demandbridge™

db distributor™

GENERAL LEDGER
DOCUMENTATION

GENERAL LEDGER
TABLE OF CONTENTS

Welcome to the DB Distributor General Ledger text documentation. DB Distributor's General Ledger module is where all of your accounting transaction records will be setup and stored. It is used for creating your chart of accounts, viewing your trial balance, printing your income statement and balance sheet, and making journal entries.

It is important to note that the majority of your general ledger postings will automatically be made by the system. Through the various parameters and setup screens located throughout DB Distributor, the system will make most of your postings for your daily processing. Your postings made from different areas, like Invoice Entry, or Cash Receipts, for example, will be updated on journals. Here is a listing of the different journals where postings will be made:

Accounts Receivable

SJ - Sales Journal from Invoice Entry

CR - Cash Receipts

FC - Finance Charges

Accounts Payable

PU - Purchase Journal from Vendor Invoice Entry

CD - Cash Disbursements from Check Printing

MC & MP - Manual Checks and Manual Purchase Journal

Inventory Control

IT - Inventory Transactions

PI - Physical Inventory Update

Other

KT - Kit Production

BR - Bank Reconciliation

All of these journals will update to your main Detail Transaction Register, along with any of your manual General Journal Entries (JE).

Where applicable, each topic in this help system provides a path to the related panel in the DB Distributor Graphical User Interface (GUI) application, with the path to the Character-Based User Interface (CHUI) panel presented in parentheses. For example:

DB Distributor > General Ledger > Setup > Account Number (G/L S1)

GL ACCOUNT NUMBER SETUP

DB Distributor > General Ledger > Setup > Account Number (G/L S1)

The GL Account Number setup screen is where you will come to setup new general ledger account numbers, or modify/delete existing accounts.

Follow these steps to complete the panel:

1. Enter in a general ledger account code, or select one using the lookup button. *Note*: the length and format of your general ledger account number is setup in your General Ledger Parameters.
2. Enter in a description for the account.
3. Press **Save**.

Note: You can print a list of your accounts by running the Chart of Accounts report.

GL ACCOUNT BALANCES

DB Distributor > General Ledger > Setup > Account Balance (G/L S2)

The GL Account Balances screen is used for both viewing your account balances, as well as setting up budget information for the accounts.

Follow these steps to complete the panel:

1. Enter in an account number to view balance information for, or to setup budget information for.
2. Select the fiscal year you would like to view/setup.
3. Select the balance type. This will be Accrual, Cash, or Budget.
4. You will then be able to view the balance information by period, and see year-to-date balance information. If you selected the "Budget" balance type, you will be able to enter in budget information for the selected account.
5. There are buttons available that give you the option to display the information as a graph, quickly print the information, run a comparison to another account, or to export the information into Microsoft Excel.
6. If you entered in budget information, press the **Save** button.

GL PARAMETERS

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters (GLS S1)

The GL Parameters are divided across 5 tabs. Select from the options below to view more information about the parameters.

➢ Main General Ledger Settings
➢ Accounts

💻 GL PARAMETERS - MAIN

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters - Tab 1 (General Ledger) (GLS S1)

Follow these steps to complete this tab:

1. Enter in the format for your general ledger code by entering in the length of each segment. For example, 3-2-0-0 would result in your code looking like XXX-XX, or 4-0-0-0 would result in your code looking like XXXX.

2. The system allows you to reopen a closed fiscal year. Any posting made to a closed fiscal year must be brought forward to the current fiscal year. If you make a prior year adjustment to an Income Statement Account, it must again be closed out to an account in the Equity Section. The system does not assume you want this amount to be posted to Retained Earnings, and therefore, gives you the flexibility to specify an alternate account number to be posted. Enter this account in the "Post prior year P/L Adjustments in current fiscal year to account" field.

3. Enter in the number of periods you would like to retain your general ledger postings. We would recommend 60.

4. Enter in the number of years of account balances you would like to retain. We would recommend at least 5.

5. Enter in your current fiscal year, which is the calendar year that your fiscal year will end.

6. Enter in your current accounting period.

7. Select if your general ledger should be "Accrual" or "Cash Basis". Most companies will be setup as Accrual. In a Cash Basis system, Sales and Cost of Sales are not posted until cash exchanges hands, as opposed to at the time of invoicing.

8. Assign the next journal entry number to be used. This will be used for tracking general journal entries.

9. Enter in the last fiscal year and accounting period in which recurring journal entries were updated. This will help you keep track of when your recurring journal entries have been posted.

Continue to

💻 GL PARAMETERS - ACCOUNT BREAKS

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters - Tab 2 (Account Breaks) (GLS S1)

Follow these steps to complete this tab:

1. Enter in the account number that your net profit will post to at year end. This is usually a retained earnings account.

2. Enter in the account number that your assets will start at.

3. Enter in the account number that your liabilities will start at.

4. Enter in the account number that your equity/capital will start at.

5. Enter in the account number that your revenue/sales/income will start at.

6. Enter in the account number that your cost of sales will start at.

7. Enter in the account number that your expenses will start at.

8. Enter in the account number that your other income will start at.

9. Enter in the account number that your other expenses will start at.

Continue to Departments

GL Parameters - Departments

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters - Tab 3 (Departments) (GLS S2)

Follow these steps to complete this tab:

1. If your general ledger code has a segment to hold a department/division code, and you would like to enable financial reporting by this code, then set this first question to "yes". If you selected "no", skip to step 4.

2. Enter in a description for what the department really is. For example, division, branch, etc.

3. Enter in the starting position of the general ledger code where the department begins.

4. If your general ledger code has a segment to hold a sub-account, set this to "yes". If not, skip to step 7.

5. Enter in the starting position of the general ledger code where the sub-account begins.

6. Enter in the length of the sub-account.

7. Designate if you would like to restrict postings from closed periods. We would recommend setting this to "yes". Certain operators can receive permission to post to closed periods through the Application Security by Operator.

Continue to Cash Basis Options if you are setup as being cash basis. If not, continue to Financial Statement Options.

GL Parameters - Cash Basis

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters - Tab 4 (Cash Basis) (GLS S3)

If you are an accrual basis company, you will not have access to this screen. If you are cash basis, follow these steps to complete the tab:

1. Select if you would also like to keep an accrual basis set of books. *Note*: This provides a Cash Basis company with invaluable management information prior to bills being paid and cash being received. One word of caution, maintaining two sets of books will add a certain amount of complexity to your accounting system. When making journal entries, you will have to decide whether the journal entry should effect the Cash Basis books, the Accrual Basis books, or both. Also, your Detail Transaction Registers and your General Ledger will be include both sets of postings.

2. Select if you would like to print accrual detail on the detail transaction register. *Note*: The general ledger postings for the accrual entries on cash basis companies can optionally be printed on the Detail Transaction Register. Of course, your cash basis transactions will always be printed. The Detail Transaction Register details all general ledger transactions by source journal prior to posting to the General Ledger files. Since the accrual postings are for reference, it is appropriate to extend you this option.

3. Select if you would like to retain accrual general ledger postings. *Note*: Cash basis companies may elect not to retain the accrual general ledger posting detail. In this case, the General Ledger report for the accrual books would be unavailable. In either case, the Account balance summary records, which accumulate totals by accounting period, will be retained for use by financial statement printing. We recommend that you check this box so that you will have an audit of your accrual basis postings. Otherwise you would just be able to print financial statements without any supporting detail.

4. Enter the number of years of accrual balances to retain.

Continue to Financial Statement Options

GL PARAMETERS - FINANCIAL STATEMENTS

DB Distributor > General Ledger > Setup > System > Parameters > G/L Parameters - Tab 5 (Financial Statements) (GLS S4)

The Financial Statement Parameters are used to modify the headings on the Income Statement and Balance Sheet to suit your needs

Follow these steps to complete this tab:
1. Enter the description for the Gross Profit line on the lncome Statement.
2. Enter the description you want to use for Net Income from Operations on the Income Statement.
3. Enter the Income Statement description you wish to use for Net Profit.
4. Enter the account number you plan to use for Net Profit on the Balance Sheet. This is normally found in the Equity or Capital section of your Chart of Accounts. Usually, this account number is not posted since the year to date Net Income on the Income Statement calculates its balance.
5. Enter the Balance Sheet description you wish to use for Liabilities & Capital. Liabilities and Owners Equity is another example.

RECURRING JOURNAL ENTRY

DB Distributor > General Ledger > Setup > System > Recurring Journal Posting > Entry Setup (GLS J1)

The Recurring Journal Entry setup screen is used for setting up journal entries to be made once per period, for a specified duration of time.

Follow these steps to complete the panel:
1. Enter in a Journal Reference number.

Follow these steps to complete the *Header* tab:
2. Enter in a source journal code that should be applied to your posting.
3. The recurring journal entry will continue for a specified period of time. Enter in the fiscal year that the posting will last be entered into.
4. Enter in the accounting period that the posting will last be entered into.
5. Select if you would like to have the ability of entering a memo line with each posting.

6. Enter in up to 3 description lines to describe the recurring posting that is being setup. Continue to the *Lines Detail* tab.

Follow these steps to complete the *Lines Detail* tab:

7. If you selected to enable memo fields by line, enter in a memo to accompany the journal entry line you are entering.

8. Enter in the general ledger account for the posting.

9. Enter in the debit or credit amount to be applied to your selected account. After pressing the enter key, your posting will be displayed in the *Lines* area. You will then be positioned back in the memo field, or the account number field if you are not using the memo field by line option.

10. Repeat steps 7 through 9 as needed to add additional recurring postings. When finished, press the **Save** button.

To view a listing of the recurring journal entries that have been setup, go to the Entry List report.

To update your postings each period, run the Recurring Journal/Update.

RECURRING JOURNAL LIST

DB Distributor > General Ledger > Setup > System > Recurring Journal Posting > Entry List (GLS J2)

The Recurring Journal Entry List screen is used to obtain a listing of the recurring journal entries that have been setup using the Recurring Journal Entry screen. This listing will show all information relevant to the postings, including the amount of the postings and the fiscal year and accounting period that they are set to expire.

Follow these steps to complete the panel:

1. Modify the **Output Options** as needed to select where the report should print.

2. Press the **Print Report** button.

DEPARTMENT TITLES

DB Distributor > General Ledger > Setup > System > Other Setup > Department Title (GLS T1)

In the General Ledger parameters you specify if you have departments or not. If you do, you also give them a title (branch or division, for example). This screen is where you come to setup your departments and name them.

Follow these steps to complete the panel:

1. Enter in the department/division/branch code.

2. Enter in a description for the department/division/branch.

3. Press **Save**.

FISCAL YEAR SETUP

DB Distributor > General Ledger > Setup > System > Other Setup > Fiscal Year (GLS T2)

The Fiscal Year setup screen is used for setting up your accounting year and period structure.

Follow these steps to complete the panel:

1. Enter in the Fiscal Year you would like to setup/modify.

2. Enter in the number of accounting periods within this year. This would typically be 12 for monthly periods, or 13 for companies that run on 4 week periods.

3. Enter in the date that the previous fiscal year ended. From this date, the system will calculate the ending date for each period of the year you are setting up. These dates can be manually modified, if needed.

Note: The open/closed status of the fiscal year you are viewing will be displayed. If you have the appropriate security settings, you will also have the option of reopening a closed fiscal year from here.

ACCOUNT BREAK SETUP

DB Distributor > General Ledger > Setup > System > Other Setup > Account Break (GLS T3)

The Account Break setup screen is used for setting up your account breaks. In your General Ledger parameters, you were able to setup your main account breaks. This screen is used to setup additional subtotals to print on the Financial Statements. You will want to setup your main breaks in here as well.

Follow these steps to complete the panel:

1. Enter in the account number where you would like for a new break to start. You can use the second query button to view breaks that have been setup already.

2. Enter in a description you would like to print on the Financial Statements at this break.

3. Press **Save**.

SOURCE JOURNAL CODE SETUP

DB Distributor > General Ledger > Setup > System > Other Setup > Source Journal Code (GLS T4)

The Source Journal Code setup screen is used for setting up general ledger journal codes. The system comes with a standard set of journal codes. You can add to this list if you need to make specific entries, such as if you want to have a separate payroll journal.

Follow these steps to complete the panel:

1. Enter in a journal code to create a new code, or to view an existing code.

2. Enter in a description for this journal.

3. Indicate if you would like for the postings to be summarized based upon if you are "cash" or "accrual" basis.

4. Press **Save**.

Note: The following Journal Codes are standard on your system:

  ➢ BR - Bank Reconciliation
  ➢ CR - Cash Receipts
  ➢ SJ - Sales Journal
  ➢ PU - Purchase Journal
  ➢ CD - Cash Disbursements
  ➢ MC - Manual Checks
  ➢ MP - Manual Purchase Journal
  ➢ FC - Finance Charges
  ➢ IT - Inventory Transactions
  ➢ PI - Physical Inventory Update
  ➢ KT - Kit Production
  ➢ JE - General Journal Entries

🖥 GENERAL JOURNAL ENTRY

DB Distributor > General Ledger > Journal Posting > General Journal Entry (G/L J1)

The General Journal Entry setup screen is used for manually entering journal entries.

Follow these steps to complete the panel:

1. Enter in the Fiscal Year and Accounting Period that your posting should be posted to.

Follow these steps to complete the *Header* tab:

2. Enter in a source journal code that should be applied to your posting. *Note*: This will usually be marked as a "JE". However, when making correcting postings from a specific source journal, you can designate these as well.
3. Enter in a reference number for the journal entry, or click the **Assign Next** button to have the system assign the next available number.
4. If this posting needs to be reversed in another accounting period, click on the **Reversal** button. This will allow you to enter in the fiscal year and accounting period to which this posting should be reversed.
5. Enter in the date that should be used as the transaction date for this posting.
6. Select if you would like to have the ability of entering a memo line with each posting.
7. Enter in up to 3 description lines to describe the journal entry that is being setup. Continue to the *Lines Detail* tab.

Follow these steps to complete the *Lines Detail* tab:

8. If you selected to enable memo fields by line, enter in a memo to accompany the journal entry line you are entering.
9. Enter in the general ledger account for the posting.
10. Enter in the debit or credit amount to be applied to your selected account. After pressing the enter key, your posting will be displayed in the *Lines* area. You will then be positioned back in the memo field, or the account number field if you are not using the memo field by line option.
11. Repeat steps 8 through 10 as needed to add additional postings. When finished, press the **Save** button. *Note*: You need to have a balanced posting in order to save your record. If you have an out of balance condition, the system will warn you of this. If you need to make an out of balance posting (or one-sided entry) there is an override key for this. This should be known by your system administrator, or head of accounting department.

To update the entries you just entered, run the General Journal Update.

🖥 GENERAL JOURNAL ENTRY UPDATE

DB Distributor > General Ledger > Journal Posting > General Journal and Update (G/L J2)

The General Journal Update screen is used for verifying and updating your General Journal Entries.

Follow these steps to run this report:

1. Modify the **Output Options** as needed to select where the report should print.

2. Press the **Print Report** button.

3. You will be given the option of updating the information contained within the report. If the postings shown are the report are accurate, you will **update** the data. If not, you will **exit** the update and return to the General Journal Entry screen to make corrections.

RECURRING JOURNAL ENTRY UPDATE

DB Distributor > General Ledger > Journal Posting > Recurring Journal and Update (G/L J3)

The Recurring Journal Entry Update is used to update your Recurring Journal Entries. The fiscal year and accounting period for the recurring entries to be updated in will be displayed at the bottom of the screen.

Follow these steps to run this update:

1. Modify the **Output Options** as needed to select where the report should print.

2. Press the **Print Report** button.

3. When the report prints, you will be given the option of updating the data. Verify that the correct postings are to be made before updating.

GENERAL LEDGER REPORTS

Use the General Ledger Reports to view all of your bookkeeping activities. The following is a list of General Ledger Reports that are available for review:

- ➤ Chart of Accounts
- ➤ General Ledger
- ➤ Trial Balance
- ➤ Financial Statements

CHART OF ACCOUNTS

DB Distributor > General Ledger > Reports > Chart of Accounts (G/L R1)

The Chart of Accounts report is used to obtain a listing of your general ledger accounts that have been setup and their descriptions.

Follow these steps to run this report:

1. Enter in starting and ending general ledger account numbers to print the report for only a portion of your accounts, or set to FIRST and LAST to receive a listing of all your accounts. *Note*: Press the F10 key in CHUI to default the fields to FIRST and LAST. In GUI, you can do this by emptying the field and then pressing enter.

2. Modify the **Output Options** as needed to select where the report should print.

3. Press the **Print Report** button.

GENERAL LEDGER

DB Distributor > General Ledger > Reports > General Ledger (G/L R2)

The General Ledger report prints or displays the general ledger accounts along with the detail postings for each. You have the option to print all or a range of accounts. You can also specify that the report print a single period or a range of periods for the fiscal year. You can print all entries or restrict the entries to only those associated with a specific source journal or a specific audit report. *Note*: Upon entering this report, you may receive a dialog box that informs you there are "transaction audit postings" that have not been updated. In order to include the most up-to-date postings, you will want to run and update the Detail Transaction Register.

Follow these steps to run this report:

1. Enter in starting and ending general ledger account numbers to print the report for only a portion of your accounts, or set to FIRST and LAST to receive a report of all your accounts.

2. Enter in the Fiscal Year to print the report for.

3. Enter in starting and ending accounting periods to print the report for.

4. If you would like to print a report using only postings from a specific journal, select the source journal.

5. If you would like to print the extended posting remarks, you will need to check that option on.

6. Modify the **Output Options** as needed to select where the report should print.

7. Press the **Print Report** button.

⏩ TRIAL BALANCE

DB Distributor > General Ledger > Reports > Trial Balance (G/L R3)

A basic rule of double-entry accounting is that for every credit there must be an equal debit amount. From this concept, one can say that the sum of all debits must equal the sum of all credits in the accounting system. If debits do not equal credits, then an error has occurred. The Trial Balance report is a tool for detecting such errors. When viewing the Trial Balance for all accounts, the totals at the bottom of the debit and credit column totals should be equal. *Note*: Upon entering this report, you may receive a dialog box that informs you there are "transaction audit postings" that have not been updated. In order to include the most up-to-date postings, you will want to run and update the Detail Transaction Register.

Follow these steps to run this report:
1. Enter in starting and ending general ledger account numbers to print the report for only a portion of your accounts, or set to FIRST and LAST to receive a report of all your accounts.
2. Enter in the Fiscal Year to print the report for.
3. Enter in an Accounting Period to print the report for.
4. Modify the **Output Options** as needed to select where the report should print.
5. Press the **Print Report** button.

⏩ FINANCIAL STATEMENTS

DB Distributor > General Ledger > Reports > Financial Statements (G/L R4)

The Financial Statements report is used to print a copy of your Balance Sheet and Income Statement (Profit and Loss).

Follow these steps to run this report:
1. Enter in the Fiscal Year to print the report for.
2. Enter in an Accounting Period to print the report for.
3. Select if you would like to print individual statements by department.
4. Select if you would like for the Consolidated Statement to show department detail.
5. Select if you would like for inactive accounts to be printed.
6. Select if you would like for the Income Statement to print sub-accounts.
7. For the Income Statement, choose if you would like to see a Budget Comparison, Prior Year Comparison, or Period & Year-to-Date information.
8. For the Balance Sheet, choose if you would like to see Year-to-Date Balances, or YTD and Prior YTD.
9. Select if you would like for the Balance Sheet to print sub-accounts.
10. Select if you would like for the Financial Statements to be recalculated prior to printing.
11. Modify the **Output Options** as needed to select where the report should print.
12. Press the **Print Report** button.

DETAIL TRANSACTION REGISTER

DB Distributor > General Ledger > Updates > Detail Trans Register/Updt (G/L U1)

During your daily processing, all of your general ledger postings will be updated to your Detail Transaction Register. This includes the postings from your Sales Journals, Purchase Journals, Cash Receipts Journals, General Journal Entries, etc. All of these postings will update here for review before their final posting to your General Ledger.

Follow these steps to run this report:

1. Modify the **Output Options** as needed to select where the report should print.

2. Press the **Print Report** button.

3. You will be given the option of updating the information contained within the report. Before updating, please review the items listed here:

   ➢ Look at the totals on the report. The debits and credits should equal.

   ➢ Look at the fiscal year and accounting period at the very top of the report and at the bottom. Make certain that no postings were made to an out of date period.

   ➢ Look at the very first entry of each journal and make certain that no posting were made to a not-on-file account (an account consisting of all zeroes).

All these are indications that something has gone wrong and requires your attention. DO NOT UPDATE AN OUT OF BALANCE REPORT.

Problem: If the debits and credit do not equal, something has gone wrong. You have either had an interruption in an update (most likely) or a programming issue.

Solution: Find the individual source journal listed on the report that is out of balance. By reviewing the details within the out of balance source journal, you should be able to determine what your journal entry will need to be to correct the out of balance situation. Since you are out of balance, you will be required to make a one-sided journal entry to put you back in balance. Typically, only your Accounting Manager or System Administrator will have access to enter in a one-sided journal entry. Once you make the one-sided journal entry, you should rerun the Detail Transaction Register. It should now be in balance and you should go forward with the update.

Problem: If you have postings that have gone into the wrong period. DB Distributor will default the earliest unclosed period on each accounting transaction. There may be times when you have not closed your month but are making postings in the new period. In this event you should override the default fiscal year and accounting period with the correct setting for your entry. Your operator may have failed to do this, or otherwise entered the wrong period. This should be obvious on your Detail Transaction Register as this report lists all of the transactions in order by the period and fiscal year. Look at the beginning of the report and at the end.

Solution: As the fiscal year and accounting period are part of the key to the record, you will need to reverse and re-enter these transactions.

Problem: If you have a posting to a "000" account, you have a general ledger interface problem. You may have deleted a general ledger account that is still set up in one of your interface programs.

Solution: Make a journal entry to debit or credit the correct account(s) with the opposing entry to the "000" account.

All of these problems are rare and relatively easy to resolve if caught early (at the time of the detail transaction register). Catching any problems here will help reduce the time spent on your period end closing.

MONTH END PROCESSING

The Period End Processing cycles the accounting period. It also removes historical information that has reached a certain age, based upon your parameter settings. When you are running this for the last period of the year, the year end process will also take place. The year end processing will perform the following:

- ➢ Closes the current fiscal year and opens the new one.
- ➢ Transfers for each balance sheet account the ending balance for the current fiscal year to the beginning balance of the new fiscal year.
- ➢ General Ledger Income and Expense accounts are combined, producing net profit or loss. This number becomes the Retained Earnings Account's beginning balance for the new fiscal year.
- ➢ For the company being closed, year-end processing retains general ledger postings and account balance summary records for as long as was specified in the General Ledger Parameters, and removes data exceeding your stated requirement.

These are the recommended steps to perform your GL Month End Processing:

1. Make sure that all journal entries have been updated. This would include updating your General Journal Entries, Recurring Journal Entries, and your Detail Transaction Register.
2. Print a copy of your Financial Statements. We would also recommend printing these to PDF and saving a copy.
3. Run the Period End Update. *Note*: This should be done after all other modules have been updated.

PERIOD END UPDATE

DB Distributor > General Ledger > Updates > Period End Processing (G/L U2)

Make sure that you have followed this checklist before updating your period. The items that will be updated by the period end process are discussed here.

When you enter into this screen, it will display the fiscal year and accounting period that is to be updated. You will click the **Proceed** button. This will bring up a panel that will inform you of what historical information will be deleted, based upon your parameters. Click the **Yes** button to proceed with the update.

GENERAL LEDGER – HOW TO...

This section provides instructions for addressing the following General Ledger Special Situations:

- ➢ How to Correct an "Out of Balance" Situation from the Detail Transaction Register
- ➢ How to Find Your Current Bank Account Balance
- ➢ How to Make a Posting to a Prior Year

HOW TO RESEARCH AND CORRECT AN OUT OF BALANCE GENERAL LEDGER

When running your Detail Transaction Register, you may occasionally receive a message that informs you that your postings are out of balance. This would usually be due to a previous update being interrupted, or from having some sort of programming issue. Here are the steps that you should use to most quickly find and correct your out of balance condition:

1. Go to the end of your report and determine the difference between your total debits and total credits. This will let you know the total amount that needs to be found.

2. The report is divided up by source journal. So there are subtotals throughout the report based upon which area of the system made the update. Sales Journal, Cash Receipts, Check Processing, etc. Start working your way through the report, looking at the subtotal for each source journal. If you find a problem with the subtotals of a specific source journal, you will then need to look through that source journal for an out of balance posting. Make a note of the amount that you are out of balance within that section. If the amount is equal to the total amount from step 1, then this is the only section of the journal that will need to be corrected. If it is not, then you will need to look through the other source journal sections as well.

3. Begin looking through the individual postings of your out of balance source journal. When you find one that is out of balance, make a note of how much the difference is, and what the audit control number is. If the amount it is out of balance is equal to the amount from step 2, then that is the only out of balance condition within this section. If it is not, then you will need to continue searching through this section.

4. Using the audit control number, you will need to find a copy of the original journal that was updated. This process is made easier if you have the Image Library, and can do a search on the audit control number. You can always use your hard copy that was printed out and filed as well.

5. Using the original journal, you should be able to determine where the out of balance condition originated from, and figure out where a correcting posting needs to be made.

6. Repeat steps 2 through 5 until you have found all of the out of balance conditions that would have led to your total from step 1.

7. Enter a General Journal Entry to make your correcting posting(s). Instead of posting these as a "JE" type, we would recommend making each posting to the correct source journal that it should have originally been updated to.

8. Update your new postings.

9. Run your Detail Transaction Register report again. You should now be in balance.

HOW TO FIND YOUR CURRENT BANK ACCOUNT BALANCE

Note: This process was written in terms of finding a bank account balance, but the process is really used for finding the current balance of any general ledger account.

1. In order to have the most recent and accurate balance, you will want to have all of your batches updated. In finding your bank balance, you would primarily need to have any Cash Receipts and Check Processing batches updated.

2. Run and update your Detail Transaction Register.

3. There are now 2 places where you can find your balance. Under the "Setup" section, you can go to the Account Balances option. From here, you can select the general ledger account that is the equivalent of your bank account, and then view the activity by period, and see your current balance in the YTD column. Alternatively, you can also go to the "Reports" section, and run the General Ledger report. You can run this for all accounts, or just for the specific account you are looking to find the current balance on. This report will give you posting for the current period, and an ending (current) balance.

HOW TO MAKE A JOURNAL POSTING TO A PRIOR YEAR

Sometimes after closing out your Fiscal Year, you might find that you have a need to make adjustment postings to the year that you have closed. Here are the steps that you can use to make adjustments to a closed fiscal year.

1. Go into the Fiscal Year Setup screen.

2. Select the year that needs to be re-opened.

3. If your security access level is high enough, you will have the option to re-open the year. In GUI, there will be a button to press. In CHUI, you will be prompted to press the F8 key.

4. Proceed to the General Journal Entry screen.

5. Make your posting to the correct Fiscal Year and Accounting Period. Your operator code must have access to make postings to a closed period in order to make this posting.

6. Update your posting.

7. Run and update your Detail Transaction Register.

8. The next time you run your Period End Processing, this posting will be processed first, the Fiscal Year will be re-closed, and the appropriate updated balances will be rolled forward.

▶ CONTACTING US

Demand Bridge, LLC

3500 Parkway Lane

Suite 300

Norcross, GA 30092

 Sales: 800.448.1484

 Technical Services & Support: 770.239.7777

Support Web Page: [Customer Service Center](#)

▶ LEGAL

Disclaimer

Demand Bridge, LLC makes no representation or warranties regarding the contents of this document. Demand Bridge, LLC reserves the right to revise this document or make any changes to the specifications of the product described within it at any time without notice and without obligation to notify any person of such revision or change.

Copyright

This documentation and the software described within it are copyrighted by Demand Bridge, LLC; Norcross, Georgia. The software described is furnished under a license agreement. You may not reproduce, transmit, transcribe, translate into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, any part of this publication without express written permission of Demand Bridge, LLC.

Demand Bridge, LLC

3500 Parkway Lane

Suite 300

Norcross, GA 30092