sheds		135,304.65	
Sales - Office Sales		54,847.70	
Sales - Services		1,523,377.76	
Sales Returns & Allowances		(333.03)	
Sales Discounts		(2,056.72)	
Other Income		15.25	
	Total Income		**$1,764,830.02**
Expenses			
Cost of Goods Sold		564,190.41	
Inventory Adjustments		(1,857.87)	
Inventory Adjustments Damaged Goods Tracking		7,188.20	
Miscellaneous Charge - Inventory		(999.40)	
Administrative Salaries		204,835.24	
Sales Salaries		225,675.00	
General Salaries		231,805.00	
Repairs & Maintenance		4,450.36	
Bad Debts		200.00	

Figure 61: *Income Statement Report*

Income Statement Equation

The Income Statement is a reflection of the following accounting equation:

INCOME - EXPENSE = NET PROFIT (LOSS)

- **Income**: The increase in the economic resources (generally cash or receivables) of an organization due to the sales of goods or services.
- **Expense**: Expense is the required consumption of economic resources necessary for the organization to stay in business.
- **Net Profit**: When income exceeds the expenses of a business, the result is a profit. When expenses exceeds income, the result is net operating loss.

Cost Center Income Statement

This report allows you to see an Income Statement for each Cost Center. You can choose to run the report for a single period or a range of periods, skip accounts that don't have a balance, or whether you want account numbers to print on the report.

Cost Center (A1) Income Statement

1/1/2019 to 3/31/2021

3/8/2021 2:47:50 PM **Page 1**

	Organization Income
Sales - General	4,965,058.60
Sales - Sheds	741,126.23
Sales - Office Sales	715,997.54
Sales - Electronic	3,709.74
Sales - Services	1,382,102.17
Sales - Construction	5,064.82
Sales Discounts	(130,548.23)
Sales - Leases	8,176.54
Other Income	415.00
Total Organization Income	**$7,691,102.41**
	Cost Center Expenses
Sales Salaries	10,000.00
Property Taxes	24,000.00
Interest Expense	34,000.00
Postage, Shipping & Freight	162.00
Total Cost Center Expenses	**$68,162.00**
Net Income / (Loss)	**$7,622,940.41**

Figure 62: *Cost Center Income Statement Report*

Cash Flow Statement

The Cash Flow Statement provides cash flow information for a specified range of periods, classified by cash flow report groups. The information for this report is based on both the Income Statement and the Balance Sheet. Select a cash flow report group for each individual account from the **Group 2** drop-down list in the **GL Accounts** window.

You can also specify the cash flow report group for an account by adding the account to the report group in the **GL Set Up GL Account Groups** window.

All Books Surplus (ALLBOO)
Statement of Cash Flows
For the Period
1/1/2010 to 7/31/2010

8/13/2010 4:07:25 PM

Cash Flows from Operating Activities		
Change in Net Income		(2,070.15)
Adjustments to reconcile change in net income to net cash used by operating activities		
Depreciation of Buildings and Equipment	0.00	
Net Book Value of Property Disposals	0.00	
Provisions for Doubtful Accounts, Obsolete Inventories and Other Allowances	0.00	
Changes in Certain Assets and Liabilities		
Receivables	1,300.00	
Inventories	2,349.40	
Other Assets	0.00	
Accounts Payable and Accrued Liabilities	83.51	
Total Adjustments to Net Income		3,732.91
Net Cash flow from Operations		1,662.76
Cash Flows from Investing Activities		

Figure 63: *Statement of Cash Flows Report*

Budget Review Reports

Another key component to maintaining a stable business structure is the ability to compare your actual account balances with the budgeted amounts. Refer to this section for more information about each different type of budget report and also to view a sample of each report.

Budget Performance Report

The Budget Performance Report shows how your actual finances are performing. It shows the budgeted amount and actual amount for all included accounts, and you can run it for revenue accounts only, expense accounts only, or both revenue and expense accounts. This report also displays either the amount remaining before the budget amount is reached, or the percentage of the budget that has already been used for a specified period.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

All Books Surplus (ALLBOO)
GL Budget Performance
Revenue
Percentage Used
8/1/2010 to 8/31/2010

8/13/2010 4:09:53 PM Page 1

Description	Budget	Actual	Remaining	Percent
4000				
Sales - General	0.00	502.48	(502.48)	0.00
4100				
Sales - Sheds	0.00	1,555.65	(1,555.65)	0.00
4200				
Sales - Office Sales	0.00	0.00	0.00	0.00
4300				
Sales - Services	0.00	0.00	0.00	0.00
4500				
Sales Returns & Allowances	0.00	0.00	0.00	0.00
4510				
Sales Discounts	0.00	(329.97)	329.97	0.00

Figure 64: *Budget Performance Report, Revenue option*

Budget Reports

The Budget Reports display revenue and expense activity versus budgeted amounts for a specified period of time.

Select one of the following Report Types from the drop-down list:

- *Standard*: Prints a statement of revenue and expense activity versus budgeted amounts for both the specified period and the year to date.
- *Variance*: Prints a statement of revenue and expense activity versus budgeted amounts, as well as the percentage of the budget left to use, for both the specified period and the year to date.
- *Profit and Loss:* Prints a statement of profit and loss activity for the specified period, as well as its percentage of the total net revenue, for both actual and budgeted amounts.

You can select the **Skip No Activity** options to eliminate information on accounts or budgets that have not had any activity during the specified range.

You can set up Advanced Report Groups and run an advanced Profit and Loss report. See “Creating Advanced Report Layouts (Advanced Report Group Codes)” on page 22 for more information about setting up Advanced Report Codes.

All Books Surplus (ALLBOO)
GL Budget Income Statement
8/13/2010 4:15:52 PM — 8/1/2010 to 8/31/2010 — Page 1

	Actual Current	Actual YTD	Budget YTD	Variance YTD
Operating Income				
Sales - General	502.48	502.48	0.00	(502.48)
Sales - Sheds	1,555.65	1,555.65	0.00	(1,555.65)
Sales - Office Sales	0.00	0.00	0.00	0.00
Sales - Services	0.00	0.00	0.00	0.00
Gain - Sale of Fixed Assets	0.00	0.00	0.00	0.00
Interest Income	100.00	100.00	0.00	(100.00)
Other Income	33.50	33.50	0.00	(33.50)
Finance Charges	248.00	248.00	0.00	(248.00)
Total Operating Income	**$2,439.63**	**$2,439.63**	**$0.00**	**($2,439.63)**
Income Adjustment				
Sales Returns & Allowances	0.00	0.00	0.00	0.00
Sales Discounts	(329.97)	(329.97)	0.00	329.97
Total Income Adjustment	**($329.97)**	**($329.97)**	**$0.00**	**$329.97**
Total Income	**$2,109.66**	**$2,109.66**	**$0.00**	**($2,109.66)**
Operating Expense				
Cost of Goods Sold	7,884.49	7,884.49	0.00	(7,884.49)
Miscellaneous Charge - Inventory	(70.00)	(70.00)	0.00	70.00
Administrative Salaries	0.00	0.00	0.00	0.00

Figure 65: *Budget Income Statement Report*

Budget Tracking Report

The Budget Tracking report displays all changes to a budget after it has been finalized. You can choose to view a certain account or all accounts, a certain change type or all change types, or a certain user or all users. You can also select the date range you want to see changes for.

To run the report select **Reporting** > **Budget Tracking** from the left navigation pane.

Demonstration Account Company (DMOACT)

GL Budget Tracking Report

3/20/2019 4:51:37 PM **Page 1**

Account Number	Budget Code	Period	Date Modified	Change Type	User	Amount
104000						
	BUDGET	1	03/19/2019	Finalized	SUP	92,307.69
104100						
	BUDGET	0	03/19/2019	Finalized	SUP	0.00
	2018	1	03/20/2019	Finalized	SUP	36,923.08
104150						
	BUDGET	0	03/19/2019	Finalized	SUP	0.00
	2018	1	03/20/2019	Finalized	SUP	0.00
104175						
	BUDGET	0	03/19/2019	Finalized	SUP	0.00
	2018	1	03/20/2019	Finalized	SUP	76.92
104200						
	BUDGET	0	03/19/2019	Finalized	SUP	0.00
	2018	1	03/20/2019	Finalized	SUP	600,000.00
	2018	1	03/20/2019	Modified	SUP	625,000.00
104300						
	BUDGET	0	03/19/2019	Finalized	SUP	0.00
	2018	1	03/20/2019	Finalized	SUP	10,000.00

Figure 66: *GL Budget Tracking Report*

Missing Budget Accounts Report

Print the Missing Budget Accounts Report to see the accounts that aren't included in your budgets.

GL Missing Budget Accounts Report

BUDG2020 - 2020 Budget

1/28/2020 12:06:23 PM **Page 1**

Account Number	Description
4100	Sales - Sheds
4209	Sales - Electronic
4400	Sales - Construction
4500	Sales Returns & Allowances
4600	Sales - Leases
5020	Miscellaneous Charge - Inventory
5209	INV- Electronics
6080	Interest Expense
6120	Equipment Rental
6160	Donations
6170	Auto Expense
6220	Telephone
6310	Pension Expense
6355	Exchange Rate over and short
7000	Gain - Sale of Fixed Assets
7010	Loss - Sales of Fixed Assets
8900	Interest Expense
8990	Amortization - Long Term Expense

Figure 67: *GL Missing Budget Accounts Report*

Reference Reports

Some of the reports available in General Ledger are provided for reference purposes. These reference-type reports provide important information that can speed your journal entry process or verify certain aspects of your accounts. Refer to this section for more information about each different type of reference report and also to view a sample of each report.

Chart of Accounts Report

The chart of accounts consists of all the established individual accounts, each of which can be thought of as a holding bin or accumulator of dollar values. Print the Chart of Accounts Report to see a complete list of the accounts you entered in General Ledger.

You can print this report for one account, a range of accounts, or all accounts, as well as filter the report using the Account Filter option (see “Filter Ranges and Filter Methods” on page 81).

You can select the **Print Attached File List** check box to include a list of attachments for the accounts on the report.

You can also print accounts from multiple organizations by selecting the **Print Consolidated Ledgers** check box. This will print the accounts from all organizations that have been consolidated with the current organization. For information on consolidating ledgers, see “Consolidating Option for Multiple Organizations” on page 81.

You can use Crystal Reports® to add fields to this report. Refer to your Crystal Reports documentation for instructions.

All Books Surplus (ALLBOO)
GL Chart of Accounts Report

4/19/2018 3:35:43 PM **Page 1**

Account Number / Description		Created Date	Account Classification	Status
1005000	Cash In Bank	4/18/2018	Asset	Active
1016000	Cash In Bank WAMU (Payroll)		Asset	Active
1017000	John Hancock Investment CD's		Asset	Active
1020000	Cash on Hand - (Regular)		Asset	Active
1026000	Cash on Hand (Payroll) WAMU		Asset	Active
1027000	Undeposited funds John Hancock Investments		Asset	Active
1030000	Payroll Cash in Bank		Asset	Active
1035000	Bank Adjustment Account - Auditor info		Asset	Active
1050000	Petty Cash		Asset	Active
1060000	Money Market		Asset	Active
1100000	Accounts Receivable - Trade		Asset	Active
1105000	AR - Commercial Accounts		Asset	Active
1140000	Allowance for Bad Debt		Asset	Active
1150000	A/R Returned Checks		Asset	Active
1160000	Employee Advance		Asset	Active
1170000	Travel Advance		Asset	Active
1200000	Inventory		Asset	Active
1202000	INV- Access Office		Asset	Active
1205000	INV- Inventory 1		Asset	Active
1206000	INV - Inventory 2		Asset	Active
1208000	INV- Kits		Asset	Active
1220000	Work in Process-Manufacturing		Asset	Active
1240000	Work in Process-Construction		Asset	Active

Figure 68: *GL Chart of Accounts Report*

Reprint Posting Report

You can reprint a General Ledger Posting Report to display posting from any integrated module. This feature is valuable if you misplaced the General Ledger Posting Audit Report after you posted transactions. This report also includes the user ID and batch number for each transaction for tracking purposes.

GL Reprint Posting Report
All Books Surplus (ALLBOO)

12/30/2015 11:19:12 AM — Page 1

Account Number/Description	User ID	Batch Number	Reference	Source	Posting #	Date	Amount	
1010000 Cash in Bank - (Regular)	SUP	AAAAAB	BR000000000600002	BR	6	12/29/2015	771.50	CR
6090000 Bank Fees (All Banks)	SUP	AAAAAB	BR000000000600002	BR	6	12/29/2015	21.50	DR
1010000 Cash in Bank - (Regular)	SUP	AAAAAB	BR000000000600003	BR	6	12/18/2015	8,773.00	DR
1020000 Cash on Hand - (Regular)	SUP	AAAAAB	BR000000000600003	BR	6	12/29/2015	6,500.00	CR
1016000 Cash In Bank WAMU (Payroll)	SUP	AAAAAB	BR000000000600004	BR	6	12/29/2015	1,545.00	CR
2230000 State Withholding Payable	SUP	AAAAAB	BR000000000600004	BR	6	12/29/2015	45.00	DR
1035000 Bank Adjustment Account - Auditor	SUP	AAAAAB	BR000000000600006	BR	6	12/18/2015	1,523.00	CR
1035000 Bank Adjustment Account - Auditor	SUP	AAAAAD	BR000000000800002	BR	8	12/29/2015	750.00	DR
1026000 Cash on Hand (Payroll) WAMU	SUP	AAAAAF	BR000000001000001	BR	10	12/29/2015	750.00	DR
2100000 Accounts Payable	SUP	RG1	PS000000003000002	PS	30	12/7/2015	41.28	CR
1020000 Cash on Hand - (Regular)	SUP	RG1	PS000000003000023	PS	30	12/7/2015	96.73	DR
1205000 INV- Inventory 1	SUP	RG1	PS000000003000023	PS	30	12/7/2015	68.00	CR
4100000 Sales - Sheds	SUP	RG1	PS000000003000023	PS	30	12/7/2015	89.98	CR
5000000 Cost of Goods Sold	SUP	RG1	PS000000003000023	PS	30	12/7/2015	68.00	DR

Figure 69: *GL Reprint Posting Report*

Spreadsheet Export

Spreadsheet Export gives you the ability to export actual and budget numbers for all accounts from General Ledger. Spreadsheet Export will export in spreadsheet format to any location you choose. This creates a quick and simple way to extract and customize general ledger information for additional reporting purposes, transmit general ledger information to auditors and accountants, as well as assist in reconciliation processes.

To export data to a spreadsheet or text format file:

1 From the General Ledger navigation pane, select **Reporting** > **Export Spreadsheet**.

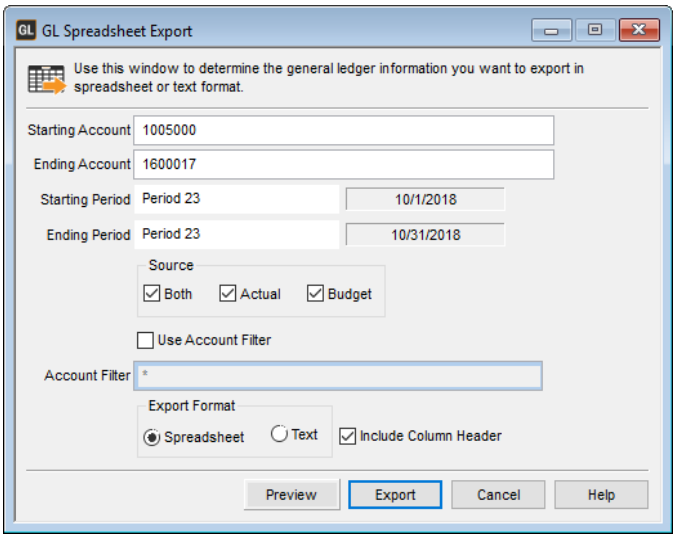


Figure 70: *GL Spreadsheet Export window*

2 Select the range of accounts and periods, source, and format you will use for this export. You can also filter the report using the Account Filter option.

> ***NOTE:*** *If you want to include beginning balances in the export, enter 0 in the* ***Starting Period*** *field.*

3 Select the **Include Column Header** check box if you want to view column headings in the preview and exported file.

4 If you want to verify the formatting and information before you export, select the **Preview** button. You can select **Back** to return to the default window or export from the preview window.

5 Click **Export** to begin the process.

Troubleshooting: Working with Reports

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
My reports are not showing both companies’ financial information.	You can select to print consolidated ledger reports to view financial information for multiple companies in your system, see “Consolidating Option for Multiple Organizations” on page 81.
Reports containing history information take a long time to run.	You might need to purge your unwanted history to free up hard drive space and speed up reports that contain history information, see “Purging History in General Ledger” on page 99.

Chapter

6

General Ledger Period End and Maintenance

General Ledger Period End

General Ledger Data Maintenance

Troubleshooting: General Ledger Period End and Maintenance

DENALI

Year end procedures or frequent periodic tasks are often necessary for your business. There are accounting reasons you need to complete periodic and year end tasks. There are also things that you might want to do periodically to ensure the software functions the best it can to suit your needs.

General Ledger Period End

Period-end processing in General Ledger consists of printing reports that disclose and analyze the results of operations in a previous period, and then wiping the slate clean to start gathering information in the new period. In Denali, you can keep open up to five fiscal years before the software prompts you to close a year. See “General Ledger Reports” on page 81 for an introduction to the reports in General Ledger.

Keep in mind that some elements in the software related to taxes need to be taken care of on January 1st to ensure the numbers are accurate. For example, you will need to accumulate 1099 information for tax purposes and this accumulator will need to be cleared on January 1st to make sure the amounts it shows are accurate.

If you want to archive your entire organization with a new organization name, you can use the Copy Organization Utility. See the Controller guide for more information.

Preparing for Period End

In most business operations, you enter past period information after the next period has begun. You do not need to stop operations at the end of a period to perform period-end processing. Continue to enter and post transactions in the new period, just be sure you use the correct transaction date. Denali posts them to the next period.

CAUTION: ***Always back up your data files before you begin any period end procedures. Without a backup you will not be able to retrieve transaction detail that you might need. See the Controller guide for information on backing up or restoring data files.***

Closing the Year in General Ledger

Year-end processing posts the closing entries, rolls the fiscal calendar to the new year, and compacts the audit trail detail into balance forward amounts for each account. You need to complete year-end processing in all other modules before you begin the year-end closing process in General Ledger.

Be sure to back up your data before you close the year. If you encounter any problems during the closing process, you can always restore your data and begin again. You can also archive your organization if you want to access it in the future, but not restore old data into your current company. See the Controller guide for information on backing up, restoring, or copying your organization.

Before you close your year, make sure you have a Retained Earnings account defined in your chart of accounts (see “Creating Accounts” on page 36 for instructions on how to set up an account). This type of account is used to hold the portion of equity that is a result of profit.

In General Ledger, select **Period End Tasks** > **Close the Organization's Fiscal Year** from the navigation pane. This option will only be available if rights are set up to allow it. Use the Lookup or type in your Retained Earnings account number. Select **OK** to close the year.

The Controller module must be closed before you close the year.

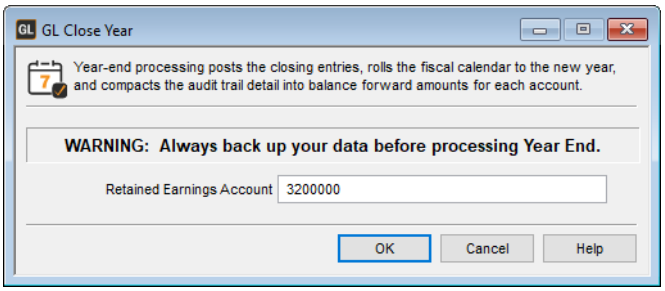


Figure 71: *GL Close Year window*

General Ledger Data Maintenance

Your business might occasionally need to perform maintenance on you data. This section discusses some maintenance tasks that you might want to do to ensure your business runs smoothly and your accounts remain accurate.

Viewing General Ledger Table Information

The display table allows you to view all the data table information that is in your system. The information includes the name of the data table, the number of records in each table, and the date the table was created. You can use this to verify that the tables are not becoming too large or to locate operating errors when you post or run reports, for example.

To view your data tables, select **Resources and Tools** > **View Table Information** from the left navigation pane.

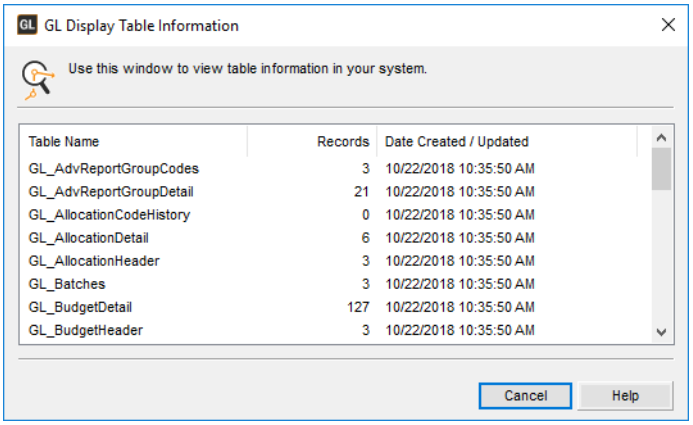


Figure 72: *GL Display Table Information window*

Recalculating General Ledger Tables

This maintenance option corrects inconsistencies between ledger files due to corrupt or missing data. Data corruption can occur, for example, during power outages or system failures.

CAUTION: ***If you choose to recalculate your General Ledger tables, always*** *back up* ***your data files and print the Audit Trail Report before you begin the recalculation process. For information on data file backup, refer to the Controller guide.***

To recalculate your Period Table:

1 In the General Ledger module, select **Period End Tasks** > **Recalculate Period Table** from the left navigation pane.

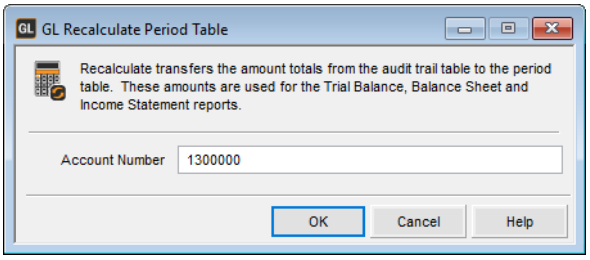


Figure 73: *GL Recalculate Period Table window*

2 Select the account number for which you want to recalculate the period table.
If you leave this field blank, the system will recalculate all of your accounts.

3 Select **OK** to recalculate.

Purging History in General Ledger

When you purge history, it removes unwanted transactions from the history file that have a transaction date older than or including the purge date you specify. You might want to purge to reduce the amount of computer hard disk space occupied by the General Ledger data files or to speed up the processing time when sorting or printing the Audit Trail Report.

If you purge history, we strongly recommend you make a backup before you purge. This way you can restore the purged information from the backup should you need it. For information on backing up your data, or how to create an organization designated to hold old data, refer to the Controller guide.

If you have balance forward amounts, do not purge the previous year. If you purge the previous year with balance forwards, you will lose the balance forward amount and if you recalculate, your accounts will be out of balance.

To purge General Ledger history:

1 From the General Ledger navigation pane, select **Period End Tasks** > **Purge Journal History**.

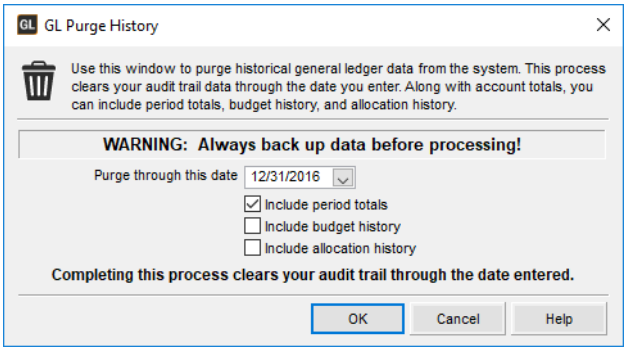


Figure 74: *GL Purge History window*

2 In the **GL Purge History** window, enter the date through which you want to purge transactions. Keep in mind that all data through the date you enter is purged and no longer available.

3 If you want to purge account totals, budget history, or allocation history, check the respective check box(es).

4 Select **OK** to purge history. You must have one check box selected before you can select **OK**.

Troubleshooting: General Ledger Period End and Maintenance

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
My reports that contain history information take a long time to run.	You might need to purge your unwanted history to free up hard drive space and speed up reports that contain history information, see “Purging History in General Ledger” on page 99.
There are discrepancies in my Audit Trail and Trial Balance Reports.	Recalculate your data tables in General Ledger by selecting **Period End Tasks** > **Recalculate Period Table** (see “Recalculating General Ledger Tables” on page 99).

Chapter

7

Interface Codes

Understanding Interface Codes

Troubleshooting: Interface Codes

DENALI

General Ledger allows the option of using account numbers or Interface Codes to indicate where and how you post transactions. Depending on your type of business and accounting procedures you might choose to use Interface Codes. This chapter will help you plan, set up, and implement Interface Codes in General Ledger.

Understanding Interface Codes

Interface Codes allow you to create a dynamic “interface” between transaction items and the accounts to which they post. When you use Interface Codes, you can set up the software to post to a sales account based on the combination of stock items, customers (or cash), and departments. Interface Codes are comprised of GL Keys (see “Using GL Keys” on page 105) and are stored in the Interface Table. Interface Codes determine which GL accounts are affected when you post.

For example, in Order Entry you could use Interface Codes to set up the software so that depending on the customer purchasing a given stock item, the sales inc/rev goes to a separate Accounts Receivable or Cash account, Sales (opposing) account, and Cost of Goods Sold account.

Other examples include the following:

- Use different inc/rev accounts depending on whether the same item is sold from different sales departments
- Use a special sales account when you have a promotion
- Set up a code for bad debts
- Set up special sales accounts for special products or special customers

You can set up as many Interface Codes as you need for as many types of transactions as your organization requires.

We tried to make the setup and use of Interface Codes as easy as possible. However, this is a complex feature. Follow the guidelines in this section when you begin working with Interface Codes to ensure a smoother process. If you need additional help with this feature, contact Customer Support at (800) 390-7053.

Guidelines for using Interface Codes:

1. Determine if you need Interface Codes.

   If you can accomplish what you need without Interface Codes, there is no need to go any further.
2. Review this entire chapter on Interface Codes.
3. Follow the guidelines and instructions to plan out your strategy before you make any changes to the system.
4. Enter all your Interface Keys in the system.
5. Enter all the Interface Codes and accounts in General Ledger.
6. Test the setup to verify it is posting the way you intend.

   You might find it beneficial to create a separate organization in which you can test Interface Codes before you set up the codes in your organization. Refer to the Controller guide for information on planning and creating organizations.

Interface Codes: Who Uses Them?

Let's start out with a few hypothetical situations to see how some businesses might use Interface Codes. Afterwards, we include some common reasons organizations use Interface Codes to help you determine if they are right for you.

Remember, if your business needs to report on various categories separately, but you don't specifically need to have your general ledger reflect the different categories, then you probably do not need to use Interface Codes. Review this section carefully to help determine if your business will benefit from using Interface Codes.

Example 1: Simple Situation with Basic Need

A business distributes and sells books in two different stores. They want to set up the accounting system to see the sales for textbooks separately from the other books and they want to also see the sales of each item for each store. To accomplish this, they want to record sales and cost of goods sold in the following categories:

- Textbook Sales Revenue in Store A
- Textbook Revenue in Store B
- Textbook Cost of Goods Sold in Store A
- Textbook Cost of Goods Sold in Store B
- Book Sales Revenue in Store A
- Book Sales Revenue in Store B
- Book Cost of Goods Sold in Store A
- Book Cost of Goods Sold in Store B

To accomplish this, the business will first need to set up accounts for each of these categories in their chart of accounts. Once they define the accounts, the Interface Codes can be set up to post the proper amounts to these accounts when sales are made. The clerks in each store would only need to enter the customer, the method of payment, and the item being sold; the software will properly post the sale based on the setup.

Example 2: A More Complex Situation

A business might want to see their sales revenue based on which customers buy which products. In the case of a bookstore, they want to see what their sales are to members of the bookstore club and what sales are to general customers. However, they only want one Cost of Goods Sold account for both. This can be accomplished by using Interface Codes.

Example 3: About As Complicated As It Gets

A business has five locations, or departments, three stock categories, and four customer categories. They want to see different sales accounts and Cost Of Goods Sold accounts for each customer, stock item, and department. This means that revenue from the sale of a single stock item might post to nine different sales accounts depending on the location it is sold and what customer buys the product.

Interface Codes: Do I Need Them?

To determine whether or not you need to use Interface Codes for your organization, answer the following question: If you sell items from more than one sales department, do you need to track that sale by item, by department, or both? Here are some reasons you would or would not choose to use Interface Codes. These are not the only reasons, but are some common ones.

- If, when you sell the item, the general ledger account affected is determined solely by the sales department from which it is sold, then you do not need to use the Interface Codes.
- If, when you sell the item, the general ledger account affected should be determined solely by the stock item itself, then you do not need to use the Interface Codes.
- If, when you sell the item, the general ledger account affected is determined by both the item and the sales department, then you should consider using the Interface Codes.

However, if you want to change the way your posting affects General Ledger, or if you want to change the accounts to which different transactions post, you might want to consider replacing the interface table with direct posting to specified general ledger accounts. This is accomplished through replacing General Ledger Interface Keys with General Ledger account numbers.

Reporting Requirements vs. General Ledger Requirements

When you make decisions such as setting up your chart of accounts and whether or not to use the interface table, you should carefully consider the reporting requirements for your business. You can set up your business without Interface Codes and still easily report on sales by item, department, and many other factors. The only difference is that, without using the interface table, the general ledger accounts themselves won't reflect the same items sold from different departments.

As with setting up your chart of accounts and your fiscal calendar, we recommend consulting an accounting professional for help with this decision.

Using GL Keys

If you use Interface Codes, you define GL Keys instead of accounts throughout the software. Your Interface Codes are comprised of these Keys and are stored in the interface table. The software looks to the table and the Interface Code settings to determine the accounts to which it will post.

The table shown in this section provides an overview of how the GL Keys and Interface Codes function when you post. It also shows the GL Accounts that are replaced when you use the Interface Table option. Keep in mind as you review this table, the Discount Code, AR Transaction Code, AR Terms Code, and AR Code are each their own GL Key.

GL Key	Account Replaced by the Interface Codes Accounts	Interface Code Account Used
GL Cash Key	GL Cash Account	AR/Cash
Discount Code GL Key	GL Disc Account	
Non-Inventory Code GL Key	GL Sales Account	
Inventory Code GL Key	GL Cost of Goods Sold Account	Cost Of Goods Sold
AR Transaction Code GL Key	GL Account	
AR Terms Code GL Key	Discount GL Account	
AR Code GL Key	GL Account	

How the GL Keys Function

Once you create the GL Keys and generate a transaction, the GL Keys associated with the transaction combine to define the Interface Code(s). The Interface Code(s) specifies the accounts to which to post.

The Interface Code is made of three positions. Each section can be defined by a GL Key. The following table shows the GL Keys available for each position.

Position 1	Position 2	Position 3
AR Code GL Key	Transaction Code GL Key	Sales Department Code GL Key
Cash GL Key	Inventory GL Key	
	Non-Inventory GL Key	
	Discount GL Key	

When you enter a transaction in Accounts Receivable or Sales, a GL Key from at least the first two positions are combined and the software posts to the accounts defined in the Interface Codes. For this reason, a minimum of two GL Keys are required: an AR/Cash Key and one for the second position as shown in the previous table.

How GL Keys are Used

Because Interface Codes deal with posting sales, revenue, accounts receivable, cash, and cost of goods sold, you will want to decide how you want to track these things. Posting for the following accounts can be controlled with Interface Codes:

- The customer's Accounts Receivable posting
- The default Cash account
- Posting Discount sales
- Posting Non-Inventory sales
- Posting stock item sales (including Cost Of Goods Sold)
- Posting sales by department

When you create a Sales or Accounts Receivable transaction, Interface Keys that are attached to elements of the transaction create a combination known as the Interface Code. For example, a customer account might have the Interface Key *CUST* assigned to it, the Stock Item might have the Interface Key *INV1*, and the Sales Department might have the Interface Key *DEPT1* assigned to it.

These Interface Keys are combined to determine the Interface Code and the Interface Code defines the accounts to which to post the amounts related to the sale. To put it another way, wherever an account is replaced by a GL Key, the Interface Code resulting from combining the GL Keys in the transaction will determine where the amounts will be posted.

The following Interface Keys combine to create the Interface Code. Interface Keys can be up to six alphanumeric characters and at least one character is required in every code.

Position 1	Position 2	Position 3
Customer Key	Stock Item Key	Sales Department Key
Cash Key	Discount Key	
	Non-Inventory Key	
	Terms Key	
	Transaction Key	
	Inventory Key	

Position 1 Keys

This key is either the customer's AR Code (for sales that are charged to the customer's account), or the GL Cash Key (for cash sales). You can have unlimited Customer Keys, but only one Cash Key. The AR/Cash account must be the same for all Interface Codes that start with the same key in section 1. For example, only one AR/Cash account can apply to any Interface Codes starting with *CUST1*.

Position 2 Keys

The key in the second position describes the transaction. Multiple keys can be used in the same transaction. A transaction can only have one key for the first position (AR Code or GL Cash Key) and each key in the second position can only have one department attached to it (even if multiple departments are used in the same transaction).

Position 3 Keys

The third section in the Interface Code is solely for the Sales Department Key. Generally only one department will apply to a single transaction, and because accounts receivable transactions typically do not involve cost of goods sold, accounts receivable transactions usually don't use a GL Key in the third position. A sales department can have Inventory and Non-Inventory Keys that override all other inventory or non-inventory items. (If GL Keys are entered in the Sales Department Code, these are used. If no key is entered, the key attached to the specific stock item or non-inventory item is used).

Posting with Interface Codes vs. Account Numbers

This table provides an overview of how transactions are posted using either an account number or Interface Code. When you post a transaction, the system uses either the account shown in the Posting Account column or the Interface Key shown in the GL Key column. These accounts or keys are set up through the location indicated in the Account Location column.

Account Location	Posting Account	GL Key
Sales Order Entry Preferences, Defaults tab	GL Cash Account	GL Cash Key
Sales Order Entry Preferences, Defaults tab	Work Order Deposit Accounts: GL Liability	none
Sales > Options > Codes > Non-Inventory Codes	GL Sales Account	Non-Inventory GL Key
Sales > Options > Codes > OE Sales Department Codes	Inventory Sales Account Non-Inventory Sales Special Order Account	Inventory GL Key Non-Inventory GL Key
Sales > Options > Codes > OE Discount Codes	GL Disc Account	Sales Discount GL Key
Sales > Options > Codes > Sales Tax Codes > Vendor	GL Expense	AP Vendor

Account Location	Posting Account	GL Key
IN > Options > Inventory Codes	GL Control Acct GL Adjustment Acct GL Variance Acct GL Misc Charge Acct	GL Control Acct GL Adjustment Acct GL Variance Acct GL Misc Charge Acct
IN > Options > Inventory Codes	GL Cost Of Goods Sold Acct	IN Code GL Key
IN > Options > Transaction Code	Opposing Account	Opposing Account
IN > Options > Promotional Pricing	GL Discount Account	GL Discount Key
IN > Stock > Stock Maintenance > IN Stock window Sales Info Tab	GL Sales Income	IN Stock GL Key
AR > Options > AR Codes window	GL Account	AR Code is used as the GL Key
AR > Options > Codes > Terms	Discount GL Account	AR Discount GL Key
AR > Options > Codes > Transaction	GL Account	AR Transaction GL Key
AR > Options > Codes > Tax	GL Account	GL Account
AP > Vendor > Vendor Maintenance	GL Expense	GL Expense
AP > Options > AP Codes	General Ledger Accounts: AP Liability Undistributed Cash (label only with BR Integration) Discount	none
AP > Options > AP Allocation Codes	An Account is selected for each line: GL Expense Account	GL Expense Account

Learning How Interface Codes Are Used in Other Modules

Before you choose to use Interface Codes, you might want to see how the codes are used in other modules. We recommend you refer to all of the information in this section regarding modules you purchased and installed.

Interface Codes in Sales

Each of the Interface Codes can specify a different set of accounts to which to post the transaction element with which it is associated. In this case, we have only the minimum number of Interface Keys, one for each transaction element and two Inventory Keys. As a result, there are two possible keys for the first position, four possible keys for the second position, and one possible for the third position. The table shows the Interface Codes that will specify the accounts for the related element.

For example, the discount element only has one Interface Key but two Interface Codes since the first Interface Key could be *CUST* or *CASH*.

We only want to split the sales of inventory items into two accounts. To keep everything else the same we would enter the same AR/Cash account for the Interface Code *CUST* and the Interface Code *CASH*.

Then, on the Interface Codes *CASHINVNTDEPT* and *CUSTINVNTDEPT*, we would enter the same account for the opposing account and the cost of goods sold account. These would be the posting accounts for transactions that include inventory stock items with the Interface Key *INVNT* assigned to them. For the other group of stock items we would apply a different opposing account and cost of goods sold account for the Interface Codes *CASHINVNT1DEPT* and *CUSTINVNT1DEPT*. These would be the accounts all stock items with the Interface Key *INVNT1* attached to them would use.

Transaction Element	All Possible Interface Codes
Customer	CUST___ ____ (All Interface Codes starting with the *CUST* Interface Key must post to the same AR/ Cash account)
Cash	CASH___ ___ (All Interface Codes starting with the *CASH* Interface Key must post to the same AR/ Cash account)
Stock Item	CASH**INVNT**DEPT CASH**INVNT1**DEPT CUST**INVNT**DEPT CUST**INVNT1**DEPT
Discount	CUST**DISC**DEPT CASH**DISC**DEPT
Non-Inventory	CUST**NONIN**DEPT CASH**NONIN**DEPT

Transaction Element	All Possible Interface Codes
Sales Department	CUST**INVNT**DEPT CUST**INVNT1**DEPT CUST**DISC**DEPT CUST**NONIN**DEPT CASH**INVNT**DEPT CASH**INVNT1**DEPT CASH**DISC**DEPT CASH**NONIN**DEPT

Adding Complexity In Sales

We can specify and customize the posting quite a bit. It might be that you want to post sales revenue to separate accounts to better see where the money is coming from. You can post discounts to one account and record non-inventory sales revenue to another. This can be done by selecting a unique account for each Interface Code with the Interface Key in it. For example, you can set up a separate account for non-inventory items by changing the opposing account in the *CUSTNONINDEPT* and *CASHNONINDEPT* Interface Codes.

We might also decide to show our sales revenue from cash customers versus accounts receivable customer sales and charges. This can be accomplished by selecting a different AR/Cash account for the Cash Interface Code. All Interface Codes starting with *CASH* are automatically changed.

Departments

Since the basic elements were put in place, your sales might have grown or you might want to see sales revenue for different parts of the store. This can be accomplished by adding another Sales Department GL Key. With a second Sales Department GL Key the number of possible Interface Codes doubles. You can then specify different sales accounts depending on the department from which the item is sold.

Now each sale will automatically post to the specified accounts depending on the stock item selected, discounts, non-inventory items, and sales departments.

Customers

Now that sales departments have been specified, you might want to identify new customers according to the department they are introduced in and then post all the revenue accordingly. Now you are posting transactions depending on the item selected or sold, the department it is sold in, and the customer.

A second customer could be added and this would triple the number of Interface Codes. As a result, a single stock item could post to ten different sales accounts depending on where it is sold, if it is sold as cash or to a customer charging to their account, who the customer is, and what category the stock item is in.

Sales GL Keys

The Sales module requires the most setup to use the Interface Table. If you are using the Interface Table options, be sure to review all of these GL Keys for Sales to ensure you get the most out of this powerful and flexible feature.

Non-Inventory Code GL Keys

The **GL Key** box replaces the **GL Sales Account** box when Interface Codes are active.

When a non-inventory stock item is attached to a sale, it becomes the second position of the Interface Code.

Sales Department Code GL Keys

When the Interface Table is activated, the OE Sales Department Codes use Sales Department GL Keys as well. Now instead of defining accounts associated with the Sales Department Code, you can attach GL Keys.

If a Sales Department Code has GL Keys entered in each box, the only position in the Interface Code that can vary will be the first position. The second position will be overridden by the GL Key selected in the **Sales Department Codes** window and the Cost of Goods Sold GL Key becomes the last position.

Inventory GL Key

The **Inventory GL Key** box replaces the **Inventory Sales Account** box in the **Sales Department Codes** window when Interface Codes are active.

If this is left blank, transactions will use the IN Code GL Key associated with the stock item in the transaction.

Non-Inventory GL Key

The **Non-Inventory GL Key** box replaces the **Non-Inventory Sales Account** box in the **Sales Department Code** window when Interface Codes are active.

If this is left blank, transactions will use the GL Key associated with the non-inventory item in the transaction.

Discount Code GL Keys

The **GL Key** box replaces the **GL Disc Account** box in the **Sales Department Codes** window when Interface Codes are active.

Enter a code in the **GL Key** box for each Discount Code. When a Discount Code is attached to a transaction, the GL Key attached to the Discount Code becomes the second position in the Interface Code.

GL Cash Key

In Module Preferences, the **GL Cash Key** box replaces the **GL Cash Account** box when Interface Codes are active.

Select **Options** > **Set Up the Order Entry Preferences** and then select the **Defaults** tab. Enter a GL Cash Key in the **GL Cash Key** box. For a cash transaction or one that does not have a customer attached to it, this GL Key becomes the first position in the Interface Code.

Interface Codes in Accounts Receivable

The Interface Codes function in a similar fashion in Accounts Receivable transactions except the third position (sales department) is not used and the cost of goods sold account is not used.

You might use Interface Codes in Accounts Receivable because you want to track the discounts customers are getting as a result of the terms you've set up for them.

Accounts Receivable Interface Codes only require two GL Keys; one GL Key is attached to the customers and the other is for any cash or non-customer transactions. The customer is the first position and the Terms Code GL Key or the AR Transaction Code GL Key is the second position.

The Interface Codes list for accounts receivable is much shorter than the list for sales. However, even though fewer variables keep it smaller and simpler, it can also be made larger if necessary.

The following list of Interface Codes would allow you to specify transactions for each transaction option. However, you could expand on this.

Transaction Element	All Possible Interface Codes
Customer	CUST___ (All Interface Codes starting with the *CUST* Interface Key must post to the same AR/ Cash account)
AR Terms Code	CUST**TERMS**
AR Transaction Code	CUST**2CHG** CUST**3VOID** CUST**4PMT**

AR Code GL Key

When the Interface Table function is active, the AR Code is also used as a GL Key. If you have entered the AR Code *A1,* then *A1* is also an AR Code GL Key.

The AR Code GL Key is attached to customers. You can use one code or as many as you want. Once the AR Code is created and applied to a customer in the **AR Code** box and a customer is selected in a transaction, the AR Code becomes the GL Key for the first position in the Interface Code.

AR Terms Code GL Key

The **GL Key** box replaces the **Discount GL Account** box in the **AR Terms Code** window when Interface Codes are active.

You can enter a code of two to six characters for Terms Code GL Keys. When a transaction has a Terms Code with a GL Key attached to it, the Terms Code GL Key becomes the GL Key for the second position in the Interface Code.

AR Transaction Code GL Key

The **GL Key** Box replaces the Terms Code **GL Account** box in the **AR Transaction Codes** window when Interface Codes are active.

The AR Transaction Code GL Key will become the second position in the Interface Code when the corresponding Transaction Code is selected. When you create Transaction Code GL Keys, use the following guidelines.

- Use any combination of two to six numbers and/or letters
- GL Keys for transactions of type 2, 5, and 7 are usually the same
- GL Keys for transactions of type 4 and 6 are usually the same
- GL Keys for type 9 transactions are usually unique because type 9 transactions (finance charges) post to an interest income account

Inventory GL Keys

Inventory has only one GL Key that applies to stock items. IN Promotional Pricing Codes also have a **GL Discount Key** box so that when IN Promotional Pricing Codes are attached to a sale, the Discount Key in the **GL Discount Key** box becomes the second position of the Interface Code. The **GL Discount Key** box replaces the **GL Discount Account** box when Interface Codes are active.

IN Codes GL Keys

The GL Cost of Goods Sold Account in the **IN Inventory Codes** window is determined by the Interface Code when the Interface Table is active.

The IN Codes are used as IN Code GL Keys. Each stock item has an IN Code attached to it and this code is also the GL Key applied to the stock item. When an item is sold, the IN Code GL Key becomes the second position in the Interface Code.

Setting Up Your Interface Codes

Now that you planned out the accounts to which you want things to post and under what circumstances, you know what and how many Interface Keys you need to create. You need to plan your naming or numbering scheme before entering any Interface Keys. It is also a good idea to use a scheme that allows you to easily expand. For a sample naming/numbering scheme, see “Interface Codes in Sales” on page 109. Once you plan what and how many keys you need and determine an effective naming or numbering scheme, you are ready to begin setting up your Interface Codes. Refer to each of the sections provided here to help you get set up.

Where Do I Start?

Since Interface Codes can become fairly complex, it is a good idea to choose one thing that you want to track, such as the sales posting for stock items, and then you can add complexity as you go.

Interface Codes work by mixing the elements of a transaction to determine where to post. For this reason, think about what factors should determine posting. Do you want posting to be dependent on the Sales Department? Do you want to post to different accounts based on whether or not you are selling to a customer as a cash or charge on their account? Do you want to post to different accounts based on which customer you sell to? Do you only want it to vary based on the stock item selected and not the department or customer?

Keep in mind that if you need to report on these different facets of your operation, but you don’t need the general ledger to reflect the differences, you don’t need to use Interface Codes. Instead, you can sort and filter many different sales reports by department, customer, and so on.

Starting Simple: An Example

If you want some stock item sales to post to specific sales accounts and you want others to post to different sales accounts, then start by deciding what the criteria are for posting to different accounts and then determine how many different accounts you want to post to.

Let’s say an organization sells items they manufacture and items they purchase from wholesalers. They want to use Interface Codes so they can post the sales revenue to separate accounts to see what items are selling and bringing in the most money.

To do this, the organization would need two Interface Keys to apply to Inventory. They can use the IN Codes that are already attached to the stock items, or they can change them based on the Interface Code scheme they develop. See the Inventory guide for information on attaching Inventory Codes to stock items.

Remember, the Interface Keys can be up to six alphanumeric characters and at least one character is required in every code in the first position. They also need Interface Keys for the other transaction variables, so they might end up with something like this:

Transaction Element	Interface Key Examples	Position in the Interface Code
Customer GL Interface Key (AR Code)	CUST	First

Transaction Element	Interface Key Examples	Position in the Interface Code
Cash GL Interface Key	CASH	First
Stock Item GL Interface Keys	INVNT, INVNT1	Second
Discount Code GL Interface Key	DISC	Second
Non-Inventory Code GL Interface Key	NONIN	Second
Terms Code GL Interface Key	TERMS	Second
AR Transaction Code GL Interface Keys	TRAN, TRAN2, TRAN3	Second
Sales Department GL Interface Key	DEPT	Third

A Sample Interface Table

When any of these elements are included in a transaction, the Interface Keys are combined to determine the applicable Interface Code. In the section “Starting Simple: An Example” on page 113, you can see sample Interface Keys and in the following table are all of the Interface Code possibilities using those Interface Key examples.

You could select different sales accounts for each Interface Code in this table. However, no matter what the Interface Code is, all codes that have the same first Key must use the same AR/Cash account.

The Interface Codes with only the first two keys would only be used for transactions in Accounts Receivable.

Position 1	Position 2	Position 3
CUST		
CUST	INVNT	
CUST	INVNT1	
CUST	DISC	
CUST	NONIN	
CUST	TERMS	
CUST	TRAN	
CUST	TRAN2	
CUST	TRAN3	
CUST	INVNT	DEPT
CUST	INVNT1	DEPT
CUST	DISC	DEPT
CUST	NONIN	DEPT
CUST	TERMS	DEPT
CUST	TRAN	DEPT

Position 1	Position 2	Position 3
CUST	TRAN2	DEPT
CUST	TRAN3	DEPT
CASH	INVNT	
CASH	INVNT1	
CASH	DISC	
CASH	NONIN	
CASH	TERMS	
CASH	TRAN	
CASH	TRAN2	
CASH	TRAN3	
CASH	INVNT	DEPT
CASH	INVNT1	DEPT
CASH	DISC	DEPT
CASH	NONIN	DEPT
CASH	TERMS	DEPT
CASH	TRAN	DEPT

How To Create GL Keys

Remember, IN Codes, AR Codes, and Sales Department Codes are also GL Keys. If you want to create more IN Code GL Keys, AR Code GL Keys, or Sales Department Code GL Keys, you will need to create additional codes.

The GL Cash Key is defined in Sales Module Preferences. Select **Options** > **Set Up the Order Entry Preferences** and select the **Defaults** tab. Enter a GL Cash Key in the **GL Cash Key** box.

To create a Non-Inventory, Discount, or Transaction Code GL Key:

1. Open the related code:
   - Sales Non-Inventory Codes
   - Sales Discount Codes
   - Accounts Receivable Transaction Codes
2. In the **GL Key** box enter the GL Key you want to use when that code is applied to a transaction. One GL Key could apply to all codes or you could have a different GL Key to apply to each code depending on the needs of your business.

Troubleshooting: Interface Codes

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
Transactions are not posting correctly when a sale is posted in the Sales module.	Make sure that you checked the **Use Interface Table** check box on the **System Settings** tab of the Controller module. For information on this, refer to the Controller guide.

Chapter

8

Additional Resources

Format Requirements for Importing Transactions

Format Requirements for the Import/Export Feature

GL Budget Import Requirements

Import Error Messages

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This section is designed to provide additional resources to further explain certain options, as well as provide additional troubleshooting assistance.

Format Requirements for Importing Transactions

When you import transactions from an external file, the information in the file being imported must be in the proper format. For example, fields need to be a certain length. Make sure that your formatting is correct to avoid possible errors. Information on the various format requirements is contained in this section; be sure to review all the information to help ensure you successfully import your external file.

Certain information, like dates, is required to post, but is not necessary to import transactions. Be sure to print an edit report and review it carefully before you post imported transactions (see “Printing the Edit Report” on page 67).

If you are importing non-transaction data using the Import/Export window, see “Format Requirements for the Import/Export Feature” on page 121 for the file format requirements and other important information.

File Formats Supported by Denali for Importing Transactions

The format requirements for a successful import are covered in this section. The file imported will contain multiple records, each having a CR/LF (carriage return/line feed) at the end and an “H” or “D” as the first character. Records with an “H” at the beginning are header or master records, and subsequent records with a “D” at the beginning are the detail lines (sometimes referred to as “child lines”) for that header record.

You can name the file anything you want, but the file extension must be .txt or the six character Denali company code, for example, GLXFER.TXT or Income.DMOACT.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as “fixed length”.
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s).

Refer to “General Ledger File Format Requirements” on page 120 for a list of the required fields and the order of the fields.

```
H        10/15/10          GL001800001     TransDescription
D        1010      Header  D       25.32
```

Column-Position (Fixed-Length)

```
H        10/15/10          GL001800001     TransDescription
D        1010      Header  D       25.32
D        1020      Deposit D       15.00
D        2100      Payable C       40.32
H        10/15/10          GL078960001     TransDescrption
D        1010      Header  D       125.88
D        1020      Deposit D       10.35
D        2100      Payable C       5.56
```

Tab-Delimited Format

```
H; 10/15/2010;GL001800001;TransDescription
D;1010;Header;D;25.32
D;1020;Deposit;D;15.00
D;2100;Payable;C;40.32
H;10/15/2010;GL078960001;TransDescription
D;1010;Header;D;125.88
D;1020;Deposit;D;10.35
D;2100;Payable;C;5.56
H;10/15/10;GL001800001;TransDescription
D;1010;Header;D;155.32
D;1020;Deposit;D;85.99
D;2100;Payable;C;400.52
```

Semi-colon Delimited Format

Figure 75: *External File Formats Supported by Denali*

Importing Quotation Marks in CSV Files

If you import csv (comma-separated values) data files that contain quotation marks, it is important to understand how Denali handles quotation marks during the import process.

Quotation Mark Rule	Example
Single quotation marks at the start of data in a field are removed. If you want Denali to keep quotation marks at the start of data, you need to add two more sets of quotation marks.	"""these quotation marks should remain""" = "these quotation marks should remain"
Quotation marks keep items that are separated by commas together as a group. If you have quotation marks at the start of a data field because information inside the quotes is separated by commas, but you want it to remain in one field, leave the quotes as is.	"quotation marks, keep, things, together" = quotation marks, keep, things, together
Quotation marks in the middle of a data string remain just as you typed them.	middle quotation marks "are not" affected = middle quotation marks "are not" affected

General Ledger File Format Requirements

Before you begin the import process, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is properly formatted, it will help eliminate the possibility of errors.

If errors occur, an Import Error Report is generated and errors on the report will indicate exactly which transaction has the problem. This will help you quickly identify the errors for correction. See “Import Error Messages” on page 125 for more information.

Table 1 on page 120 and Table 2 on page 121 provide the requirements for the external file used to import General Ledger journal transactions.

After you import the transactions from your external file, you can view the transactions in the window. The reference fields shown in the header table appear in the header section of this window and the reference fields shown in the detail table appear in the detail grid.

Required fields are noted with an asterisk (*).

Table 1: General Ledger External File Format Requirements for the Transaction Header

Field Order[a]	Field Description	Maximum Field Length[b]	Character Position (Fixed-Length Format)[c]	Data Type
1	* Header Identifier	1	1	Char-Caps
2	* Transaction Date[d]	10	2	Date
3	* Posting Reference	50	12	Char-Caps
4	Transaction Description	50	62	Character
	* End of Record (EOR)	02	112	

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length will be cut off at the length limit. If the file format is fixed length (column position) each field must be the exact length shown in the **Maximum Field Length** column. It cannot be longer or shorter.
c. If the field doesn’t start in the character position specified it will create an error and potentially prohibit the transaction from being imported.
d. If the transaction date is left blank, it will be imported as zeros. The transaction date must be in either MM/DD/YYYY or M/D/YYYY format.

Required fields are noted with an asterisk (*).

Table 2: General Ledger External File Format Requirements for the Transaction Detail				
Field Order[a]	**Field Description**	**Maximum Field Length[b]**	**Character Position (Fixed-Length Format)[c]**	**Data Type**
5	* Detail Identifier	1	1	Char-Caps
6	* Account Number	50	2	Char-Caps
7	Detail Description	50	52	Character
8	* Debit/Credit Flag[d]	1	102	Character
9	Transaction Amount[e]	17	103	Numeric
	* End of Record	2	120	

a. This number is for reference purposes only and will not appear in the actual text file.
b. If the file format is tab or semi-colon delimited, any characters over the specified length will be cut off at the length limit. If the file format is fixed length (column position) each field must be the exact length shown in the **Maximum Field Length** column. It cannot be longer or shorter.
c. If the field doesn't start in the character position specified it will create an error and potentially prohibit the transaction from being imported.
d. The debit/credit flag must either be blank or contain a "D" for debit or a "C" for credit. If left blank, the field defaults to "D".
e. This field must contain a positive number.

Format Requirements for the Import/Export Feature

When you import information from an external file, the information in the file being imported must be in the proper format. For example, fields might need to be a certain length. Make sure that your formatting is correct to avoid possible errors. This section contains information on the various format requirements; be sure to review all the information to help ensure you successfully import your external file.

We provide tables in the following sections that indicate the file format requirements to use in the Import/Export window. Note that for fields that indicate "Char-Caps", the import file can have lowercase characters; the system converts the characters to uppercase during the import process.

This section covers only file format requirements when you import data using the Import/Export window. If you are importing transactions, refer to "Format Requirements for Importing Transactions" on page 118.

File Formats Supported by Denali for Importing Data

You can name the file to best meets your needs, but there are other requirements for the format which are covered in this section. The file you import will contain multiple records, each having a CR/LF (carriage return/line feed) at the end and an “H” or “D” as the first character. Records with an “H” at the beginning are header or master records, and subsequent records with a “D” at the beginning are the detail lines (sometimes referred to as “child lines”) for that header record.

The external text file must be in one of the formats supported by Denali:

- **Column Position File (fixed length)**: Each field in the text file starts at a specific position and contains a fixed number of characters. This file type is sometimes referred to as “fixed length”.
- **Tab Delimited File**: The fields in the file to be imported are separated by tabs.
- **Comma Delimited File**: The fields in the file to be imported are separated by commas.
- **Semi-Colon Delimited File**: The fields in the file to be imported are separated by semi-colons.

Any dates in the external file that you want to import must be in a specific format that uses a separator to distinguish the day, month, and year. With the exception of colons and semi-colons, you can use any symbol such as a forward slash or an asterisk as the separator. For example, if you want to import the date February 19, 2012, you could format it as 02/19/2012.

The file format sample contained in this section is for reference purposes only and might not reflect the same type of information as your text file(s). Refer to “General Ledger File Format Requirements for Importing Data” on page 123 for a list of the required fields and the order of the fields.

```
1010000,Cash in Bank - (Regular),10,0,0, ,CA1,CASHEQ,
1016000,Cash In Bank Chase (Payroll),10,0,0, ,CA1,CASHEQ,
1017000,John Hancock Investment CDs,10,0,0, ,CA1,CASHEQ,
1020000,Cash on Hand - (Regular),10,0,0, ,CA1,CASHEQ,
1026000,Cash on Hand ( Payroll ) Chase,10,0,0, ,CA1,CASHEQ,
```

Comma Delimited Format

```
1010000    Cash in Bank - (Regular)        10 00    CA1    CASHEQ
1016000    Cash In Bank Chase (Payroll)    10 00    CA1    CASHEQ
1017000    John Hancock Investment CDs     10 00    CA1    CASHEQ
1020000    Cash on Hand - (Regular)        10 00    CA1    CASHEQ
1026000    Cash on Hand ( Payroll ) Chase  10 00    CA1    CASHEQ
```

Column-Position (Fixed-Length)

```
1010000    Cash in Bank - (Regular)        10    0    0    CA1    CASHEQ
1016000    Cash In Bank Chase (Payroll)    10    0    0    CA1    CASHEQ
1017000    John Hancock Investment CDs     10    0    0    CA1    CASHEQ
1020000    Cash on Hand - (Regular)        10    0    0    CA1    CASHEQ
1026000    Cash on Hand ( Payroll ) Chase  10    0    0    CA1    CASHEQ
```

Tab-Delimited Format

Figure 76: *External File Formats Supported by Denali*

To view the requirements for your file format before importing transactions, refer to “Use the Export Feature to View File Formats” on page 123.

Use the Export Feature to View File Formats

One way we suggest you verify the correct format you need to import an external file is to first export. This will allow you to see what is required for the type of file you will import. To verify the requirements for your external file format, you need to have at least one record (e.g., stock item, customer, or account) in your system, and then run the export feature.

To verify required file formats:

1. In the General Ledger module, select the export option from the left navigation pane.
   The Import/Export window appears.
2. From the drop-down menu, select *Export* as the type of transfer.
3. Select the type of file that is like the type you want to import, the method, and the format of the file you will also use for the import process.
4. Type the path to the file or use the ellipsis button to browse for the output file name and path for this test export.
5. Once you enter the information for this transfer, select the **Begin Export** button.

   When the process is complete, you will have a reference of what is required for the transfer options you selected. You can then use this export file as a guide to set up the file format for the data you will import (see “General Ledger File Format Requirements” on page 120).

General Ledger File Format Requirements for Importing Data

Before you begin to import data, you need to make sure the text file is in the proper format and that all required fields have entries. If the external file is properly formatted, it will help eliminate the possibility of errors.

Required fields are noted with an asterisk (*).

Table 3: General Ledger External File Format Requirements

Field Order[a]	Field Description	Maximum Length	Column Position (Fixed-Length Format)	Data Type
1	* Account Number	50	1	Character
2	Description	50	51	Character
3	Classification	3	101	Character
4	Annual Budgets	1	104	Numeric
6	Inactive Account	1	105	Char-Caps
7	GL Memo/Notes	35	106	Character
8	Reporting Group 1	6	141	Char-Caps
9	Reporting Group 2	6	147	Char-Caps

Table 3: General Ledger External File Format Requirements				
Field Order[a]	**Field Description**	**Maximum Length**	**Column Position (Fixed-Length Format)**	**Data Type**
10	Reporting Group 3	10	153	Char-Caps
11	Date Created	10	163	Date
12	Balance Forward Record[b]	18	173	Numeric

a. This number is for reference purposes only and will not appear in the actual text file.
b. This field is used only if import or export data includes balance forwards.

GL Budget Import Requirements

You can import CSV or XML budget files. You can only import revenue and expense accounts.

The column order in the file you import does not matter, but the column headings must match what is shown in this table. The import process will ignore anything that does not match the column headings.

Required fields are noted with an asterisk (*)

Column Number	Column Heading	Notes
1	* AccountNumber	Account number from master record
2	Description	Description from master record
3	Annual	True or False
4	YearCurrentBudget<Year>	Noted year's current budget
5	CurrentBudget<Period#>	Noted period's current budget
6-65	Columns 4-5 repeated as needed	Maximum periods = 65

Import Error Messages

This table provides a basic explanation of the various error messages you might receive during the import process and suggestions to correct any problems. If you complete the suggested fix and still receive the error, contact Customer Support at (800) 390-7053.

If this message appears	It means	Try this to fix it
“Maximum number of transactions reached. The import file is not allowed to have more than 9999 transactions, the remaining transactions will be skipped.”	This means that you have over 9999 transactions in the external file and have exceeded the maximum allowed by Denali.	You could break the external file into two files to decrease the number of transactions and retry the import again for those transactions that were skipped.
“Tran # xxxxx - Tran Date xx/xx/xxxx is not within fiscal calendar.”	This means that the indicated transaction you have tried to import is not within the fiscal calendar in which you are currently working.	You can change the transaction date in the external file to correspond with the fiscal calendar you are working in, or you might need to modify your organization’s fiscal calendar to accept the transaction. To modify your fiscal calendar, refer to the Controller guide.
“Tran # xxxxx - Tran Date xx/xx/xxxx is less than Block Date.”	This means that the indicated transaction date precedes the date you have determined as the Date Block Period for accepting transactions in the system.	You can either change the date in the external file to a date after the Date Block Period, or modify the Date Block Period in Denali. To change the Date Block Period, refer to the Controller guide.
“Invalid date detected. xx/xx/xxxx is an invalid date.”	You will receive this error message when the date is outside of the allowable date range. For instance, if the date is accidentally entered as 02/04/1007, you will receive this error message.	Check the transaction dates in your external file and retry the import process.

If this message appears	It means	Try this to fix it
“Invalid date format. xxx is an invalid format length.”	This means that the date is not in the required format of MM/DD/YYYY.	Revise the date format in the external file to match the required format of MM/DD/YYYY. For additional information, see “File Formats Supported by Denali for Importing Transactions” on page 118.
“Record xxx in the import file is the wrong length. Record skipped. The record is x characters too short (too long).”	The import file must be in the proper format to be imported. If a transaction contains too few, or too many characters, it cannot be imported.	You will need to adjust your external file to meet the file format requirements for importing into Denali. Refer to “Format Requirements for Importing Transactions” on page 118 for the specific requirements.
“Record xxxxx in the import file is not correctly delimited with tabs. Record skipped.”	There are specific requirements when you import a tab-delimited file, and this indicates that there is an error in the file format.	Refer to “Format Requirements for Importing Transactions” on page 118 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“Record xxx in the import file is not correctly delimited with semi-colons. Record skipped.”	There are specific requirements when you import a semi-colon delimited file, and this indicates that there is an error in the file format.	Refer to “Format Requirements for Importing Transactions” on page 118 for the correct format and make necessary changes to your external file. Then you can retry the import process.
“The import file exceeds the maximum number of 32767 records. Please fix the file and try again.”	This means that you have exceeded the maximum allowance of records that can be imported at one time by Denali and the import process was cancelled and no transactions were imported.	You could break the external file into separate files to decrease the number of records and retry the import process.
“Unable to open the file xxx. Please make sure no program is using this file and try again.”	The file you are attempting to import is open by you or another user and Denali cannot open it.	You will need to close the file and/or program using the external file and retry the import process.
“An unexpected error has occurred. The error number is xxx at record xxxxx with message x.”	Due to the complexity of this error, we recommend contacting Customer Support for assistance at (800) 390-7053.	

A

Accounting Period The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.

Batch Processing A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.

Batch Status The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.

Batch Type Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.

Benefit Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

c

CMS Date The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.

Cash Basis of Accounting The practice of recording revenue when received in cash and recording expenses when they are paid in cash.

Cash Flow Statement A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.

Cash Key An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.

Chart of Accounts A list of the general ledger accounts and corresponding account numbers used to record the events of a business.

Committed In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.

Consolidated Financial Statements Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).

Contra Account A ledger account which is deducted from a related account.

Contra-Asset Account An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.

Contra-Liability Account An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.

Cost Activity In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.

Cost Code In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.

Credit An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.

Credit Memo A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.

Debit A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.

Deduction Amount deducted from pre-tax or after-tax wages.

Default A value automatically placed in a data entry field that is saved unless it's overridden to a different value.

Department Code A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.

Detail Line Type The type of transaction item entered on a particular line of a transaction document.

Discount Code A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.

Double-Entry Accounting System A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From An asset account that indicates the amount of deposits held in another account.

Due To A liability account that indicates the amount payable to another account.

E

Earnings Wages, salary, or other compensation.

Edit Report A listing of entered but not posted transactions for checking the accuracy of the data entry work.

EFT Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).

EFTPS Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.

EIN Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.

Electronic Constants Method of saving data in a report format to submit the report electronically, rather than on paper.

Encumber Setting aside an amount as a planned expense or obligation.

Equity See *Owner's Equity*.

Expense The cost of goods or services used for the purpose of generating revenue.

Expense Allocation The process of allocating indirect expenses of a business among departments.

Extended Price The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.

FIFO Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.

Finished Good A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.

Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return.

Form 941 Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See Form 940).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities The claims against the assets of a business. The debts or financial obligations of a business.

LIFO Also known as “last in, first out” and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method The practice used to assign costs to inventory items sold.

W

W-2 Employee wage and tax statement, provided by the employer to the employee.

W-3 Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

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