

User Guide

General Ledger  
V21.1.0200

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EFI PrintStream | V21.1.0200 General Ledger User Guide

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# Introduction

## Overview

The General Ledger module concentrates on the entry of general, accrual, and standing journals, bank reconciliation, budget entry, displays, reports and balance forward utilities. Recording miscellaneous non-customer or vendor receipts and payments are also done from the General Ledger.

Reports that can be created from General Ledger include: Transaction by Account, Batch Transaction, Chart of Accounts and a Trial Balance. Please refer to the Financial Reports Module documentation for information on creation and use of Income Statements and Balance Sheets.

All journal entries, general accruals, general payments and general receipts are posted from General Ledger. Materials transactions, Postage Usage and Inventory transactions are also posted from General Ledger, Posting. Accounts Receivable invoices and Cash Receipts, Accounts Payable invoices and checks, and Postage checks are all posted from their respective modules.

Master File definitions for GL branches, departments and accounts, bank accounts, GL periods and budget definitions are found in the Masterfile Reports module. On a monthly basis, users should control open/closed periods in Masterfile Reports, System Maintenance, where different periods can be opened and closed for Accounts Receivable, Accounts Payable, General Ledger and WIP Materials modules.

## Contact Information

### EFI Support

<b>US Phone:</b>	855.334.4457 (First select option 3, then press option 8, then press option 1)
<b>US Fax:</b>	415.233.4157
<b>US E-mail:</b>	<a href="mailto:printstream.support@efi.com">printstream.support@efi.com</a>

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

**Note** For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

### EFI Professional Services

<b>US Phone:</b>	651.365.5321
<b>US Fax:</b>	651.365.5334
<b>E-Mail:</b>	<a href="mailto:ProfessionalServicesOperations@efi.com">ProfessionalServicesOperations@efi.com</a>

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

## Batch types used in this module

The Batch Types used in this module are:

- GJ = General Journal
- GA = Accrual Journal
- GR = Misc. Receipt Entry
- GP = Misc. Payment Entry
- MS = Material Batch
- SJ = Standing Journal

## G/L Reports

### Transaction by Account Report

This report shows a detail of transactions for each GL account. The report will include the date and batch number for the transaction. This report can be generated for one or more periods, and for one, several or all accounts. User can select to print accounts with zero balance and no activity, print a summary by batch type, or print the report sorted by batch type. The report displays with a running balance which will show the account balance as of a particular date. The user id of the user that posted the transactions to the General Ledger will print on this report.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

01\*General

G/L REPORTS

Transaction By Account Report

G/L Batch Transaction Report

Trial Balance

A/P Month End Calculation

A/R Month End Calculation

AP Tax Summary

Transaction by Account

Print Transactions:

Year: 2013

From Period: 1

To Period: 8

All Accounts

Selected Accounts For Selected Branch And Department

Selected Accounts For All Branches and Departments

Branch:

From Acct:

Dept:

To Acct:

Include Accounts with 0 balance and no activity

Display Summary By Batch Type for Account

Sort transactions by Batch Type

Code	Company Name	
01	Streamline Solutions	<input checked="" type="checkbox"/>
02	PrintStream	<input type="checkbox"/>

Print

Preview

Cancel

## Transaction by Account Report using Batch Type Summary Option:

01 Streamline Solutions,

TRANSACTION LEDGER

Printed: 12/4/2012 11:39AM

For Company 01 Streamline Solutions,

For Branch All

For Year: 2013

For Department : All

For Account # From 1200 To : 1200

For Period From : 1 To : 1

Company 01 Streamline Solutions

2013	1	01	01	01	1200 wip	Opening Balance	For Account	0.00		
Batch #	Journal#	Details	Description	Debit	Credit	Y_T_D	Running Balance			
10/20/2012 CI	8304	ap1 8764	- Printing Company PO#2419	45,945.00	LEAH		45,945.00			
10/20/2012 CI	8304	ap1 8764	- Printing Company PO#2419	14,520.00	LEAH		60,465.00			
10/21/2012 DI	8305	AR Invoice Summ	- wip		60,465.00	LEAH	0.00			
Balance				60,465.00	(60,465.00)					
Net Change				0.00			0.00			
				Debit	Credit		Debit	Credit		
CI Batches				60,465.00						
CP Batches										
DR Batches										
DI Batches					60,465.00					
PM Batches										
PX Batches										
PC Batches										
PT Batches										
IP Batches										
</										

**Key to Batch Types:**

<input checked="" type="checkbox"/> (CI) A/P Invoices	<input checked="" type="checkbox"/> (DR) A/R Receipts	<input checked="" type="checkbox"/> (FX) Refund Checks
<input checked="" type="checkbox"/> (CP) A/P Payments	<input checked="" type="checkbox"/> (DI) A/R Invoices	<input checked="" type="checkbox"/> (PC) Postage Checks
<input checked="" type="checkbox"/> (MS) Mat, Pstg, FG...	<input checked="" type="checkbox"/> (GR) GL Receipts	<input checked="" type="checkbox"/> (PT) PT Postage Transfer
<input checked="" type="checkbox"/> (GJ) GL Journal	<input checked="" type="checkbox"/> (GA) GL Accrual	<input checked="" type="checkbox"/> (GP) GL Payments
<input checked="" type="checkbox"/> (CA) Commission to Accrual	<input checked="" type="checkbox"/> (QP) Quick AP payment	
<input checked="" type="checkbox"/> (CS) Commission to AP	<input checked="" type="checkbox"/> (QI) Quick AP Invoice	
<input checked="" type="checkbox"/> (CO) Commission to Payroll	<input checked="" type="checkbox"/> (PM) Postmaster Checks	
<input checked="" type="checkbox"/> (CM) Commission AP Payment I	<input checked="" type="checkbox"/> (IP) Internal Postage	
<input checked="" type="checkbox"/> (DF) PrePayment Transfers		
<input checked="" type="checkbox"/> (VR) Void Postage Refund		
<input checked="" type="checkbox"/> (DS) Materila Postage Invoices		

The summary category for Other transactions on this report will include transactions from GL Standing Journals.

**G/L Batch Transaction Report**

This report is run by batch type and indicates posting information specific to General Ledger type batches. This report can be run by batch type or batch number, for one or more periods.

**General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael**

File Options Window Help

**01\*General**

G/L REPORTS

- Transaction By Account Report
- G/L Batch Transaction Report
- Trial Balance

**G/L Batch Transactions Report**

Report: Represents Data before Posting (recorded transactions)

Batch Type:

☐ General Journals  
☐ Cash/Check Payments  
☐ Check/Check Receipts  
☐ General Accruals  
☒ All

Batch Number

From 4000 To 4150

Period

Year: From 2013 To 2013  
 Period: 3 To 8

Print Preview Cancel

## Trial Balance

The Trial Balance is an accounting standard. The report shows both current and year to date totals for each account. This report is driven by period and year and can be broken down by branch and department. If the option for Zero balances is checked, all accounts will print on the report even if the activity on the account nets to zero.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS

- Transaction By Account Report
- G/L Batch Transaction Report
- Trial Balance
- A/P Month End Calculation
- A/R Month End Calculation

**TRIAL BALANCE**

Print:

☒ All ☐ Selected

Branch:

Department:

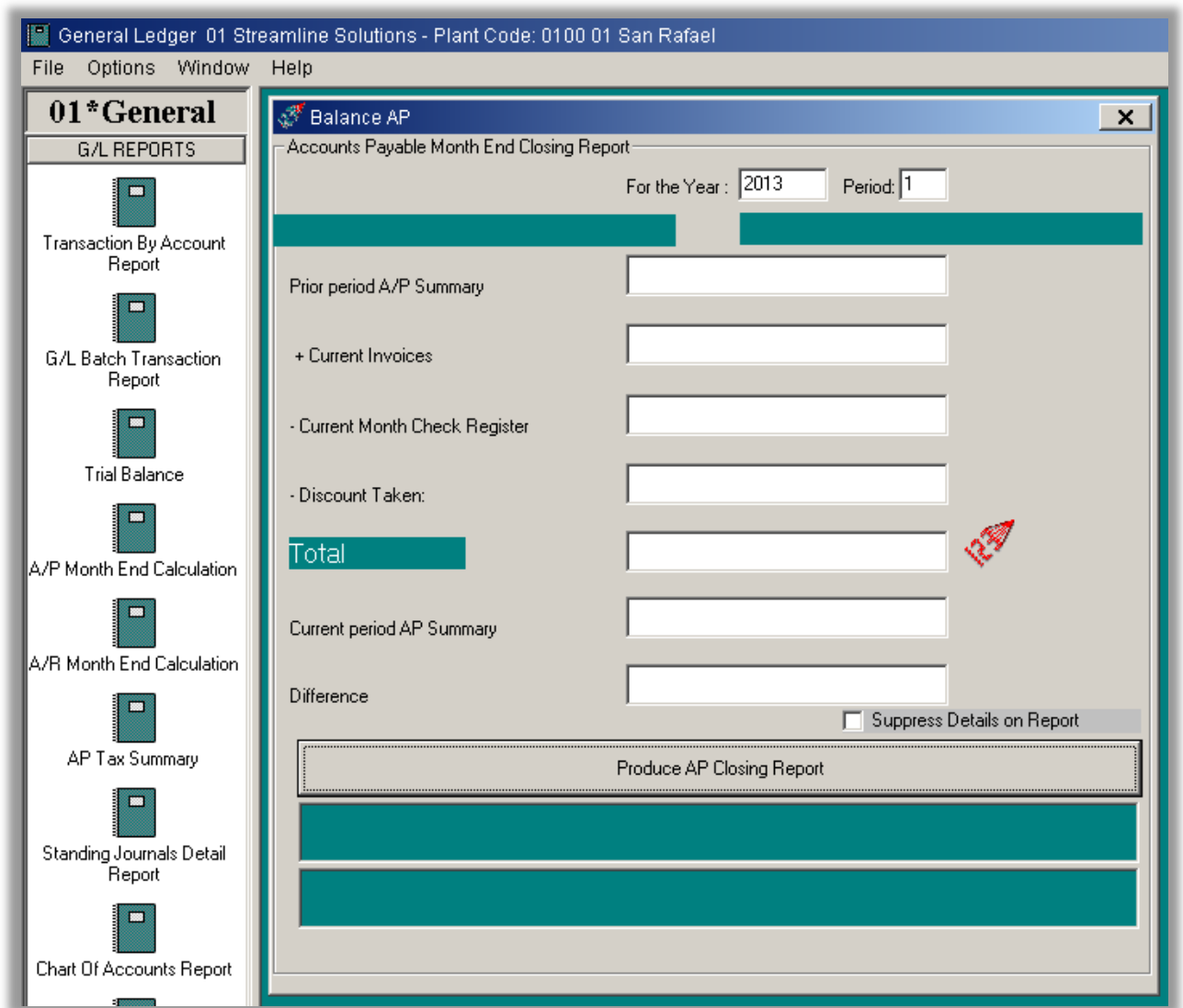
Zero Balances: If balance is zero, print? ☐

Year:  Period:

Code	Company Name	
01	Streamline Solutions	<input checked="" type="checkbox"/>
02	PrintStream	<input type="checkbox"/>

## A/P Month End Calculation

This report provides reconciliation by period and indicates an out of balance within the AP Module and/or a difference to the AP Control account. For details on the out of balance in AP, run the reconciliation report in AP Reporter, Month End Reports. Summary information by Vendor is listed if the option to "Suppress Details on Report" is chosen. If the option is not checked, detailed Vendor information is provided. A difference between the AP Module and the AP Control Account can occur if AP batches have not been posted to the General Ledger or if entries have been made directly to the AP Control account instead of in the subsidiary ledger.



**A/R Month End Calculation**

This report provides reconciliation by period and indicates an out of balance within the AR Module and/or a difference to the AR Control Account. For detail on the out of balance in AR, run the reconciliation report in AR Reporter, Month End Reports. A difference in the AR Module and the AR Control Account can occur if AR batches have not been posted to the General Ledger or if entries have been made directly to the AR Control account instead of in the subsidiary ledger.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

### 01 \*General

#### G/L REPORTS

- Transaction By Account Report
- G/L Batch Transaction Report
- Trial Balance
- A/P Month End Calculation
- A/R Month End Calculation
- AP Tax Summary
- Standing Journals Detail Report
- Chart Of Accounts Report

#### Balance AR

Accounts Receivable Month End Closing Report

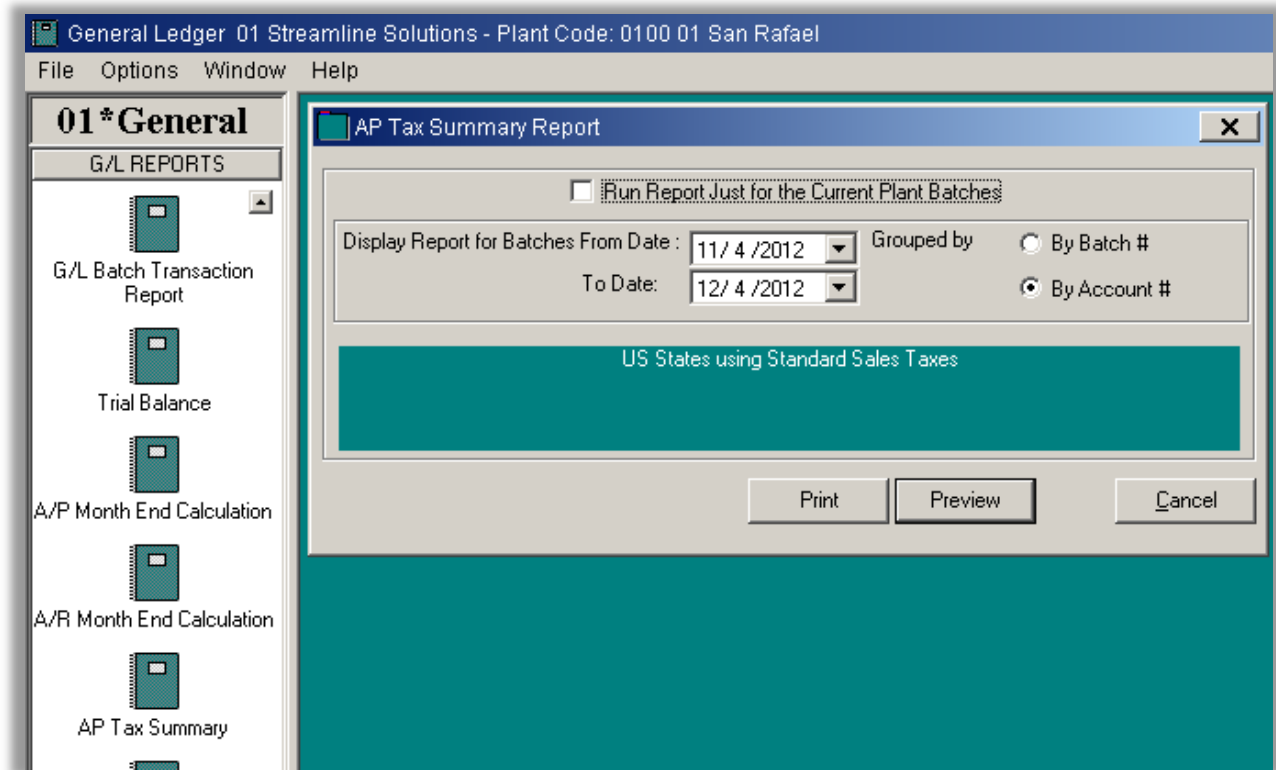
For the Year : 2012 Period: 12

Prior period A/R Summary	
+ Current Period Invoices	
- Current Month Cash Receipts	
- Discount Taken:	
<b>Total</b>	
Current period AR Summary	
Difference	

Produce AR Closing Report

## AP Tax Summary Report

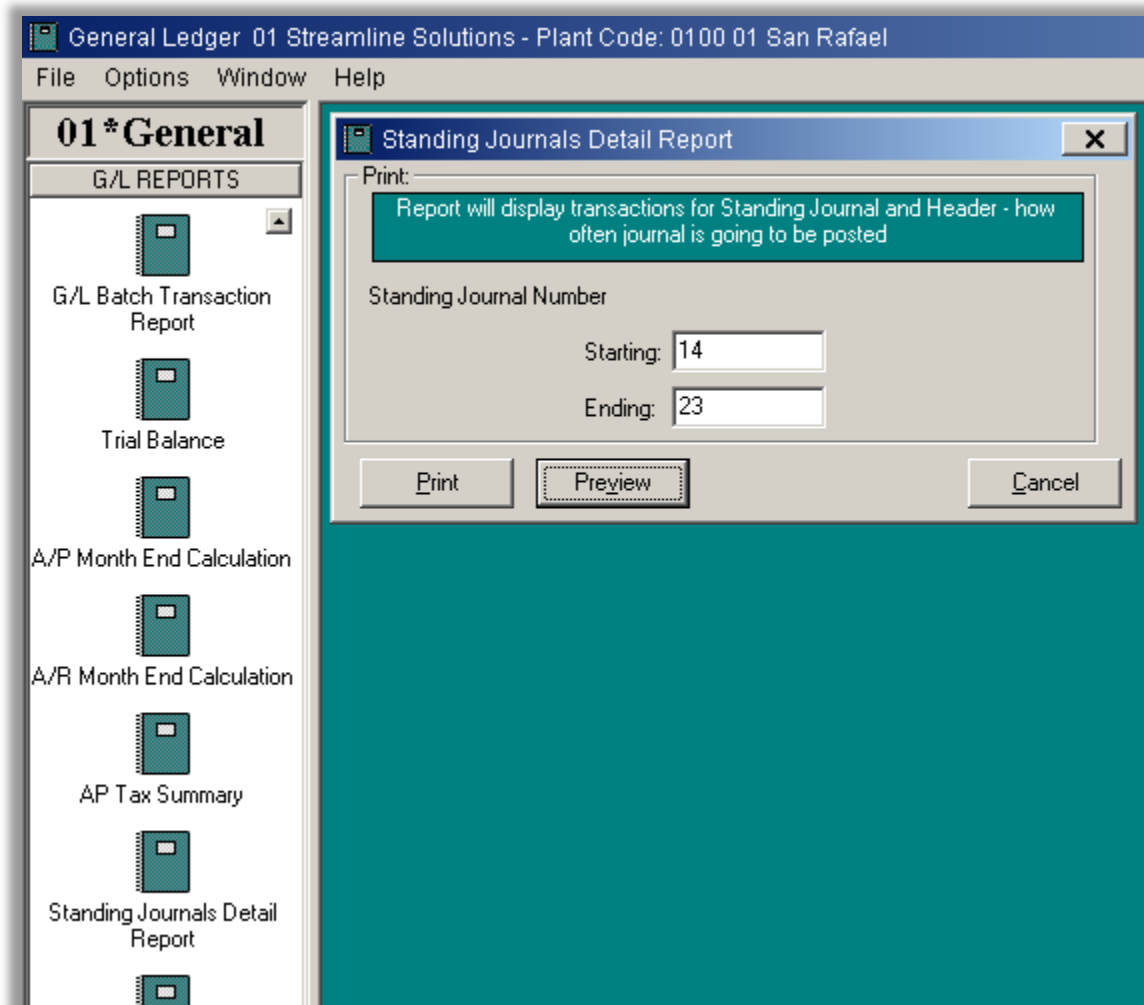
This report was designed specifically for Canadian users. This report provides a detail of sales tax paid. It can be run for a specific date range and sorted by batch number or account number. United States users should refer to the AR Reporter for sales tax reports.





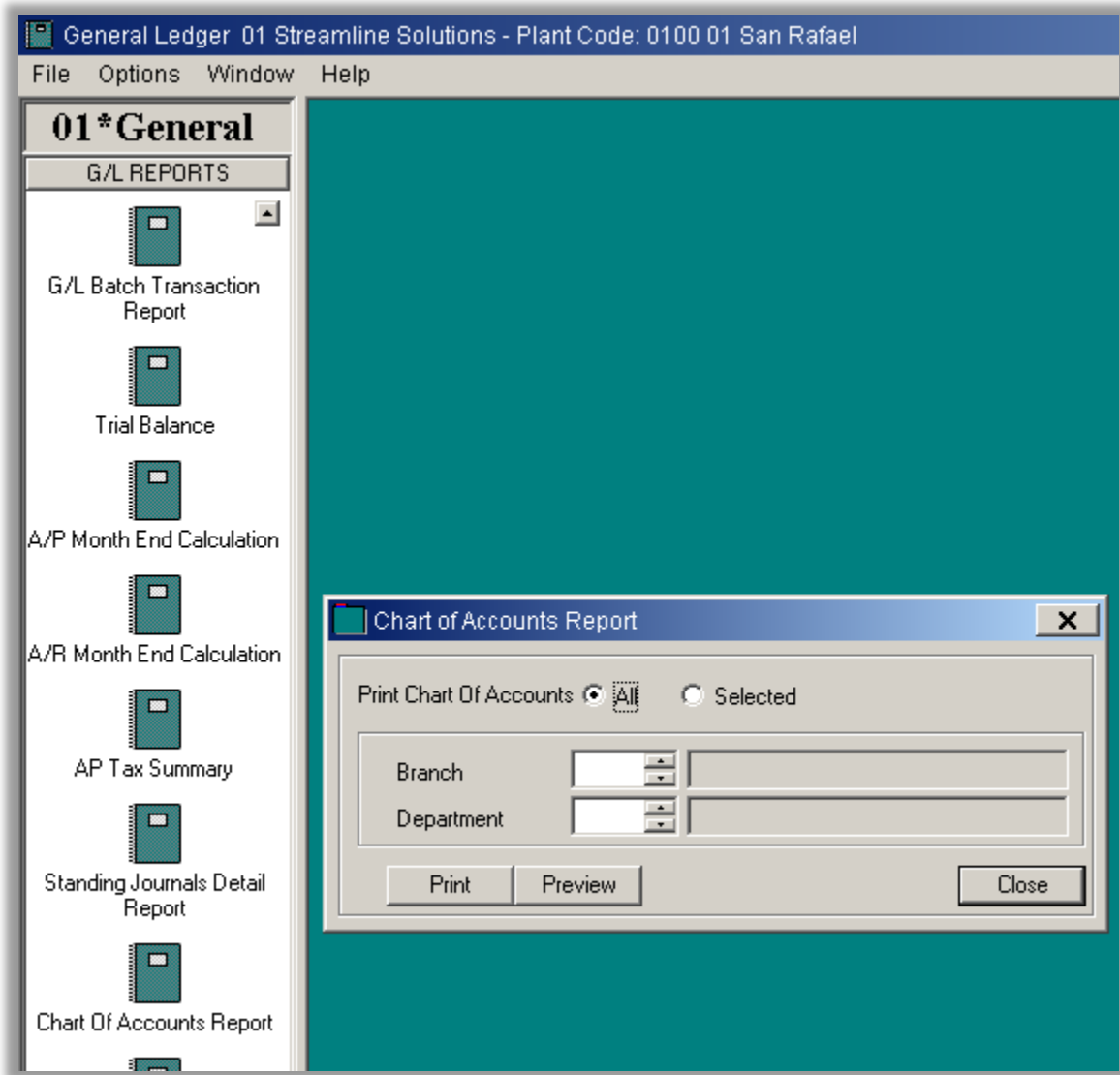
### Standing Journals Details Report

This report provides a detail of the current definition of each standing journal. It includes information on the last posting date, number of postings (updates), and posting frequency. This report can be generated for one, all or a range of Standing Journals. It is recommended to preview/print this report prior to posting of Standing Journals. The report can be generated for one journal, all journals or a range of journals.



### Chart of Accounts

This shows each account as defined in Masterfile Reports, Accounting Structure, G/L Chart of Accounts, and includes its Type, normal balance and an external GL code if defined. This report can be printed for selected branches and departments.



## Trial Balance (Multi Plants)

The Trial Balance for Multi Plant allows a Trial Balance to be produced for specific plants, Branches, or Departments for a specific period.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS

- G/L Batch Transaction Report
- Trial Balance
- A/P Month End Calculation
- A/R Month End Calculation
- AP Tax Summary
- Standing Journals Detail Report
- Chart Of Accounts Report
- Trial Balance(Multi Plants)
- ReconcileAcct

**Trial Balance for the combination of Company /GL Branches /GL Departments**

Code	Company Name	
01	Streamline Solutions	<input checked="" type="checkbox"/>
02	PrintStream	<input checked="" type="checkbox"/>

☐ UnCheck All Companies

Company	Plant	Plant Name	
01	0100	01 San Rafael	<input checked="" type="checkbox"/>
02	0200	02 Utah	<input checked="" type="checkbox"/>

☐ UnCheck All Plants

Company	Plant	GL Branch	GL Branch Name	
01	0100	01	Main Branch	<input checked="" type="checkbox"/>
01	0100	10	Print Branch	<input checked="" type="checkbox"/>
01	0100	15	Fulfillment Branch	<input checked="" type="checkbox"/>
01	0100	20	Data Processing	<input checked="" type="checkbox"/>
01	0100	50	Data Dictionary Branch	<input checked="" type="checkbox"/>
01	0100	60	Control Branch	<input checked="" type="checkbox"/>
01	0100	70	Kris Dept	<input checked="" type="checkbox"/>

☐ UnCheck All GL Branches

Company	Plant	GL Branch	GL Department	GL Department Name	
01	0100	01	01	Main Department	<input checked="" type="checkbox"/>
01	0100	10	10	Print Department	<input checked="" type="checkbox"/>
01	0100	15	10	Fulfillment Department	<input checked="" type="checkbox"/>
01	0100	20	10	Data Processing Department	<input checked="" type="checkbox"/>
01	0100	50	01	Data Dictionary Department	<input checked="" type="checkbox"/>
01	0100	60	01	Control Department	<input checked="" type="checkbox"/>
01	0100	70	01	Kris Dept	<input checked="" type="checkbox"/>
01	0100	80	01	Warehouse	<input checked="" type="checkbox"/>
02	0200	01	01	Control	<input checked="" type="checkbox"/>
02	0200	21	01	Fulfillment Department	<input checked="" type="checkbox"/>
02	0200	23	01	Data Processing Department	<input checked="" type="checkbox"/>

☐ UnCheck All GL Departments

Year: 2012 Period: 12

Zero Balances: If balance is zero, print? ☐

Print Preview Cancel

### Reconcile Acct

This provides an AR Reconciliation for one or a range of customers. This information can also be found by using the AR Reconciliation in AR Reporter.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

01\*General

G/L REPORTS

G/L Batch Transaction Report

Trial Balance

A/P Month End Calculation

A/R Month End Calculation

AP Tax Summary

Standing Journals Detail Report

Chart Of Accounts Report

Trial Balance(Multi Plants)

ReconcileAcct

Reconcile one Debtor Account

100

The Perfect Storm

100

The Perfect Storm

Reconcile For the Year

2013

Period : 

12

Prior period A/R Summary

+ Current Period Invoices

- Current Month Cash Receipts

- Prepayment applied to invoices for the month:

- Discount Taken:

Total

Current period AR Summary

Difference

OK

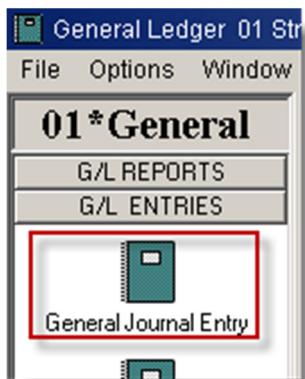
Cancel

## G/L Entries

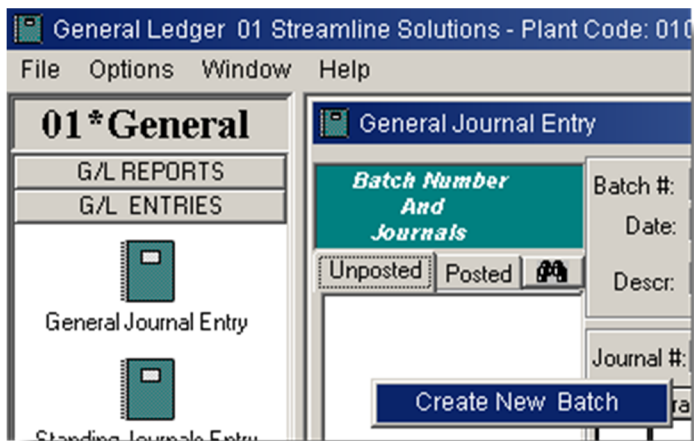
The PrintStream system allows five types of entries to the General Ledger. To navigate the General Ledger entry screens, use the Tab key to move from window to window or from button to button. Once in the grid area, use the Enter key to move from cell to cell. The +/- keys on the number pad will serve as search keys when looking for the branch, department and account numbers.

### General Journal Entry

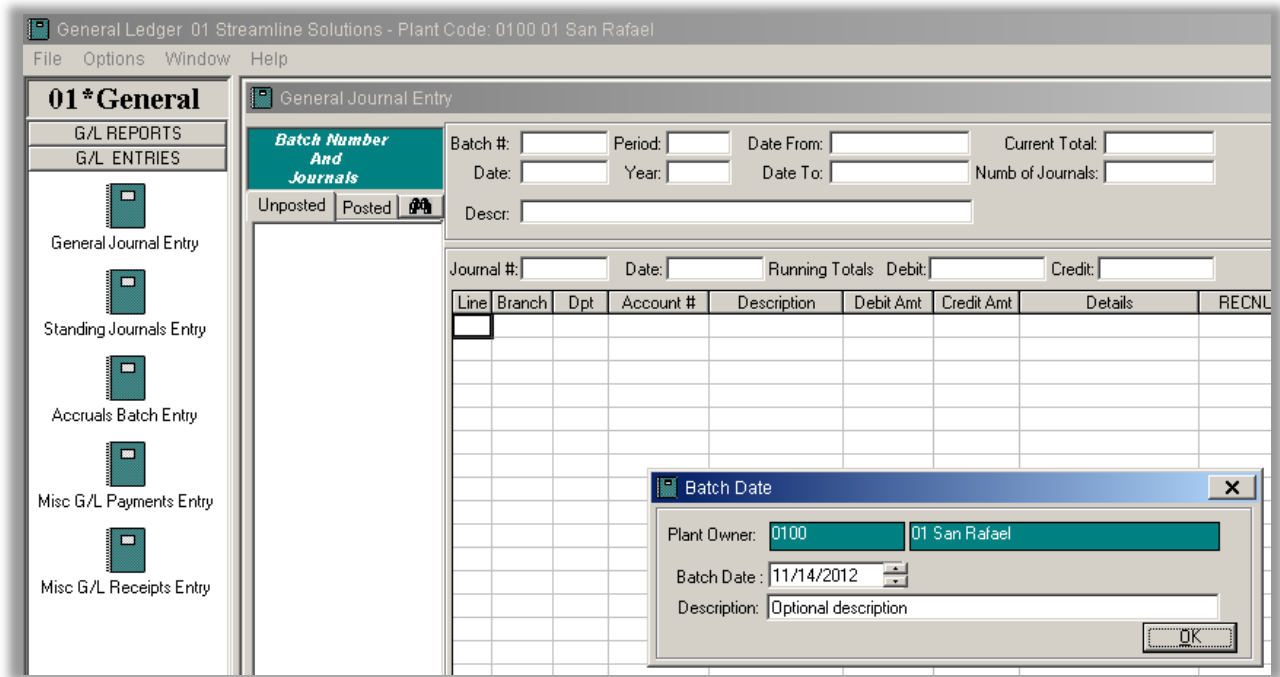
From the General Ledger Menu select G/L Entries; then General Journal Entry.



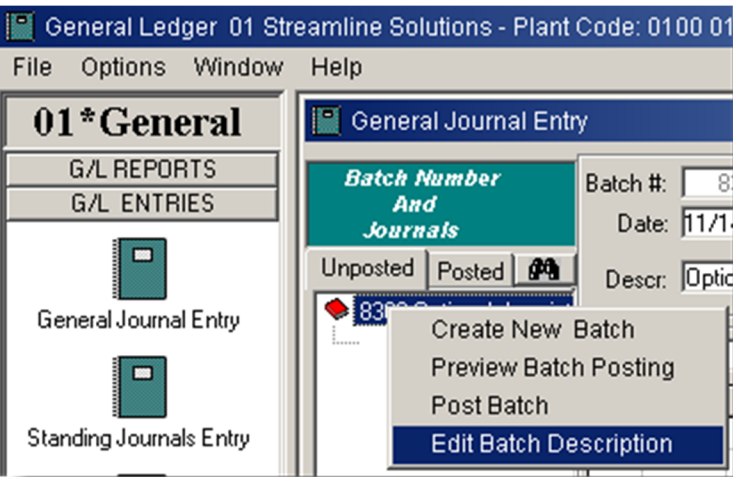
Create a new batch by right clicking while the cursor is positioned in the batch column of the unposted tab.



Select Create New Batch, verify the date of the batch, (default is the system date), add a description if desired, then select Ok. The batch description allows for a short name to go along with the batch for ease of tracking when multiple batches are visible.



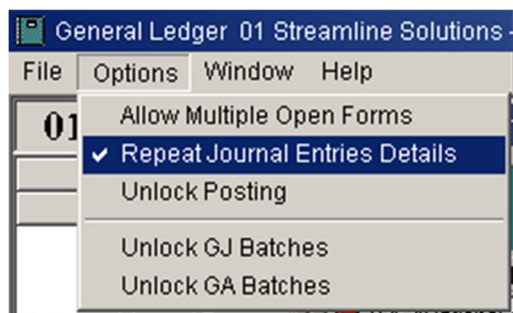
The batch description can be changed by highlighting the batch number, right click and select Edit Batch Description.



At the same time the batch is created one new journal will automatically be created, the date will auto-fill, the first line number will be assigned, and the cursor will be placed in the next cell ready to receive data

The journal date must be in the same period as the batch. To proceed with the journal entry, a line number must first be assigned. The first line number in all journals is automatically assigned. When the user hits the Enter key, after completing the Details field, the next line is automatically assigned with the next number. When the entry is complete, select Save and then Close, or Continue working on the same journal. You can also select Save and then select New Journal to continue adding more journals within the same batch. Each journal must be in balance before it can be saved or posted. The dollar amounts in the debits and credits windows will remain in red until the journal is in balance. Once the journal is in balance, the dollar amounts in the running totals fields will change to black.

If you wish to have the details repeated throughout the journal (the default), select Options from the upper Toolbar and verify the Repeat Journal Entries Details option has been selected. Deselect if you do not want them to repeat. If details are entered, they will appear on the Batch Transaction report, the G/L Account Summary Display, the Batch Status Display and the Transaction Ledger.



\_\_\_\_\_

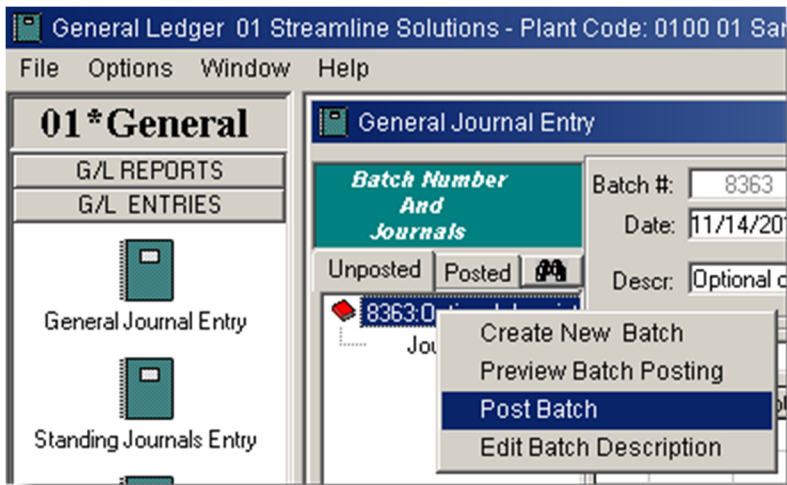
To create a new journal within an existing batch, first left click the batch to work with and then select the New Journal button in the lower portion of the screen. The Journal # will automatically be assigned, the date will auto-fill, the first line number will be assigned, and the cursor will be placed in the next cell ready to receive data.



---

Figure 1

\_\_\_\_\_

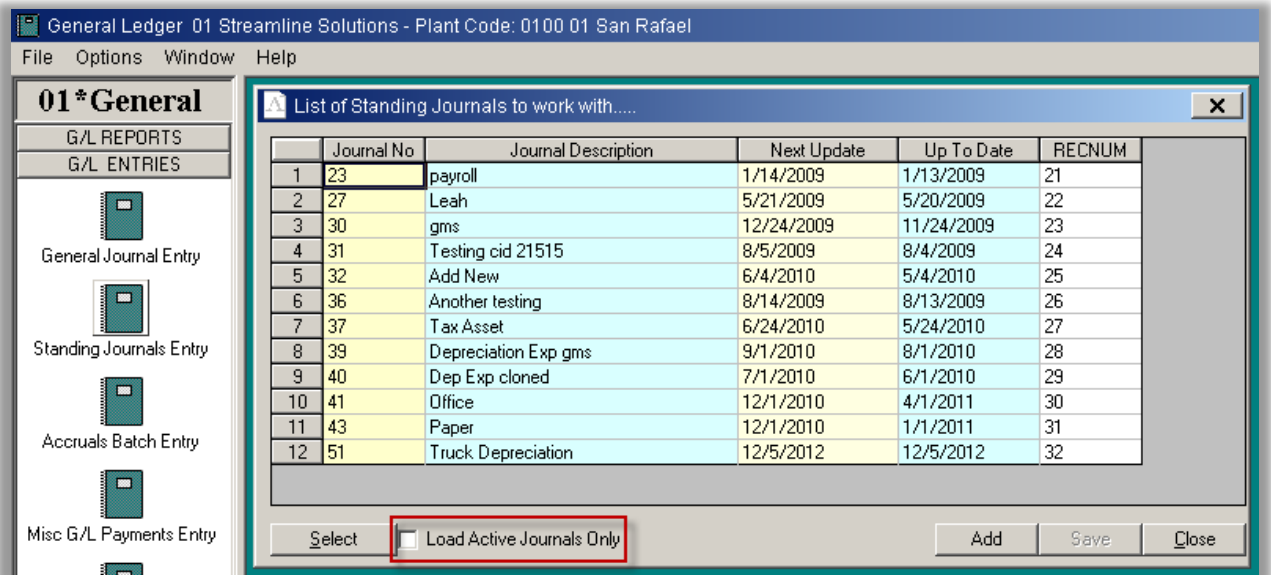


## Standing Journals Entry

This is a helpful tool to use for entries whose basic structure and frequency remain constant. Creating a “template” journal entry to make one or more small changes to each month before posting saves time by eliminating the need to re-key the same account information each time the user needs to make a specific entry. (This type of entry is ideal for depreciation and payroll entries.)

From the General Ledger Menu select G/L Entries, Standing Journals Entry.

You can either work with an existing journal by selecting a journal number from the grid or you can create a new journal by selecting Add at the bottom right. By default, all standing journals are listed. Check the box to Load Active Journals Only to filter the list.



For a new Standing Journal select the Add button. Enter a Journal description then save. To proceed click on Select.

When creating a new Standing Journal Entry, enter the frequency the entry needs to post. The most common selection is once per month, i.e. Post Every 1, Month. Enter the first date to post the entry (From Date:) and how many times to post it (12 = 1 year). For a quarterly entry, enter 3 and then select Month. The number of postings would be 4. For a new entry, the Last Update field will be blank, the Next Update field will be the same as the

From Date and the Final Update field will calculate based on frequency and number of postings. The description will print on the Posting report and the Standing Journal report.

Continue to create the entry using the technique described in General Journal Entry and click Save when complete.

Line No	Branch	Dpt	Account	Description	Debit Amt	Credit Amt	Details
1	01	01	1800	Automobiles	0.00	225.00	Van Depreciation
2	01	01	1850	A/D Automobiles	225.00	0.00	Van Depreciation
					0.00	0.00	
					0.00	0.00	

Standing Journal entries can be updated on a regular basis as needed by selecting the Journal number in the grid and clicking on Select. Changes can be made in the grid and saved prior to the scheduled posting.

**Note** Make note of the journal number for the following month's adjustments and future postings.

To cancel Standing Journals from posting the entire number of postings, refer to the section on Utilities.

These Journals are posted in the G/L posting screen by selecting the icon for Post G/L Standing Journals, found under the G/L Posting menu bar.

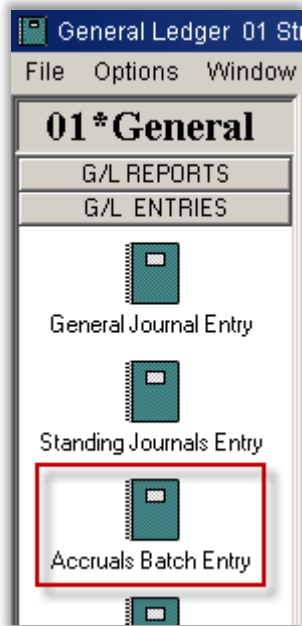
If details are entered they will appear on the Batch Transaction Report, the G/L Account Summary display, the Batch Status Display and the Transaction Ledger Report.

The journal description will print on the last line of the posting report.

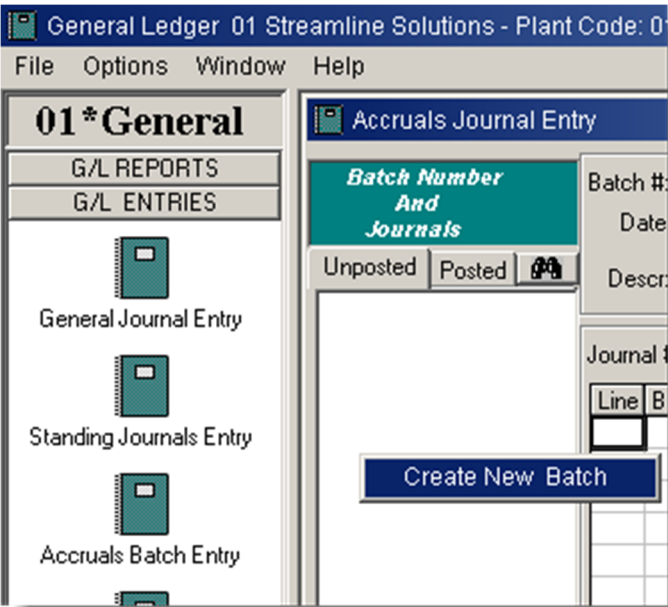
## Accrual Batch Entry

This timesaving feature automatically reverses an entry in the following month. This type of entry is commonly used for payroll accruals, expense accruals, etc.

From the General Ledger Menu select G/L Entries; then Accruals Batch Entry.



Create a New Batch of accrual journals by right clicking while the cursor is in the Unposted batch column.



Select new batch, verify the date of the batch, add a description if desired, then select Ok. A new batch number and a new journal number will be automatically assigned.

Enter the journal date, which must be in the same period as the batch. Continue to create the entry using the technique described in *General Journal Entry*.

General Ledger

01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File

Options

Window

Help

01\*General

G/L REPORTS

G/L ENTRIES

General Journal Entry

Standing Journals Entry

Accruals Journal Entry

Batch Number And Journals

Batch #: 8364

Period: 2

Date From: 11/17/2012

Current Total: 00.00

Date: 11/30/2012

Year: 2013

Date To: 12/3/2012

Num of Journals: 0

Unposted

Posted

Descr: November PO Receipts

8364: November PO Receipts

Journal #171

Journal #: 171

Date: 11/30/2012

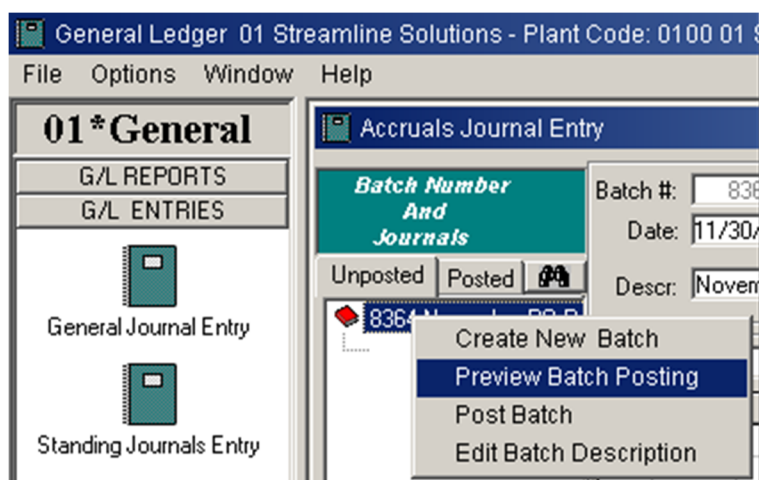
Running Totals

Debit: 5200.00

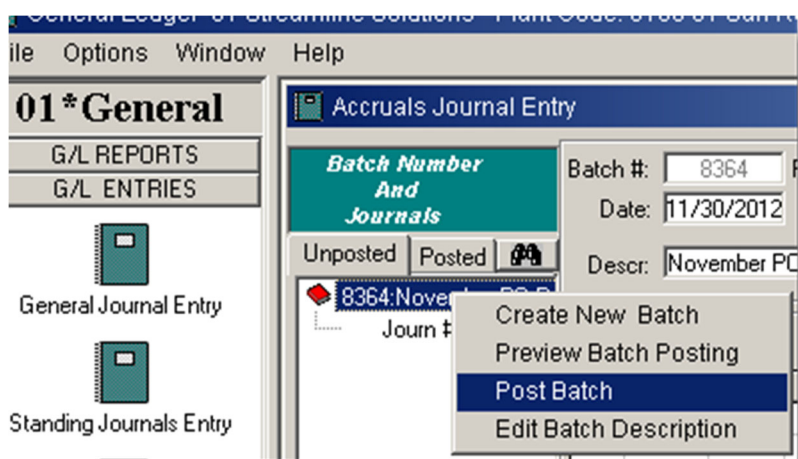
Credit: 5200.00

Line	Branch	Dpt	Account #	Description	Debit Amt	Credit Amt	Details
1	01	01	1326	White Paper Inven	5200.00	0.00	PO received. No AP inv
2	01	01	2000	Accounts Payable		5200.00	PO received. No AP inv
					0.00	0.00	
					0.00	0.00	

To verify the posting details prior to posting, highlight the batch, right-click, select Preview Batch Posting to view/print the batch posting details.



To post the Accruals Batch, highlight the batch to be posted, right-click, select Post batch and the batch will post. The batch will drop from the Unposted list and move to the Posted tab.



**Note** The “double entry”, which posts both the day of the entry and reversal entry for the first day of the next period.

**Batch Posting Transactions Report**

Printed 12/5/2012 10:18:05AM

Page 1 of 1

Batch No	8,364	GA	Batch Period	2	Batch Year	2013	Batch Date	11/30/201
Journal No	171	Journal Date	11/30/2012	Dr	Cr			
01-01-01-1326	White Paper Inventory	11/30/2012	5,200.00			PO received. No AP invoice -		
01-01-01-1326	White Paper Inventory	12/4/2012		5,200.00		ACCR REV-PO received. No AP invoice -		
01-01-01-2000	Accounts Payable	11/30/2012		5,200.00		PO received. No AP invoice -		
01-01-01-2000	Accounts Payable	12/4/2012	5,200.00			ACCR REV-PO received. No AP invoice -		
<b>Total For Journal No</b>		<b>171</b>		<b>10,400.00</b>	<b>10,400.00</b>			
<b>Total For Batch No</b>		<b>8,364</b>		<b>10,400.00</b>	<b>10,400.00</b>			

When viewing the entry after posting, the entry screen will include the reversal entries.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS

G/L ENTRIES

General Journal Entry

Standing Journals Entry

Accruals Batch Entry

Misc G/L Payments Entry

Misc G/L Receipts Entry

**Accruals Journal Entry**

Batch Number And Journals

Unposted Posted

Batch #: 8364 Period: 2 Date From: 11/1/2012 Current Total: 5200.00

Date: 11/30/2012 Year: 2013 Date To: 12/3/2012 Num of Journals: 1

Descr: November PO Receipts

Journal #: 171 Date: 11/30/2012 Running Totals Debit: 10400.00 Credit: 10400.00

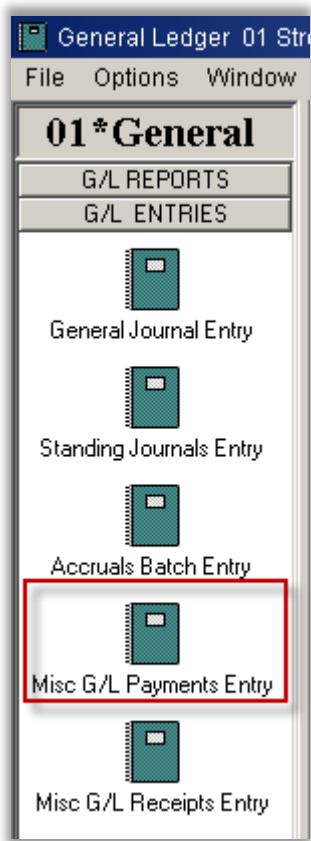
Line	Branch	Dpt	Account #	Description	Debit Amt	Credit Amt	Details
01	01		1326	White Paper Inven	5200.00		PO received. No AP invoice
01	01		1326	White Paper Inven		5200.00	ACCR REV-PO received.
01	01		2000	Accounts Payable		5200.00	PO received. No AP invoice
01	01		2000	Accounts Payable	5200.00		ACCR REV-PO received.

\*Before you start a new line - be sure:  
a line number has been assigned!

Close

### Miscellaneous General Ledger Payments

This screen should be used with caution. It is recommended that payments of any type be made through the Accounts Payable or Postage modules. If checks are entered directly through this G/L screen, **there will not be any historical record for the payee and the check will not appear on the monthly check register in AP Reporter, nor will it record the payment for 1099 reporting.** The payment will appear in the Bank Reconciliation program, but there is no printing of the check. Known uses of this screen are to log checks for one-time payee's that will not be set up as actual vendors and a manual check was created, or the recording of service charges or fund transfers from the bank account.

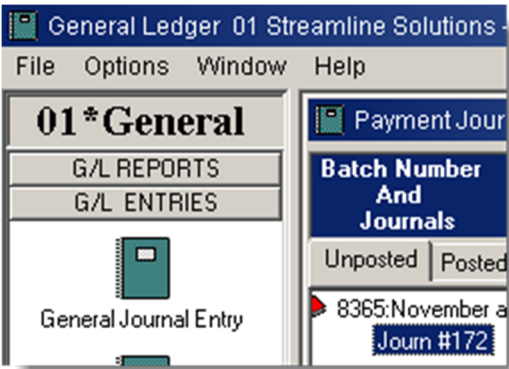


Create a new batch by right clicking while the cursor is in the batch column.



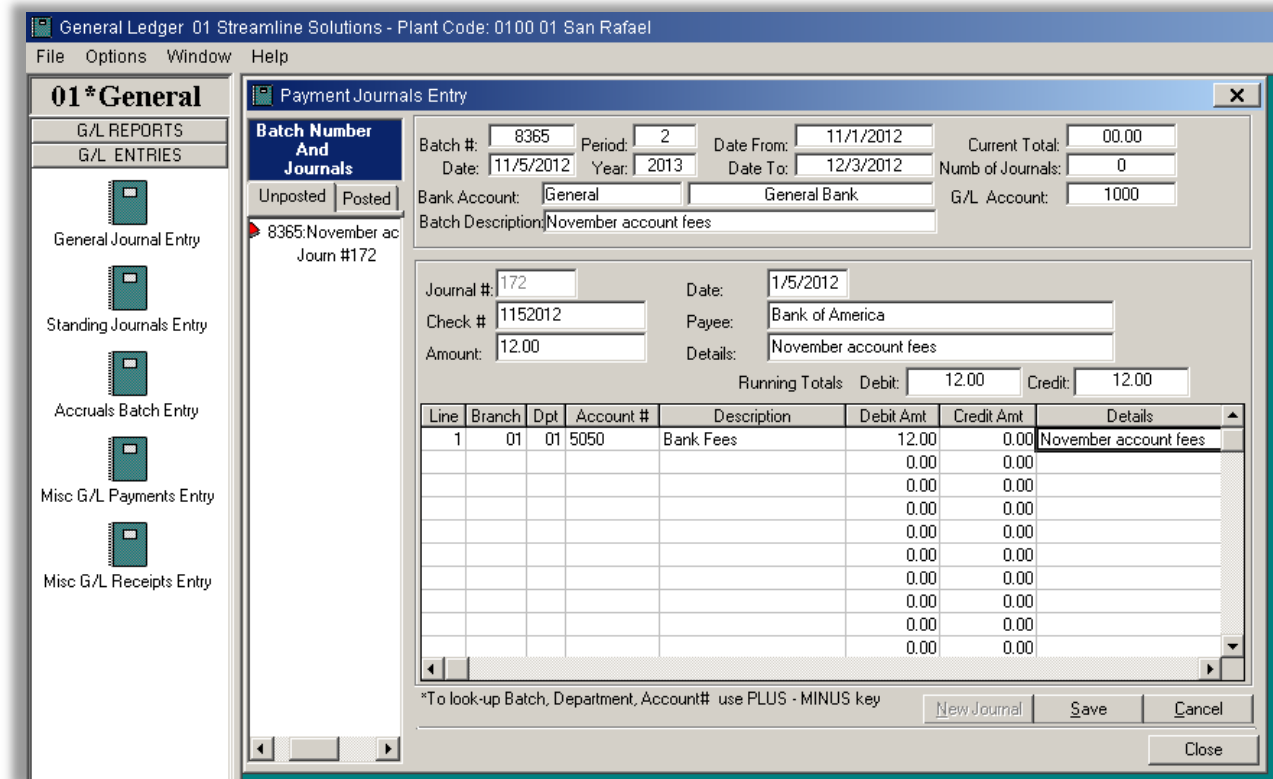
Select New Batch, verify the date of the batch and the bank account number, add a batch description if needed, then select Ok.

Click the + symbol, to the left of the batch number and left click the auto created journal number.

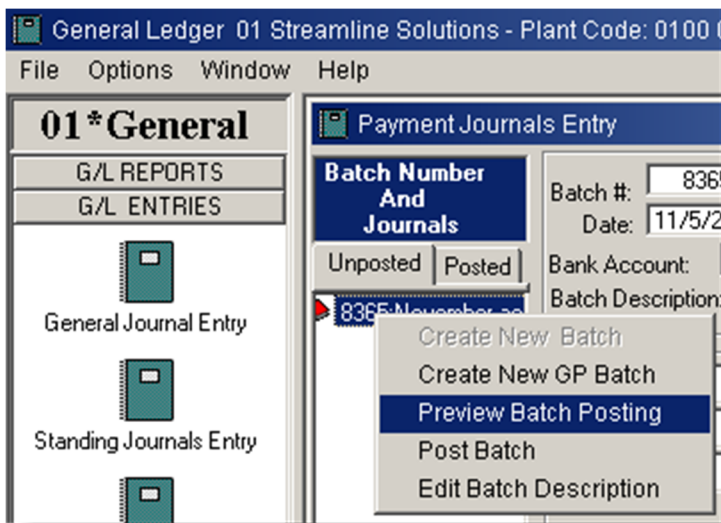


Enter the date of the payment, the check number (maximum 10 numeric characters), the dollar amount, the payee and any necessary details. If the payment is made by cash or credit card, a fake check number should be entered. (Remember, the check number will not appear on the check register report if it is entered through this program.)

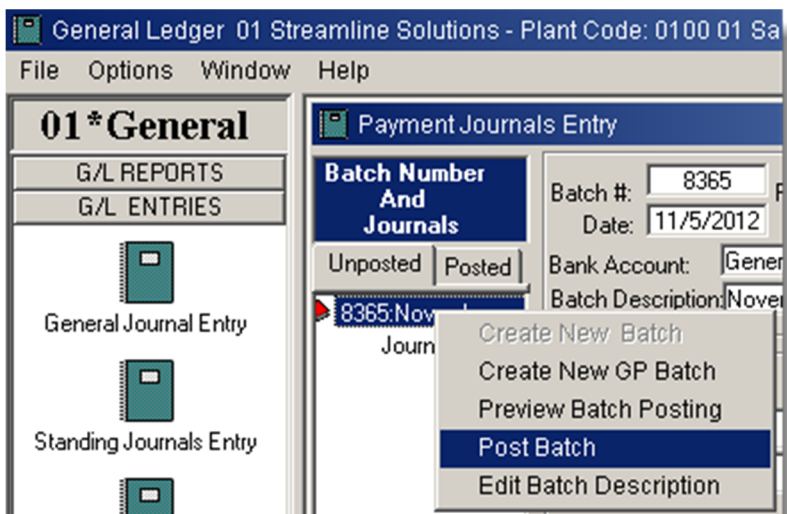
Complete the entry by filling in the account number to be debited. The cash account will automatically be credited based on the bank account number selected during batch creation, select Save and Close.



To verify the posting details prior to posting, highlight the batch, right-click and select Preview Batch Posting to view/print the batch posting details.

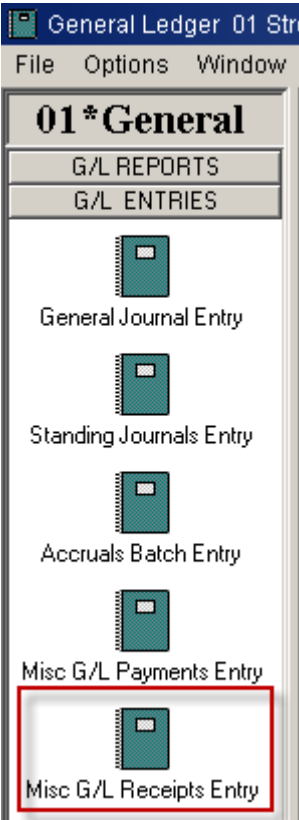


To post the GL Payment batch, highlight the batch to be posted, right-click and select Post Batch. The batch will drop from the Unposted list and move to the Posted tab.



## Miscellaneous General Ledger Receipts

This feature can be used for recording any kind of bank deposit that is not Accounts Receivable or Postage related, such as interest income or recycling income. When making an entry in this screen, there is an automatic debit to cash and the selected account number will be credited. The receipt will appear in Bank Reconciliation, but not in any Accounts Receivable or Postage reports.



Create a new batch of journals by right clicking while the cursor is in the Unposted batch column.

General Ledger 01 Streamline Solutions - Plant Code: 010

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES

General Journal Entry  
Standing Journals Entry  
Accruals Batch Entry  
Misc G/L Payments Entry  
Misc G/L Receipts Entry

**Receipt Journals Entry**

**Batch Number And Journals**

Unposted | Posted

Batch #:   
Date:   
Bank Account:

Journal #:   
Check #:   
Amount:

Line	Branch

Create New Batch  
Create New GR Batch  
Edit Batch Description

Select New Batch, verify the date of the batch, select the bank account number and then select OK. A new batch number and a new journal number will be automatically assigned.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES

General Journal Entry  
Standing Journals Entry  
Accruals Batch Entry  
Misc G/L Payments Entry  
Misc G/L Receipts Entry

**Receipt Journals Entry**

**Batch Number And Journals**

Unposted | Posted

Batch #:  Period:  Date From:  Current Total:   
Date:  Year:  Date To:  Num of Journals:   
Bank Account:  G/L Account:

Journal #:  Date:   
Check #:  Payer:   
Amount:  Details:

Running Totals Debit:  Credit:

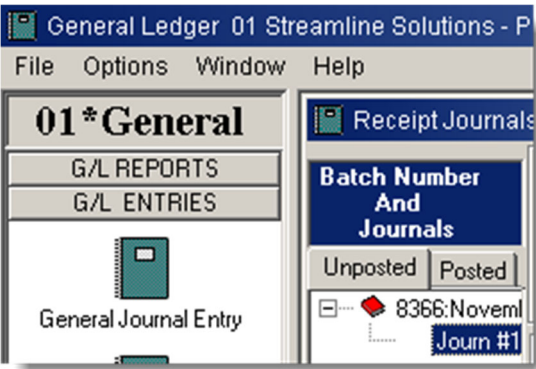
Line	Branch	Dpt	Account #	Description	Debit Amt	Credit Amt	Details

**Receipt Journal Batch**

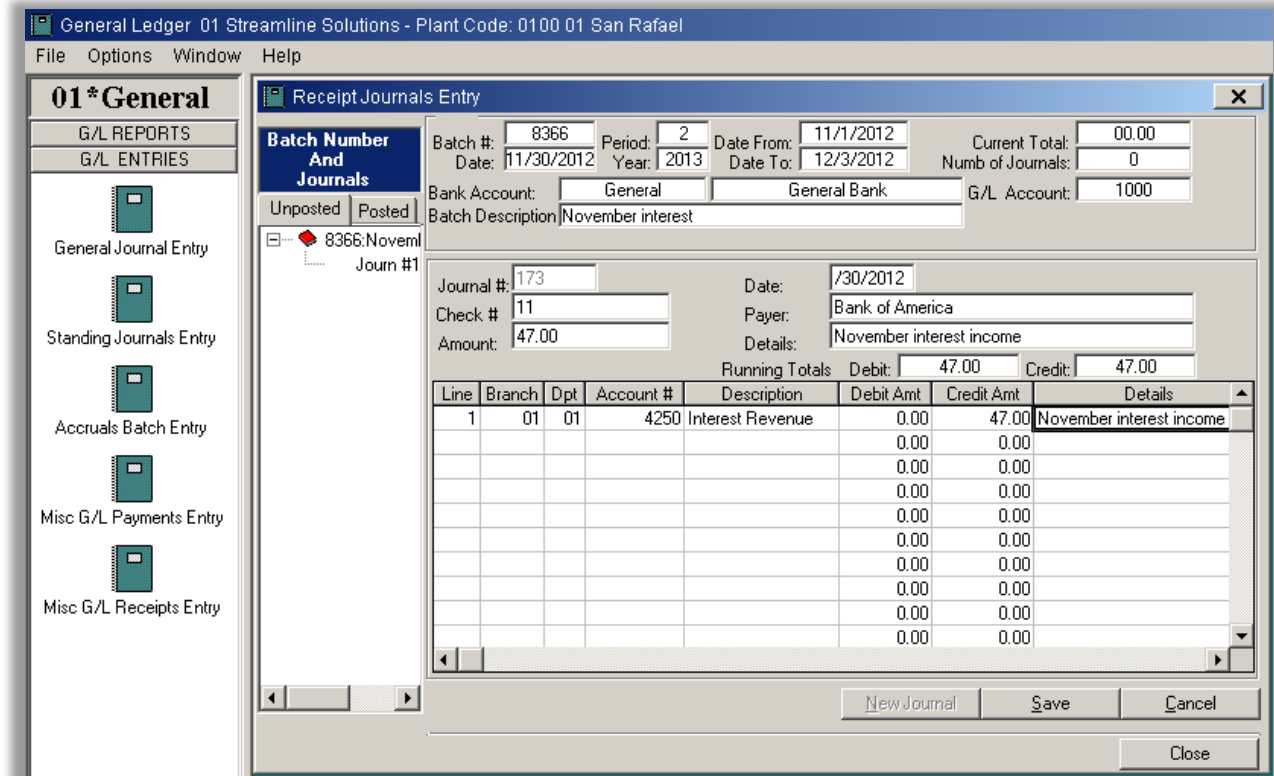
Plant Owner: 0100 01 San Rafael  
Date: 11/30/2012  
Bank Acct #: General General Bank  
G/L Acct #: 60 01 1000  
Description: November interest

OK Cancel

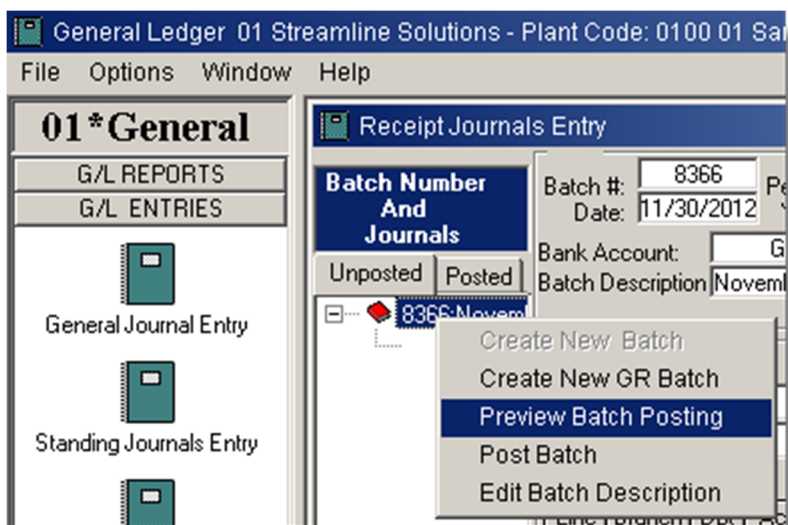
Click the + symbol, to the left of the batch number and left click the auto created journal number.



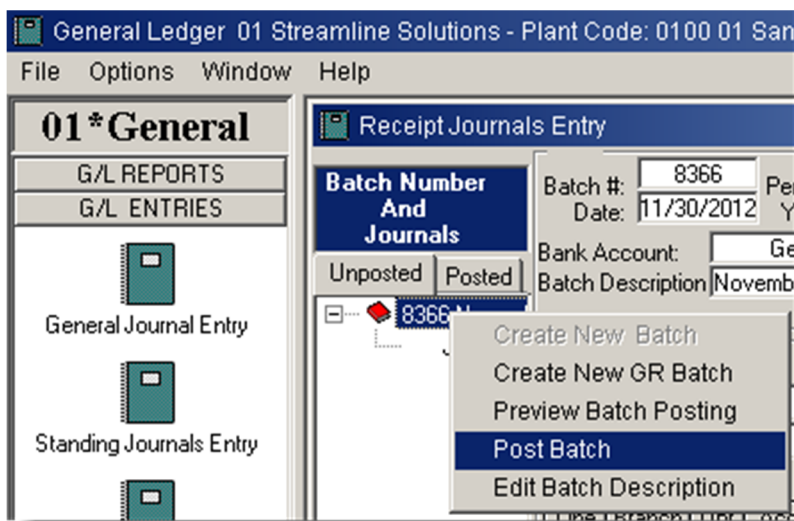
Enter the date of the deposit, the check number and the dollar amount, the payer and any necessary details. The check number field, which is a required field, will hold a maximum of 10 numeric characters. Complete the entry by filling in the account number to be credited. The cash account selected when creating the batch will automatically be debited. To complete the entry, select Save and then Close. To enter a new journal, select Save and then New Journal.



To verify the posting details prior to posting, highlight the batch, right-click and select Preview Batch Posting to view/print the batch posting details.



To post the GL Receipt batch, highlight the batch to be posted, right-click, and select Post Batch. The Batch will drop from the Unposted list and move to the Posted tab.



**Note** Miscellaneous cash receipts can also be added through the Cash Receipt program. Entering through the Cash Receipt program will allow the miscellaneous receipt to print on various AR Cash Receipt reports as well as on the AR Deposit Slip Report generated in AR Reporter. Please refer to the AR Screens and Procedures documentation for further instruction.

## Display Programs

### G/L Account Summary Display

This display shows summary and detail transactions by account and by date. Enter the branch, department and account number by using the up/down arrows provided or typing directly into the fields, then click Load. This will offer several sort options for viewing information: Monthly Actuals vs. Budget, YTD Actuals vs. Budget, Monthly Actuals vs. Last Year and YTD Actuals vs. Last Year YTD. Under the Balance tab, view totals by account, by period, using comparisons selected.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael - [Account Summary Display]

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS

G/L Account Summary Display  
Batch Display Report  
G/L MS Posting Report  
Batch Status Display

Account Details:  
Branch: 01 Main Branch  
Department: 01 Main Department  
Account: 1000 Cash

From Year 2012 Period 1  
To Year 2012 Period 12  
Load Close

Balance Transactions

☒ Monthly Actuals vs Budget ☐ YTD Actuals vs Budget ☐ Monthly Actuals vs Last Year ☐ YTD Actuals vs Last Year YTD

	Actual	Budget	Variance	%
	\$0.00	\$0.00	\$0.00	
October	(\$5,124.75)	\$0.00	(\$5,124.75)	
November	\$72,937.02	\$0.00	\$72,937.02	
December	\$21,000.00	\$0.00	\$21,000.00	
January	\$23,261.00	\$0.00	\$23,261.00	
February	\$40.00	\$0.00	\$40.00	
February	\$14,300.00	\$0.00	\$14,300.00	
April	\$2,300.00	\$0.00	\$2,300.00	
May	\$48,950.00	\$0.00	\$48,950.00	
June	(\$7,499,515.96)	\$0.00	(\$7,499,515.96)	
July	\$3,809.50	\$0.00	\$3,809.50	
August	\$1,087.00	\$0.00	\$1,087.00	
September	\$36,014.02	\$0.00	\$36,014.02	

In this same display screen, using the Transactions tab, enter the year and period to and from to view the detail of transactions that make up the current balance of the account number under review. The information listed in this display can be printed using the Transaction by Account Report, found in the G/L Reports screen.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael - [Account Summary Display]

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS

G/L Account Summary Display  
Batch Display Report  
G/L MS Posting Report  
Batch Status Display

Account Details:  
Branch: 01 Main Branch  
Department: 01 Main Department  
Account: 1000 Cash

From Year 2012 Period 1  
To Year 2012 Period 12  
Load Close

Balance Transactions

Period	Year	Date	Batch #	Reference	Debit Amt	Credit Amt	Description	Journal
1	2012	0/5/2011	7785*CP			\$400.00	BANK CONTROL	
1	2012	0/8/2011	7786*CP			\$1,000.00	BANK CONTROL	
1	2012	1/13/2011	7493*PX 135			\$1,000.00	Postage Refund	
1	2012	1/13/2011	7495*PX 136			\$2,000.00	Postage Refund	
1	2012	1/13/2011	7496*CP			\$124.75	BANK CONTROL	
1	2012	1/25/2011	7787*CP			\$600.00	BANK CONTROL	
2	2012	1/8/2011	7553*GJ		\$100.00		Transfer	166
2	2012	1/9/2011	7556*CP			\$41,413.62	BANK CONTROL	
2	2012	1/9/2011	7559*CP		\$1,122.74		Void BANK CONTROL	
2	2012	1/9/2011	7560*QP			\$327.00	BANK CONTROL	
2	2012	1/9/2011	7565*DR 51732		\$10,900.00		Cash	
2	2012	1/9/2011	7566*DR 51733		\$3,000.00		Cash	
2	2012	1/9/2011	7568*DR 51744		\$50,000.00		Cash	
2	2012	1/9/2011	7579*PC	Postage Check		\$500.00	Cash	143

## Batch Display Report

The second display option, Batch Display Report, views and prints the posted transactions of batches. Select to report on the batches by type, date range or batch number range. An additional filter for batches that include a specific account number can also be selected. Batch information can be summarized if the summarize transactions filter is selected. The report does not indicate posted status; however, it will generate for posted batches only. This is an excellent report to verify Batch posting totals for month end. This report mimics the Batch Posting Summary Reports that are available at posting.



General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS

G/L Account Summary Display  
Batch Display Report  
G/L MS Posting Report  
Batch Status Display

**Batch Summary Display Report**

Report for ☒ All BatchTypes

Batch Type	
<input checked="" type="checkbox"/> CI	A/P Invoices
<input checked="" type="checkbox"/> CP	A/P Payments
<input checked="" type="checkbox"/> DR	A/R Receipts
<input checked="" type="checkbox"/> DI	A/R Invoices
<input checked="" type="checkbox"/> GA	G/L Accrual
<input checked="" type="checkbox"/> GJ	G/L General Journals
<input checked="" type="checkbox"/> GP	G/L Payments
<input checked="" type="checkbox"/> GP	G/L Payments

Report for ☒ All Plants

Plant Code	Plant Name
<input checked="" type="checkbox"/> 0100	01 San Rafael

Report for the selected Date Range ☒

From Date : 11/ 5 /2012 To Date : 12/ 5 /2012

Display Only Batches where the GL account is the part of the transactions:

Company: 01 Streamline Solutions

Branch:

Department:

Account:

Report for the selected Batch Numbers Range ☐

From Batch No From : To Batch No To:

☐ Summarize transactions

Preview Print Cancel

## MS Posting Report

The Materials/Postage Usage posting report is available from the General Ledger Display menu. This report should help reconcile usages for both postage and materials. This Report shows the detailed transactions from MS Batch Postings. Options include Report by GL Batch and Job's Final Invoiced (one or all customers), and a report by Job Number. Filters to run by Postage, Materials and Labor (if labor WIP option has been implemented) are also available.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

01\*General

G/L REPORTS

G/L ENTRIES

DISPLAY PROGRAMS

G/L Account Summary Display

Batch Display Report

G/L MS Posting Report

Batch Status Display

MS Batch - Details Reporting

Report by GL Batch

Batches posted within a Period/Year

Year

2012

Period

12

Report for the selected Batch Numbers Range

From Batch No From

To Batch No To

Report by Jobs

Job's Final Invoiced

Report for the Customer (leave blank for all customers)

Final Invoice Date From

3 /17/2004

Final Invoice Date To

3 /17/2004

Report for Job Number

Enter The Job Number

Report for the selected Date Range Only

Recorded Date From

3 /17/2004

Recorded Date To

3 /17/2004

Include Postage transactions

Include Material transactions

Preview

Print

Cancel

Display Batch Status

View the status of batches and a summary of the batch posting if the batch has been posted. Select to display. The display will list the batches by type, by batch number and date, and whether the batch has been posted or not. Enter a date or batch number and click Display.

When loaded for All Types and a monthly range, this is an excellent way to verify that all batches within the period have been posted.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS

G/L Account Summary Display  
Batch Display Report  
G/L MS Posting Report  
Batch Status Display

**Display Batch Status**

Display :

Display Batch Type:

☐ All Types: Started from Date:   
☒ Selected: To Date:

Display Batch Date:   
Display Batch Number:

☒ (CI) A/P Invoices ☒ (DR) A/R Receipts ☒ (PX) Refund Checks  
☒ (CP) A/P Payments ☒ (DI) A/R Invoices ☒ (PC) Postage Checks  
☒ (MS) Mat. Pstg. FG... ☒ (GR) GL Receipts ☒ (PT) PT Postage Transfer  
☒ (GJ) GL Journal ☒ (GA) GL Accrual ☒ (GP) GL Payments  
☒ (CA) Commission to Accrual ☒ (QP) Quick AP payment  
☒ (CS) Commission to AP ☒ (QI) Quick AP Invoice  
☒ (CO) Commission to Payroll ☒ (PM) Postmaster Checks  
☒ (CM) Commission AP Payment I ☒ (IP) Internal Postage  
☒ (DF) PrePayment Transfers  
☒ (VR) Void Postage Refund  
☒ (DS) Materila Postage Invoices

Display Cancel

By highlighting a specific batch and clicking on the Drill Down key, batch posting details are available if the batch has been posted.

**Batch Status**

Drill Down button shows the list of transactions were posted to the G/L

Batch Type	Batch No	Batch Plant	Batch Descr	Batch Date	Posted	Amount	Number of Journals
CA	8313	0100	Commissions E	10/1/2012	Y	1000.00	0
CO	8314	0100	Payroll Batch	10/1/2012	Y	1000.00	0
DI	8267	0100	FF 10/2/2012	10/2/2012	Y	71.16	1
DI	8268	0100	FF 10/2/2012	10/2/2012	Y	66.41	1
DI	8269	0100	FF 10/2/2012	10/2/2012	Y	120.07	1
DI	8270	0100	dmm100212	10/2/2012	N	68850.00	1
PC	8271	0100	Postage Chec	10/2/2012	Y	22.00	0
PX	8272	0100		10/2/2012	Y	0.00	0
PM	8275	0100	Postmaster Ch	10/2/2012	Y	41.00	0
DR	8277	0100		10/2/2012	Y	0.00	1
CA	8325	0100	Commissions E	10/3/2012	Y	1000.00	0
CS	8326	0100	AP Commissio	10/3/2012	Y	1000.00	1
CM	8327	0100		10/3/2012	Y	1000.00	1
DI	8278	0100	FF 10/4/2012	10/4/2012	Y	118.86	4
DR	8279	0100	FF 10/4/2012	10/4/2012	Y	118.86	4
DI	8280	0100	FF 10/4/2012	10/4/2012	Y	27.92	1
DR	8281	0100	FF 10/4/2012	10/4/2012	Y	27.92	1

Print Close Drill Down

Batch posting details are available if the batch has been posted.

**View Batch Posting Totals**

View Details Batch Number 8269

Transaction	Period	Year	Type	Account #	Debit	Credit
special revenue	1	2013	DI	4300		\$20.75
Kit Building Revenue	1	2013	DI	40001025		\$4.00
Pick-Pack Revenue	1	2013	DI	40001000		\$88.25
sales tax payable	1	2013	DI	2200		\$7.07
accounts receivable	1	2013	DI	1500	\$120.07	
<b>TOTAL</b>					<b>\$120.07</b>	<b>\$120.07</b>

Close

If you have used the View Invoice Allocations Detail option in AR Invoicing, this display will include every allocation for that batch as opposed to summary information.

**Note** The Transaction by Account Report may be a lot longer. DI (AR Invoice) batches may post in detail if the workstation which posts the batch has the option for View Detailed Allocations checked.

## General Ledger Posting

Accounts Receivable Invoices, Accounts Payable Invoices and Checks, Cash Receipts and Postage Checks all post from their respective modules. To post General Journals, General Accruals, General Payments and General Receipts from the entry screen, right click on the batch number within G/L Entries and select Post Batch, or they can also be posted through the General Ledger Posting screen.



### Post G/L Batch

To post a General Ledger batch, select General Ledger from the Accounting Menu, G/L Posting. Select the type of batch to post; either G/L Batch, G/L Standing Journal or Materials Postage and Inventory to GL. The option to Post Labor should only be used with guidance from your PrintStream Accounting support staff.

If the Post G/L Batch program is selected, enter the batch type or leave it defaulted to All. To eliminate confusion, it is recommended that only one batch be posted at a time. Enter the batch number range. Verify the period and select Post.

If you wish to preview prior to posting, preview the batch posting from the G/L entries section.

The system will send notification once the posting is complete and offer to print a Posting Summary Report.

 **General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael** 

File Options Window Help


**01\*General**


G/L REPORTS


G/L ENTRIES

DISPLAY PROGRAMS

G/L POSTING

 **Post G/L Batch**

 Post G/L Standing Journals

**G/L Post Batch Transactions** 

Post Batch Type: ☒ All ☐ Selected

☒ General Journals

☒ Cash/Cheque Payments

☒ General Accruals

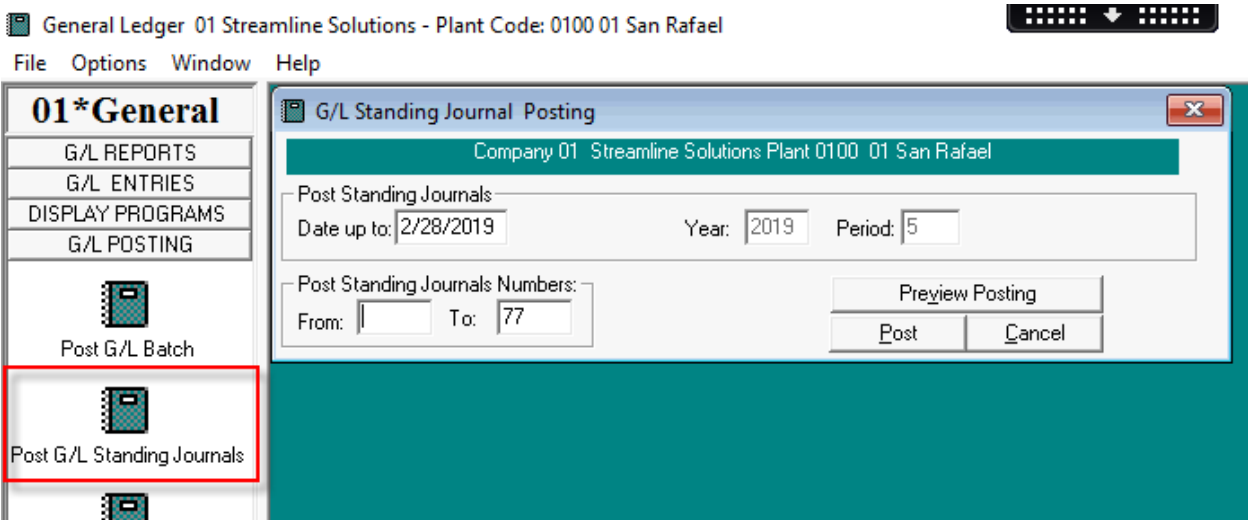
☒ Cash/Cheque Receipts

Post Batch Numbers: From:  To:

Post Batches From Period:  Year:

## Post G/L Standing Journals

Post Standing Journals separately from other G/L batches to allow a review prior to posting. Use caution when posting the Standing Journals to not post future dates or journals that have not be reviewed or updated.



## Post Materials, Postage and Inventory to G/L

Automatically generate a batch number and create an MS Type Batch when it posts. This posting should be done at least monthly but may be done as frequently as you want.

Entries included in this posting include inventory issues, returns and destroys, job costing entry, postage usage from statements, postage check and postage usage entry.

Posting materials will debit WIP and/or material spoilage, and credit material expenses and/or inventory. Posting postage will debit postage liability or postage spoilage and credit postage inventory as specified in the Control Accounts section of Master File Reports.

The posting date range entered is restricted to a range of 7 days. (From and To dates must be in the same period).

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

**01\*General**

G/L REPORTS

G/L ENTRIES

DISPLAY PROGRAMS

G/L POSTING

Post G/L Batch

Post G/L Standing Journals

**Post Materials, Postage and Inventory to G/L**

G/L Post Labor

Post PO Accrual to G/L

**Post Goods**

Using Batch Number:

Post Postage Usage ☒

Post Material and Inventory Usage ☒

From the Dates Range

Period:  Year

Use the activity's general ledger link to expense account for valued inventory adjustments that occur after a job has been final billed ☒

Use the Extra Costs control account 01-01-01-6200 for valued inventory adjustments that occur after a job has been final billed ☐

Use Multi WIP option with Posting ☒

This posting is limited to no more than 7 days at a time but can be done more often , after your material usage, postage usage and inventory has been validated  
For material, it will debit WIP and material spoilage and credit material expenses and inventory. For Postage it will debit Postage Liability and credit Postage Inventory.

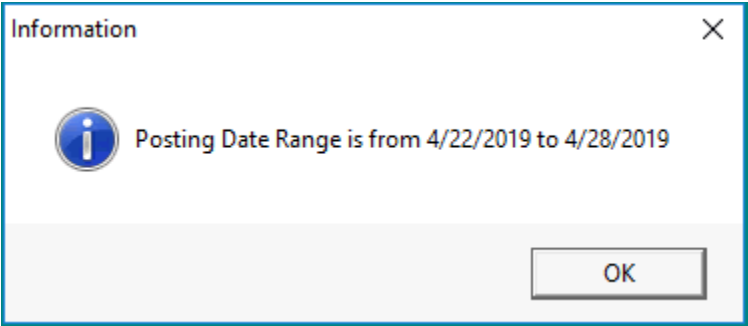
Report By Activity ☒

Report By GL Accounts ☒

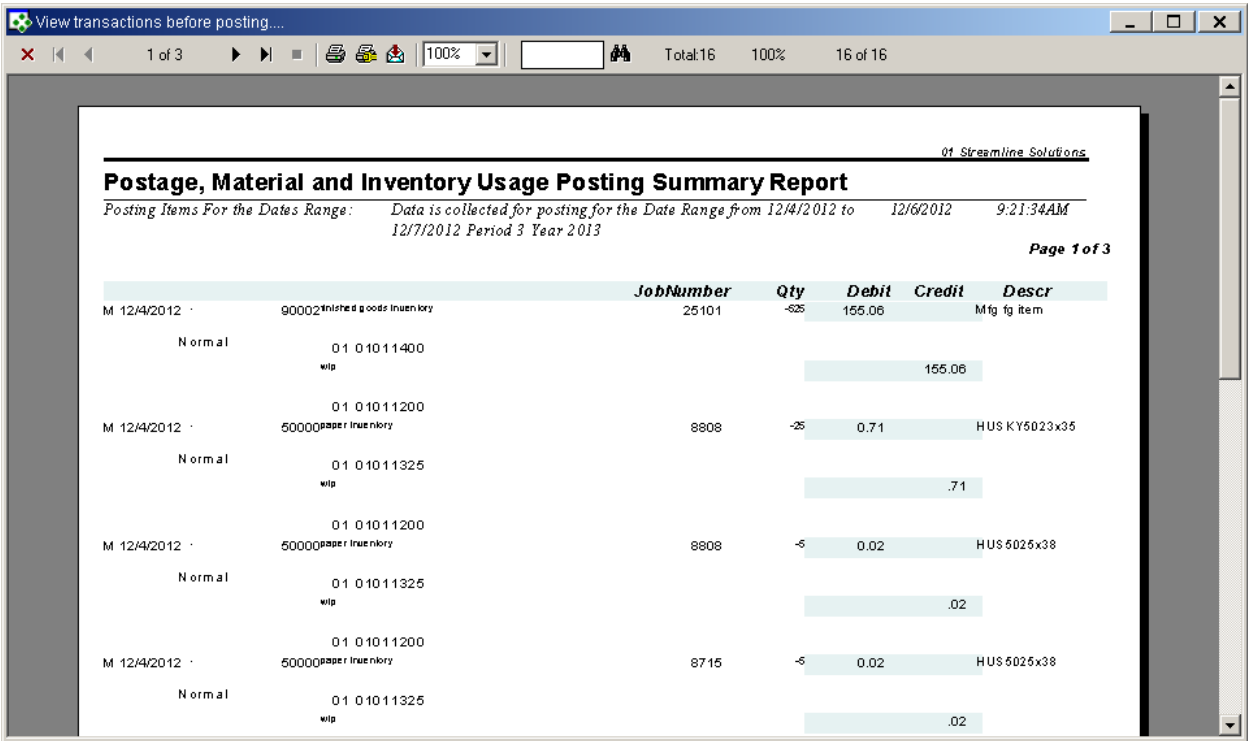
Two options are available for posting job related inventory transactions that occur after a job has been final billed:

1. Use the activity's general ledger link to expense account, or
2. Use the Extra Costs control account (XX-XX-XX-XXXX) that has been defined in Company Control Accounts.

Clicking the Check Posting button will first open a date range verification screen. Click OK to proceed.



A report summarizing the transactions selected for GL Posting will display. This is a verification of posting and could be printed each time a batch is posted.



Once this report is closed, you will once again see the posting screen. The Check Posting button will have changed to read Post Transactions. If you agree with the posting report, select the Post Transactions button. Depending on the number of transactions to be posted, this may take some time. **Do not interrupt the process!** If you do not wish to proceed with the posting at this time simply click Cancel.



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File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS  
G/L POSTING

Post G/L Batch  
Post G/L Standing Journals  
Post Materials, Postage and Inventory to G/L  
G/L Post Labor  
Post PO Accrual to G/L

**Post Goods**

Using Batch Number: 12735

Post Postage Usage ☒  
Post Material and Inventory Usage ☒

From the Dates Range 4/22/2019 4/28/2019

Period: 7 Year 2019

Use the activity's general ledger link to expense account for valued inventory adjustments that occur after a job has been final billed ☐  
Use the Extra Costs control account 01-01-01-6200 for valued inventory adjustments that occur after a job has been final billed ☐  
Use Multi WIP option with Posting ☒

This posting is limited to no more than 7 days at a time but can be done more often , after your material usage, postage usage and inventory has been validated  
For material, it will debit WIP and material spoilage and credit material expenses and inventory. For Postage it will debit Postage Liability and credit Postage Inventory.

Report By Activity ☒  
Report By GL Accounts ☒

completed **Post Transactions** Cancel

Clicking the Post Transactions button will first open a date range verification screen. Again, click OK to proceed.

**Information**

Posting Date Range is from 4/22/2019 to 4/28/2019

OK

Once the posting has completed, a final posting summary report will display.

Please contact your accounting support contact for the information related to this feature.

## Post PO Accrual to G/L

Reference the "Purchase Order Accrual" section, of the Accounts Payable document, for further details on this functionality.

General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael

File Options Window Help

### 01\*General

G/L REPORTS

G/L ENTRIES

DISPLAY PROGRAMS

G/L POSTING



Post G/L Batch



Post G/L Standing Journals



Post Materials, Postage  
and Inventory to G/L



G/L Post Labor



Post PO Accrual to G/L

General Ledger

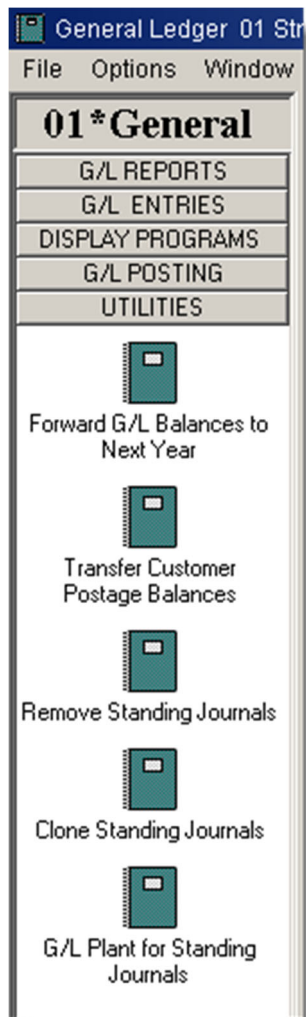


System is NOT setup to post PO Accruals

OK

## General Ledger Utilities

Utilities available to the user include Forward G/L Balances to Next Year, Transfer Customer Postage Balances, Remove Standing Journals, Clone Standing Journals and G/L Plant for Standing Journals.



### Forward GL Balances to Next Year

To close year-end in General Ledger and begin working in a new year, define the new year and the periods in the Accounting Periods file in the Masterfile Reports program. To begin working in the new year, the previous year does not have to be closed.

**Note** The Trial Balance and Balance Sheet will be incorrect until the balances are brought forward into the new year.

1. Post all batches, in all modules for the old year.
2. From Masterfile Reports, select System Maintenance and Accounts Start Periods to enter the Open-From dates in the new year. In other words, close the previous year.
3. From the General Ledger program, check the Allow Multiple Open Forms item under Options. (This allows the Forward GL Balances to Next Year utility to run while the Trial Balance Report is open.)
4. Have all users sign out of all postage and accounting programs.

5. Begin the Forward GL Balances to Next Year from the General Ledger Utility menu and confirm the Copy From Year. If the wrong year is indicated, re-do step 2.

Asset, Liability and Capital accounts roll forward to the same account. Income and Expense accounts close to the Retained Earnings account and reset with a beginning balance of zero. This transaction is recorded behind the scenes. No journal entry is made.

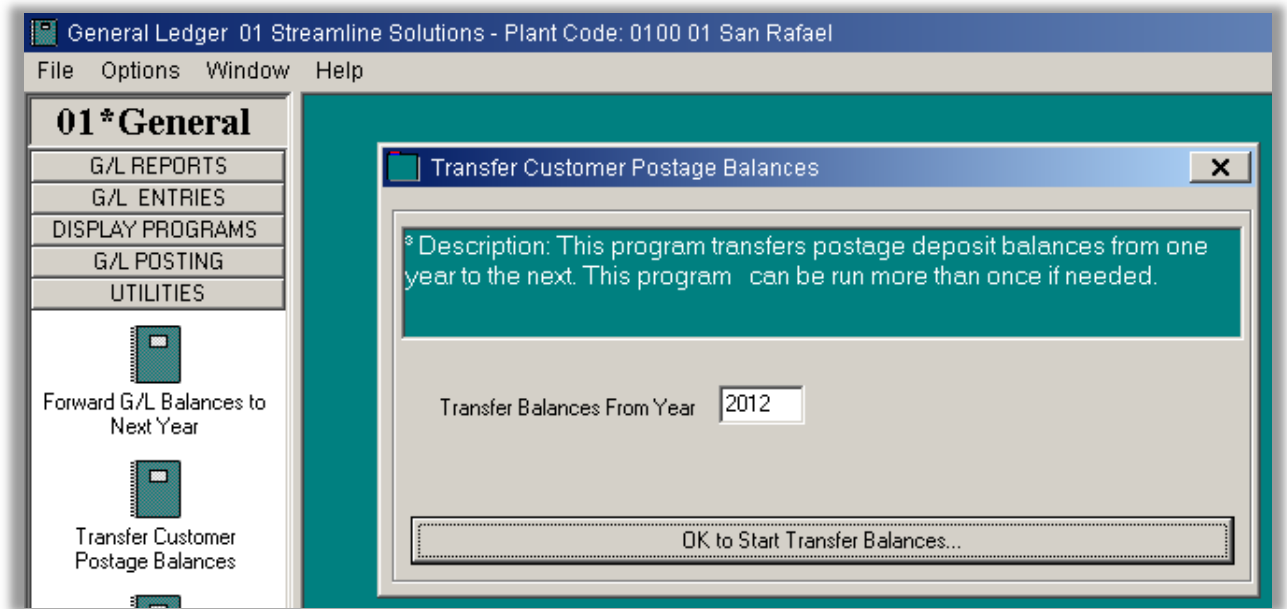
		<b>List Of Accounts Moved To the Next Year</b>		<b>Balances forwarded from :</b>			
<b>Credit Amount :</b>				<b>\$ 726,826,334,394.79</b>			
<b>Debit Amount:</b>				<b>(\$ 726,826,334,394.79)</b>			
<b>Retained earnings account amount:</b>				<b>\$ 60,220,599.86</b>			
		<b>Account</b>	<b>Opening</b>	<b>YTD 1</b>	<b>YTD 2</b>	<b>YTD 3</b>	<b>YTD 4</b>
00 00 1000	Cash	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
00 00 1200	Consignment Inventory	\$350.00	\$760.00	\$1,468.29	\$1,468.29	\$1,468.29	\$1,468.29
00 00 2000	Accounts Payable	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
01 01 1000	Cash - General	\$726,616,867,376.24	6,616,883,576.24	566,901,641.25	6,906,616.25	7,461,106.25	67,521,106.25
01 01 1005	Cash - Payroll	(\$886,526.29)	(\$886,526.29)	(\$886,526.29)	(\$886,526.29)	(\$886,526.29)	(\$886,526.29)
01 01 1010	Cash - Petti	(\$4,779.00)	(\$4,779.00)	(\$4,779.00)	(\$4,779.00)	(\$4,779.00)	(\$4,779.00)
01 01 1011	Cash - FSB #3016835	(\$6,339,652.00)	(\$6,339,652.00)	(\$6,339,652.00)	(\$6,339,652.00)	(\$6,339,652.00)	(\$6,339,652.00)
01 01 1020	Postage - Permit #357	\$232.00	\$232.00	\$232.00	\$232.00	\$232.00	\$232.00
01 01 1030	Postage - Stamps	(\$149.76)	(\$149.76)	(\$149.76)	(\$149.76)	(\$149.76)	(\$149.76)
01 01 1040	Accounts Receivable	\$3,879,575.95	\$3,879,575.95	\$3,879,575.95	\$3,879,575.95	\$3,879,575.95	\$3,879,575.95
01 01 1050	Advances on Commissions	(\$124,900.00)	(\$124,900.00)	(\$124,900.00)	(\$124,900.00)	(\$124,900.00)	(\$124,900.00)
01 01 1088	Autos & Trucks	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
01 01 1100	Prepaid Advertising	(\$89,440,228.52)	(\$89,471,728.52)	(\$89,471,728.52)	(\$89,471,728.52)	(\$89,471,728.52)	(\$89,471,728.52)
01 01 1123	Prepaid Taxes	(\$6,906.60)	(\$6,906.60)	(\$6,906.60)	(\$6,906.60)	(\$6,906.60)	(\$6,906.60)
01 01 1200	WIP	\$124,111.89	(\$113,017.41)	(\$112,833.88)	(\$111,030.13)	(\$104,334.08)	(\$104,334.08)
01 01 1210	WIP Labor	(\$2,191.59)	(\$618.09)	(\$618.09)	(\$618.09)	(\$618.09)	(\$618.09)
01 01 1250	WIP 2	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
01 01 1300	Postage inventory	\$86,239,674.40	\$86,192,916.07	\$86,190,845.70	\$86,190,846.15	\$86,190,846.15	\$86,190,846.15
01 01 1303	Customer's meter	\$46,665.00	\$46,665.00	\$46,665.00	\$46,665.00	\$46,665.00	\$46,665.00
01 01 1325	Envelope Inventory	\$286,938.61	\$286,938.61	\$286,938.61	\$286,938.61	\$286,938.61	\$286,938.61
01 01 1326	Paper Inventory	\$46,903.25	\$46,903.25	\$46,903.25	\$46,903.25	\$46,903.25	\$46,903.25
01 01 1327	Black Paper Inventory	(\$43,854.00)	(\$43,854.00)	(\$43,854.00)	(\$43,854.00)	(\$43,854.00)	(\$43,854.00)
01 01 1329	Roll stock	\$5,599,656.00	\$5,599,656.00	\$5,599,656.00	\$5,599,656.00	\$5,599,656.00	\$5,599,656.00

**Note** Previous periods may be re-opened to add transactions and then closed. The Forward GL Balances to Next Year utility may also be re-run as many times as necessary. It must be run again if adjustments are made in the previous year.

## Transfer Customer Postage Balances

Additional year-end requirements exist for postage module users to establish the summary balance for customers.

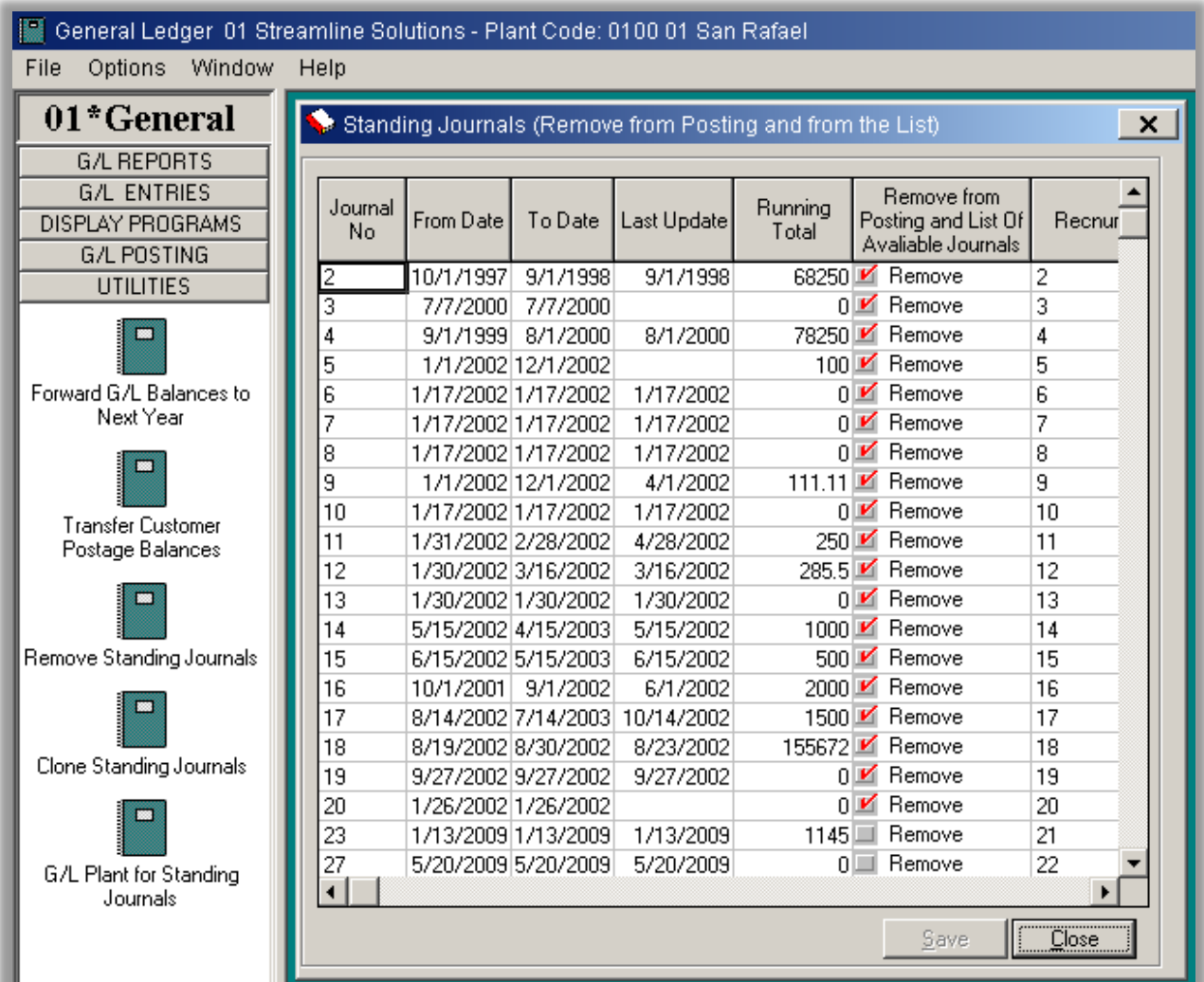
The General Ledger Transfer Customer Postage Balances utility must be run. This utility does not care about closed periods/years - but remember to re-run it if additional postage transactions are added to the old year. **This may be re-run as many times as necessary.**



### Remove Standing Journals

After creating a standing journal, the need may arise to cancel the journal sometime in the future. This utility, when the journal is selected, removes the journal number from the list of open journals (in standing journal creation), and prevents further postings to the General Ledger.

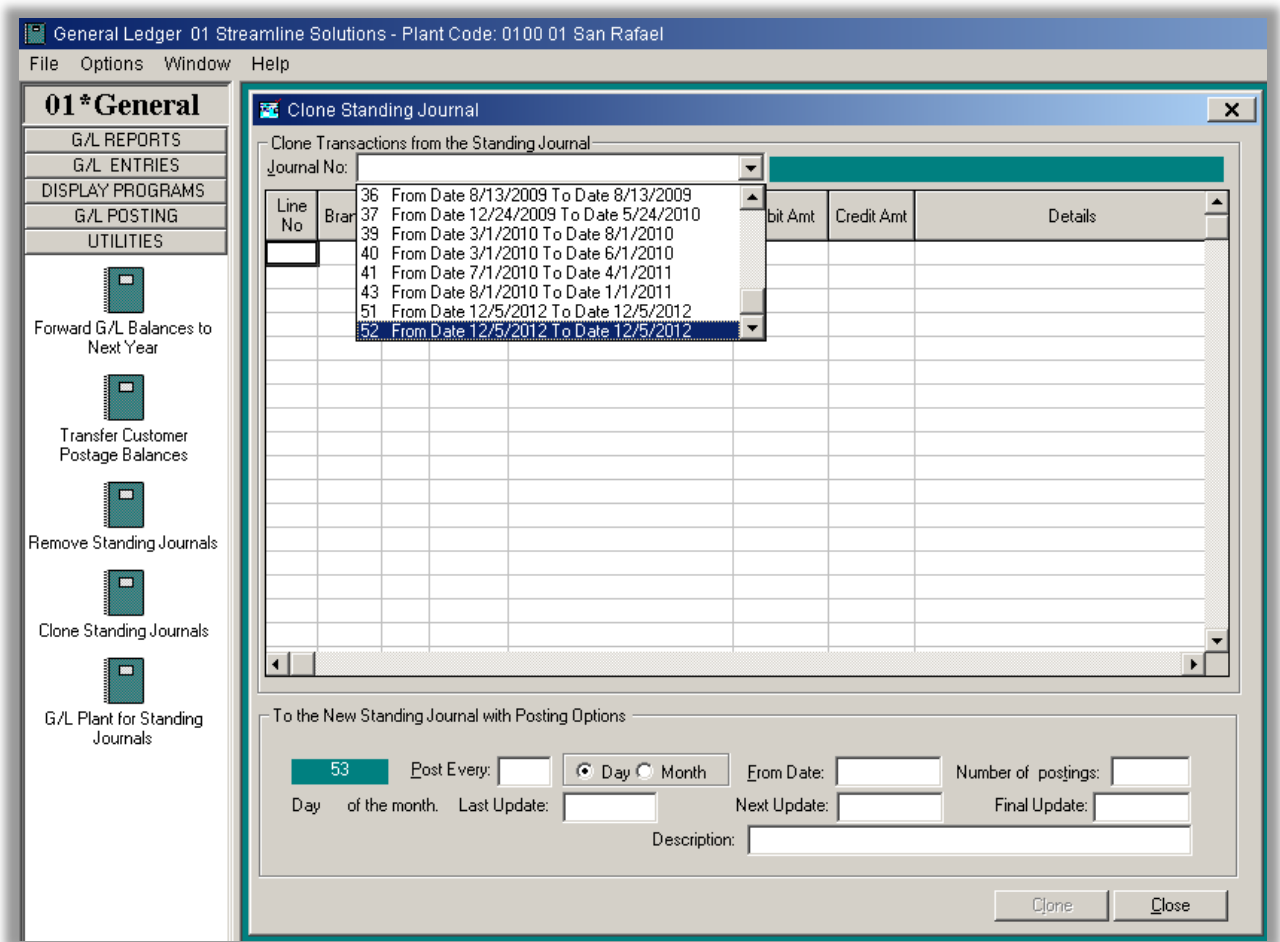
To remove a standing journal, from General Ledger, Utilities select the icon Remove Standing Journals. From the table, check the box for the journal you wish to Remove from Posting and List of Available Journals and click Save.



A Standing Journal entry can be added back by reversing the process outlined previously. Journal entries added back will only be available for posting for unposted dates in the date range specified.

## Clone Standing Journal

Previously created standing journals can be duplicated and modified using this utility. Once the journal to be cloned has been selected from the drop-down box, new dates and posting details must be assigned. The next available standing journal number will be assigned to it. This journal should then be opened in the standing journal entry screen and modified as needed.



**G/L Plant for Standing Journals**

Only relevant in a multi-plant database, this utility will allow you to assign existing Standing Journal entries to one specific plant.





General Ledger 01 Streamline Solutions - Plant Code: 0100 01 San Rafael


File Options Window Help


### 01\*General


G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS  
G/L POSTING  
UTILITIES

 Forward G/L Balances to Next Year

 Transfer Customer Postage Balances

 Remove Standing Journals

 Clone Standing Journals

 G/L Plant for Standing Journals

#### Standing Journal - Specify the plant - owner

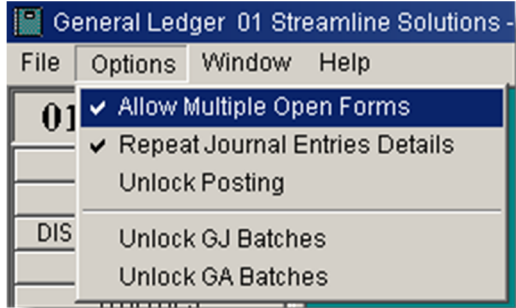
Company 01 Streamline Solutions

Standing Journal No	Journal Current Plant	Optional Plants
2	0100	0100
3	0100	0100
4	0100	0100
5	0100	0100
6	0100	0100
7	0100	0100
8	0100	0100
9	0100	0100
10	0100	0100
11	0100	0100
12	0100	0100
13	0100	0100
14	0100	0100
15	0100	0100
16	0100	0100
17	0100	0100
18	0100	0100
19	0100	0100

Save Close

## Bank Reconciliation

For optimal use of this section, select Options and Allow Multiple Open Forms before using the Bank Reconciliation program. This module has no accounting affects.



### Mark Checks as Cleared

On a daily or monthly basis, individual checks for a bank account should be marked as cleared. Checks for Accounts Payable, Postage and Miscellaneous Payments in the General Ledger will appear in this module. All types of check batches must be posted for the checks to be marked as cleared.

In addition to entering a date range to load checks for clearing, a range of check numbers may also be entered. By looking at the bank statement for sequences of checks that have cleared the bank, the sequence to be cleared on the bank reconciliation screen can be loaded and many checks can be cleared with a minimum of keystrokes.

There are three methods of loading checks for clearance:

1. **Load By Date Only** - Manually input the From Date and To Date dates in the date-labeled boxes. The default From Date is the earliest date of a non-cleared check. When there are dates in both the From and To Date boxes, the check number boxes will default to an all check range of #1 to # 999999999.
2. **Load By Check Numbers Only** - Enter the appropriate check numbers in the From Ck # and To Ck # boxes to clear a sequential range of checks. The To Date box must be left blank.
3. **Load By Check Numbers within a Date Range** -To load checks within a specified check and date range, enter a specified date and check range.

Checks that have been voided or cancelled will be highlighted in Red. Checks that have been previously cleared will be highlighted in yellow. Checks that were created as EFT's will have a check mark in the EFT column. To not have voided checks display, place a check mark in the box next to Don't Display Voided Checks.

The date entered in the Cleared Date input box will be the cleared date for each check that is subsequently cleared. The Cleared Date box will default to the current system date. Checks can be cleared one at a time by clicking the small square button in the Cleared column or depress the Mark All button and all the non-cleared checks that are loaded will be cleared. Checks must be posted to the General Ledger before they can be marked as cleared.


By selecting the appropriate method of clearing checks, the number of required keystrokes can be minimized.

Press the Save button when all checks have been marked as cleared.

### Mark Receipts/Deposits as Cleared

To enable the Mark Checks as Cleared and Bank Reconciliation screen to be open at the same time, go to Options and select Allow Multiple Open Forms.

This screen has the same functions and operates in the same way as the Mark Check screen. Select the bank account and deposit date range, or if you use the AR Bank Deposit report in conjunction with Cash Receipts batches (Deposit amounts are equal to the batch amount), loading by individual batch number can be useful. Press Load. Deposits made through AR Cash receipts module and Miscellaneous G/L Receipts will appear.



The date entered in the Cleared Date field will be the cleared date for each deposit that is subsequently cleared. This field defaults with the system date but can be changed. Deposits can be cleared one at a time by clicking the small square button in the Cleared column or depress the Mark All button and all the non-cleared deposits that are loaded will be cleared. Deposits must be posted to the GL before they can be cleared.

By selecting the appropriate method of clearing deposits, the number of required keystrokes can be minimized.

Press the Save button when all deposits have been marked as cleared.

## **Spreadsheet Imports to Mark as Cleared**

Both checks and receipts/deposits can also be marked as cleared using imported spreadsheets. See the File section of this document, under the Menu Options heading, for further details.

## **Bank Reconciliation Form**

The Bank Reconciliation Form compares the PrintStream cash account balances with the bank account balances.

Enter the reconciliation date, select the bank account and enter the balance per bank into the yellow box to complete the reconciliation form. Enter any bank charges or other reductions not recorded and any interest or other credits not previously recorded in the General Ledger. If the Auto Calculate box is left un-checked, the input box on the right remains highlighted in yellow and a figure could be entered for deposits in transit. (These are deposits that have been entered into PrintStream, but do not appear on the bank statement.) If the box is checked, the input box will change from yellow to green and the system will automatically enter the un-cleared items from the Mark Deposits screen. Press the Calculate button when entries are complete.

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File Options Window Help

01\*General

G/L REPORTS

G/L ENTRIES

DISPLAY PROGRAMS

G/L POSTING

UTILITIES

BANK RECONCILIATION

Mark Checks as Cleared

Mark Receipts/Deposits as Cleared

Bank Reconciliation Form

G/L Transactions By Bank Account

BUDGET

Fill out Bank Reconciliation Parameters

Bank Acct #:General General Bank

Reconciliation Date12/ 3 /2012

Balance Per Bank:\$51,000.00

List of the non-cleared checks by the date

Date	Check Number	Amount	Payee	Source	Posted to GL	Cleared	Cleared Date
------	--------------	--------	-------	--------	--------------	---------	--------------

Outstanding Checks Total Amount:

Bank Charges And Other Reductions Not recorded In Books

☐ Auto Calculate Deposits In Transit Not Shown On Bank Statement

Interest And Other Credits On Bank Statement

Calculated Cash Balance :

Cash Balance per book for G/L Acct #:60011000

Unreconciled Difference :

Calculate

Report

\* Text boxes with YELLOW Back Color have to be filled out.

\* Search for checks not cleared starting :12/ 3 /2011

The Calculated Cash Balance is the difference between the PrintStream cash account and the bank statement amount. These amounts should equal, and the Unreconciled Difference should be zero.

Select the Report button to create the following: Bank Reconciliation Report, List of G/L Transaction included in Calculation, List of Non-Cleared Checks, and a List of Receipts included in Calculation.

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File Options Window Help

**01\*General**

G/L REPORTS  
G/L ENTRIES  
DISPLAY PROGRAMS  
G/L POSTING  
UTILITIES  
BANK RECONCILIATION

Mark Checks as Cleared  
Mark Receipts/Deposits as Cleared  
Bank Reconciliation Form  
G/L Transactions By Bank Account

**Fill out Bank Reconciliation Parameters**

Bank Acct #: General General Bank  
Reconciliation Date: 12/3/2012  
Balance Per Bank: \$51,000.00

List of the non-cleared checks by the date

Date	Check Number	Amount	Payee	Source	Posted to GL	Cleared	Cleared Date
8/7/2002	9	111.11	Tony Andrew	GP general p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1/31/2009	121	300.00	Gina	GP general p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1/19/2010	1256	0.00	Shelly's Comp	GP general p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11/5/2012	1152012	12.00	Bank of Ame	GP general p	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Outstanding Checks Total Amount: \$423.11  
Bank Charges And Other Reductions Not recorded In Books  
☐ Auto Calculate Deposits In Transit Not Shown On Bank Statement  
Interest And Other Credits On Bank Statement  
Calculated Cash Balance: \$50,576.89  
Cash Balance per book for G/L Acct #: 60 01 1000 (\$12.00)  
Unreconciled Difference: \$50,588.89

\* Text boxes with YELLOW Back Color have to be filled out.

\* Search for checks not cleared starting: 12/3/2011

Calculate  
Report

BUDGET

Bank charges and other reductions along with interest and other credits from the bank statement will need to be recorded in the General Ledger Entry screen. They are not automatically recorded from this screen.

## Transactions by Bank Account

This report can be printed prior to beginning the reconciliation process. Enter the bank account to report on by clicking in either field and directly typing the information or using the up and down arrow keys on the keyboard to search for it. Enter the applicable dates and click either Preview or Print.

The first section lists all checks written for the date range specified, including the check number, amount and the module it was created in. The Y or N in the left side column indicates posting status. If a check or receipt has been marked as cleared in PrintStream, the cleared date will show in a column to the right. The second section of the report shows the details of the receipts. The third section shows recap totals for the preceding two pages.

## Budgets for GL Accounts

Budget amounts are entered by individual General Ledger accounts. First, select the year from the drop-down box, then select the account. Click on the cell that corresponds with period 1, under the Period Budget column. For income (revenue) accounts, enter the budgeted dollar amount with a **negative** dollar amount. Continue for each period, and then select Save. You may now select another account to enter. For amounts that are duplicated, the ctrl-c (copy) and ctrl-v (paste) functions can be used to copy and paste throughout the table. The year to date budget amounts will automatically update, as will the last year actual columns.

Accounts with budgets saved in previous years can be cloned into future/previous years. Once cloned, the amounts can be modified if necessary using steps above. To clone a budget entry, select the year and account number to be cloned, then select the year to clone to and press the Clone button. You will receive a confirmation screen.

To see a report of budget entries, use the Financial Reports module and select the format type to be 12 months budget.

The budget program is also available in the Master Files Reports program.

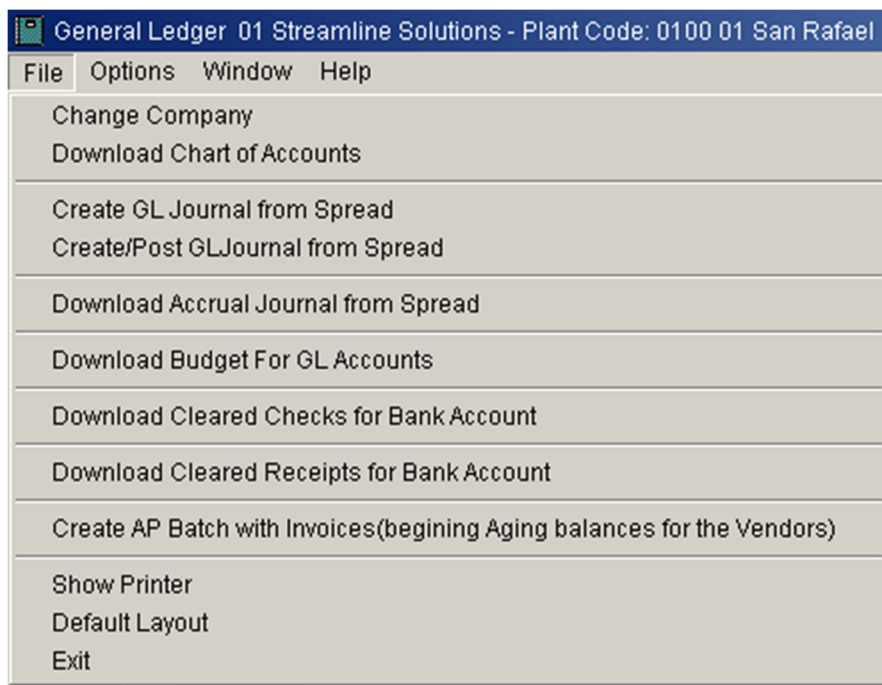
If you do not see this option, check with your PrintStream Administrator. This is available through Security Events.

**Note** Budget data can also be imported from a spreadsheet. See the File section of this document, under the Menu Options heading, for further details.

## Menu Options

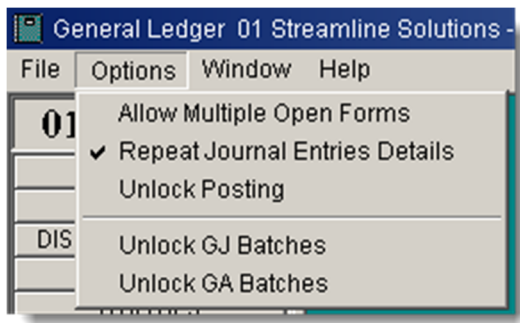
### File

- **Download Chart of Accounts** – For Support Use only. Used to create the initial Chart of Accounts for the company. The spreadsheet entitled GL Chart can be found in the PreInstall Guide.
- **Create GL Journal from Spread** – Allows the user to import journal entries from an Excel spreadsheet. (See end of document for format.)
- **Create/Post GLJournal from Spread** – Same as above; however, the batch will automatically post without an option to preview or edit. Not recommended
- **Download Accrual Journal from Spread** – Same as option 2. When posted, this entry automatically creates the reverse entry. See the section of Accrual Entries.
- **Download Budget for GL Accounts** – Allows user to import budget amounts into the budget program. The spreadsheet used requires a specific format and can be obtained from your Accounting support person.
- **Download Cleared Checks for Bank Account** – Allows user to mark checks as cleared as done in the Bank Reconciliation area. The spreadsheet used requires a specific format and can be obtained from your Accounting support person.
- **Download Cleared Receipts for Bank Account** - Allows user to mark checks as cleared as done in the Bank Reconciliation area. Again, the spreadsheet used requires a specific format and can be obtained from your Accounting support person.
- **Create AP Batch with Invoices (beginning Aging balances for the Vendors)** – See end of document for format. Use only with the help of PrintStream Accounting Support.
- **Show Printer** – shows the default printer for reports.
- **Default Layout** – changes layout of screen to the default of the program.
- **Exit** – closes out the General Ledger module.



### Options

- **Allow Multiple Open Forms** – allows the user to have more than one screen open at a time.
- **Repeat Journal Entries** – defaults to have line details repeat for each line in a journal.
- **Unlock Posting** – Contact EFI PrintStream Support before using this function.
- **Unlock GJ Batches** – Contact EFI PrintStream Support before using this function.
- **Unlock GA Batches** – Contact EFI PrintStream Support before using this function.



### Window

Allow a user to organize multiple open windows, when the option to Allow Multiple Open Forms is selected.





## Beginning “Quiz”/Review – General Ledger

1. Create a journal entry batch and a journal with today's date.
  2. Insert the following transaction lines:  
 Debit a depreciation account for \$200.00, credit an accumulated depreciation account for \$200.00 with a description of monthly depreciation expense. Debit an interest expense account for \$31.25 and credit a cash account for \$31.25 with a description of monthly interest charges.
  3. Save your work.
- STOP HERE:** Show your instructor the journal entry created before continuing...
4. Change the depreciation journal entry from \$200.00 to \$265.32.
  5. Create a new journal with yesterday's date.
  6. Debit a utility type of expense account for \$435.00 and credit an accrual account for \$435.00.
  7. Save your work.
  8. Preview and print the Batch Posting Transaction Report and give to your instructor for review.
  9. Post the batch after your instructor has reviewed the Batch Posting Transaction Report.

## Intermediate “Quiz”/Review – General Ledger

1. Create a new Standing Journal. Indicate you would like it to post once every month starting the first day of the current month and also indicate you would like it to post for a total of 12 postings. Save your changes.
  2. Add the following standing journal entry transactions:
 

a. Debit salary & wages expense	18,900.00
b. Debit a payroll tax expense	615.00
c. Debit a legal/accounting expense	50.00
d. Credit a cash account	19,565.00
  3. Save your work.
  4. Print a Standing Journal Report for the journal entry you just created. Show your instructor.
  5. Add the additional lines to the standing journal entry you just created:
 

a. Credit a health insurance expense account	1,285.00
b. Debit an employee advance (or similar) account	2,300.00
c. Change the credit to the cash account	21,865.00
  6. Save your work.
- STOP HERE:** Show your instructor the standing journal entry before continuing...
7. Post the standing journal entry created for the current month.
  8. Print the Standing Journal Posting report.

## Advanced “Quiz”/Review – General Ledger

1. Create a new Miscellaneous GL Receipt Batch with today's date and use the standard cash account available.
2. The miscellaneous receipt is a health insurance refund in the amount of \$485.00. Fill in the required information to complete this transaction.

3. Preview the Batch Posting Report. Print the report.

**STOP HERE:** Show your instructor the Batch Posting Report before continuing...

4. Post the Miscellaneous GL Receipt batch.
  5. Print a report that will give you the current balance in each of your cash accounts. Show it to your instructor.
  6. Preview a listing of the Chart of Accounts in the database. Show your instructor.
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