

General Ledger

To access General Ledger, select one of the following:

- Ctrl + G
- Accounting on the Navigation Bar then General Ledger
- Go on the Menu Bar then General Ledger

The system displays.

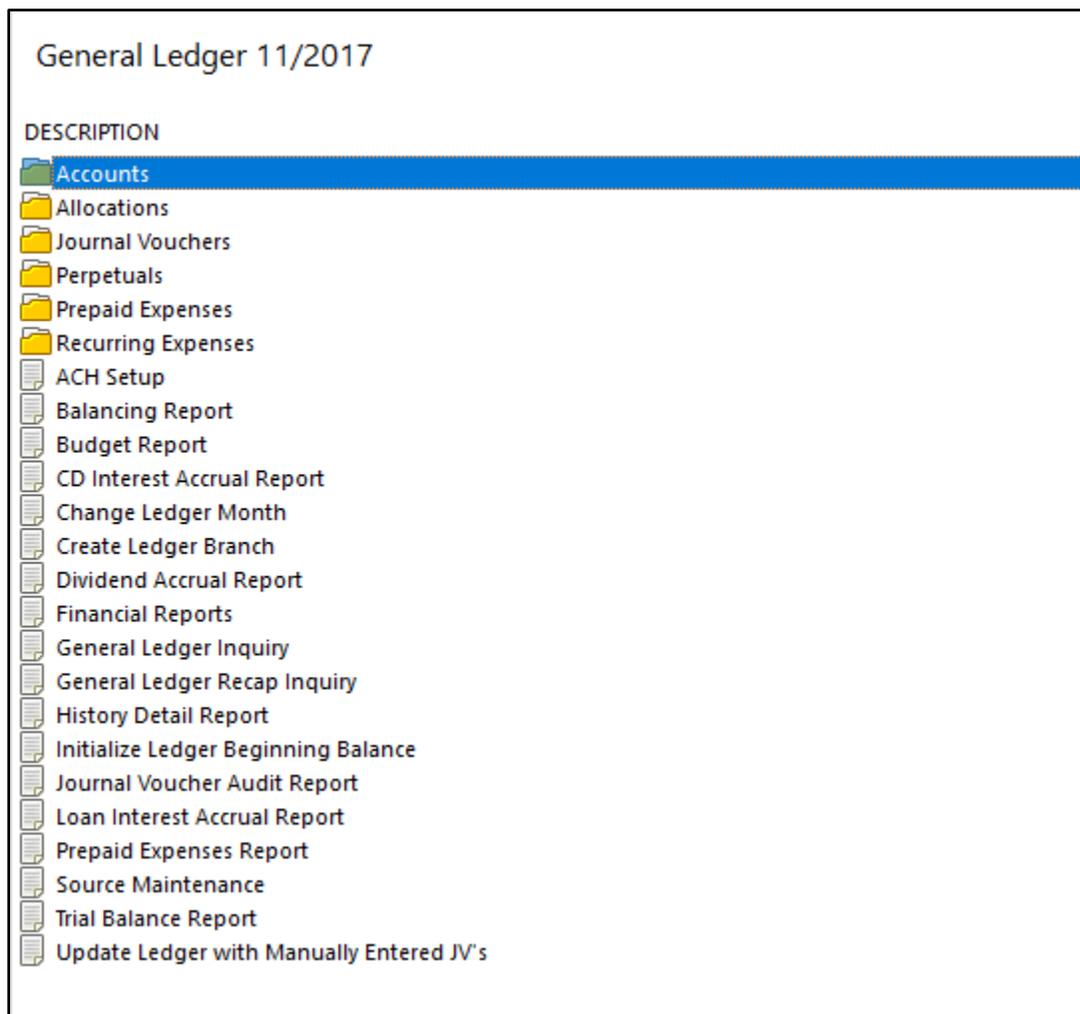


Figure 1

****Note:** The security option for General Ledger must be set to “Permitted” in order for an employee to be able to access General Ledger. This is found under System Administration, Teller Administration then Basic Security.

Accounts

After selecting the **Accounts** folder, the system displays.

Description	Ending Balance
▶ Double click here to add a new ledger account...	
000-101000 (SHARES)	\$3,354.68 (DR)
000-111000 (INTEREST ON LOANS)	\$540,094.73 (CR)
001-111000 (INTEREST ON LOANS)	\$3,935.88 (CR)
002-111000 (INTEREST ON LOANS)	\$1,221.75 (CR)
000-111111 (INTEREST SHARE SECURED LN)	\$345.00 (CR)
000-112000 (INTEREST LINE OF CREDIT)	\$345,671.23 (CR)
000-114000 (INTEREST HOME EQUITY)	\$389,128.45 (CR)
000-121000 (INVESTMENT INCOME)	\$92,536.91 (CR)
001-121000 (INCOME FROM INVESTMENT)	\$0.00 (DR)
000-121600 (INVESTMENT CD'S)	\$1,280.00 (CR)
001-121600 (DIV ON SHARES)	\$0.00 (DR)
000-131000 (FEES AND CHARGES)	\$93,216.75 (CR)
001-131000 (FEES AND CHARGES)	\$0.00 (DR)
000-131100 (CLOSING COSTS)	\$1,203.48 (CR)
000-131300 (STOP PAYMENT FEES)	\$2,040.00 (CR)
000-140000 (MONEY ORDER FEES)	\$2,145.00 (CR)
000-141000 (TRAVELER,CHECQUES FEES)	\$120,908.00 (CR)
000-151061 (SAFE DEPOSIT BOX FEES)	\$3,781.45 (CR)
000-152000 (CREDIT LIFE INSURANCE)	\$12,802.44 (CR)
001-152000 (CREDIT LIFE INSURANCE)	\$100.00 (CR)
002-152000 (CREDIT LIFE INSURANCE)	\$33.33 (CR)
000-211000 (SALARIES)	\$154,871.52 (DR)
000-211300 (TICKET SALES)	\$48,624.75 (DR)
000-222000 (SOCIAL SECURITY TAXES)	\$11,835.65 (DR)
000-224000 (EMPLOYEES CREDIT BENEFITS)	\$5,050.00 (DR)
000-252000 (BUILDING MAINTENANCE)	\$675.37 (DR)
000-253000 (UTILITIE EXPENSES)	\$3,290.71 (DR)
001-253000 (UTILITIE EXPENSES)	\$0.00 (DR)
000-253400 (WATER & SEWAGE)	\$2,930.02 (DR)
000-254100 (FURNITURE EXPENSE)	\$10,588.01 (DR)
001-254100 (FURNITURE EXPENSE)	\$545.67 (DR)
003-254100 (FURNITURE EXPENSE)	\$234.00 (DR)
000-261000 (COMMUNICATIONS)	\$2,871.05 (DR)
000-261200 (POSTAGE)	\$293.50 (DR)
001-261200 (POSTAGE)	\$0.00 (DR)
000-262000 (SUPPLIES)	\$36,506.10 (CR)
000-265010 (Bond Insurance)	\$50.83 (DR)
001-265010 (Bond Insurance)	\$250.00 (DR)

Figure 2

A list of the general ledger accounts that are currently setup on the system are displayed. A maximum of 5,500 general ledger accounts is allowed. Use the scroll bar on the right to display other general ledger accounts not able to be displayed due to space limitations.

To add a new general ledger account, highlight the "Double click here to add a new general ledger account..." line and press enter or double click on that line.

TIP: To quickly speed through the list, press the first number of a general ledger number and the system will go to the first occurrence of that number. Example: Press the eight (8) key and the system will go to the first ledger number beginning with an eight.

The system displays the Add Ledger Account window.

	Budget		Previous Year	
	Debit	Credit	Debit	Credit
January:				
February:				
March:				
April:				
May:				
June:				
July:				
August:				
September:				
October:				
November:				
December:				
Annual Totals:				

Figure 3

Enter the information for the new Ledger Account. Click on the Magnifying Glass to view the ledger account numbers currently on the system.

Account Number: Enter the general ledger account number.

Example: Enter 111222 and press the Tab key = 000-111222

****Note:** If the credit union uses the Branch Accounting optional software, enter the three digit branch number then the six digit general ledger account number.

Example: Enter 001111222 and press the Tab key = 001-111222

Account Title: Enter a title for the general ledger account number.

Allocation: For credit unions using the Branch Accounting optional software, select the appropriate allocation, if applicable. (See **Allocations** to add a new allocation or make a change to an existing allocation.)

Budget: If the credit union uses the budget feature, enter the appropriate budget amounts in the correct column. Press enter when finished and the system will display the total and ask if you want to change the total. Select “yes”. The “debit” column is to indicate a debit balance and the “credit” column is to indicate a credit balance account.

Another method can be used, if equal amounts are to be budgeted for each month. Enter an amount in the Annual Totals field only in the correct debit or credit column. Press enter and the system will divide the amount equally among the twelve months and add the general ledger account number to the system. ****Note:** This method can only be used when the monthly amount fields are blank.

Previous Year: This space is usually not required for a new general ledger account. This space is where the system stores the balances for the previous year, if the credit union does the Initialize Ledger Beginning Balances procedure.

Select the Save button, to add the general ledger account.

Set Beginning Balance - This is used to enter the Beginning Balance for a general ledger account, if necessary. Click on the link and the system displays.

The screenshot shows the 'Datamatic VIEW' interface for adding a ledger account. The main window is titled 'Add Ledger Account' and contains fields for 'Account Number', 'Account Title', and 'Allocation'. Below these fields is a table with columns for 'Budget' (Debit, Credit) and 'Previous Year' (Debit, Credit), with rows for each month from January to December, plus 'Annual Totals'. A dialog box titled 'Set Beginning Balance' is overlaid on the table, with a 'Save' button. At the bottom of the main window, the link '[Set Beginning Balance](#)' is circled in red.

Figure 4

Enter the account Beginning Balance in the appropriate column. Select the Save button. This will change the beginning balance for the year for this general ledger account which will affect each month thereafter. Select the Save button on the Add Ledger Account window.

****IMPORTANT:** This will affect the balance in the general ledger account and the general ledger inquiry/reports so use caution when changing this field.

Other General Ledger Options

Right click on a General Ledger Account and the system displays.

Description	Ending Balance
Double click here to add a new ledger account...	
000-101000 (SHARES)	\$3,354.68 (DR)
000-111000 (INTEREST ON LOANS)	\$540,094.73 (CR)
001-111000 (INTEREST ON LOANS)	\$3,935.88 (CR)
002-111000 (INTEREST ON LOANS)	\$1,221.75 (CR)
000-111111 (INTEREST SHARE SECURED LN)	\$345.00 (CR)
000-112000 (INTEREST LINE OF CREDIT)	\$345,671.23 (CR)
000-114000 (INTEREST HOME E)	\$389,128.45 (CR)
000-121000 (INVESTMENT INCO)	\$92,536.91 (CR)
001-121000 (INCOME FROM INV)	\$0.00 (DR)
000-121600 (INVESTMENT CD'S)	\$1,280.00 (CR)
001-121600 (DIV ON SHARES)	\$0.00 (DR)
000-131000 (FEES AND CHARGE)	\$93,216.75 (CR)
001-131000 (FEES AND CHARGES)	\$0.00 (DR)
000-131100 (CLOSING COSTS)	\$1,203.48 (CR)
000-131300 (STOP PAYMENT FEES)	\$2,040.00 (CR)
000-140000 (MONEY ORDER FEES)	\$2,145.00 (CR)
000-141000 (TRAVELER/CHECQUES FEES)	\$120,908.00 (CR)
000-151061 (SAFE DEPOSIT BOX FEES)	\$3,781.45 (CR)
000-152000 (CREDIT LIFE INSURANCE)	\$12,802.44 (CR)
001-152000 (CREDIT LIFE INSURANCE)	\$100.00 (CR)
002-152000 (CREDIT LIFE INSURANCE)	\$33.33 (CR)
000-211000 (SALARIES)	\$154,871.52 (DR)
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000-253000 (UTILITIE EXPENSES)	\$3,290.71 (DR)
001-253000 (UTILITIE EXPENSES)	\$0.00 (DR)
000-253400 (WATER & SEWAGE)	\$2,930.02 (DR)
000-254100 (FURNITURE EXPENSE)	\$10,588.01 (DR)
001-254100 (FURNITURE EXPENSE)	\$545.67 (DR)
003-254100 (FURNITURE EXPENSE)	\$234.00 (DR)
000-261000 (COMMUNICATIONS)	\$2,871.05 (DR)
000-261200 (POSTAGE)	\$293.50 (DR)
001-261200 (POSTAGE)	\$0.00 (DR)
000-262000 (SUPPLIES)	\$36,506.10 (CR)
000-265010 (Bond Insurance)	\$50.83 (DR)
001-265010 (Bond Insurance)	\$250.00 (DR)

Figure 5

Another method of making changes to an existing general ledger account is to highlight the general ledger number and press enter or double click on the general ledger number.

Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Ledger Account - Displays the Add Ledger Account window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Ledger Account - Displays the following window.

Datamatic VIEW

Edit Ledger Account

Account Number: 114000

Account Title: INTEREST HOME EQUITY

Allocation: (none)

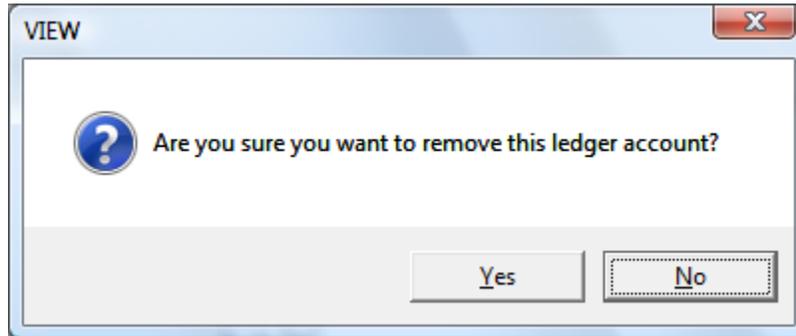
	Budget		Previous Year	
	Debit	Credit	Debit	Credit
January:		\$1,000.00		\$591.35
February:		\$1,000.00		\$835.35
March:		\$1,000.00		\$1,200.08
April:		\$1,000.00		\$1,187.85
May:		\$1,000.00		\$1,369.35
June:		\$1,000.00		\$1,440.43
July:		\$1,000.00		\$1,678.52
August:		\$1,000.00		\$1,280.28
September:		\$1,000.00		\$2,025.97
October:		\$1,000.00		\$1,518.38
November:		\$1,000.00		\$1,383.89
December:		\$1,000.00		\$1,137.31
Annual Totals:		\$12,000.00		\$15,648.76

[Set Beginning Balance](#) Save

Figure 6

Make the necessary changes. Select the Save button.

Remove Ledger Account - Displays the following window.



Select Yes to remove the ledger account. Otherwise, select No.

Display Posted Detail - Displays the posted transactions for a specific general ledger account. The system displays.

Datamatic VIEW

General Ledger Inquiry (999999 - Suspense)

Account: 999999 Start Month: July End Month: September Year: 2014

Start Date: End Date:

JV ID	Date	Reference	Description	Debit Amount	Credit Amount	Running Balance
CR0707	07-07-2014		Balancing Entry	-	\$0.10	\$0.10 (CR)
CR0722	07-22-2014	3	Bal Entry to suspens	\$0.10	-	\$0.00 (DR)
CR0729	07-29-2014		INTERNET BANKING	\$1,955.23	-	\$1,955.23 (DR)
CR0729	07-29-2014		INTERNET BANKING	-	\$2,416.23	\$461.00 (CR)
MH0730	07-30-2014	100	Stop Pay 16672871	-	\$111.00	\$572.00 (CR)
CR0730	07-30-2014	16672871	Suspense: Drafts	\$111.00	-	\$461.00 (CR)
			July Totals	\$2,066.33	\$2,527.33	\$461.00 (CR)
CR0804	08-04-2014	3	Suspense 7/29 58621-	\$461.00	-	\$0.00 (DR)
CR0821	08-21-2014	3	Wrong MICR 4556770	-	\$200.00	\$200.00 (CR)
CR0821	08-21-2014	4555970	Suspense: Drafts	\$200.00	-	\$0.00 (DR)
			August Totals	\$661.00	\$200.00	\$0.00 (DR)
CR0916	09-16-2014		INTERNET BANKING	\$5,246.75	-	\$5,246.75 (DR)
CR0916	09-16-2014		INTERNET BANKING	-	\$6,590.36	\$1,343.61 (CR)
CR0917	09-17-2014	21	Internet Mort Paymen	\$1,343.61	-	\$0.00 (DR)
CR0918	09-18-2014	3	857799-1-67 pay ck 6	-	\$500.00	\$500.00 (CR)
CR0918	09-18-2014	857799167	Suspense: Drafts	\$500.00	-	\$0.00 (DR)
			September Totals	\$7,090.36	\$7,090.36	\$0.00 (DR)
			Totals	\$9,817.69	\$9,817.69	\$0.00 (DR)

Figure 7

Enter the information desired for the inquiry and select Go.

****Note:** To view the posted detail for a different general ledger account or a different month (or range), start date (or range) or year, enter the new information at the top of the window and select Go.

Allocations

The Branch Accounting software allows the credit union to automatically post ledger entries by predetermined percentages for each branch.

After selecting the **Allocations** folder, the system displays.

Description	Branch 0	Branch 1	Branch 2	Branch 3	Branch 4	Branch 5	Branch 6	Branch 7	Branch 8	Branch 9
▶ Double click here to add a new allocation...										
Postage	60.000%	20.000%	20.000%	-	-	-	-	-	-	-
Credit Life Insurance	-	75.000%	25.000%	-	-	-	-	-	-	-
Utilities	50.000%	25.000%	25.000%	-	-	-	-	-	-	-

Figure 8

A list of the allocations that are currently setup on the system are displayed. Use the scroll bar on the right to display other allocations not able to be displayed due to space limitations, if applicable.

To add a new allocation, highlight the “Double click here to add a new allocation...” line and press enter or double click on that line.

The system displays the Add Allocation window.

Branch	Percent								
00		01		02		03		04	
05		06		07		08		09	
10		11		12		13		14	
15		16		17		18		19	
20		21		22		23		24	
25		26		27		28		29	
30		31		32		33		34	
35		36		37		38		39	
40		41		42		43		44	
45		46		47		48		49	
50									

Figure 9

Enter the information for the new allocation.

Description: Enter a description for the new allocation. The description entered will display in the drop down box as a selection for the allocation field on the Add Ledger Account window.

Percent: Enter the percent that applies to each branch office.

****Note:** The total percentage amounts entered must equal 100%. Example: It is OK to have 75% for branch 00, 0% for branch 01 and 25% for branch 02.

Select the Add button, to add the allocation.

IMPORTANT: To activate an allocation entry, the employee must enter a prefix of 999 in front of the general ledger account number when processing the transaction. The entry may be posted through the online system using transaction types GL credit (90) or GL Debit (80). This feature can also be used in Accounts Payable (optional software), Prepaids, Perpetuals and Recurring Entries.

Other Allocation Options

Right click on an Allocation and the system displays.

Description	Branch 0	Branch 1	Branch 2	Branch 3	Branch 4	Branch 5	Branch 6	Branch 7	Branch 8	Branch 9
Double click here to add a new allocation...										
Postage	60.000%	20.000%	20.000%	-	-	-	-	-	-	-
Credit Life Insurance	-	75.000%	25.000%	Add Allocation...			-	-	-	-
Utilities	50.000%	25.000%	25.000%	Edit Allocation			-	-	-	-
				Remove Allocation						

Figure 10

Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Allocation - Displays the Add Allocation window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Allocation - Displays the following window.

Description:

Branch	Percent								
00	60.000%	01	20.000%	02	20.000%	03		04	
05		06		07		08		09	
10		11		12		13		14	
15		16		17		18		19	
20		21		22		23		24	
25		26		27		28		29	
30		31		32		33		34	
35		36		37		38		39	
40		41		42		43		44	
45		46		47		48		49	
50									

Figure 11

Make the necessary changes. Select the Save button.

Remove Allocation - Displays the following window.

VIEW

Are you sure you want to remove this allocation?

This will remove the allocation from the system.

Select Yes to remove the allocation. Otherwise, select No.

Journal Vouchers

After selecting the Journal Voucher folder, the system displays.

Name	Type	Status	Date	Entries	Debits	Credits
▶ Double click here to add a new journal voucher...						
JV0901	Normal	In Progress	08-2004	4	\$302.00	\$302.00
MH0901	Normal	In Progress	08-2004	6	\$430.00	\$430.00
TT0901	Normal	In Progress	08-2004	2	\$50.00	\$50.00

Figure 12

A list of the Journal Vouchers on the system is displayed. The JV-ID (name), Type of Journal Voucher, Status of Journal Voucher, Date***, the number of entries, and the dollar amount of the debits and credits are displayed. ****Note:** The debits and credits must match before a Journal Voucher can be posted. Posting a Journal Voucher changes the status from **“In Progress”** to **“Completed”**.

***The **“Date”** column represents the posting month and year to be used when the entries are updated in general ledger. The Posting Month and Year are selected when the JV-ID is posted.

To add a new journal voucher to the system, highlight the **“Double click here to add a new journal voucher...”** line and press enter or double click on that line.

The system displays.

The screenshot shows a window titled "Datamatic VIEW" with a sub-header "Add Journal Voucher". The form contains the following fields:

- Journal Voucher ID: [Text Input]
- Ledger Account: [Text Input] with a magnifying glass icon to the right.
- Reference: [Text Input]
- Description: [Text Input]
- Amount: [Text Input] split into two columns labeled "Debit" and "Credit".

A "Save" button is positioned at the bottom right of the form area.

Figure 13

Enter the information for the Journal Voucher.

After the JV-ID has been posted and updated with the online, it may be used again that day, if needed. Verify that the entries posted to the general ledger accounts before reusing the same JV-ID again. However, the GL Posting Listing for the second JV may write over the first report in backup, if the same JV-ID is used on the same date.

If more entries need to be made to a specific JV-ID (that has been posted but not updated) or if changes need to be made, the **"Reopen Journal Voucher"** option could be used.

Journal Voucher ID: The JV-ID is a unique title given to the voucher for reference and tracking purposes. (This is only needed for a new journal voucher. For additional entries to an existing journal voucher, the existing JV-ID will be grayed out.)

Exception - The initials CR are reserved for system generated entries.

Ledger Account: Enter the ledger account for the entry to be posted.

Reference: A number assigned by the credit union to identify individual entries within a JV-ID.

Description: A description of the entries being made.

Amount: Enter an amount in either the debit or credit column. If the amount is entered in the debit column, the amount will be debited from the general ledger account when the JV-ID is updated. If the amount is entered in the credit column, the amount will be credited to the general ledger account when the JV-ID is updated.

Select the Save button, to add the journal voucher entry.

To display the individual entries within a specific journal voucher, highlight the journal voucher and press enter or double click on the journal voucher. The system displays.

Account	Reference	Description	Debits	Credits
Double click here to add a new detail line...				
222000	1	pay taxes	\$250.00	\$0.00
731000	2	pay taxes	\$0.00	\$250.00
261200	3	petty cash	\$100.00	\$0.00
731000	4	petty cash	\$0.00	\$100.00
253400	5	water bill	\$80.00	\$0.00
731000	6	water bill	\$0.00	\$80.00

Figure 14

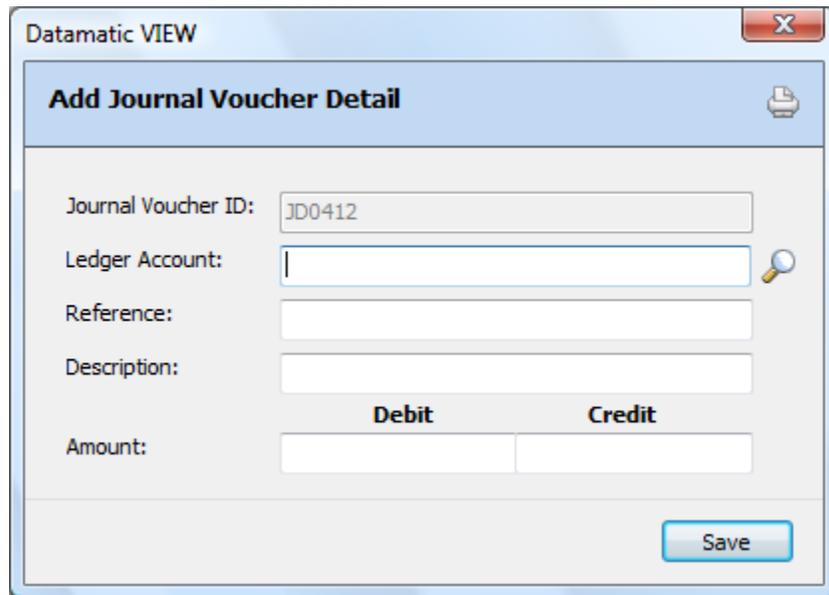
To **remove** an individual entry within a journal voucher, right click on the entry and select “Remove Journal Voucher Detail” or highlight the specific entry and press the “delete” key. A confirmation box will appear. Select “Yes” to proceed with removing the entry.

To **edit** an individual entry within a specific JV-ID, right click on the entry and select “Edit Journal Voucher Detail”. A window will display to make the changes. Select Save, when finished.

To **add** more entries to the journal voucher, highlight the “Double click here to add a new detail line...” line and press enter or double click on that line or right click on the entry and select “Add Journal Voucher Detail”.

The Add Journal Voucher Detail window is displayed.

Example below.



The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Add Journal Voucher Detail". The form contains the following fields:

- Journal Voucher ID: JD0412
- Ledger Account: (empty field with a magnifying glass icon)
- Reference: (empty field)
- Description: (empty field)
- Amount: (split into two columns: Debit and Credit, both empty)

A "Save" button is located at the bottom right of the form.

Figure 15

Enter the information for the new entry within the existing JV-ID. Select the Save button, when finished.

Repeat the process until all of the entries have been added.

Other Journal Voucher Options

Right click on a Journal Voucher and the system displays.

Name	Type	Status	Date	Entries	Debits	Credits
Double click here to add a new journal voucher...						
J00412	Normal	In Progress	06-2010	4	\$2,656.89	\$2,656.89
WEEKLY	Normal	In Progress	08-2010	2	\$50.00	\$50.00
MH1213	Normal	In Progress	12-2010	6	\$238.50	\$238.50

Add Journal Voucher...
Edit Journal Voucher
Remove Journal Voucher
Post Journal Voucher...
Reopen Journal Voucher
Change type to Accrual
Change type to Normal

Figure 16

Use the arrow keys to highlight a selection and press enter or click on a selection. Depending on the status and type of journal voucher will determine which options are available to be selected. Grayed out options are not available presently.

Add Journal Voucher - Displays the Add Journal Voucher Detail window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Journal Voucher - Displays the following window.

Account	Reference	Description	Debits	Credits
Double click here to add a new detail line...				
261000	1	Postage	\$50.00	\$0.00
731000	1	Postage	\$0.00	\$50.00
262000	2	Supplies	\$100.00	\$0.00
731000	2	Supplies	\$0.00	\$100.00
271000	3	Phone Service	\$88.50	\$0.00
731000	3	Phone Service	\$0.00	\$88.50

Figure 17

The entries within the JV-ID are displayed. Select the entry to be edited. The system displays.

Datamatic VIEW X

Edit Journal Voucher Detail Print

Journal Voucher ID:

Ledger Account: Search

Reference:

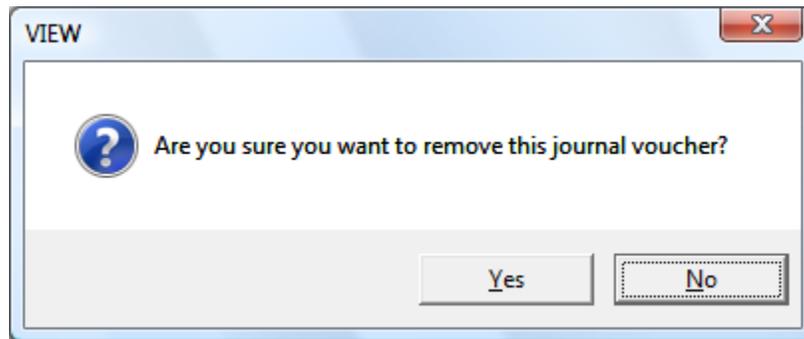
Description:

	Debit	Credit
Amount:	<input type="text" value="\$50.00"/>	<input type="text"/>

Figure 18

Make the necessary changes. Select the Save button.

Remove Journal Voucher - Displays the following window.



This will remove the entire Journal Voucher from the system and the entries within the voucher. After this has been done, the JV-ID will not be displayed. Also, after a JV-ID has been removed, it is completely removed from the system and cannot be reopened.

Select Yes to remove the journal voucher. Otherwise, select No.

Post Journal Voucher - Displays the following window.

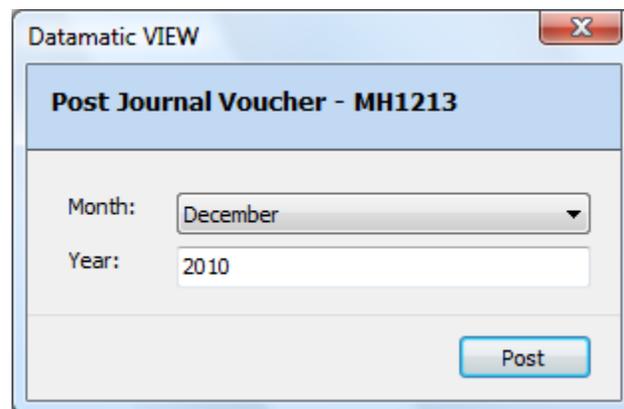


Figure 19

This option is used to change the status of a JV-ID so that the entries can be updated. After a journal voucher has been posted, the status changes from "In Progress" to "Completed". (**Note: This will occur only if the total debits equal the total credits. A message of "JV does not balance" will display if attempting to post a JV that does not balance.) The journal voucher can be updated with the online or left to be updated with End of Day. Only journal vouchers that have been posted can be updated.

Enter the Month and Year for the journal voucher to be posted, if different than displayed. Select the Post button.

Reopen Journal Voucher - This will change the status of the JV-ID from “Completed” to “In Progress” so that changes can be made to the entries within the JV-ID.

****Note:** After a JV-ID has been updated, it cannot be reopened and changes cannot be made. An additional JV would be needed to correct any entries that were done incorrectly.

Change Type to Accrual - This will change a normal journal voucher to an accrual journal voucher. An accrual journal voucher will post in the current month and post exact opposite entries on the first of the next month. This can be used to do accrual basis accounting.

Change Type to Normal - This will change an accrual journal voucher to a normal journal voucher.

Perpetual Entries

After selecting the Perpetual Entries folder, the system displays.

Name	Reference	Account	Description	Debit	Credit	Offset	Expiration
▶ Double click here to add a new perpetual entry...							
PERP04	1	111000	Perpetual Test	\$500.00		731000	07-01-2006
PERP04	2	731000	STAMPS		\$7.40	261200	09-21-2006
PERP99	10	731000	SUPPLIES		\$200.00	262000	03-01-2007
PERP01	20	731000	PETTY CASH		\$50.00	261000	06-01-2006

Figure 20

Perpetual Entries are a simple and basic process that could be used in a variety of ways to move funds between different general ledger accounts.

A list of the Perpetual Entry JV-ID's currently setup on the system is displayed. The JV-ID (name), the Reference Number, Account, Description, Debit or Credit Amount, Offset and Expiration Date are displayed.

Perpetual Entries are a way to move funds between different general ledger accounts. **IMPORTANT:** All Perpetual Entries are posted at the same time so the frequency (monthly, quarterly, etc.) of how often the entries will be posted must be the same.

To add a new perpetual entry to the system, highlight the "Double click here to add a new perpetual entry..." line and press enter or double click on that line.

The system displays.

The screenshot shows a window titled "Datamatic VIEW" with a sub-header "Add Perpetual Entry". The form contains the following fields and controls:

- Journal Voucher ID: [Text Input]
- Expiration Date: [Text Input] with a calendar icon to the right.
- Perpetual Account: [Text Input] with a magnifying glass icon to the right.
- Reference Number: [Text Input]
- Description: [Text Input]
- Amount: Two side-by-side text input fields, with "Debit" centered above the left field and "Credit" centered above the right field.
- Balance Account: [Text Input] with a magnifying glass icon to the right.
- A "Save" button is located at the bottom right of the form.

Figure 21

Enter the information for the new perpetual entry.

Journal Voucher ID: CU Defined.

Expiration Date: Enter the Expiration Date. (Required field.) ****Note:** A perpetual entry will be deleted by the system after posting the perpetuuls in the month/year entered in the expiration date field.

Perpetual Account: Enter the perpetual general ledger account to be debited or credited. ****Note:** To use an allocation for a perpetual entry, enter 999 in front of the general ledger account. (See **Allocations** in this manual for more information.)

Reference Number: Enter a reference number, if desired. This is CU Defined.

Description: Enter a description of the perpetual entry.

Amount: Enter the amount in either the debit or credit field.

Balance Account: Enter the general ledger account to be offset by the perpetual entry.

When finished entering the information, select the Save button.

Double click on an existing perpetual entry or highlight the specific entry and press enter to make changes to an existing perpetual entry.

The system displays the Edit Perpetual Entry window.

The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Edit Perpetual Entry". The window contains the following fields and values:

Journal Voucher ID:	PREPMH				
Expiration Date:	06-01-2011				
Perpetual Account:	731000				
Reference Number:	10				
Description:	Pencils and Paper				
Amount:	<table border="1"><thead><tr><th>Debit</th><th>Credit</th></tr></thead><tbody><tr><td></td><td>\$200.00</td></tr></tbody></table>	Debit	Credit		\$200.00
Debit	Credit				
	\$200.00				
Balance Account:	262000				

A "Save" button is located at the bottom right of the window.

Figure 22

Make the necessary changes then select the Save button.

Other Perpetual Entry Options

Right click on a Perpetual Entry and the system displays.

Name	Reference	Account	Description	Debit	Credit	Offset	Expiration
Double click here to add a new perpetual entry...							
PERP04	1	111000	Perpetual Test	\$500.00		731000	07-01-2006
PERP04	2	731000	STAMPS		\$7.40	261200	09-21-2006
PERP99	10	731000	SUPPLIES		\$200.00	262000	03-01-2007
PERP01	20	731000	PETTY CASH			261000	06-01-2006

Add Perpetual Entry...

Edit Perpetual Entry

Remove Perpetual Entry

Post All Perpetual Entries

Figure 23

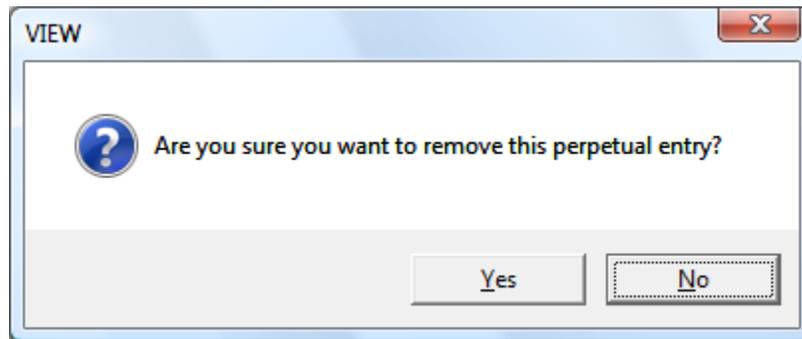
Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Perpetual Entry - Displays the Add Perpetual Entry window.

Edit Perpetual Entry - Displays the Edit Perpetual Entry window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Remove Perpetual Entry - Displays the following window.



This will remove the Perpetual Entry from the system. After this has been done, the JV-ID will not be displayed. Select Yes to remove the perpetual entry JV-ID. Otherwise, select No.

Post All Perpetual Entries - This option is used to post the entries so that they are ready to be updated. This selection posts all of the perpetual JV-ID's at the same time. It is not necessary to post individual perpetual JV-ID's and there is not an option to do so. This is usually done once each month (quarter, etc.). ****Note:** Perpetual entries cannot be posted more than once during the month. A message of "Cannot Post Perpetuals" will be displayed, if attempted more than once during the month.

After posting the entries, "Perpetuals" will display on the Journal Voucher window as "Completed". The JV-ID's can be updated with the online by selecting "Update Ledger with Manually Entered JV's" or left to be updated with End of Day processing. ****Note:** Perpetual entries will be posted in the month that the general ledger is set to at the time they are posted.

If posted in error, perpetual entries cannot be reopened or cancelled. The entries must be manually reversed by creating a JV-ID with opposite entries to the general ledger accounts involved.

Prepaid Expenses

The Prepaid Expenses feature is used to generate a group of general ledger transactions to expense (or reduce) a given amount over a fixed period of time. This is often used for spreading large fixed costs over time. This can also be used for Fixed Asset Depreciation; however, there is not the same level of details, since Prepaids are a general-purpose tool.

After selecting the Prepaid Expenses folder, the system displays.

Name	Entries	Monthly Expense	Remaining Expense
▶ Double click here to add a new prepaid expense...			
LB0704	1	\$83.33	\$916.67
PREP	6	\$689.16	\$3,015.00
jan01	1	\$83.33	\$833.34
lm01	3	\$625.00	\$6,625.01
Intest	1	\$83.33	\$666.68
test	1	\$23.45	\$23.45
wb01	1	\$0.00	\$1.00

Figure 24

A list of the Prepaid Expense JV-ID's currently setup on the system is displayed. The JV-ID (name), the number of Entries, Monthly Expense amount and the Remaining Expense amount are displayed.

To add a new prepaid expense to the system, highlight the "Double click here to add a new prepaid expense..." line and press enter or double click on that line.

The system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Add Prepaid Expense". The form contains the following fields:

- Journal Voucher ID: [Text Input]
- Ledger Description: [Text Input]
- Other Description: [Text Input]
- Vendor Number: [Text Input]
- Original Cost: [Text Input]
- CU Defined Expense Type: [Text Input]
- Prepaid Credit Account: [Text Input] with a magnifying glass icon
- Expense Debit Account: [Text Input] with a magnifying glass icon
- Expense Starting Date: [Date Picker] with a calendar icon
- Date Last Expended: [Date Picker] with a calendar icon
- Total Expense Term: [Text Input]
- Remaining Expense Term: [Text Input]
- Year to Date Expense: [Text Input]
- Total Expense to Date: [Text Input]

A "Save" button is located at the bottom right of the form.

Figure 25

Enter the information for the new prepaid expense.

Journal Voucher ID: CU Defined. (This is only needed for a new prepaid expense JV-ID. For additional entries to an existing prepaid expense JV-ID, the existing JV-ID will be grayed out.)

Ledger Description: Used to indicate the description when posting the prepaid entries to the general ledger.

Other Description: Used for the credit union to describe the prepaid item.

Vendor Number: CU Defined. This may be used to track prepaid expenses with accounts payable.

Original Cost: Used to indicate the cost of obtaining the prepaid.

CU Defined Expense Type: CU Defined. This can be used to classify the prepaid type. This option allows for report printing in expense type order.

Prepaid Credit Account: The general ledger account number that will be credited each month. Click on the Magnifying Glass to display a list of the current ledger accounts and make a selection, if needed.

Expense Debit Account: The general ledger account number that will be debited each month. Click on the Magnifying Glass to display a list of the current ledger accounts and make a selection, if needed.

Expense Starting Date: To reference when the prepaid program started posting the expense to the general ledger.

Date Last Expensed: Shows the last date the prepaid expense has been updated.

Total Expense Term: The period of time (in months) that the prepaid will be expended.

Remaining Expense Term: Shows how many months are left to expense.

Year to Date Expense: Shows the total expense since the beginning of the year.

Total Expense to Date: Shows the total expense over the life of the prepaid.

The system uses the **“Straight Line”** method to expense the amount. The item will be expended as the same amount each month.

When finished entering the information, select the Save button.

To display the individual entries within a specific prepaid expense JV-ID, highlight the prepaid expense and press enter or double click on the prepaid expense. The system displays.

General Ledger 06/2018 - Prepaid Expenses - PREPMH				
ACCOUNT	VENDOR NUMBER	DESCRIPTION	MONTHLY EXPENSE	REMAINING EXPENSE
760000	600285	Annual Operations Se	\$200.00	\$800.00
760000	600287	Trash Pickup	\$86.67	\$86.65
760000	600288	Annual NCUA Audit	\$433.33	\$3,033.35
760000	600290	Mowing and Snow Plow	\$125.00	\$125.00
760000	600291	Newspaper Delivery	\$39.50	\$276.50
760000	600294	United Way Donation	\$62.50	\$437.50
760000	600296	United Way Donation	\$41.67	\$416.66
760000	600297	Statement Paper	\$96.67	\$386.66

Figure 26

****Note:** The “Prepaid Expense Detail” entries window is sorted in alphabetical order by Description.

To **remove** an individual entry within a prepaid expense JV-ID, right click on the entry and select “Remove Prepaid Expense Detail” or highlight the specific entry and press the “delete” key. A confirmation box will appear. Select “Yes” to proceed with removing the entry.

To **edit** an individual entry within a prepaid expense JV-ID, right click on the entry and select “Edit Prepaid Expense Detail”. A window will display to make the changes. Select Save, when finished.

To **add** more entries to the prepaid expense JV-ID, highlight the “Double click here to add a new detail line...” line and press enter or double click on that line or right click on the entry and select “Add Prepaid Expense Detail”.

The Add Prepaid Expense window is displayed.

Example below.

The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Add Prepaid Expense". The form contains the following fields:

- Journal Voucher ID: PREP
- Ledger Description: [Empty]
- Other Description: [Empty]
- Vendor Number: [Empty]
- Original Cost: [Empty]
- CU Defined Expense Type: [Empty]
- Prepaid Credit Account: [Empty]
- Expense Debit Account: [Empty]
- Expense Starting Date: [Empty]
- Date Last Expensed: [Empty]
- Total Expense Term: [Empty]
- Remaining Expense Term: [Empty]
- Year to Date Expense: [Empty]
- Total Expense to Date: [Empty]

A "Save" button is located at the bottom right of the form.

Figure 27

Enter the information for the new entry under the existing Prepaid Expense journal voucher. Select the Save button, when finished.

Repeat the process until all of the entries have been added.

Other Prepaid Expense Options

Right click on a Prepaid Expense and the system displays.

Name	Entries	Monthly Expense	Remaining Expense
Double click here to add a new prepaid expense...			
PREP	6	\$689.16	\$3,015.00
PREPMH	10	\$905.06	\$3,048.82
Im01	4	\$650.00	\$6,775.01

Add Prepaid Expense...
 Edit Prepaid Expense
 Remove Prepaid Expense
 Post Prepaid Expense

Figure 28

Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Prepaid Expense - Displays the Add Prepaid Expenses window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Prepaid Expenses - Displays the following window.

General Ledger 06/2018 - Prepaid Expenses - PREP				
ACCOUNT	VENDOR NUMBER	DESCRIPTION	MONTHLY EXPENSE	REMAINING EXPENSE
999999	-	test	\$500.00	\$1,000.00
999-771000	-	Testing the 999	\$83.33	\$1,000.00
999-771000	5566	ANNUAL AUDIT FEE	\$58.33	\$700.00
770000	6666	LEAGUE DUES	\$20.00	\$120.00
774000	111222	TRASH PICKUP	\$15.00	\$45.00
999-774000	123456	CABLE SERVICE	\$12.50	\$150.00

Figure 29

The entries within the JV-ID are displayed. Select the entry to be edited. The system displays.

Datamatic VIEW
✕

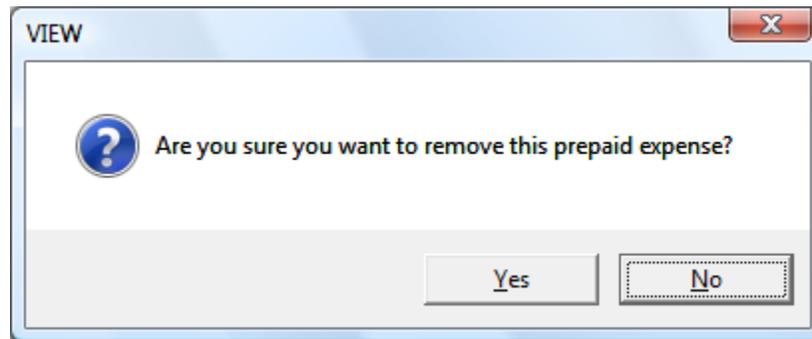
Edit Prepaid Expense
🖨️

Journal Voucher ID:	<input type="text" value="PREP"/>	
Ledger Description:	<input style="border: 2px solid blue;" type="text" value="LEAGUE DUES"/>	
Other Description:	<input type="text"/>	
Vendor Number:	<input type="text" value="6666"/>	
Original Cost:	<input type="text" value="\$120.00"/>	CU Defined Expense Type: <input type="text" value="37"/>
Prepaid Credit Account:	<input type="text" value="770000"/> 🔍	Expense Debit Account: <input type="text" value="240100"/> 🔍
Expense Starting Date:	<input type="text" value="07-01-2004"/> 📅	Date Last Expensed: <input type="text"/> 📅
Total Expense Term:	<input type="text" value="6"/>	Remaining ExpenseTerm: <input type="text"/>
Year to Date Expense:	<input type="text"/>	Total Expense to Date: <input type="text"/>

Figure 30

Make the necessary changes. Select the Save button.

Remove Prepaid Expenses - Displays the following window.



This will remove the entire Prepaid Expense JV-ID from the system and the entries within the voucher. After this has been done, the JV-ID will not be displayed.

Select Yes to remove the prepaid expense JV-ID. Otherwise, select No.

Post Prepaid Expense - The system will post the Prepaid Expense JV-ID. The JV-ID will display on the Journal Voucher window as a status of "Completed".

After a Prepaid Expense JV-ID has been posted, the entries will be updated with End of Day processing or they can be manually updated with the online. Only the individual Prepaid Expense JV-ID's that have been posted will be updated. Generally, each JV is posted and updated once a month. Prepaid entries will be posted in the General Ledger month the system is set to at the time they are posted.

****Note:** Prepaid JV-ID's may not be reopened after being posted so that changes can be made. If a Prepaid Expense JV-ID is posted in error, it must be removed. Ctrl + G then Journal Vouchers will open the Journal Voucher window. Right click on the JV-ID to be removed and select "Remove Journal Voucher". Select "Yes" to continue with the remove.

If a Prepaid JV-ID is updated in error, the Remaining Expense Term, Year to Date Expense and Total Expense to Date fields would need to be maintained. Right click on the Prepaid Expense JV-ID and select Edit Prepaid Expenses.

In addition, the general ledger entries would need to be reversed. This can be done by using the Journal Voucher window.

Prepaid Expenses Report

The Prepaid Expenses Report can be generated as needed. This selection is on the General Ledger window (Ctrl + G). This report allows the credit union to keep track of the prepaid expenses.

After making a printer selection, the system displays.

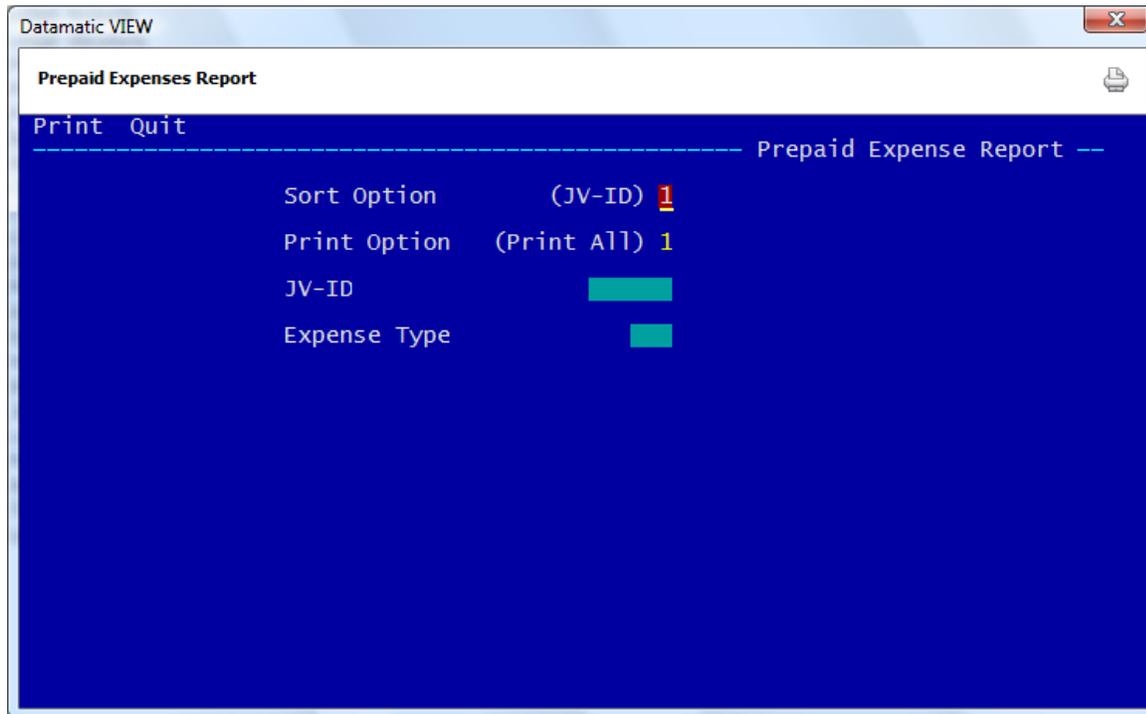


Figure 31

Sort Option - The choices are:

1 =	JV-ID
2 =	Expense Type

Print Option - The choices are:

1 =	Print All
2 =	Print One
3 =	Totals Only

JV-ID - If the Sort Option is 1 (JV-ID) **and** the Print Option is 2 (Print One), enter the specific JV-ID to be included on the report. Otherwise, leave blank.

Expense Type - If the Sort Option is 2 (Expense Type) **and** the Print option is 2 (Print One), enter the specific Expense Type to be included on the report. Otherwise, leave blank.

When finished, press enter. Select “Yes” in the upper right corner of the screen to process and press enter.

Examples below of the report.

03-25-2010 Support Credit Union Prepaid Expense Report March of 2010 PAGE 1 REPORT NO. GL400-01

ExpTyp	Seq	Ledger Description	Prepaid Acct (CR)	Expense Acct (DR)	Term	Strt Dte	Original Amount	Expense To Date	Remaining Expense	YTD Expense	Monthly Expense
100	1	POSTAGE FOR METER	760000	261200	12	1/14/10	500.00	125.01	374.99	125.01	41.67
		Vendor: 600123				3/25/10					
400	2	ADVERTISEMENT IN NEWSPAPER	760000	271000	6	1/14/10	390.00	195.00	195.00	195.00	65.00
		Vendor: 600124				3/25/10					
400	3	ADVERTISEMENT ON CH 10	760000	271000	4	1/14/10	1000.00	750.00	250.00	750.00	250.00
		Vendor: 600125				3/25/10					
600	4	LEGAL FEES - CASE 3567	760000	291000	9	1/14/10	1700.00	566.67	1133.33	566.67	188.89
		Vendor: 600126				3/25/10					
200	5	ELECTRIC BILL ESTIMATE	760000	253000	12	1/18/10	525.00	131.25	393.75	131.25	43.75
		Vendor: 600127				3/25/10					
300	6	COPIER PAPER	760000	262000	6	1/18/10	186.00	93.00	93.00	93.00	31.00
		Vendor: 600128				3/25/10					
300	7	INK CARTRIDGES - 6	760000	262000	8	1/18/10	238.00	89.25	148.75	89.25	29.75
		Vendor: 600129				3/25/10					
200	8	WATER AND SEWAGE	760000	253400	3	1/11/10	300.00	300.00	.00	300.00	100.00
		Vendor: 600130				3/25/10					
200	9	DIRECT TV	760000	253000	6	2/19/10	450.00	150.00	300.00	150.00	75.00
		Vendor: 600131				3/25/10					
500	10	AT&T INTERNET	760000	261000	4	2/19/10	320.00	160.00	160.00	160.00	80.00
		Vendor: 600132				3/25/10					
Totals for JV-ID: PREPMH							5609.00	2560.18	3048.82	2560.18	905.06

Figure 32

03/25/10 Support Credit Union (1) JV Posting BRANCH NO. () PAGE 1 REPORT NO. GL100-01

Account	Ref Num	Entry Date	Description	DB Amount	CR Amount
JV ID: PREPMH					
Post Month: 10 March					
253000	5	03/25/10	ELECTRIC BILL ESTIMA	43.75	
253000	9	03/25/10	DIRECT TV	75.00	
253400	8	03/25/10	WATER AND SEWAGE	100.00	
261000	10	03/25/10	AT&T INTERNET	80.00	
261200	1	03/25/10	POSTAGE FOR METER	41.67	
262000	6	03/25/10	COPIER PAPER	31.00	
262000	7	03/25/10	INK CARTRIDGES - 6	29.75	
271000	2	03/25/10	ADVERTISEMENT IN NEW	65.00	
271000	3	03/25/10	ADVERTISEMENT ON CH 1	250.00	
291000	4	03/25/10	LEGAL FEES - CASE 35	188.89	
760000	1	03/25/10	POSTAGE FOR METER		41.67
760000	2	03/25/10	ADVERTISEMENT IN NEW		65.00
760000	3	03/25/10	ADVERTISEMENT ON CH 1		250.00
760000	4	03/25/10	LEGAL FEES - CASE 35		188.89
760000	5	03/25/10	ELECTRIC BILL ESTIMA		43.75
760000	6	03/25/10	COPIER PAPER		31.00
760000	7	03/25/10	INK CARTRIDGES - 6		29.75
760000	8	03/25/10	WATER AND SEWAGE		100.00
760000	9	03/25/10	DIRECT TV		75.00
760000	10	03/25/10	AT&T INTERNET		80.00
JV Totals				20 Items	905.06

Figure 33

****Note:** After a prepaid expense has been fully depreciated, the item must be deleted from the JV-ID. The item will show on the Prepaid Expense Report with zero for the remaining expense and a message of "Final Prepaid Period" will display on the JV Posting listing next to the item.

If the credit union is using a Prepaid JV-ID to depreciate Fixed Assets, the item may be left on the system, if the credit union is still using the fixed asset. The next time that the Prepaid Expense Report is generated, both the Remaining Expense and Month Expense columns will display .00.

Prepaid Expense Report

10-04-2012 Support Credit Union

Prepaid Expense Report
October of 2012

PAGE 1
REPORT NO. GL400-01

ExpTyp	Seq	Ledger	Description	Prepaid Acct (CR)	Expense Acct (DR)	Term Rem	Start Exp Date	Original Amount	Expense To Date	Remaining Expense	YTD Expense	Monthly Expense
700	1		Building Maintenance	760000	252000	6	9/01/12	2200.00	550.00	1650.00	550.00	366.67
			Lawn Care		Vendor: 30301	5	10/02/12					
500	2		Communications	760000	261000	60	2/15/12	22500.00	3375.00	19125.00	3375.00	375.00
			Phone System		Vendor: 30302	51	10/02/12					
300	3		Computer Equipment	760000	262000	48	9/01/08	1000.00	1000.00	.00	166.64	.00
			Lap Top		Vendor: 30303	8	8/31/12					
400	4		Appliances	760000	271000	72	5/10/11	800.00	177.76	622.24	99.99	11.11
			Refrigerator		Vendor: 30304	56	10/02/12					
Totals for JV-ID: FAPREP								26500.00	5102.76	21397.24	4191.63	752.78

Recurring Entries

The Recurring Entries feature allows journal vouchers to be built, stored within the general ledger system and posted as often as necessary. A selection is provided to edit only the transaction amounts eliminating the need to re-enter the entire JV each time entries need to be posted.

A different Recurring Entries journal voucher can be built for the various different frequencies that Recurring Entries need to be posted. **Example:** There may be a need to have a Daily, Weekly, Monthly, Every other Thursday, Quarterly, Annually, etc. Recurring Entries journal voucher. This will be determined by each credit union according to their needs.

After selecting the Recurring Entries folder, the system displays.

Name	Entries	Debits	Credits
▶ Double click here to add a new recurring entry...			
LB0604	6	\$150.00	\$40.00
LB0619	2	\$35.00	\$35.00
LB0701	1	\$10.00	\$0.00
LB0704	2	\$100.00	\$100.00
LB0719	2	\$119.00	\$119.00
MH0404	4	\$110.00	\$110.00
MH1101	2	\$25.00	\$25.00
MHDLY	2	\$15.50	\$15.50
MTHEND	6	\$812.00	\$812.00
PH	2	\$93,468.04	\$93,468.04
WED LM	8	\$440.00	\$440.00

Figure 34

A list of the Recurring Entries on the system is displayed. The JV-ID (name), the number of entries, and the dollar amount of the debits and credits are displayed. ****Note:** The debits and credits must match before a Journal Voucher can be posted. Posting a Journal Voucher changes the status from **“In Progress”** to **“Completed”**.

To add a new Recurring Entry to the system, highlight the “Double click here to add a new recurring entry...” line and press enter or double click on that line.

The system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Inside the window, there is a sub-header "Add Recurring Entry" with a printer icon to its right. Below this header are several input fields: "Journal Voucher ID:" with a text box; "Ledger Account:" with a text box and a magnifying glass icon to its right; "Reference:" with a text box; "Description:" with a text box; and "Amount:" with two side-by-side text boxes labeled "Debit" and "Credit". At the bottom right of the window is a "Save" button.

Figure 35

Enter the information for the new recurring entry.

Journal Voucher ID: CU Defined. (This is only needed for a new recurring entry JV-ID. For additional entries to an existing recurring entry JV-ID, the existing JV-ID will be grayed out.)

Ledger Account: This is the General Ledger Account to be debited or credited when recurring entries are updated.

A separate JV-ID must be used for different categories of Recurring Entries that may be posted at different times. When a JV-ID is posted for Recurring Entries, all of the entries within the JV-ID will be posted and ready to be updated.

Reference: This is credit union defined and optional. The reference number does show on some the general ledger reports such as the daily JV Posting report.

Description: This is credit union defined.

Amount: Enter the amount in the correct debit or credit column. If the amount is entered in the debit column, a debit entry will be posted to the general ledger account. If the amount is entered in the credit column, a credit entry will be posted to the general ledger account.

When finished entering the information, select the Save button.

To display the individual entries within a specific Recurring Entry JV-ID, highlight the Recurring Entry JV-ID and press enter or double click on the Recurring Entry. The system displays.

Account	Reference	Description	Debits	Credits
Double click here to add a new detail line...				
901000	10	MONTHEND DEBIT	\$100.00	\$0.00
271000	10	MONTHEND CREDIT	\$0.00	\$100.00
271000	20	MONTHEND DEBIT 1	\$345.00	\$0.00
121600	20	MONTHEND CREDIT 1	\$0.00	\$345.00
101000	30	EVERY DAY ENTRY	\$367.00	\$0.00
111000	30	EVERY DAY ENTRY	\$0.00	\$367.00

Figure 36

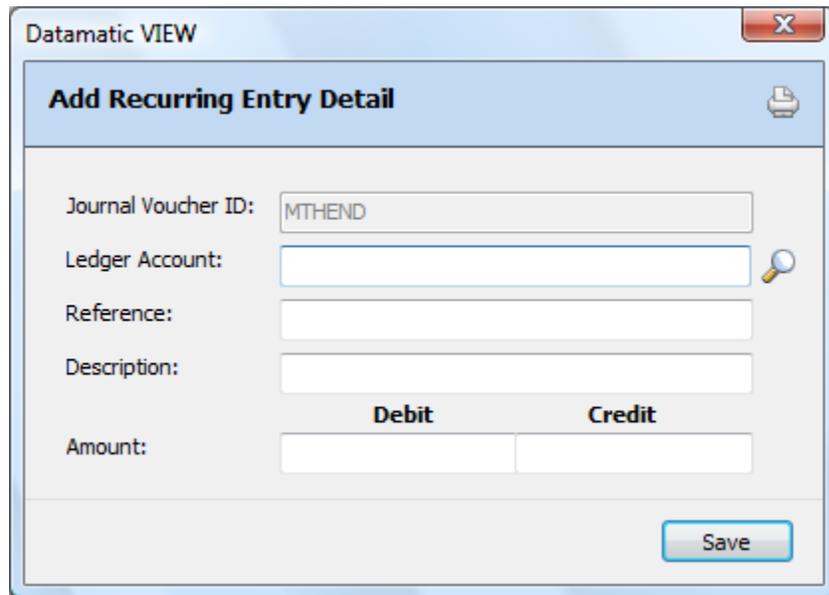
To **remove** an individual entry within a Recurring Entry JV-ID, right click on the entry and select “Remove Recurring Entry Detail” or highlight the specific entry and press the “delete” key. A confirmation box will appear. Select “Yes” to proceed with removing the entry.

To **edit** an individual entry within a Recurring Entry JV-ID, right click on the entry and select “Edit Recurring Entry Detail”. A window will display to make the changes. Select Save, when finished.

To **add** more entries to the Recurring Entry JV-ID, highlight the “Double click here to add a new detail line...” line and press enter or double click on that line or right click on the entry and select “Add Recurring Entry Detail”.

The Add Recurring Entry Detail window is displayed.

Example below.



The screenshot shows a software window titled "Datamatic VIEW" with a sub-header "Add Recurring Entry Detail". The form contains the following fields:

- Journal Voucher ID: MTHEND
- Ledger Account: (empty field with a search icon)
- Reference: (empty field)
- Description: (empty field)
- Amount: (split into two columns: Debit and Credit, both empty)

A "Save" button is located at the bottom right of the form.

Figure 37

Enter the information for the new entry under the existing Recurring Entry journal voucher. Select the Save button, when finished.

Repeat the process until all of the entries have been added.

Other Recurring Entry Options

Right click on a Recurring Entry and the system displays.

Name	Entries	Debits	Credits
Double click here to add a new recurring entry...			
LB0604	6	\$150.00	\$40.00
LB0619	2	\$35.00	\$35.00
LB0701	1	\$10.00	\$0.00
LB0704	2	\$100.00	\$100.00
LB0719	2	\$119.00	\$119.00
MH0404	4	\$110.00	\$110.00
MH1101	2	\$25.00	\$25.00
MHDLY	2	\$15.50	\$15.50
MTHEND	6	\$812.00	\$812.00
PH	2	\$93,468.04	\$93,468.04
WED LM	8	\$440.00	\$440.00

- Add Recurring Entry...
- Edit Recurring Entry
- Edit All Entries...
- Remove Recurring Entry
- Post Recurring Entry...

Figure 38

Use the arrow keys to highlight a selection and press enter or click on a selection.

Add Recurring Entry - Displays the Add Recurring Entry Detail window.

TIP: Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

Edit Recurring Entry - Displays the following window.

Account	Reference	Description	Debits	Credits
▶ Double click here to add a new detail line...				
901000	10	MONTHEND DEBIT	\$100.00	\$0.00
271000	10	MONTHEND CREDIT	\$0.00	\$100.00
271000	20	MONTHEND DEBIT 1	\$345.00	\$0.00
121600	20	MONTHEND CREDIT 1	\$0.00	\$345.00
101000	30	EVERY DAY ENTRY	\$367.00	\$0.00
111000	30	EVERY DAY ENTRY	\$0.00	\$367.00

Figure 39

The entries within the JV-ID are displayed. Select the entry to be edited. The system displays.

Datamatic VIEW X

Edit Recurring Entry Detail Print

Journal Voucher ID:

Ledger Account: Magnifying Glass

Reference:

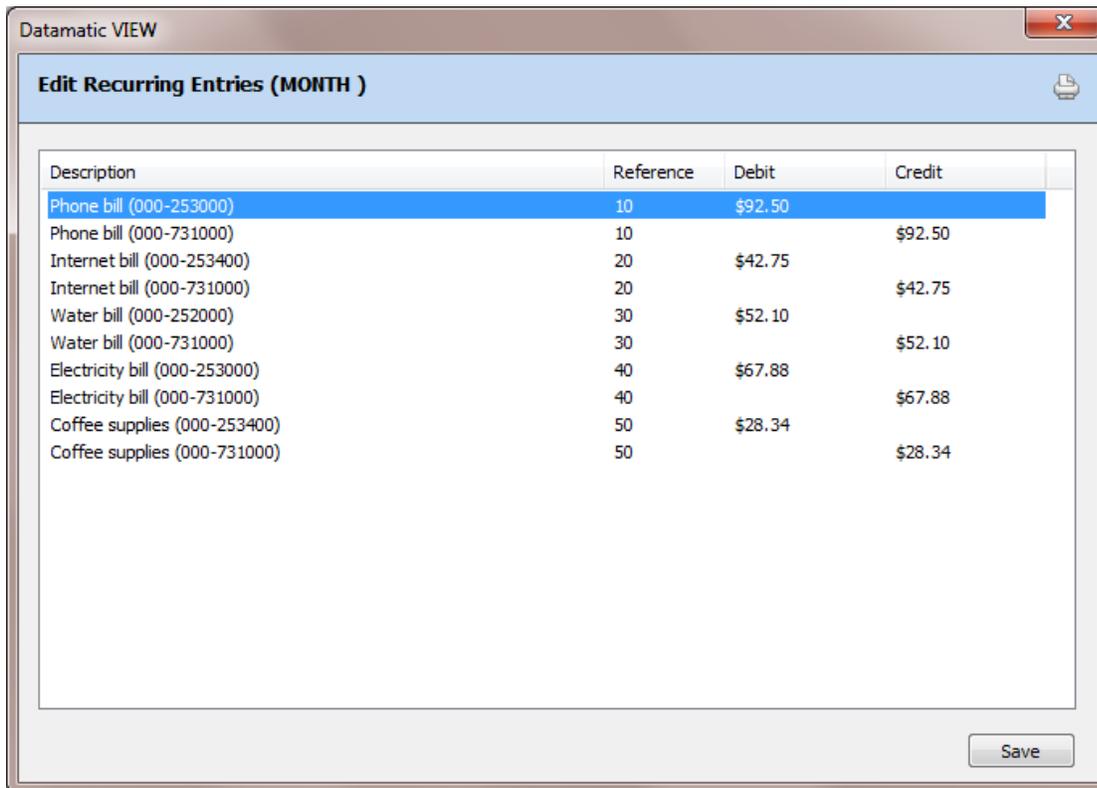
Description:

	Debit	Credit
Amount:	<input type="text" value="\$367.00"/>	<input type="text"/>

Figure 40

Make the necessary changes. Select the Save button.

Edit All Entries – Displays the following window.



Description	Reference	Debit	Credit
Phone bill (000-253000)	10	\$92.50	
Phone bill (000-731000)	10		\$92.50
Internet bill (000-253400)	20	\$42.75	
Internet bill (000-731000)	20		\$42.75
Water bill (000-252000)	30	\$52.10	
Water bill (000-731000)	30		\$52.10
Electricity bill (000-253000)	40	\$67.88	
Electricity bill (000-731000)	40		\$67.88
Coffee supplies (000-253400)	50	\$28.34	
Coffee supplies (000-731000)	50		\$28.34

TIP: The amount of an entry(s) can be changed to zero, if no entry is needed on a specific item for a date that the Recurring JV is being posted. Make sure that the debits and credits are in balance.

Figure 41

This window displays all of the entries in Reference number order within a Recurring Entry JV. The Edit All Entries window allows the user to change the amounts on some or all entries quickly and easily. Double click on the first item to be changed. The following window is displayed.

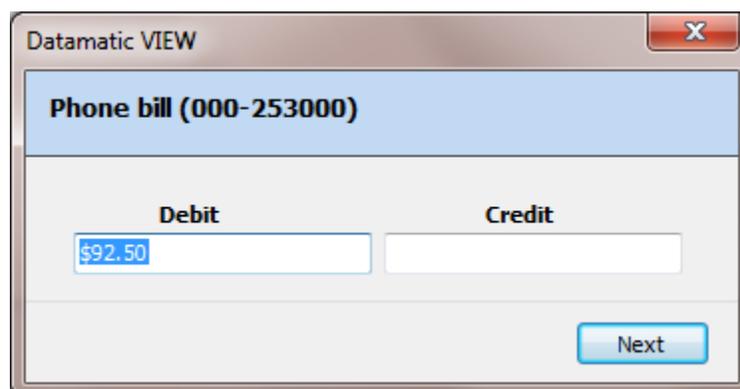


Figure 42

After changing the amount, select the Next button.

The system displays the next item on the Edit Recurring Entry window.

Figure 43

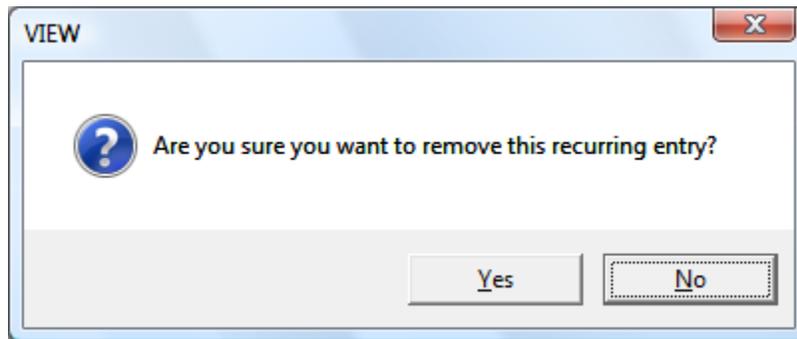
Continue these steps until all of the entries that need to be changed are changed. Click on the Red X to close the window, if there is not a need to go through all of the recurring entries. If all of the recurring entries are changed, after the last entry the window will automatically be closed. Next, select the Save button to save the changes made.

Example of the Edit All Entries window after changes have been made.

Description	Reference	Debit	Credit
Phone bill (000-253000)	10	\$96.74	
Phone bill (000-731000)	10		\$96.74
Internet bill (000-253400)	20	\$42.24	
Internet bill (000-731000)	20		\$42.24
Water bill (000-252000)	30		
Water bill (000-731000)	30		
Electricity bill (000-253000)	40	\$68.33	
Electricity bill (000-731000)	40		\$68.33
Coffee supplies (000-253400)	50	\$28.06	
Coffee supplies (000-731000)	50		\$28.06

Figure 44

Remove Recurring Entry - Displays the following window.



This will remove the entire Recurring Entry JV-ID from the system and the entries within the voucher. After this has been done, the JV-ID will not be displayed.

Select Yes to remove the recurring entry JV-ID. Otherwise, select No.

Post Recurring Entry - After making the selection to post a recurring entry, the system displays the following window:

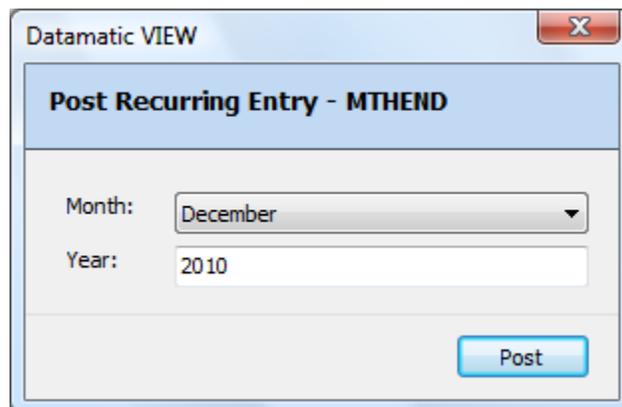


Figure 45

This window allows the user to select the Month and Year for the recurring entry to be posted. Select the Post button. The system will post the Recurring Entry JV-ID. The JV-ID will display on the Journal Voucher window as a status of "Completed".

Name	Type	Status	Date	Entries	Debits	Credits
▶ Double click here to add a new journal voucher...						
DAILY	Normal	Completed	08-2004	12	\$17,105.36	\$17,105.36

Figure 46

After a Recurring Entry JV-ID has been posted, the entries will be updated with End of Day processing or they can be manually updated with the online. Only the individual Recurring Entry JV-ID's that have been posted will be updated.

Once a Recurring Entry JV-ID has been posted, the JV-ID can be treated just like a regular JV. It can be reopened and changes made then posted again using the Options under the Journal Voucher windows.

The Recurring Entry JV-ID can also be removed from the system, if needed. Use the Recurring Entry window to make changes and post the Recurring Entry JV-ID again.

ACH Setup

The ACH Setup screen allows the credit union to specify the Ledger Account so the ACH transaction can post automatically to that specified Ledger Account.

Any ACH transaction that should post to a specified Ledger account but post to the Suspense account can be entered on this screen.

	Company ID	ACH ID	General Ledger
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Field	Comments
Company ID	Originator located on the FRB Transactions Listing
ACH ID	ACH ID located on the FRB Transaction Listing
General Ledger	Ledger Account Number

05/30/2019	FRB Transactions (FRB0522)				PAGE 1			
Programming CU	(1)			REPORT NO. CR600-01				
Sending Point: 691000134	ASF APPLICATION SUPERVI	Transmission Date: 05/22/14	Post Date: 05/23/14					
Receiving Point: 275981909								
Company: VERIZON BILLING	Originator 2580503352	Discretionary Data	Date 052314	Origin No. 06100010	Batch 1	Entry Class PPD	Receiving DFI 275981909	
Name / Card #	ACH ID 371999	Trace Number 061000101732188	ID Number 0000053792	Disc Data	Debit	Credit CD 943.38	Entry Type Demand CR (22)	Rtn/Corr
Programming CU								
Totals	Number of Transactions:	1	Debits:	.00	Credits:	943.38		
Posted	Number of Transactions:	1	Debits:	.00	Credits:	943.38		

Balancing Report

The Balancing Report is used to verify that the Member Trial Balance figures are in balance with the General Ledger figures. This report is generated with End of Day processing and should be checked at least once a week. It would even be a better idea to check this report on a daily basis. If there is an out of balance situation, it is a lot easier to find the difference when the date the ledger(s) first became out of balance is known.

After selecting the printer option, the system displays:

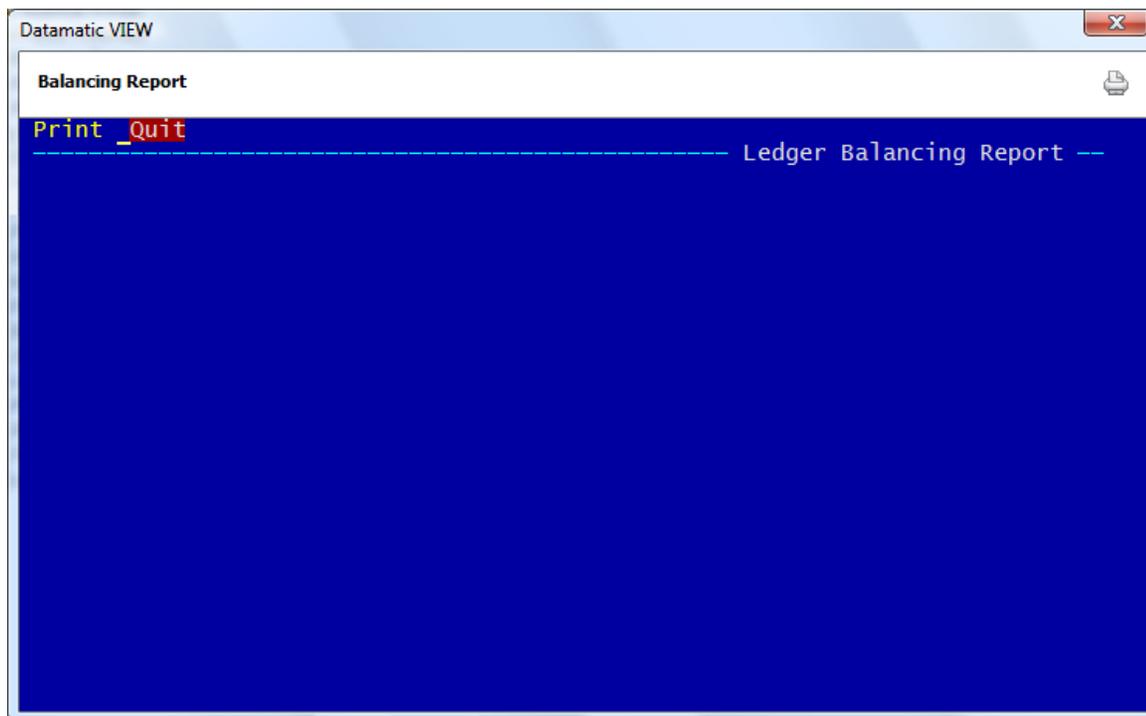


Figure 47

Select **“Print”** in the upper left corner of the screen then press enter. The system will generate the report.

****Note:** If the report is generated during the day, the report will most likely be out of balance. This is because some ledger entries are posted during End of Day processing and some entries are posted with the online as transactions are done or jobs are run.

Example of report. (Ledger Balancing Report)

Account	Ledger Balance	Member Balance	Suffixes
901000	\$8,055,808.89-	\$8,055,808.89	00 01 02 45 46 47 48 49 50 51 52 53 54 74
906000	\$353,927.65-	\$353,927.65	03
904000	\$25,006.97-	\$25,006.97	04 72
701000	\$1,302,694.06	\$1,302,694.06	05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 22 24
701600	\$1,000.00	\$1,000.00	21
704000	\$25,790.29	\$25,790.29	30 31 35
705000	\$2,625.00	\$2,625.00	40
905000	\$8,700.00-	\$8,700.00	55 58
701200	\$1,425,461.08	\$1,425,461.08	60 61 65 66
902000	\$559,601.70-**	\$559,605.10	70 71
703000	\$37,658.38	\$37,658.38	75 76 77
908710	\$298,693.63-	\$298,693.63	80 81 82 89 90 91

*** Ledger Does not Balance

Figure 48

Budget Report

The Budget Report option is used to generate a report as needed. This report reflects the current budget figures entered into the system or the previous year monthend balances for the general ledger accounts.

Two different reports can be generated from this screen.

- Budget Listing - current year budget figures
- Previous Year Listing - previous year general ledger figures

After making the printer selection, the system displays.

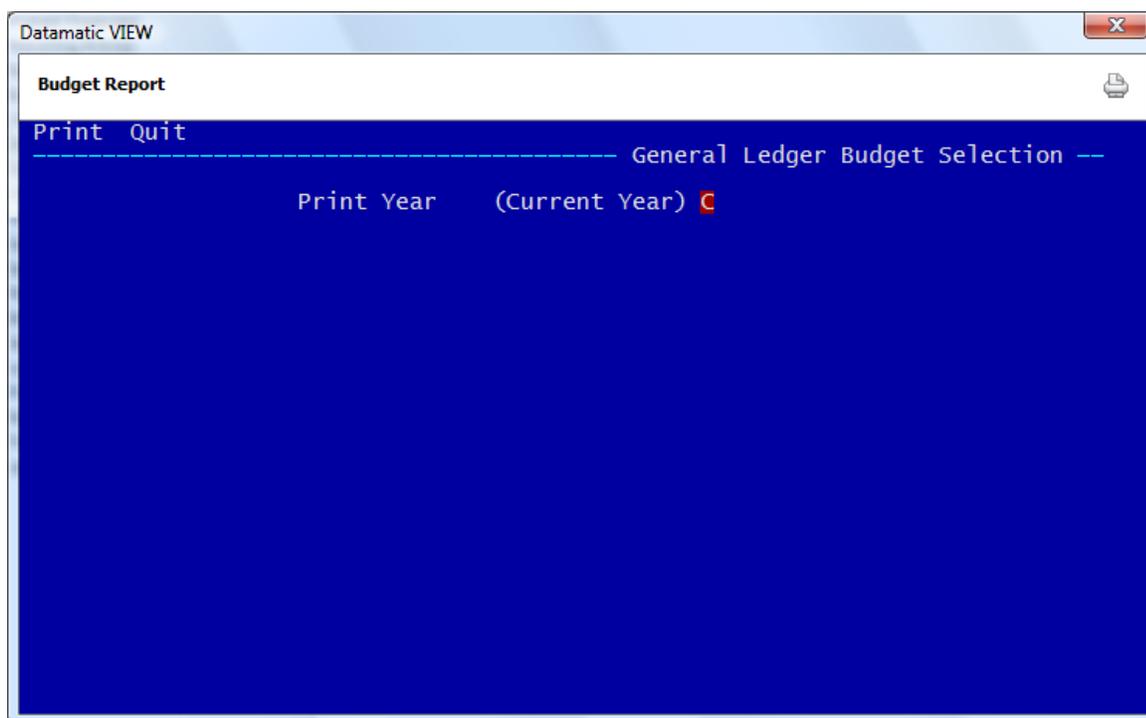


Figure 49

Print Year - Select the option to determine what information will be included on the report. The options for this field are:

- C = Current Year (Budget figures)
- P = Previous Year (General Ledger figures)

Press enter. Select “Yes” in the upper right corner of the screen to process and press enter. The system will generate the report.

The figures that are pulled for this report come from the Ledger Account window for each general ledger account. This window can be found by selecting Accounting on the Navigation Bar or Go on the Menu Bar then General Ledger. Next, select the general ledger account to be displayed.

Example below.

Datamatic VIEW

Edit Ledger Account

Account Number: 114000

Account Title: INTEREST HOME EQUITY

Allocation: (none)

	Budget		Previous Year	
	Debit	Credit	Debit	Credit
January:		\$1,000.00		\$591.35
February:		\$1,000.00		\$835.35
March:		\$1,000.00		\$1,200.08
April:		\$1,000.00		\$1,187.85
May:		\$1,000.00		\$1,369.35
June:		\$1,000.00		\$1,440.43
July:		\$1,000.00		\$1,678.52
August:		\$1,000.00		\$1,280.28
September:		\$1,000.00		\$2,025.97
October:		\$1,000.00		\$1,518.38
November:		\$1,000.00		\$1,383.89
December:		\$1,000.00		\$1,137.31
Annual Totals:		\$12,000.00		\$15,648.76

[Set Beginning Balance](#) Save

Figure 50

The Budget figures are either entered by the credit union each year (after initializing the ledger beginning balances) or brought over from the prior year budget figures after the Initialize Ledger Beginning Balances procedure is done in January.

The Previous Year figures are brought forward after the Initialize Ledger Beginning Balances procedure is done in January.

CD Interest Accrual Report

The CD Interest Accrual Report can be ordered by the credit union as needed.

If the credit union has CD Accruals turned on in the Automated Accruals Setup, the monthend processing creates **Accrual Reports**. Regardless of which day during the month the report is generated, this report is stored and may be printed from the Monthend Directory.

After selecting the printer option, the system displays:

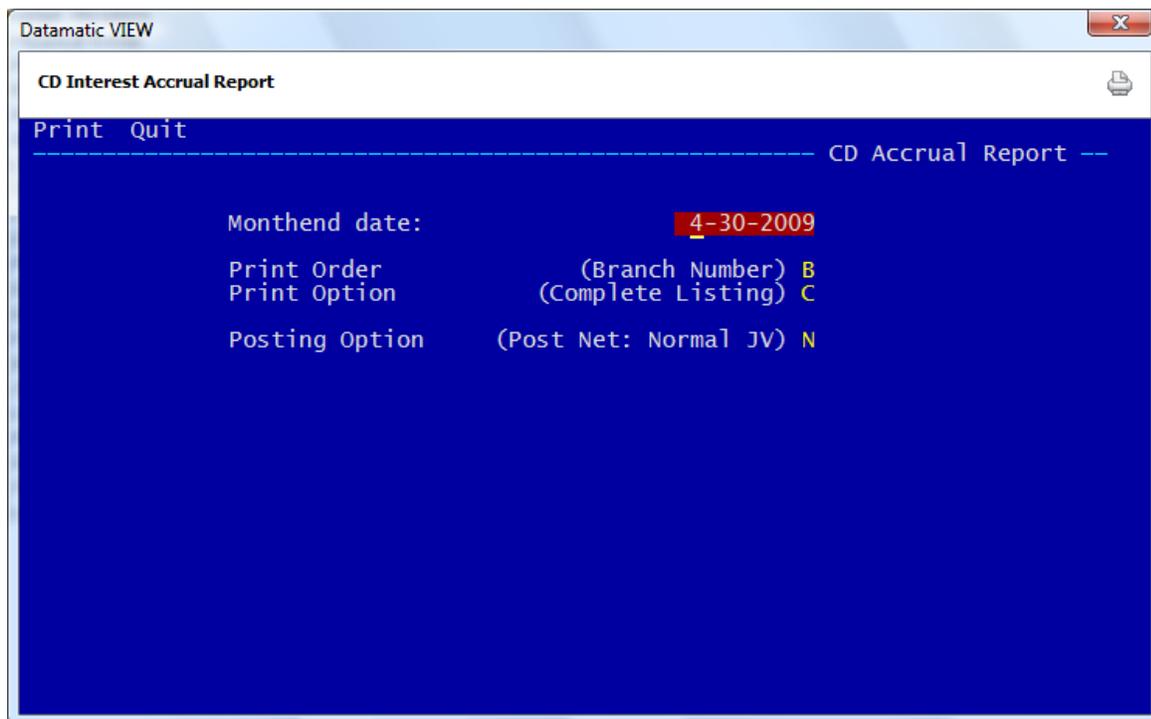


Figure 51

Monthend Date - Enter the monthend date that the CD accruals are to be figured for. This should be the date of the monthend files that are on the system. The CD Interest Accruals are a monthend job. If the date for the next monthend is entered here, the CD accruals will be figured based on the information on the monthend files that are currently on the system. (New CD's will not be recognized yet.)

Print Order - Enter the print order desired. The options for this field are:

- A = Account Number
- B = Branch Number (This is for credit unions with the Optional Branch Accounting Software.)

Print Option - Enter the print option desired. The options for this field are:

- C = Complete Listing
- T = Totals Only

Posting Option - Enter the posting option desired. The options for this field are:

- T = Post Total - Accrual JV
- N = Post Net - Normal JV

****Note:** If this report is printed to disk, select the Monthend directory to display the report on the screen.

Example of report. (CD Accrual Report)

09/01/2004 CD Interest Accrual Report PAGE 23
 Test Credit Union (1) Month of: 08/2004 REPORT NO. CR351-01

Type	Br	Account	Cert #	Name	Balance	Rate	Term	Matures	Pmt	Int Acct	Mde	Total Accrual
CD	1	2-6-80	1111	ROBERT JONES	1000.00	2.50	2Y 07-01-05	CD		MON		.00
CD-IRA	1	4-2-80		DATAMATIC PROCESSING	5600.00	2.75	12M 07-01-05	CD		QTR		25.74
CD	1	1244-3-04	658	SAMUEL MCKENZIE	10000.00	2.25	6M 01-01-05	CD		MON		.00
CD	1	1244-3-80		SAMUEL MCKENZIE	4000.00	4.00	18M 12-01-05	CHK		MON		13.15
CD-IRA	1	4658-1-45		AMY MICHELLE APPLE-S	1000.00	2.50	6M 01-01-05	CD		QTR		4.18
CD-IRA	1	4658-1-46		AMY MICHELLE APPLE-S	1000.00	2.00	12M 07-01-05	CD		QTR		3.34
CD	1	4658-1-50		AMY MICHELLE APPLE-S	11278.45	4.00	90D 09-29-04	SHR		MON		.00
CD-IRA	1	4658-1-52		AMY MICHELLE APPLE-S	1000.00	3.00	2Y 07-01-06	CD		MON		.00
CD-IRA	1	4658-1-53		AMY MICHELLE APPLE-S	2000.00	3.00	180D 12-28-04	CD		MON		4.94
CD	1	4658-1-80		AMY MICHELLE APPLE-S	10082.92	3.25	60M 03-20-09	CD		QTR		64.64
CD	1	66334-4-45		CINDY JONES	100000.00	5.50	60M 08-01-09	CD		SEM		452.05
CD	1	66334-4-46		CINDY JONES	100000.00	5.50	60M 08-01-09	SHR		MON		452.05
CD	1	66334-4-50		CINDY JONES	5000.00	3.00	2Y 07-01-06	CD		MON		.00
CD-IRA	1	66334-4-51		CINDY JONES	2500.00	2.20	1Y 07-01-05	CD		QTR		9.21
CD	1	66334-4-81		CINDY JONES	9000.00	4.25	24M 06-01-06	CHK		MON		31.44
CD	1	232323-6-04	1	John Consumer	0.00	4.00	90D 09-29-04	SHR		MON		.00
CD-IRA	1	232323-6-46	1	John Consumer	0.00	3.00	1Y 07-01-05	SHR		MON		.00
Branch Totals					263461.37							1060.74

Page: 24 -----<Page Break>-----

09/01/2004 CD Interest Accrual Report PAGE 24
 Test Credit Union (1) Month of: 08/2004 REPORT NO. CR351-01
 Totals for Branch: 1

CD/IRA	Term	Number	Balance	Total Accrual
CD	90 Days	2	\$ 11,278.45	\$ 0.00
CD	6 Months	1	\$ 10,000.00	\$ 0.00
CD	18 Months	1	\$ 4,000.00	\$ 13.15
CD	24 Months	1	\$ 9,000.00	\$ 31.44
CD	60 Months	3	\$ 210,082.92	\$ 968.74
CD	2 Years	2	\$ 6,000.00	\$ 0.00
CD-IRA	180 Days	1	\$ 2,000.00	\$ 4.94
CD-IRA	6 Months	1	\$ 1,000.00	\$ 4.18
CD-IRA	12 Months	2	\$ 6,600.00	\$ 29.08
CD-IRA	1 Years	2	\$ 2,500.00	\$ 9.21
CD-IRA	2 Years	1	\$ 1,000.00	\$ 0.00
CD-IRA		7	\$ 13,100.00	\$ 47.41
CD		10	\$ 250,361.37	\$ 1,013.33

Figure 52

***Note:** An "R" next to the Maturity Date means that the certificate will automatically renew on the maturity date.

An "*" next to the Maturity Date means that the certificate is a single maturity certificate.

Both of the above sentences apply to certificates that will reach maturity during the month of the report.

Example of report con't.

Payable Account	Expense Account	Payable Balance	Total Accrual	Net Amount to Post	Suffixes
1-820000	1-370000	0.00	911.62CR	911.62CR	45 46
1-830000	1-371000	0.00	14.15CR	14.15CR	50 51 52 53
1-840000	1-372000	0.00	134.97CR	134.97CR	80 81
1-854000	1-384000	0.00	0.00	0.00	04

Dividend Payable Account not found, using 999999

Note: * indicates Missing Dividend Expense iAccount, transaction not posted

Figure 53

The totals page can be ordered separately also by selecting “T” for Totals Only as the Print Option.

Other Information

The CD Interest Accrual Report total page does not have its own sort order. The break down order comes from the option of “Member Number” sort order selected at the time of the request. This means the first member number that has a suffix coded with a specific CD type and term will dictate the order on the total page. Once a CD type and term has been found the system will continue to count and total for each member number after that with the same CD type term.

Examples:

If the first member number on the detail report is 123-4-80 and the Account Type is a 36 month CD – IRA than that will be the first group total on the “Total Page”.

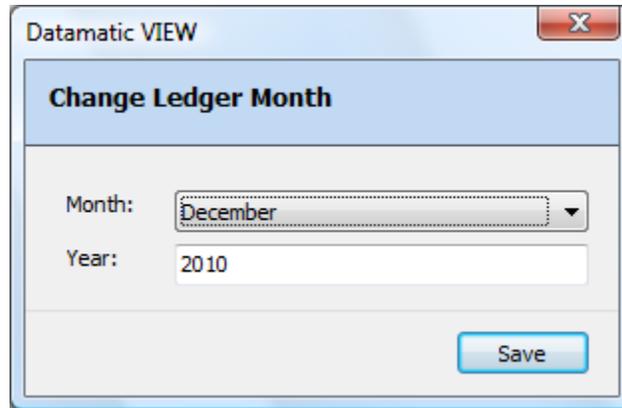
If the next member number on the detail report is 123-4-83 and the Account type is a 24 month CD than that will be the next group total on the “Total Page”.

If the third member number on the detail report is 456-7-80 and the Account type is 2 Yr CD – IRA than that will be the next group total on the “Total Page”.

****Note:** The suffixes that appear on the CD Interest Accrual Report are determined by the CD Type Code. If even one account (usually in error) within a suffix has a CD Type Code attached to it, this will cause that suffix to appear on this report. It will also cause all of the interest accrued for that suffix to be included in the CD accrual totals, not just the interest accrued for that one account.

Change Ledger Month

The Change Ledger Month selection is used to set the ledger month on the system.



The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. The window's main heading is "Change Ledger Month". Below the heading, there are two input fields: "Month:" with a dropdown menu currently displaying "December", and "Year:" with a text box containing "2010". At the bottom right of the window is a blue "Save" button.

Figure 54

The Change Ledger Month window is displayed. Enter the month to which the ledger is being changed and the year, if applicable.

Select the Save button.

****Note:** The Ledger Month and Year fields are used when posting Journal Vouchers (including Recurring Entries and Prepaid Entries). This information is also used when printing Financial Reports using Report Writer.

Create Ledger Branch

The Create Ledger Branch selection is used by credit unions with the Branch Accounting optional software package. This selection will copy over the general ledger numbers and descriptions to the branch number entered.

The general ledger network must not be running when selecting this option. The system displays the message "The General Ledger Network is running at this time. You cannot create a Ledger Branch if the network is running". The General Ledger Network can be stopped by selecting:

Operations (Ctrl + O or Other Tasks on the Navigation Bar or Go on Menu Bar)
 Services folder
 Ledger Network - Stop

After creating the ledger branch(es), select "Ledger Network - Start" from Operations to start the ledger network again.

After selecting the option, the system displays:

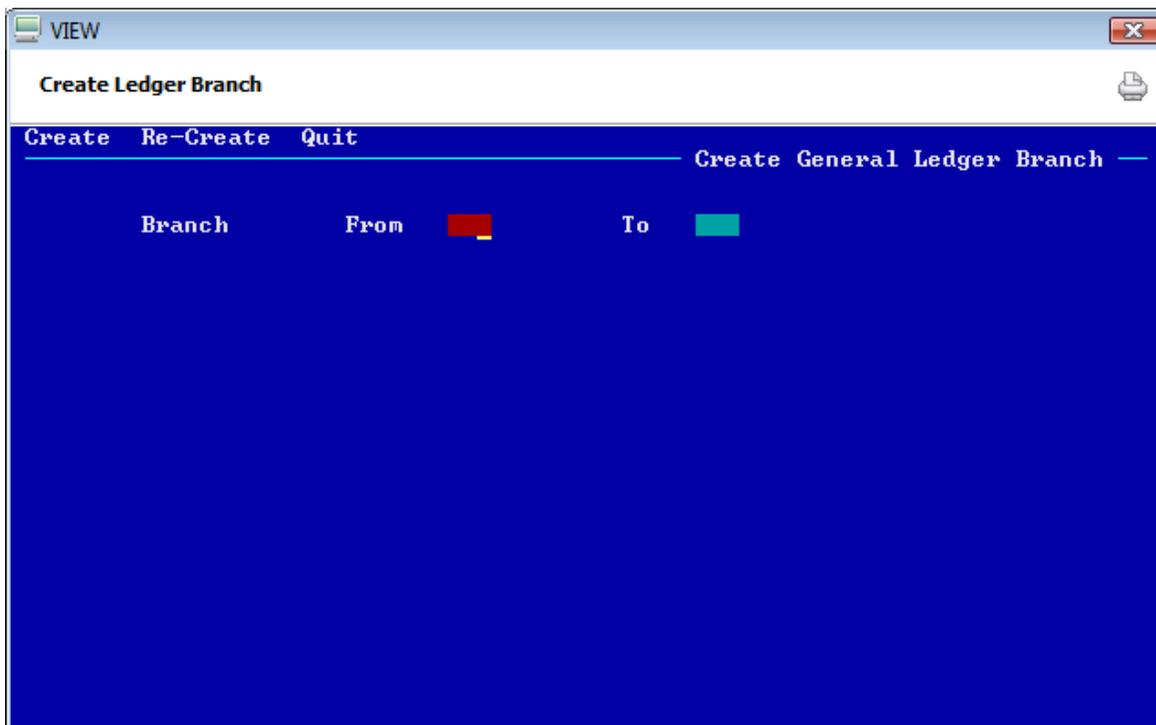


Figure 55

Select "**Create**" at the top of the screen to create general ledger numbers for a brand new branch that did not previously exist.

Select "**Re-Create**" at the top of the screen to re-create general ledger numbers for an existing branch. This will add new general ledger accounts that have been added to the system to existing branches.

Enter the three digit from branch number (existing branch) in the “from” space. Enter the three digit to branch number (new branch) in the “to” space. Press enter. Select “Yes” in the upper right corner of the screen to process and press enter.

The system displays.

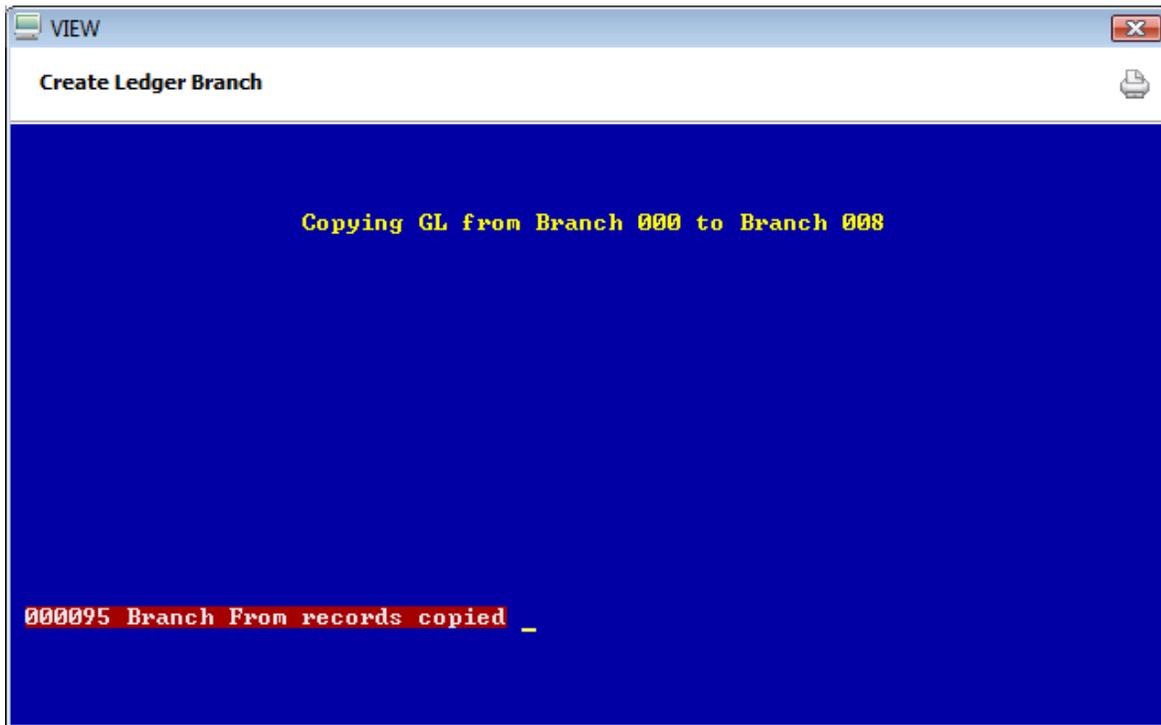


Figure 56

****Note:** This procedure copies over general ledger numbers and descriptions only. Balances are not transferred.

The general ledger accounts created should be able to be used right away. It may be necessary to close VIEW and log back in or it may be necessary to reset VIEW.

Dividend Accrual Report

The Dividend Accrual Report option will generate a report for dividend accruals. This job uses the monthend files that are currently on the system. This report will be generated automatically at monthend, if dividend accruals are activated. The generating of this report does not create a file to be updated.

After selecting the printer option, the system displays:

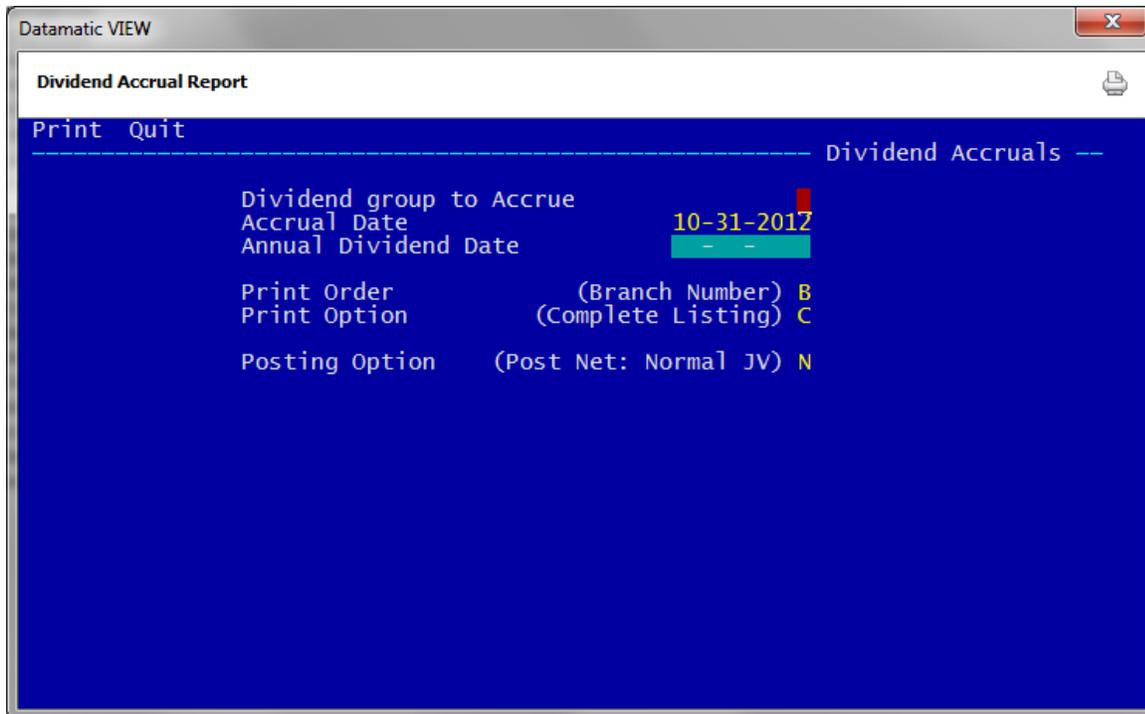


Figure 57

Dividend Group to Accrue - Enter the letter representing the dividend group for the report to be generated.

Accrual Date - Enter the accrual date. This will usually be the date of the monthend files that are currently on the system. (Remember that the system will not accrue for dividends that are paid monthly.)

A dividend accrual report can be run for the next monthend, however, the dividends will be calculated on the monthend files currently on the system. Using the Dividend Projection screen in one of the Dividend Processing Menus, either Dividends - Create Transactions (Current Files) or Dividend - Create Transactions (Monthend Files) in the Operations window (Ctrl + O) would be a better option to use to project dividend amounts.

Annual Dividend Date - This can be used to manually calculate the accrual amount for an annual dividend, if needed. Enter the date that the last annual dividend was paid. ****Note:** The accrual figures must be posted manually to the general ledger accounts.

Print Order - Enter the print order desired. The options for this field are:

- A = Account Number
- B = Branch Number (This is for credit unions with Branch Accounting Software.)

Print Option - Enter the print option desired. The options for this field are:

- C = Complete Listing
- T = Totals Only

Posting Option - Enter the posting option desired. The options for this field are:

- T = Post Total - Accrual JV
- N = Post Net - Normal JV

After entering the options, press enter. Select "Yes" in the upper right corner of the screen to process and press enter. The system will generate the report. A message of "Press RETURN to continue" will display when finished.

****Note:** Since this is a normal monthend report, select the monthend directory to display the report if print to disk was selected as the printer option.

Example of report (Dividend Accrual Listing for Group E)

09/01/2004
Test Credit Union

Dividend Accruals
Group: E Post Date: 08/31/2004 (Mth-End)
Branch: 0

PAGE 2
REPORT NO. CR285-01

Account Num	Earned	Unearned	IRS W/Hold	Rate	Current Balance	Beg Date	End Date	Message
12346-3-00	\$1.17			2.75	250.06	07-01-04	08-31-04	
13400-7-00	\$723.79			2.75	154,945.80	07-01-04	08-31-04	
25144-7-00	\$25.38			2.75	5,433.47	07-01-04	08-31-04	
32786-6-00	\$1.57			2.75	336.50	07-01-04	08-31-04	
33334-4-00	\$0.86			2.75	171.50	07-01-04	08-31-04	
35713-7-00	\$0.23			2.75	50.17	07-01-04	08-31-04	
41498-7-00	\$352.78			2.75	75,422.12	07-01-04	08-31-04	
41498-7-03	\$0.14			2.75	30.00	07-01-04	08-31-04	
60562-6-00	\$9.28			2.75	1,986.50	07-01-04	08-31-04	
61057-6-00	\$89.25			2.75	7,806.50	07-01-04	08-31-04	
61057-6-03	\$30.48			2.75	6,025.75	07-01-04	08-31-04	
62154-0-00	\$1.34			2.75	286.50	07-01-04	08-31-04	
65844-3-00	\$4,783.94		\$1,339.50	2.75	1,026,754.08	07-01-04	08-31-04	*** IRS Withholding 28.0% *
65988-8-00	\$20.09			2.75	4,300.00	07-01-04	08-31-04	
65988-8-02	\$0.47			2.75	100.00	07-01-04	08-31-04	
68599-0-00	\$4.67			2.75	1,000.00	07-01-04	08-31-04	
100361-5-00	\$4.84			2.75	1,986.50	07-01-04	08-31-04	
254888-1-00	\$9.28			2.75	1,987.50	07-01-04	08-31-04	
420027-5-00	\$15.89			2.75	3,401.00	07-01-04	08-31-04	
554422-6-00	\$3.46			2.75	23,739.76	07-01-04	08-31-04	
554422-6-03	\$1,471.44			2.75	315,000.00	07-01-04	08-31-04	
555555-2-00	\$72.65			2.75	5,276.23	07-01-04	08-31-04	
555555-2-02	\$5.47			2.75	1,170.50	07-01-04	08-31-04	
555555-2-03	\$20.67			2.75	4,425.00	07-01-04	08-31-04	
621581-8-00	\$9.14		\$2.56	2.75	7,838.74	07-01-04	08-31-04	*** IRS Withholding 28.0% *
621581-8-02	\$1.07		\$0.30	2.75	457.22	07-01-04	08-31-04	*** IRS Withholding 28.0% *
621581-8-03	\$5.14			2.75	1,100.00	07-01-04	08-31-04	
857799-1-00	\$4.67			2.75	1,000.00	07-01-04	08-31-04	
2694098-1-00	\$2.32			2.75	496.50	07-01-04	08-31-04	
Branch Totals:	\$34,843.60	\$0.00			\$1,342.36			

Figure 58

At the end of the Dividend Accrual Report is a Grand Totals page, a Suffix Totals page with the Ledger Totals and the Dividend Setup screens for the applicable Groups.

Financial Reports

The Financial Reports selection allows the credit union to dictate what information will be pulled from the general ledger to create specified financial reports.

The system displays.

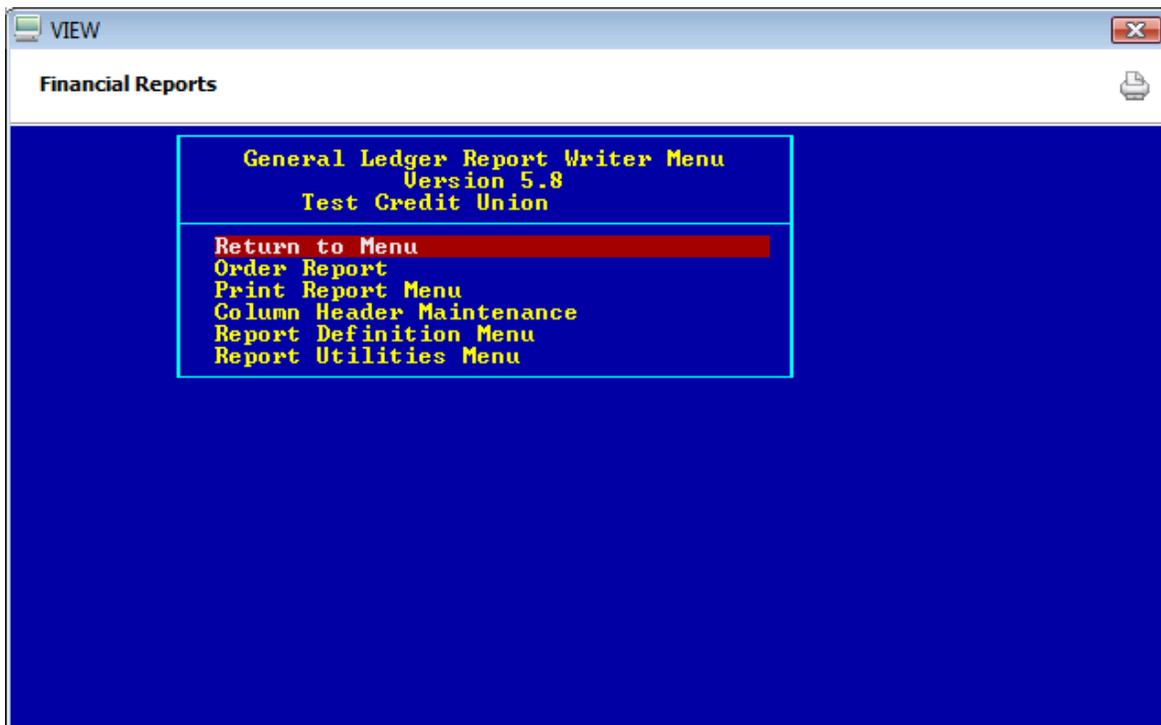


Figure 62

Order Report

The Order Report selection is used to order a Report Writer report so it may be printed. After a report has been ordered, the status will display as “**Ready to Print**” on the Display Reports to Print in the Print Report Menu. Once a report is ordered, the report will remain available for printing until it is deleted.

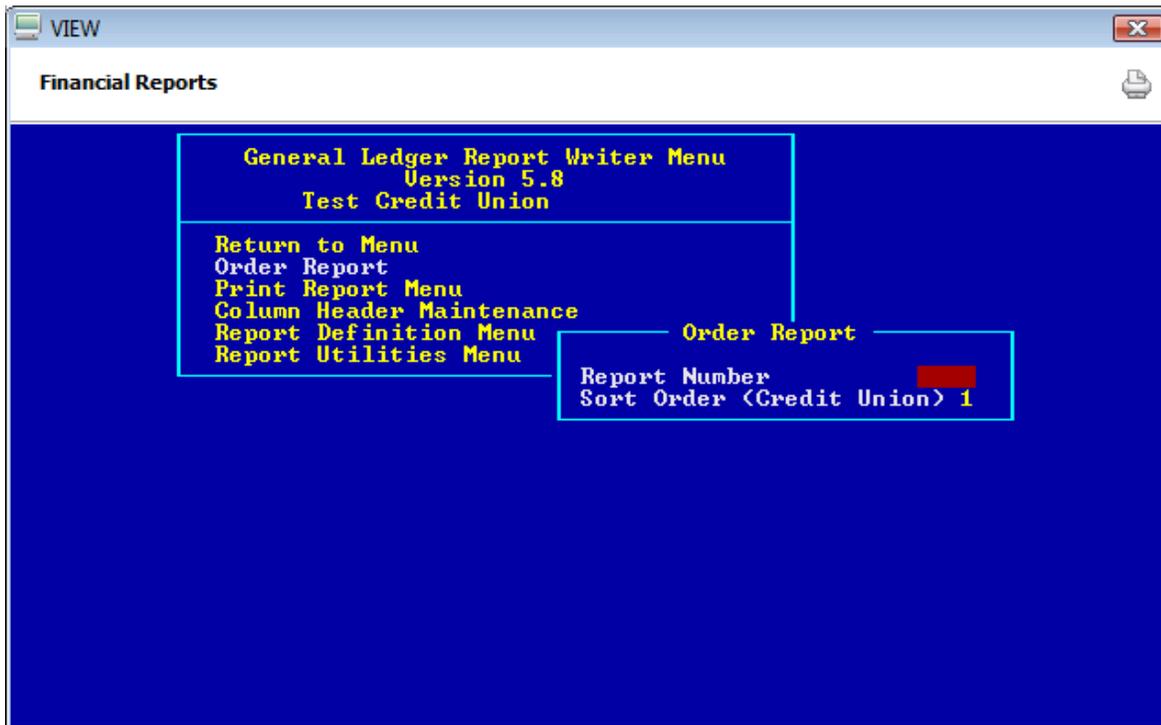


Figure 63

Report Number - Enter the report number to be ordered. The report number can be up to three (3) digits in length.

The report numbers on the system can be displayed by selecting Report Index in the Report Utilities Menu.

Sort Order - Enter the sort order. The options are:
 1 = To order for the entire Credit Union
 2 = To order by Branch

****Note:** In order to print financial reports by branch, the credit union must use the Optional Branch Accounting Software and have the Account Number Definition screen filled out with the branch definition. (See page 107.)

Press enter. A screen displays indicating that the report has been completed.

Print Report Menu

The Print Report Menu allows the credit union to select different options that involve the printing of reports.

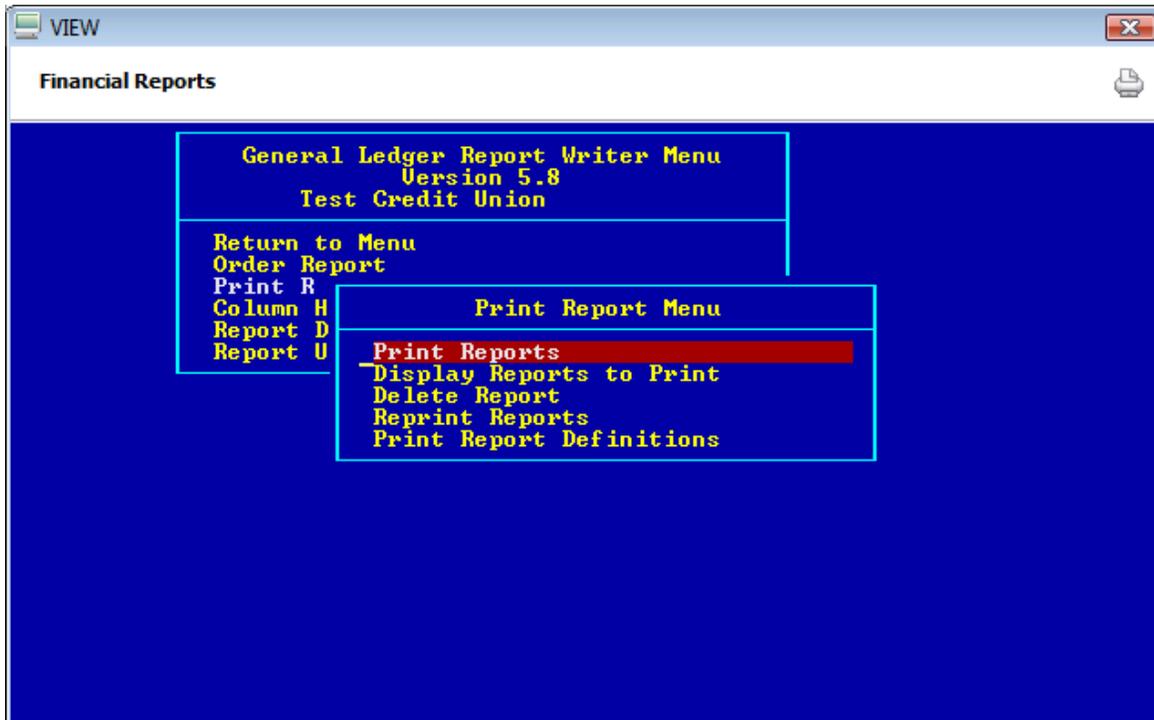


Figure 64

****Note:** When Column Headers are changed, the reports need to be reordered not just printed or reprinted again.

Print Reports

The Print Reports selection is used to print all ordered reports that have a status of **“Ready to Print”**. Reports with a status of **“Printed”** cannot be printed with this selection.

After making the selection to Print Reports, the system will display the printer options available to be selected.

Press enter after selecting the printer option. The system processes the Print Reports job stream for any reports with a status of **“Ready to Print”**.

****Note:** The time that the report was printed will be printed next to date in the upper left corner of the page. This will make it easier, when multiple reports are run, to be able to tell the order that the reports were printed.

Display Reports to Print

The Display Reports to Print selection is used to display the reports that have been ordered. A reference number (used to delete), the report title and the status of the report are displayed.

Example below.

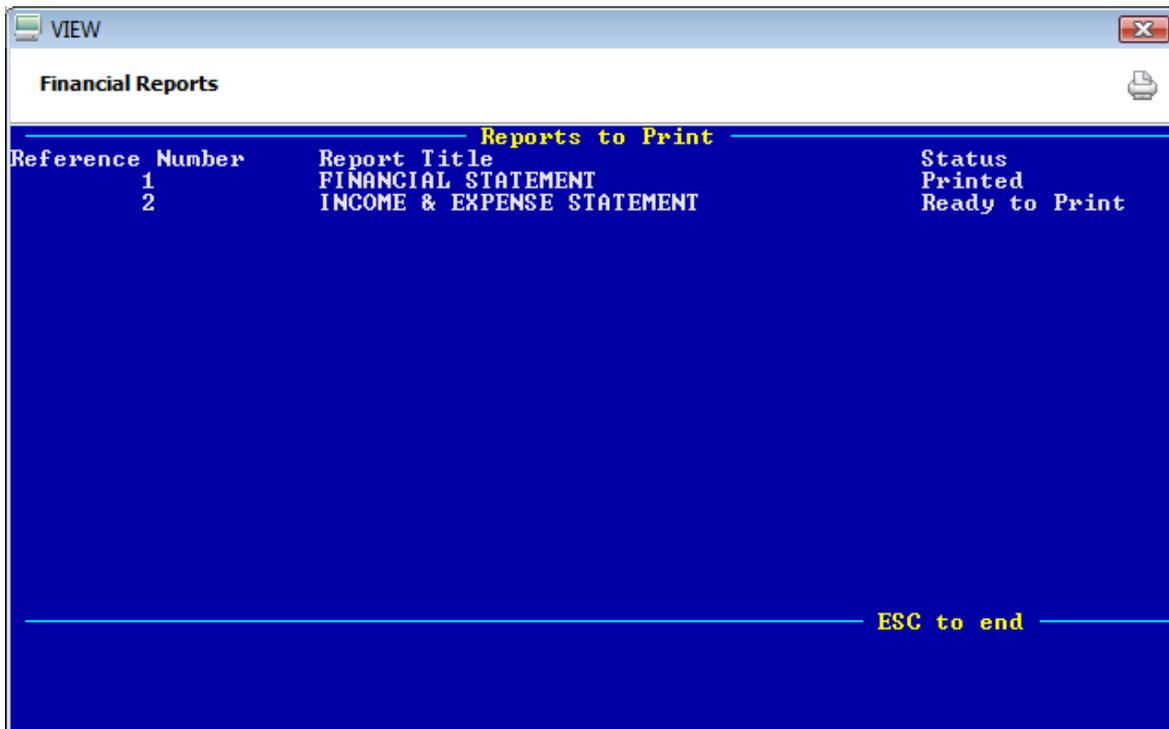


Figure 65

****Note:** The maximum is 10 (0-9) reports to print on this screen. Delete a report to be printed (using the appropriate reference number) if another report needs to be ordered.

Delete Reports

The Delete Reports selection is used to delete a report(s) that has been ordered.

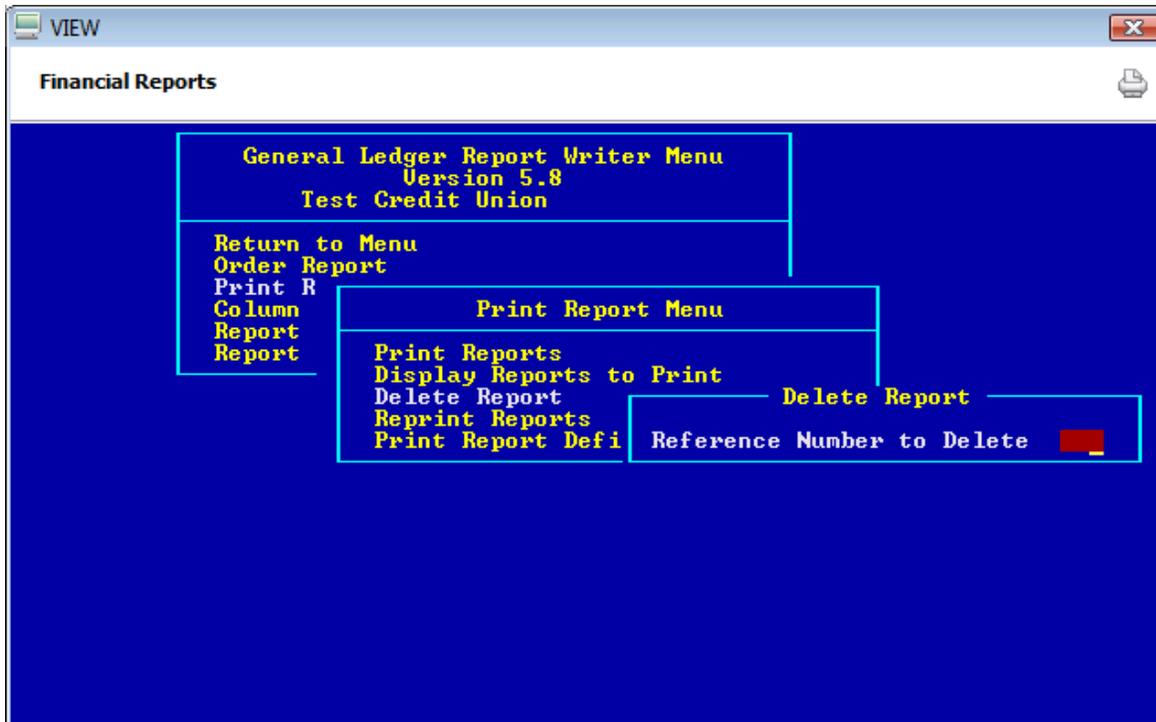


Figure 66

Reference Number to Delete - Enter the Reference Number assigned to the report that is to be deleted.

The Reference Numbers can be found using the selection Display Reports to Print.

Press enter. A message displays indicating that the reference number has been deleted.

****Note:** The report is still on the system and is only deleted from the reports that can be printed screen. The report can be ordered again, when needed.

Reprint Reports

The Reprint Reports selection is used to reprint reports that have already been ordered and printed. The reports will be printed when the status is "Printed".

After making the selection to Reprint Reports, the system will display the printer options available to be selected.

Press enter after selecting the printer option. The system processes the Reprint Reports job stream for any reports with a status of "Printed".

Print Report Definitions

The Print Report Definitions selection is used to print a detailed listing for a specific report number or of all reports on the system. This defines each line of a Report Writer report.

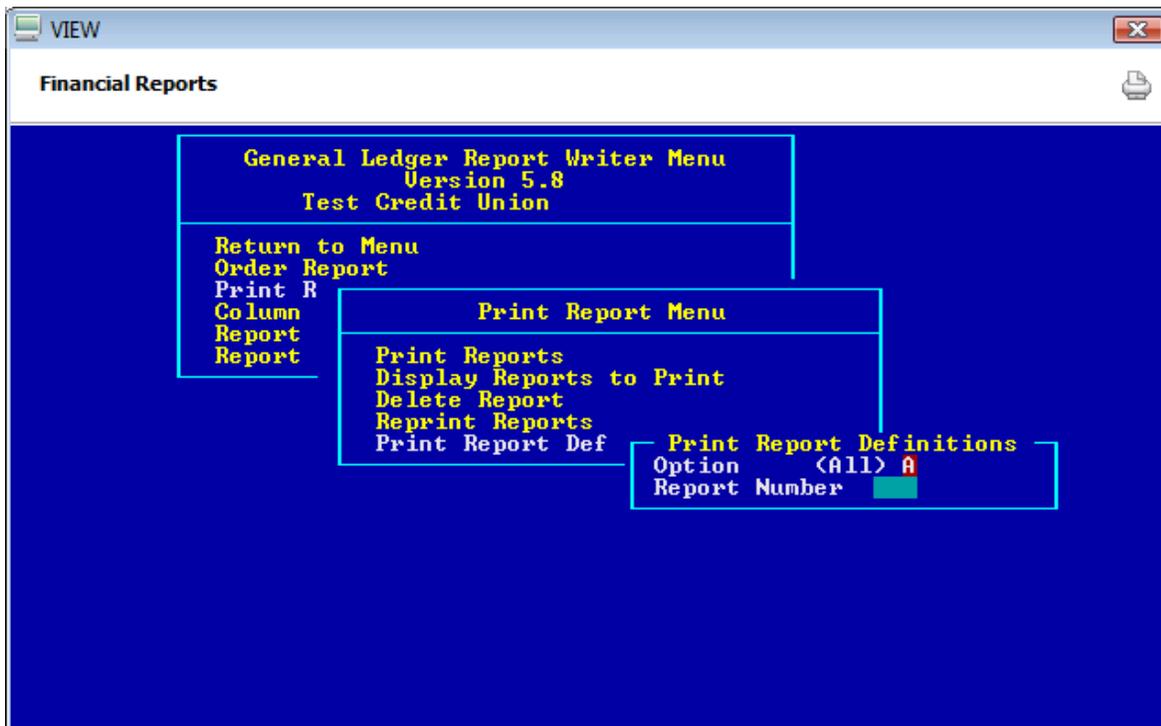


Figure 67

Option - Enter the option to be printed. The options are:

A = All
O = One

Report Number - If "O" for one was selected for the option above, enter the Report Number for which the definitions are to be printed.

Press enter.

After making the selection to Print Report Definitions, the system will display the printer options available to be selected.

Press enter after selecting the printer option. The system will begin printing based on the selections made.

Column Header Maintenance

The Column Header Maintenance selection is used to define the title (up to three (3) lines) and each column header (up to six (6) different columns) of a report. The information entered here dictates what figures will be used on the report.

The screenshot shows a terminal window titled "VIEW" with a sub-header "Financial Reports". The main title of the screen is "Column Header Maintenance". At the top left, there are three menu options: "New", "Change", and "Quit". Below these are input fields for "Report Number" and "Title". Further down, there are three options: "Page Reset <Consecutive>", "Suppress Zero Lines", and "<Print All>". At the bottom, there is a table with three columns: "Column", "Header", and "Source". The "Column" column is numbered 1 through 6. The "Header" and "Source" columns are currently empty.

Column	Header	Source
1		
2		
3		
4		
5		
6		

Figure 68

Select **"New"** and press enter to add a report to the system. Enter the Report Number and press enter. Enter the information for the new report and press enter. Select **"Yes"** in the upper right corner of the screen to process and press enter.

Select **"Change"** and press enter to change the information on an existing report on the system. Enter the Report Number and press enter. Enter the information to be changed and press enter. Select **"Yes"** in the upper right corner of the screen to process and press enter.

Each month, the title, header and/or source may need to be changed as one month/quarter is completed and a new month/quarter is started. Changes may also need to be completed for a new quarter and a new year.

Report Number - Enter the Report Number of the report for which a column header is to be created. This is credit union defined. Maximum of 3 digits.

Title - Enter each title line of the report.

Each title line can be up to thirty (30) characters long. The first title line is used by the system as the title of the report for future identification and ordering.

Title lines are printed exactly as entered. Title lines should be centered when entered. Blank title lines are not printed on the report.

Example below.

The screenshot shows a window titled 'VIEW' with a sub-header 'Financial Reports'. Below this is a menu with 'New', 'Change', and 'Quit' options. The main content area is titled 'Column Header Maintenance' and displays the following information:

Report Number: 3 Title: INCOME REPORT
 *DIYR: **

Page Reset: <Reset> R Suppress Zero Lines: <Print All> []

Column	Header	Source
1	CURRENT MONTH	ACT: **
2	QUARTER TO DATE	ACT: 01: 03
3	YEAR TO DATE	ACT: 01: **
4	MONTHLY BUDGET	BUD: **
5	BUDGET YTD	BUD: YTD
6	DIFFERENCE	C5 - C4

Figure 69

Title Commands (can be used on the second or third title line only)

Title commands must be entered at the beginning of the title line. All title commands must begin with an asterisk (*).

- *DTYR:** This command tells the program to print the month and year on the title line.
- *DTYR:**** The (**) following (*DTYR:) tells the program to print the current month and year set in the General Ledger System.
If the General Ledger System is set to June 2001, the command *DTYR:** prints (June 2001) on the title line.
- *DTYR:##** The month number indicated by (##) following (*DTYR:) tells the program to print that month and the year set in the General Ledger System.
If the General Ledger System is set to June 2001, the command *DTYR:05 prints (May 2001) on the title line.
- *DATE:**** The (**) following (*DATE:) tells the program to print the current month set in the General Ledger System.
If the General Ledger System is set to June 2001, the command *DATE:** prints (June) on the title line.
- *DATE:##** The month number indicated by (##) following (*DATE:) tells the program to print that month.
If the General Ledger System is set to June 2001, the command *DATE:05 prints (May) on the title line.
- *YEAR** The (*YEAR) tells the program to print the current year set in the General Ledger System.
If the General Ledger System is set to June 2001, the command *YEAR prints (2001) on the title line.

Page Reset Enter the page reset option (for printing purposes).

****Note:** All reports automatically print sixty-six (66) lines on each page. After printing sixty-six (66) lines, the program automatically performs a page break, printing a new report heading, and advancing the page number. The page reset command allows you to control this automatic page numbering and page advancement.

B causes pages to be numbered consecutively. Page numbering is not reset when each new report is printed.

R restarts the page numbers at one (1) after each new report is printed.

S stops the automatic page breaks that occur after sixty-six (66) lines. If you want special page breaks, you must use the new page feature in the report definition. This will allow reports to be printed that are longer than sixty-six (66) lines for photo-reduction.

Suppress Zero Lines - Enter the suppress zero lines option (for printing purposes).

B causes all lines to be printed.

D causes the zero balance detail lines of the report definition to be suppressed (not printed), zero subtotal lines are printed.

A causes the zero balance detail lines and subtotals lines of the report definition to be suppressed (not printed).

Header - Enter the header for each column. Each column can have two (2) headings. Each heading can be up to fifteen (15) characters long.

Column headings are printed exactly as entered. Column headings should be centered when entered. Blank headings are not printed on the report.

The full month name prints only when the month(s) entered are less than fifteen (15) characters long.

For example: January prints as January.

However, the range September:December requires eighteen (18) characters. It would print as September:Dece

It should be entered in abbreviated form.

For example: Sept:Dec prints as Sept:Dec

Header Commands

The system will substitute (in centered format) the current month and / or current year automatically when any of the following header commands are used. They must be entered at the beginning of the header line and cannot be centered manually.

****Note:** All header commands must begin with an asterisk (*).

- *DTYR: This command tells the program to print the month and year on the title line.

- *DTYR:** The (**) following (*DTYR:) tells the program to print the current month and year set in the General Ledger System.
 If the General Ledger System is set to June 2001, the command *DTYR:** prints (June 2001) on the title line.

- *DTYR:## The month number indicated by (##) following (*DTYR:) tells the program to print that month and the year set in the General Ledger System.
 If the General Ledger System is set to June 2001, the command *DTYR:05 prints (May 2001) on the title line.

- *DATE:** The (**) following (*DATE:) tells the program to print the current month set in the General Ledger System.
 If the General Ledger System is set to June 2001, the command *DATE:** prints (June) on the title line.

- *DATE:## The month number indicated by (##) following (*DATE:) tells the program to print that month.
 If the General Ledger System is set to June 2001, the command *DATE:05 prints (May) on the title line.

- *YEAR The (*YEAR) tells the program to print the current year set in the General Ledger System.
 If the General Ledger System is set to June 2001, the command *YEAR prints (2001) on the title line.

****Note:** The wording preferred can also be entered for the column header(s), rather than a header command, if desired. The column headers are automatically underlined in the report.

Source Commands

Source Commands can be entered as a single month or a range of months.

- ACT:** This source command tells the program to use the actual General Ledger monthly balance for the current year.
- ACT:**** The (**) following (ACT:) tells the program to use the actual monthly balance of the current month for the year set in the General Ledger System.
If the General Ledger is set to June 2001, the source command ACT:** uses the actual monthly balance of (June 2001).
- ACT:YTD** The (YTD) following (ACT:) tells the program to use the actual year-to-date balance of the current month for the year set in the General Ledger System.
If the General Ledger System is set to June 2001, the source command ACT:YTD uses the actual year-to-date balance of (June 2001).
- ACT:##** The month number indicated by (##) following (ACT:) tells the program to use the actual monthly balance of that month for year set in the General Ledger System.
If the General Ledger System is set to June 2001, the source command ACT:05 uses the actual monthly balance of (May 2001).
- ACT:M1** The month number indicated by (M1) following (ACT:) tells the program to use the actual monthly balance of that month minus one (1), i.e. the previous month.
- ACT:P1** The month number indicated by (P1) following (ACT:) tells the program to use the actual monthly balance of that month plus one (1), i.e. the next month.
- ACT:##:##** The range of month numbers indicated by (##:##) following (ACT:) tells the program to use the sum of the actual monthly balances of the range of months for the year set in the General Ledger System.
If the General Ledger System is set to June 2001, the source command ACT:04:06 uses the sum of the actual monthly balances of (April thru June 2001).

Source Commands (con't)

Source Commands can be entered as a single month or a range of months.

- BUD:** This source command tells the program to use the General Ledger monthly budget amount.
- BUD:**** The (**) following (BUD:) tells the program to use the monthly budget amount of the current month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command BUD:** uses the monthly budget amount of (June).
- BUD:YTD** The (YTD) following (BUD:) tells the program to use the year-to-date budget amount of the current month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command BUD:YTD uses the year-to-date budget amount of (June).
- BUD:##** The month number indicated by (##) following (BUD:) tells the program to use the monthly budget amount of that month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command BUD:05 uses the monthly budget amount of (May).
- BUD:M1** The month number indicated by (M1) following (BUD:) tells the program to use the monthly budget amount of the current month minus one (1), i.e. the previous month.
- BUD:P1** The month number indicated by (P1) following (BUD:) tells the program to use the monthly budget amount of the current month plus one (1), i.e. the next month.
- BUD:##:##** The range of month numbers indicated by (##:##) following (BUD:) tells the program to use the sum of the monthly budget amounts of the range of months in the General Ledger System.
If the General Ledger System is set to June 2001, the source command BUD:04:06 uses the sum of the monthly budget amounts of (April thru June).

Source Commands (con't)

Source Commands can be entered as a single month or a range of months.

- PAC: This source command tells the program to use the General Ledger previous year's actual monthly amount.
- PAC:** The (**) following (PAC:) tells the program to use the previous year's actual monthly amount of the current month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command PAC:** uses the previous year's actual monthly amount of (June).
- PAC:YTD The (YTD) following (PAC:) tells the program to use the previous year's actual year-to-date amount of the current month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command PAC:YTD uses the previous year's actual year-to-date amount of (June).
- PAC:## The month number indicated by (##) following (PAC:) tells the program to use the previous year's actual monthly amount of that month in the General Ledger System.
If the General Ledger System is set to June 2001, the source command PAC:05 uses the previous year's actual monthly amount of (May).
- PAC:M1 The month number indicated by (M1) following (PAC:) tells the program to use the previous year's actual monthly balance of that month minus one (1), i.e. the previous month.
- PAC:P1 The month number indicated by (P1) following (PAC:) tells the program to use the previous year's actual monthly balance of that month plus one (1), i.e. the next month.
- PAC:##:## The range of month numbers indicated by (##:##) following (PAC:) tells the program to use the sum of the previous year's actual monthly amounts of the range of months in the General Ledger System.
If the General Ledger System is set to June 2001, the source command PAC:04:06 uses the sum of the previous year's actual monthly amounts of (April thru June).

Column Calculations

Column calculations are entered as C# where # is the column number (1 to 6). Only preceding columns may be used in the calculations.

Calculations are defined by operands and operators. Up to five (5) different operands and four (4) different operators may be used in one (1) calculation.

Operands

- General Ledger Amounts
- Preceding Columns
- Constants or positive integers 1 to 999999999.

Operators

- + indicates addition.
- indicates subtraction.
- * indicates multiplication.
- / indicates division.

Arithmetic occurs on a left to right basis.
For example: $3 + 4 * 2$ is 14 not 11.

Calculation Column Headers

C1 + C2 indicates Column 1 plus Column 2.

C1 - C2 indicates Column 1 minus Column 2.

%(C1,C2) indicates Column 1 divided by Column 2, multiplied by 100. The actual calculation would be $C1 / C2 * 100$.

VAR(C1,C2) indicates the difference between Column 1 and Column 2. The actual calculation would be $C1 - C2$.

%VAR(C1,C2) indicates the difference between Column 1 and Column 2, divided by Column 2, multiplied by 100. The actual calculation would be $C1 - C2 / C2 * 100$.

ACT:YTD / BUD:YTD * C2 + 105 which indicates Actual General Ledger Account Balances, Year-to-date, divided by the Budget Figures, Year-to-date, multiplied by Column 2, plus 105.

Press enter. A screen displays, indicating that the column header has been created.

Additional Information

The percent (%) functions will only work (to correctly compute the total percentage), if the “%(C1,C2)” or “%VAR(C1,C2)” Column Headers are used. (See definitions of these functions on the previous page in this manual.) If the functions are manually entered in the Column Header Maintenance screen, the addition of the total % columns will not be correct.

Report Definition Menu

The Report Definition Menu selection is used to set up a new report, make changes to existing information, remove lines of report definition or insert new lines of report definition to an existing report. It also allows a report to be displayed.

Each report may contain up to 9999 lines of report definitions. The lines of report definition control which amounts are to be subtotaled or totaled and printed in the report.

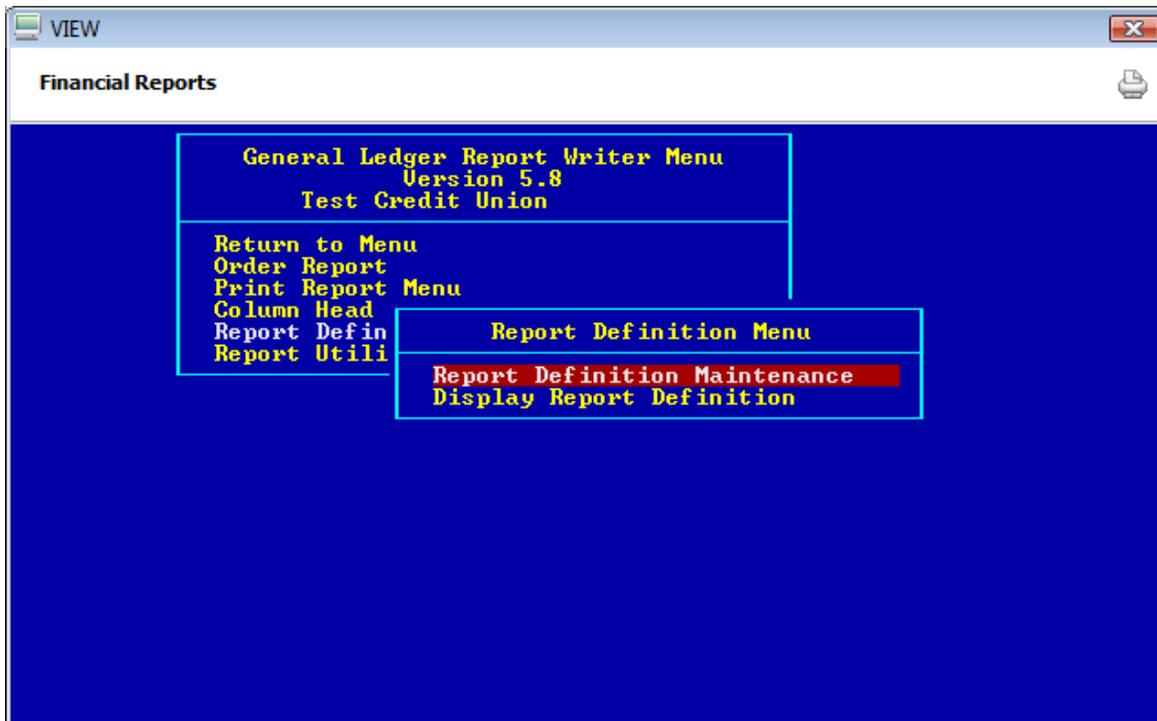


Figure 70

As new general ledger accounts are added, the accounts usually need to be added to the financial report(s). This is where new general ledger accounts are added.

Report Definition Maintenance

The Report Definition Maintenance screen is used to define what information will be included on the financial report. This screen is also used to design how the report will look.

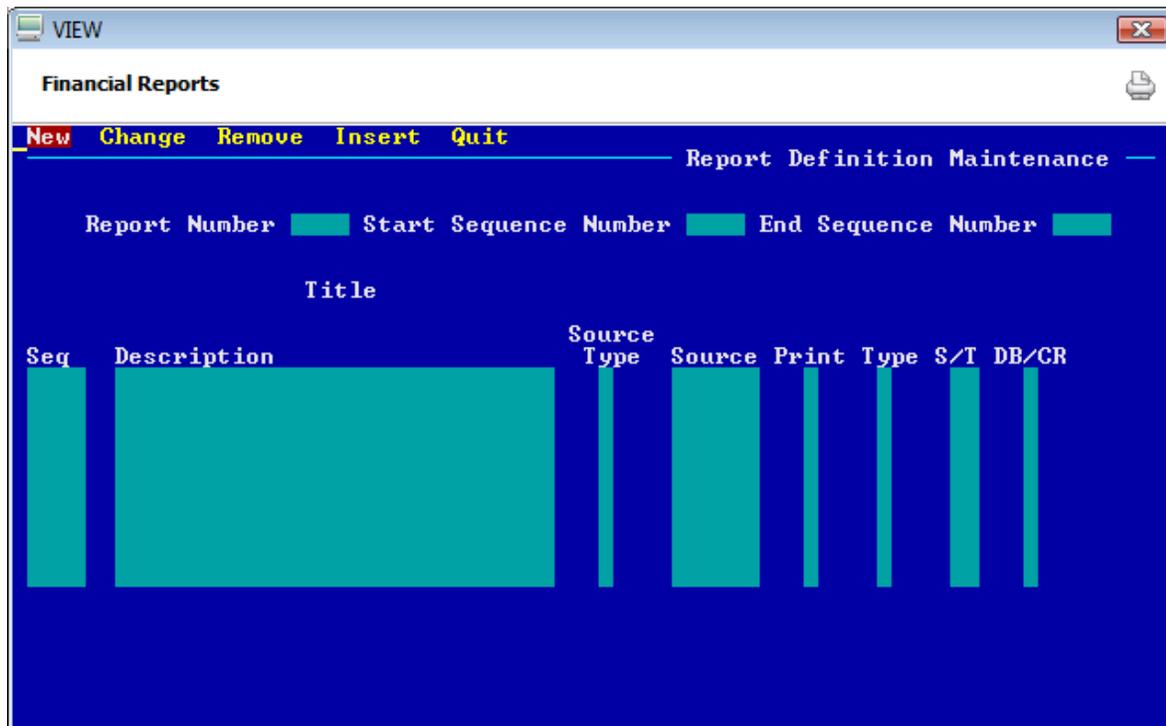


Figure 71

Select **“New”** and press enter to create a new report on the system. Enter the Report Number and press enter. Enter the information for the new report and press enter. Select **“Yes”** in the upper right corner of the screen to process and press enter.

Select **“Change”** and press enter to change the information on an existing report on the system. Enter the Report Number and Starting Sequence Number then press enter. Enter the information to be changed and press enter. Select **“Yes”** in the upper right corner of the screen to process and press enter.

Select **“Remove”** and press enter to remove a specific line(s) of report definition from an existing report. Enter the Report Number and Starting Sequence Number then press enter. Only the Sequence Number entered will display. (If removing more than one Sequence number in sequential order, enter both the Starting Sequence Number and Ending Sequence Number. The Sequence Numbers beginning with the Starting Sequence and ending with the Ending Sequence will display.) Select **“Yes”** in the upper right corner of the screen to process and press enter.

Select **“Insert”** and press enter to add additional report definitions to an existing financial report. Enter the Report Number and Starting Sequence Number (enter the sequence number just before where the new sequence number will be inserted) then press enter. Enter the information for the new report

definition(s) and press enter. Select "Yes" in the upper right corner of the screen to process and press enter.

****Note:** It is a good idea to display the report definitions to determine where the new report definition(s) should be inserted and the sequence number prior to selecting this option.

Sequence Number - Enter a four (4) digit sequence number used to identify the line of report definition. Lines of report definition should be numbered by multiples of at least 20, so that additional lines of report definition may be inserted at later dates.

Description - Enter the description thirty (30) characters used for titling the line of report definition.

Leave blank if no titling is needed.

Source Type
(Detail Lines only)

Enter the source type.
"A" identifies the source as a General Ledger account.

"S" identifies the source as a subtotal.

"Blank" if the line of report definition is not A or S.

Source
(Detail Lines only)

Enter the source (numbers only).

If source type is A (a General Ledger account), enter the number of the General Ledger account.

If source type is S (a subtotal), enter the subtotal level (1-10).

Leave blank if the line of report definition is not A or S.

Print

Enter the print flag.

"Y" indicates that the description of the line of report definition will be printed on the report.

"N" indicates that the description of the line of report definition will not be printed on the report.

****Note:** This is used when adding to a subtotal or total without printing. (The combination of no description entered and a print flag of "N" will cause the detail not to be printed on the report.)

Type	<p>Enter the line type.</p> <p>"D" (Detailed Lines) indicates monetary figures only: such as General Ledger amounts to be subtotaled or totaled, or subtotals to be added to other subtotals or totals.</p> <p>"T" (Title Lines) prints the description of the line of report definition. (same as Comment Lines)</p> <p>"C" (Comment Lines) prints the description of the line of report definition. (same as Title Lines)</p> <p>"B" (Blank Lines) prints blank lines across the entire report.</p> <p>**Note: A number of blank lines can be printed on the report when a number is entered in the add-to-subtotal field. A maximum of ten blank lines can be printed with a single line of report definition. Only one blank line is printed when the add-to-subtotal field is left blank.</p> <p>"N" (New Page) advances to a new page.</p> <p>"-" (Dashes Lines) causes a line of dashes to be printed.</p>
Add-to-Subtotal	<p>Enter the subtotal level.</p> <p>Detail Lines</p> <p>**Note: The system adds the General Ledger amounts or subtotal amounts defined by the number in the source field to the subtotal level entered in the add-to-subtotal field.</p> <p>Subtotal levels are numbered 1 to 10.</p> <p>Subtotal level 1 is special. Any detail line with source type A (General Ledger accounts) automatically is added into subtotal level 1. This becomes useful when a large number of accounts are to be totaled (a running total).</p> <p>Subtotaling can be added to ten (10) different subtotal levels simultaneously.</p> <p>All subtotals are set to zero at the beginning of each report.</p>

Printing and zeroing the subtotal

The subtotal is set to zero after it is printed.

The subtotal is set to zero without printing by entering the same subtotal level number in the source field, leaving the add-to-subtotal field blank, and specifying no print.

The subtotal is printed and not set to zero by entering the same subtotal level number in both the source and add-to-subtotal field. This causes the subtotal to be set to zero and then its previous value added back to it.

DB / CR Flag (Detail Lines only)

Printing purposes only. Enter the D / C code to indicate whether the amount should be a debit or credit balance.

When "D" is entered, the amount will print as a negative amount when the amount is a credit balance.

When "C" is entered, the amount will print as a negative amount when the amount is a debit balance.

Press RETURN. A screen displays, indicating that the lines of report definition have been created.

Example 1 - Selecting "New" in Report Definition Maintenance.

Before the Report Definition Maintenance screen can be filled in for a new report, the Column Header Maintenance screen needs to be setup under the new Report Number. (See the section for "Column Header Maintenance" for information on how to setup this screen.)

After selecting "New" at the top of the screen, press enter. Enter the Report Number to be created and press enter. It is not necessary to enter a Starting Sequence Number when creating a new report.

Press enter and the system displays.

The screenshot shows a terminal window titled "VIEW" with a sub-header "Financial Reports". Below this is a menu bar with options: "New", "Change", "Remove", "Insert", and "Quit". The main title of the screen is "Report Definition Maintenance".

Input fields are shown as follows:

- Report Number: 3
- Start Sequence Number: [Red bar]
- End Sequence Number: [Red bar]
- Title: [Empty field]

A table is displayed with the following columns:

Seq	Description	Source Type	Source	Print	Type	S/T	DB/CR
[Red bar]	[Red bar]	[Red bar]	[Red bar]	[Red bar]	[Red bar]	[Red bar]	[Red bar]

Figure 72

Lines of report definition should be numbered by multiples of 20 so that additional lines of report definition may be inserted in the future.

****Note:** The example is for the purpose of how to use the software. This is not an example of how a true financial statement would be setup.

Enter the information for each line of report definition. Use the arrow keys to move around the screen to each field. Do not press enter until ready to process the screen.

Example below.

Financial Reports

New Change Remove Insert Quit

Report Definition Maintenance

Report Number 3 Start Sequence Number End Sequence Number

Title

Seq	Description	Source Type	Source	Print	Type	S/T	DB/CR
20	---LOAN INCOME---			Y	T		
40				Y	B		
60	INTEREST ON LOANS	A	111000	Y	D	2	C
80	INTEREST ON MORTGAGE LOANS	A	112000	Y	D	2	C
100	INTEREST ON LOC LOANS	A	113000	Y	D	2	C
120	INTEREST ON REV CR LOANS	A	114000	Y	D	2	C
140	TOTAL LOAN INCOME	S	2	Y	D	3	C
160				Y	B		
180	---SERVICE CHARGE INCOME---			Y	T		
200	DORMANCY SERVICE CHARGES	A	135000	Y	D	2	C

Figure 73

When the screen is filled up with information or when finished with the last entry, press enter. Select "Yes" in the upper right corner of the screen to process and press enter. A screen displays indicating that the new information has been completed.

If more lines of report definition need to be entered, arrow over to the Starting Sequence Number field and enter the next sequence number. In the example above, 220 would be the next sequence number. Press enter.

A new screen with ten blank lines will display so that more lines of report definitions can be entered.

Examples below.

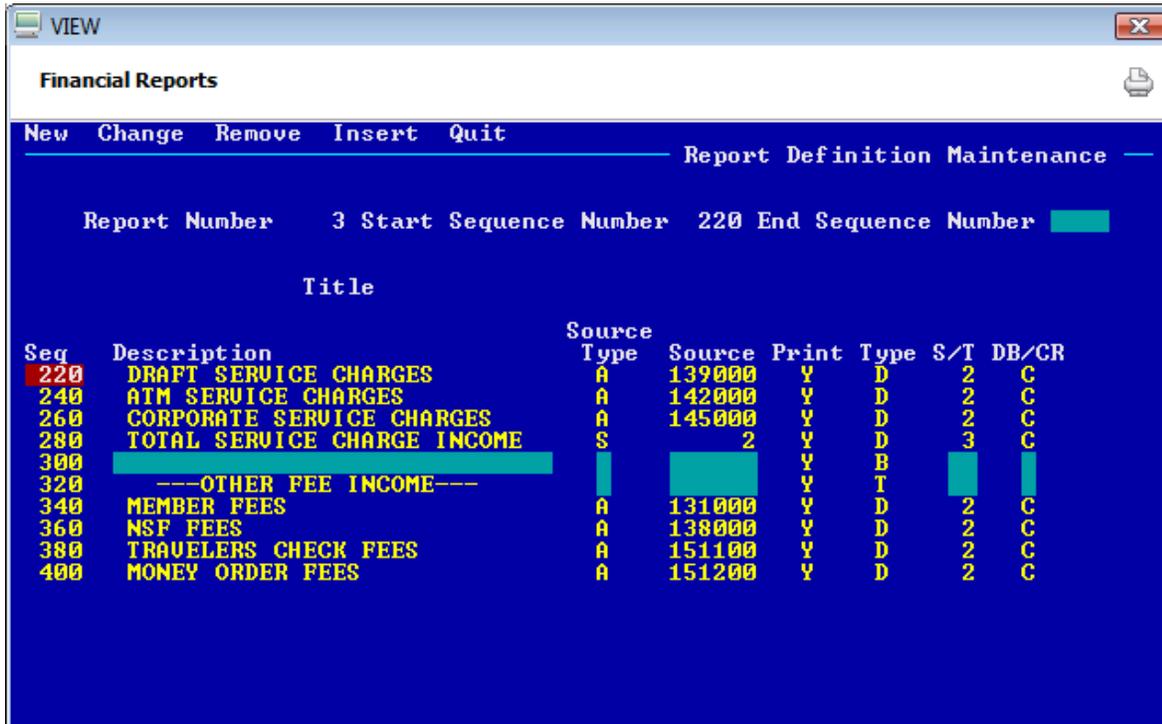


Figure 74

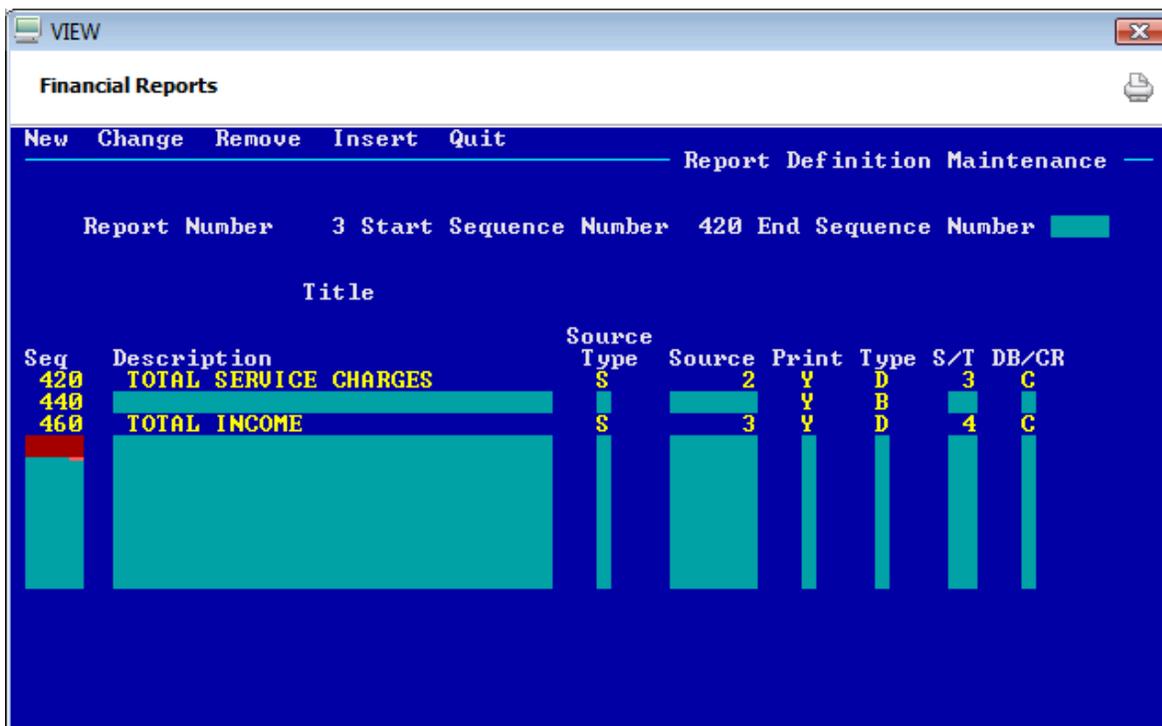


Figure 75

Example of "Display Report Definition" after new completed.

The screenshot shows a window titled 'VIEW' with a sub-header 'Financial Reports'. The main content is a table with columns: Report Number (3), Title (INCOME REPORT), Source Type, Source, Print, Type, Add S/T, and DB/CR. The table lists various income items with their respective source types and values.

Report Number	Title	Source Type	Source	Print	Type	Add S/T	DB/CR
20	---LOAN INCOME---			Y	T		D
40				Y	B		D
60	INTEREST ON LOANS	A	111000	Y	D	2	C
80	INTEREST ON MORTGAGE LOANS	A	112000	Y	D	2	C
100	INTEREST ON LOC LOANS	A	113000	Y	D	2	C
120	INTEREST ON REV CR LOANS	A	114000	Y	D	2	C
140	TOTAL LOAN INCOME	S	2	Y	D	3	C
160				Y	B		D
180	---SERVICE CHARGE INCOME---			Y	T		D
200	DORMANCY SERVICE CHARGES	A	135000	Y	D	2	C
220	DRAFT SERVICE CHARGES	A	139000	Y	D	2	C
240	ATM SERVICE CHARGES	A	142000	Y	D	2	C
260	CORPORATE SERVICE CHARGES	A	145000	Y	D	2	C
280	TOTAL SERVICE CHARGE INCOME	S	2	Y	D	3	C
300				Y	B		D
320	---OTHER FEE INCOME---			Y	T		D
340	MEMBER FEES	A	131000	Y	D	2	C
360	NSF FEES	A	138000	Y	D	2	C

Figure 76

The screenshot shows a window titled 'VIEW' with a sub-header 'Financial Reports'. The main content is a table with columns: Report Number (3), Title (INCOME REPORT), Source Type, Source, Print, Type, Add S/T, and DB/CR. The table lists various income items with their respective source types and values.

Report Number	Title	Source Type	Source	Print	Type	Add S/T	DB/CR
380	TRAVELERS CHECK FEES	A	151100	Y	D	2	C
400	MONEY ORDER FEES	A	151200	Y	D	2	C
420	TOTAL SERVICE CHARGES	S	2	Y	D	3	C
440				Y	B		D
460	TOTAL INCOME	S	3	Y	D	4	C

ESC to end

Figure 77

Example of Financial Report.

PRINTED: 02/14/2001		Customer Support CU05			BRANCH NO. () PAGE 1	
INCOME REPORT FEBRUARY 2001						
	CURRENT MONTH	QUARTER TO DATE	YEAR TO DATE	MONTHLY BUDGET	BUDGET YTD	DIFFERENCE
---LOAN INCOME---						
INTEREST ON LOANS	5,832.25	29,594.28	29,594.28	1,000.00	2,000.00	1,000.00
INTEREST ON MORTGAGE LOANS	3,214.20	244.20	244.20	1,500.00	3,000.00	1,500.00
INTEREST ON LOC LOANS	2,421.10	2,421.10	2,421.10	2,000.00	4,000.00	2,000.00
INTEREST REVOLVING CR LOANS	1,591.30	1,591.30	1,591.30	166.66	333.32	166.66
TOTAL LOAN INCOME	13,058.85	33,850.88	33,850.88	4,666.66	9,333.32	4,666.66
---SERVICE CHARGE INCOME---						
DORMANCY SERVICE CHARGES	62.00	62.00	62.00	175.00	350.00	175.00
DRAFT SERVICE CHARGES	114.00	114.00	114.00	200.00	400.00	200.00
ATM SERVICE CHARGES	210.00	154.00	154.00	83.33	166.66	83.33

Figure 78

CORPORATE SERVICE CHARGES	27.00	27.00	27.00	100.00	200.00	100.00
TOTAL SERVICE CHARGE INCOME	413.00	357.00	357.00	558.33	1,116.66	558.33
---OTHER FEE INCOME---						
MEMBER FEES	65.00	294.70	294.70	100.00	200.00	100.00
NSF FEES	320.00	587.00	587.00	333.33	666.66	333.33
TRAVELERS CHECK FEES	72.00	74.00	74.00	200.33	416.66	200.33
MONEY ORDER FEES	381.00	384.00	384.00	166.66	333.32	166.66
TOTAL SERVICE CHARGES	838.00	1,339.70	1,339.70	800.32	1,616.64	800.32
TOTAL INCOME	14,309.85	35,547.58	35,547.58	6,033.31	12,066.62	6,033.31
At End of file						

Figure 79

See page 73 for the Column Header Maintenance screen that was used for this report.

Example 2 - Selecting "Change" in Report Definition Maintenance.

Example of "Display Report Definition" before change completed.

Report Number	Title	Source Type	Source	Print	Type	Add S/T	DB/CR
4	FINANCIAL STATEMENT						
Seq	Description						
100	ASSETS			Y	C		D
103	-----			Y	C		D
105				Y	B		D
120	LOANS			Y	C		D
140		A	701000	N	D	2	D
160		A	701200	N	D	2	D
165		A	171400	N	D	2	D
171		A	171600	N	D	2	D
172		A	172100	N	D	2	D
174		A	172900	N	D	2	D
177	MEMBER LOANS	S	2	Y	D	3	D
178	LOANS TO OFFICIAL FAMILY	A	171500	Y	D	3	D
180	LESS: ALLOW FOR LOAN LOS	A	719000	Y	D	3	D
190				Y	-		D
200	NET MEMBER'S LOANS	S	3	Y	D	4	D
220	INVESTMENTS			Y	C		D
240	U.S. GOVT & FED SECURITIES	A	723000	Y	D	2	D
260	USA COMPANY	A	724000	Y	D	2	D

Figure 80

After selecting "Change" at the top of the screen, press enter. Enter the Report Number and enter the sequence number to be changed.

In this example, Sequence 177 is the sequence number to be changed.

Press enter and the system displays.

Seq	Description	Source Type	Source	Print	Type	S/T	DB/CR
177	MEMBER LOANS	S	2	Y	D	3	D
178	LOANS TO OFFICIAL FAMILY	A	171500	Y	D	3	D
180	LESS: ALLOW FOR LOAN LOSS	A	719000	Y	D	3	D
190				Y	-		D
200	NET MEMBER'S LOANS	S	3	Y	D	4	D
220	INVESTMENTS			Y	C		D
240	U.S. GOVT & FED SECURITIES	A	723000	Y	D	2	D
260	VISA COMPANY	A	724000	Y	D	2	D
261	BONDS	A	740100	Y	D	2	D
262	MONEY MARKET FUND	A	740101	Y	D	2	D

Figure 81

The system displays the sequence numbers starting with the sequence number entered as the starting sequence number.

In this example, the description for Sequence Number 177 is going to be changed from "Member Loans" to "Member Loan Accounts". Changes can be made to the other fields on the screen as well as other sequence numbers displayed.

Enter the change(s) by typing over the existing line of report definition. (See example on the next page.)

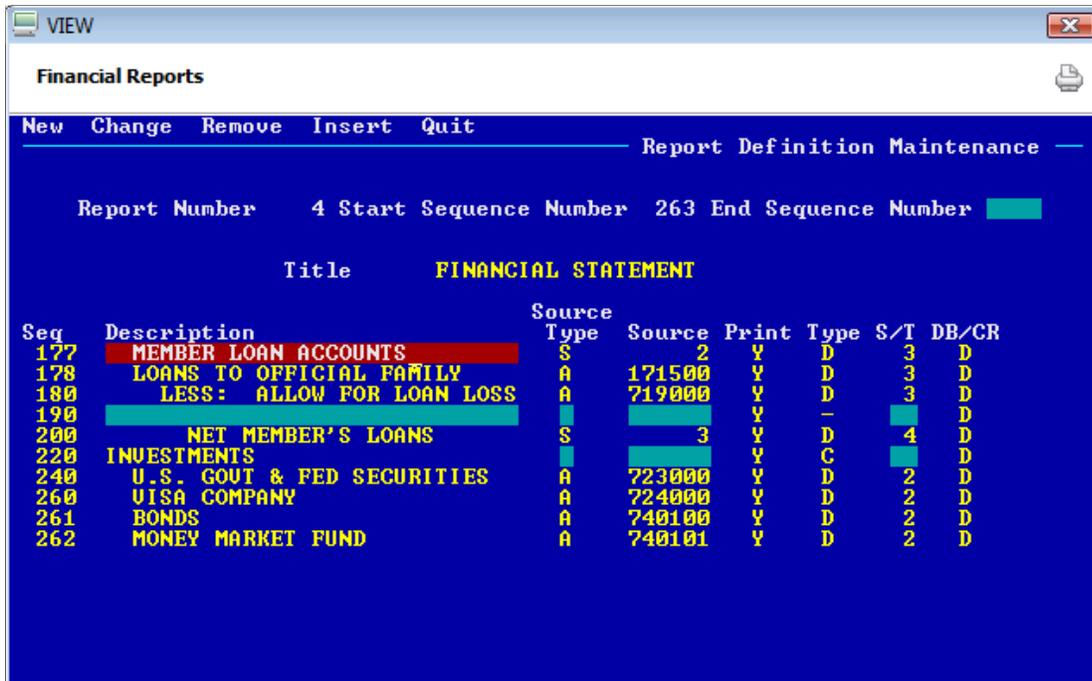


Figure 82

Press enter. Select "Yes" in the upper right corner of the screen to process and press enter. A screen displays, indicating that the change has been completed.

Example of "Display Report Definition" after change completed.

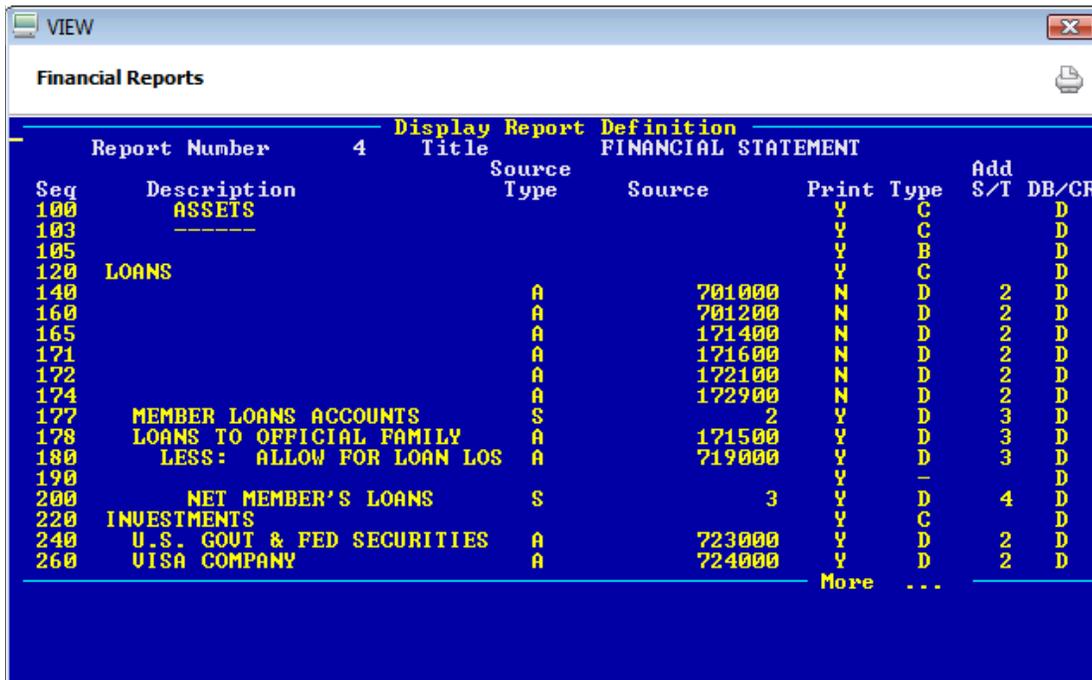


Figure 83

Example 3 - Selecting "Remove" in Report Definition Maintenance.

Example of "Display Report Definition" before remove completed.

Report Number	Title	Source	Print	Type	Add S/T	DB/CR
4	FINANCIAL STATEMENT					
100	ASSETS		Y	C		D
103	-----		Y	C		D
105			Y	B		D
120	LOANS		Y	C		D
140		A	701000	N	D	2
160		A	701200	N	D	2
165		A	171400	N	D	2
171		A	171600	N	D	2
172		A	172100	N	D	2
174		A	172900	N	D	2
177	MEMBER LOANS	S	2	Y	D	3
178	LOANS TO OFFICIAL FAMILY	A	171500	Y	D	3
180	LESS: ALLOW FOR LOAN LOS	A	719000	Y	D	3
190				Y	-	D
200	NET MEMBER'S LOANS	S	3	Y	D	4
220	INVESTMENTS			Y	C	D
240	U.S. GOVT & FED SECURITIES	A	723000	Y	D	2
260	VISA COMPANY	A	724000	Y	D	2

Figure 84

After selecting "Remove" at the top of the screen, press enter. Enter the Report Number and enter the sequence number to be removed. If more than one sequence number in a row is going to be removed, enter the first sequence number as the Starting Sequence Number and the last sequence number in the Ending Sequence Number field.

In this example, Sequence Numbers 171, 172 and 174 are the sequence numbers to be removed.

Press enter and the system displays.

Seq	Description	Source Type	Source	Print	Type	S/T	DB/CR
171		A	171600	N	D	2	D
172		A	172100	N	D	2	D
174		A	172900	N	D	2	D

Figure 85

The system displays the sequence numbers starting with the sequence number entered as the Starting Sequence Number and, if an Ending Sequence Number was entered, all of the sequence numbers in between will also be displayed. If only the Starting Sequence Number was entered, only that sequence number will be displayed.

Select "Yes" in the upper right corner of the screen to process and press enter. A screen displays, indicating that the remove has been completed.

Example of "Display Report Definition" after remove completed.

Report Number	4	Display Report Title	FINANCIAL STATEMENT	Source	Print	Type	Add S/T	DB/CR
Seq		Description		Source				
100		ASSETS			Y	C		D
103		-----			Y	C		D
105					Y	B		D
120		LOANS			Y	C		D
140				A	701000	N	2	D
160				A	701200	N	2	D
165				A	171400	N	2	D
177		MEMBER LOANS		S	2	Y	3	D
178		LOANS TO OFFICIAL FAMILY		A	171500	Y	3	D
180		LESS: ALLOW FOR LOAN LOS		A	719000	Y	3	D
190					Y	-		D
200		NET MEMBER'S LOANS		S	3	Y	4	D
220		INVESTMENTS			Y	C		D
240		U.S. GOVT & FED SECURITIES		A	723000	Y	2	D
260		UISA COMPANY		A	724000	Y	2	D
261		BONDS		A	740100	Y	2	D
262		MONEY MARKET FUND		A	740101	Y	2	D
263		CERTIFICATES OF DEPOSIT		A	740200	Y	2	D
ESC to end								

Figure 86

Example 4 - Selecting "Insert" in Report Definition Maintenance.

Example of "Display Report Definition" before insert completed.

Report Number	Title	Source	Print	Type	Add S/T	DB/CR
4	FINANCIAL STATEMENT					
100	ASSETS		Y	C		D
103	-----		Y	C		D
105			Y	B		D
120	LOANS		Y	C		D
140		A	701000	N	D	2
160		A	701200	N	D	2
165		A	171400	N	D	2
171		A	171600	N	D	2
172		A	172100	N	D	2
174		A	172900	N	D	2
177	MEMBER LOANS	S	2	Y	D	3
178	LOANS TO OFFICIAL FAMILY	A	171500	Y	D	3
180	LESS: ALLOW FOR LOAN LOS	A	719000	Y	D	3
190				Y	-	D
200	NET MEMBER'S LOANS	S	3	Y	D	4
220	INVESTMENTS			Y	C	D
240	U.S. GOVT & FED SECURITIES	A	723000	Y	D	2
260	VISA COMPANY	A	724000	Y	D	2

Figure 87

After selecting "Insert" at the top of the screen, press enter. Enter the Report Number and enter the existing sequence number immediately before the sequence to be added.

Press enter and the system displays.

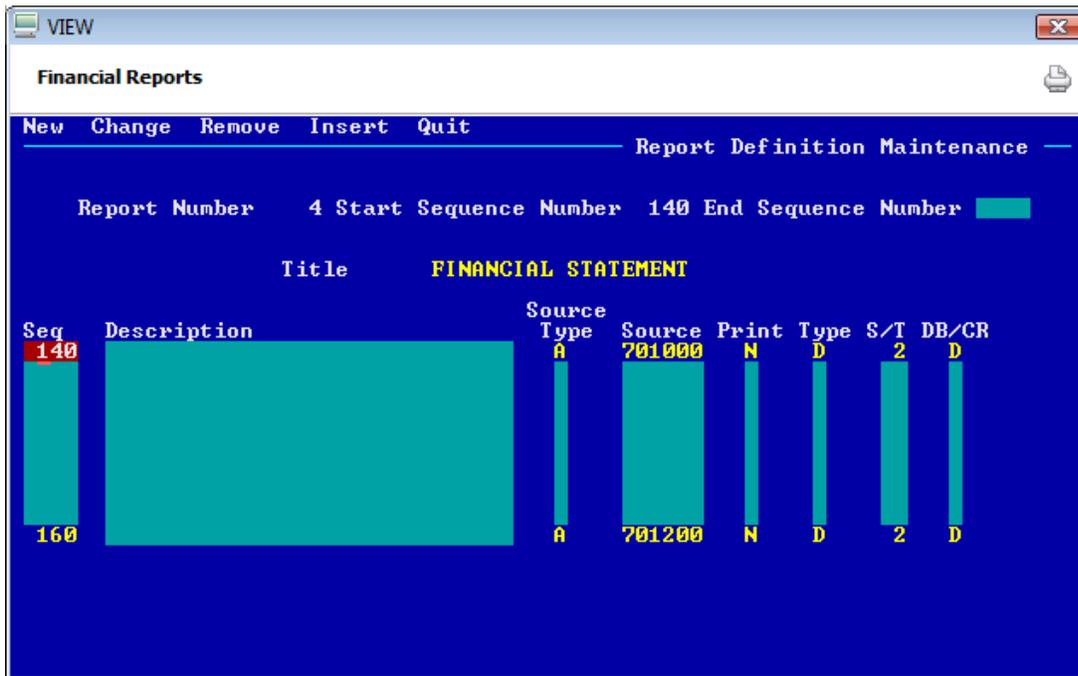


Figure 88

Enter the new line of report definition(s). Sequence 150 is being added in the example below between existing sequence numbers 140 and 160.

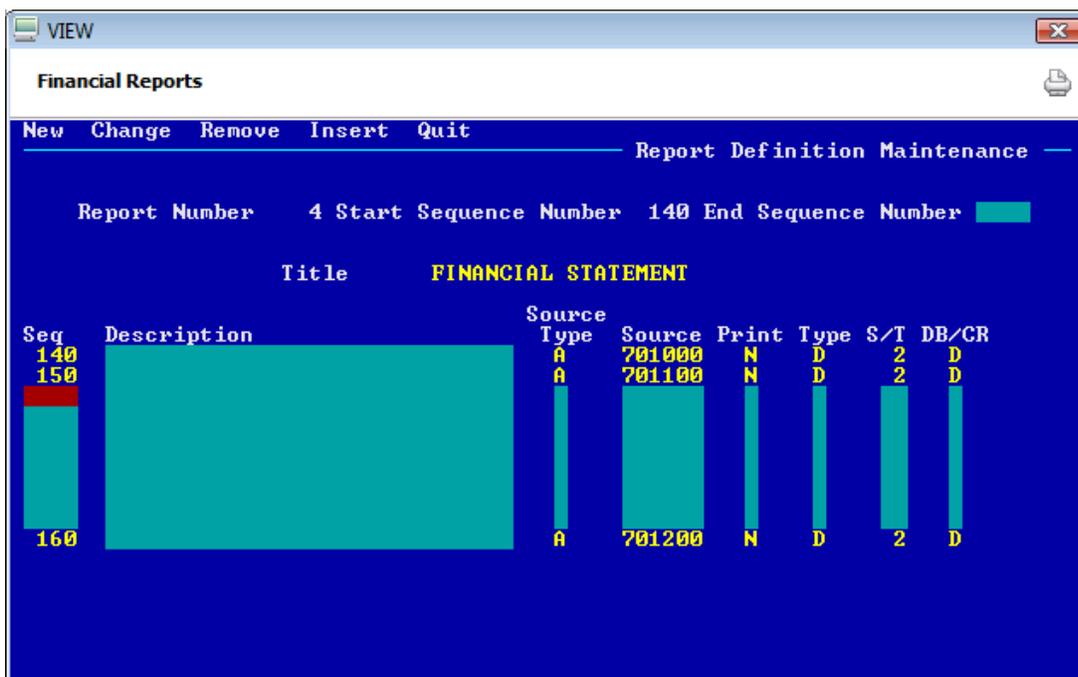


Figure 89

Press enter. Select "Yes" in the upper right corner of the screen to process and press enter. A screen displays, indicating that the insert has been completed.

Example of "Display Report Definition" after insert completed.

Financial Reports									
Report Number	4	Display Report Title	Definition	Source	Print	Type	Add S/T	DB/CR	
Seq		Description		Source					
100		ASSETS			Y	C			D
103		-----			Y	C			D
105					Y	B			D
120		LOANS			Y	C			D
140				A	701000	N	D	2	D
150				A	701100	N	D	2	D
160				A	701200	N	D	2	D
165				A	171400	N	D	2	D
171				A	171600	N	D	2	D
172				A	172100	N	D	2	D
174				A	172900	N	D	2	D
177		MEMBER LOANS		S	2	Y	D	3	D
178		LOANS TO OFFICIAL FAMILY		A	171500	Y	D	3	D
180		LESS: ALLOW FOR LOAN LOS		A	719000	Y	D	3	D
190						Y	-		D
200		NET MEMBER'S LOANS		S	3	Y	D	4	D
220		INVESTMENTS				Y	C		D
240		U.S. GOVT & FED SECURITIES		A	723000	Y	D	2	D
					More	...			

Figure 90

Display Report Definition

The Display Report Definition selection is used to view a line(s) of report definition for an existing report.

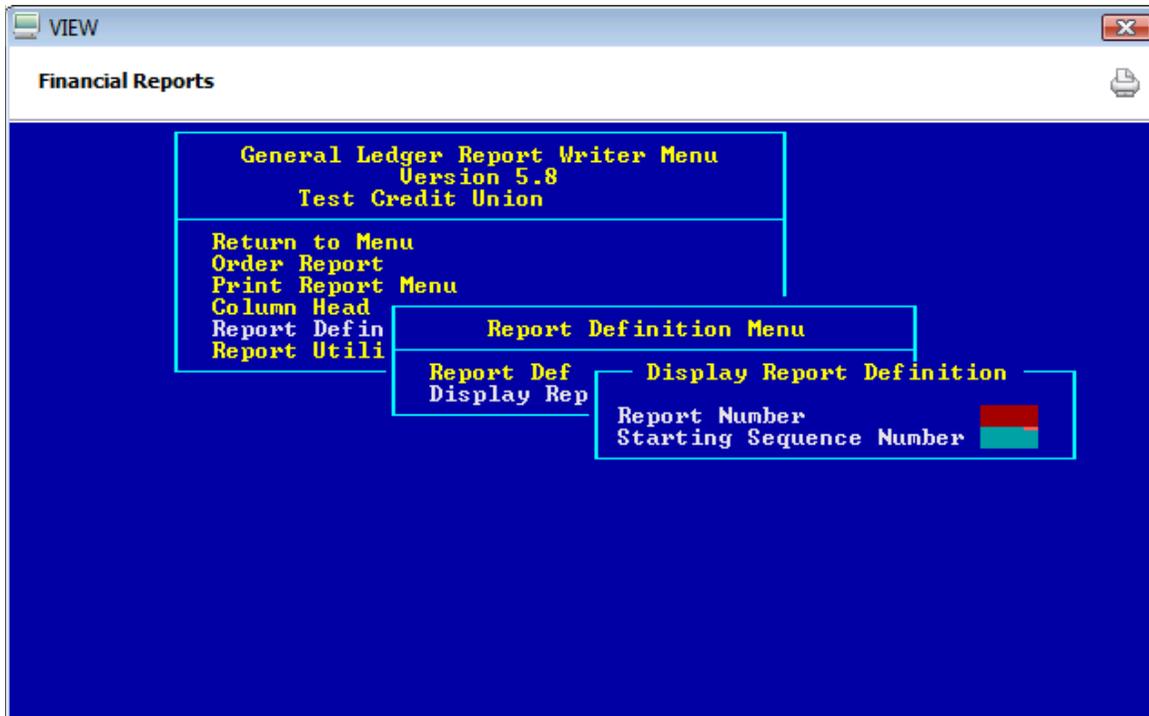


Figure 91

- Report Number -** Enter the Report Number of the report for which the report definition is to be displayed.
- Starting Sequence Number -** (Optional) Enter the Starting Sequence Number or leave blank and the report will display from the beginning.

Example below.

Report Number	3	Display Report Definition	INCOME REPORT				
Seq	Description	Source Type	Source	Print	Type	Add S/T	DB/CR
20	---LOAN INCOME---			Y	T		D
40				Y	B		D
60	INTEREST ON LOANS	A	111000	Y	D	2	C
80	INTEREST ON MORTGAGE LOANS	A	112000	Y	D	2	C
100	INTEREST ON LOC LOANS	A	113000	Y	D	2	C
120	INTEREST ON REV CR LOANS	A	114000	Y	D	2	C
140	TOTAL LOAN INCOME	S	2	Y	D	3	C
160				Y	B		D
180	---SERVICE CHARGE INCOME---			Y	T		D
200	DORMANCY SERVICE CHARGES	A	135000	Y	D	2	C
220	DRAFT SERVICE CHARGES	A	139000	Y	D	2	C
240	ATM SERVICE CHARGES	A	142000	Y	D	2	C
260	CORPORATE SERVICE CHARGES	A	145000	Y	D	2	C
280	TOTAL SERVICE CHARGE INCOME	S	2	Y	D	3	C
300				Y	B		D
320	---OTHER FEE INCOME---			Y	T		D
340	MEMBER FEES	A	131000	Y	D	2	C
360	NSF FEES	A	138000	Y	D	2	C
				More	...		

Figure 92

This is an example only of using the display report definition screen. This is not intended to be an example on how a credit union would setup a financial statement.

The "More" at the bottom of the screen indicates that there are more pages of the report to be displayed. Press enter for the next screen.

or

If additional report definitions do not need to be displayed, use ESC to return to the menu.

Report Utilities Menu

The Report Utilities Menu selection is used to perform a variety of functions involving financial reports.

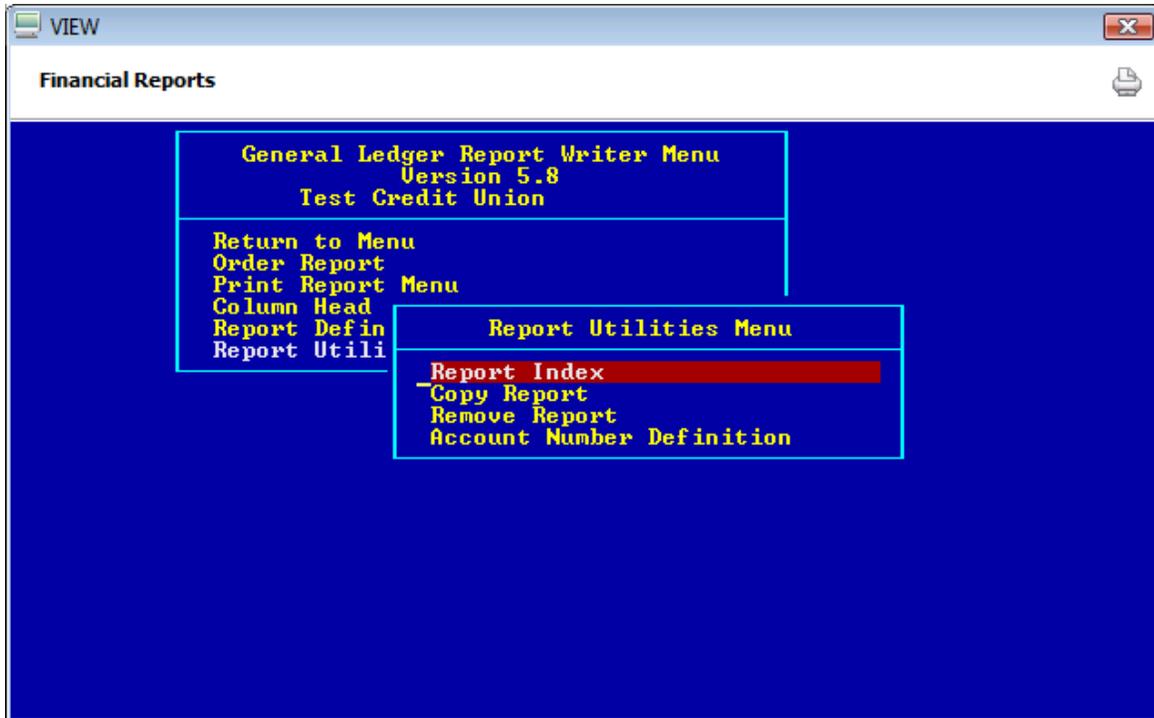


Figure 93

Report Index

The Report Index selection is used to view all existing reports on the system that are available to order and print.

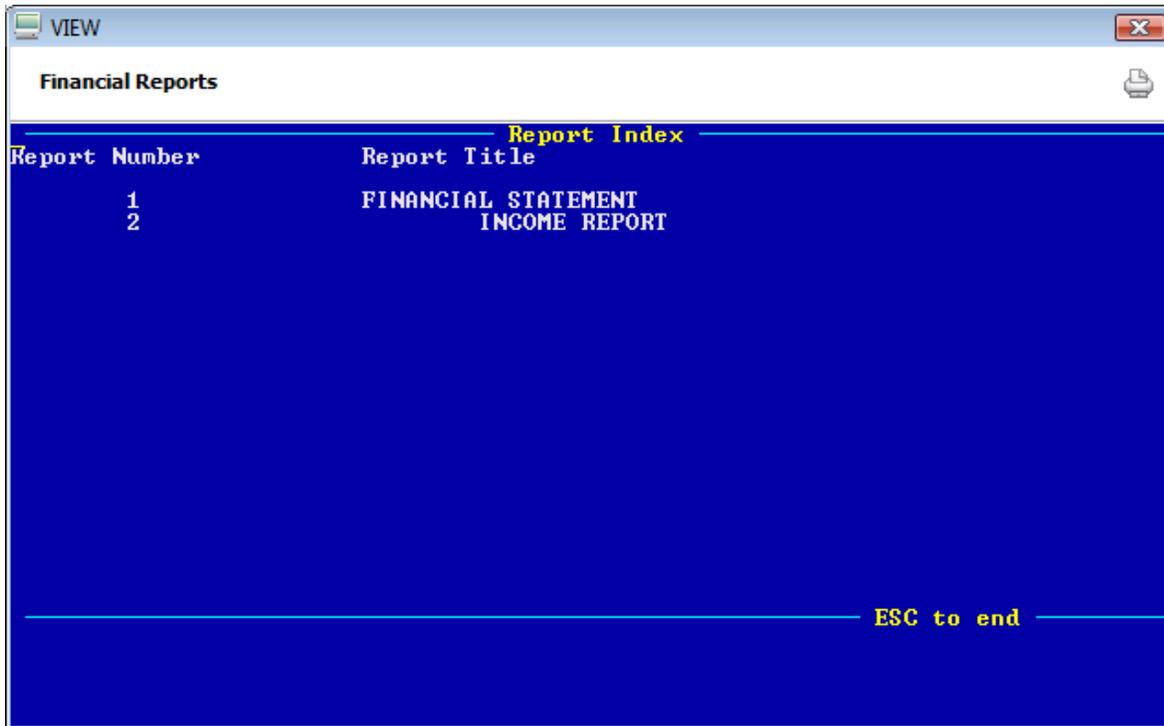


Figure 94

Copy Report

The Copy Report selection is used to copy an existing report to a new report number. This is beneficial if an existing report design is close to a new report that is needed. It may save time editing existing information on the new report to customize it rather than creating a new one from scratch.

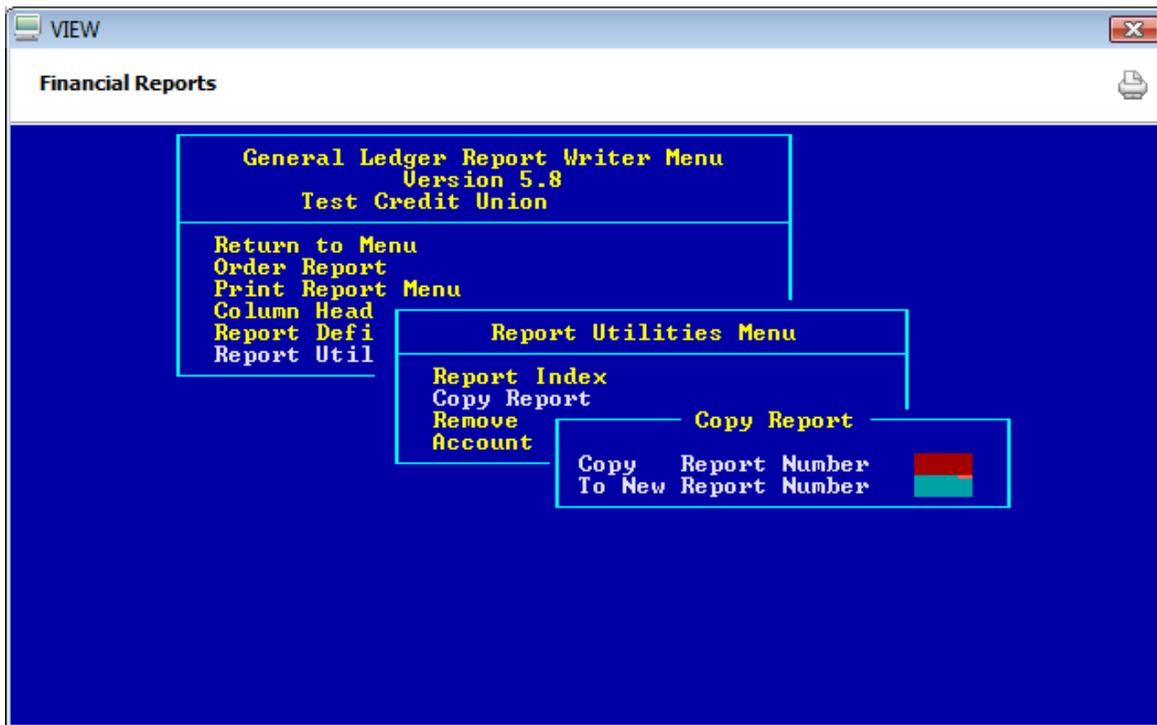


Figure 95

Copy Report Number - Enter the report number, up to three (3) digits, of the report to be copied.

To New Report Number - Enter the new report number, up to three (3) digits, of the report to be created.

Press enter. A screen displays, indicating that the report has been copied.

Remove Report

The Remove Report selection is used to delete an entire report from the system.

****WARNING:** This selection will remove the entire report from the system. Once removed, it must be totally recreated if additional access is desired.

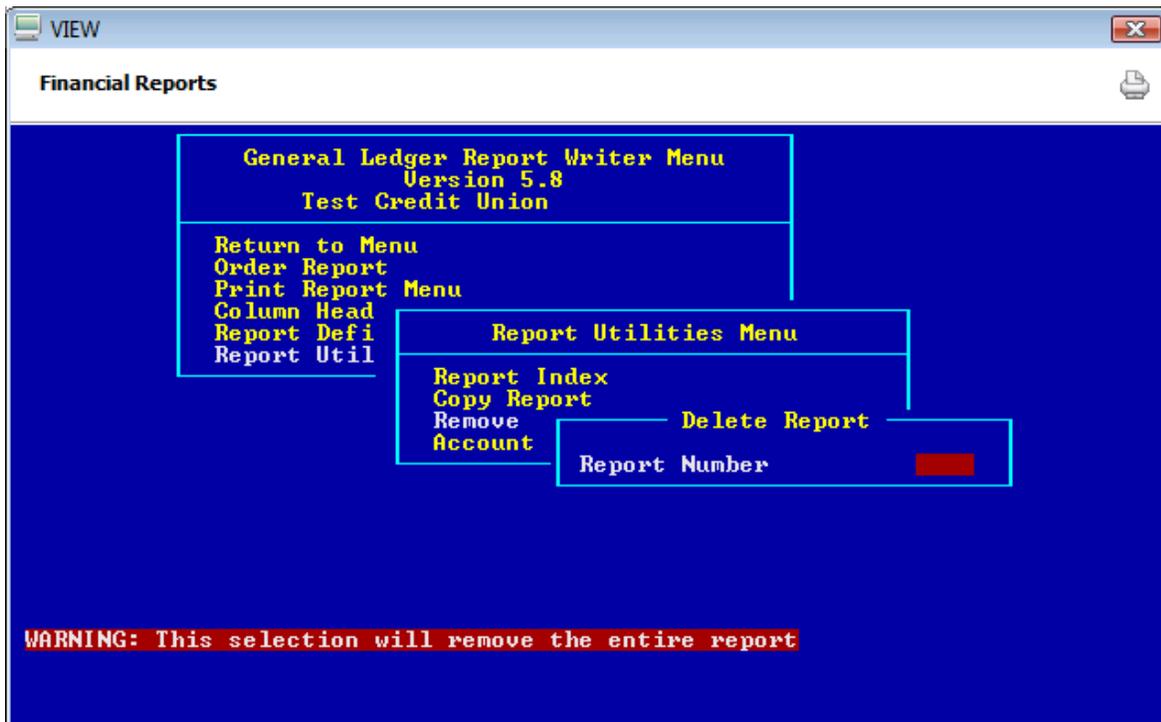


Figure 96

Report Number - Enter the report number that is to be deleted from the system.

****WARNING:** Verify that this is the report to be deleted. Once removed, it must be totally recreated.

If the report should be deleted, press enter. A screen displays indicating that the report has been deleted.

****Note:** If the report should not be deleted, use the ESC key to exit.

Account Number Definition

The Account Number Definition screen is used to define how the General Ledger account numbers are structured.

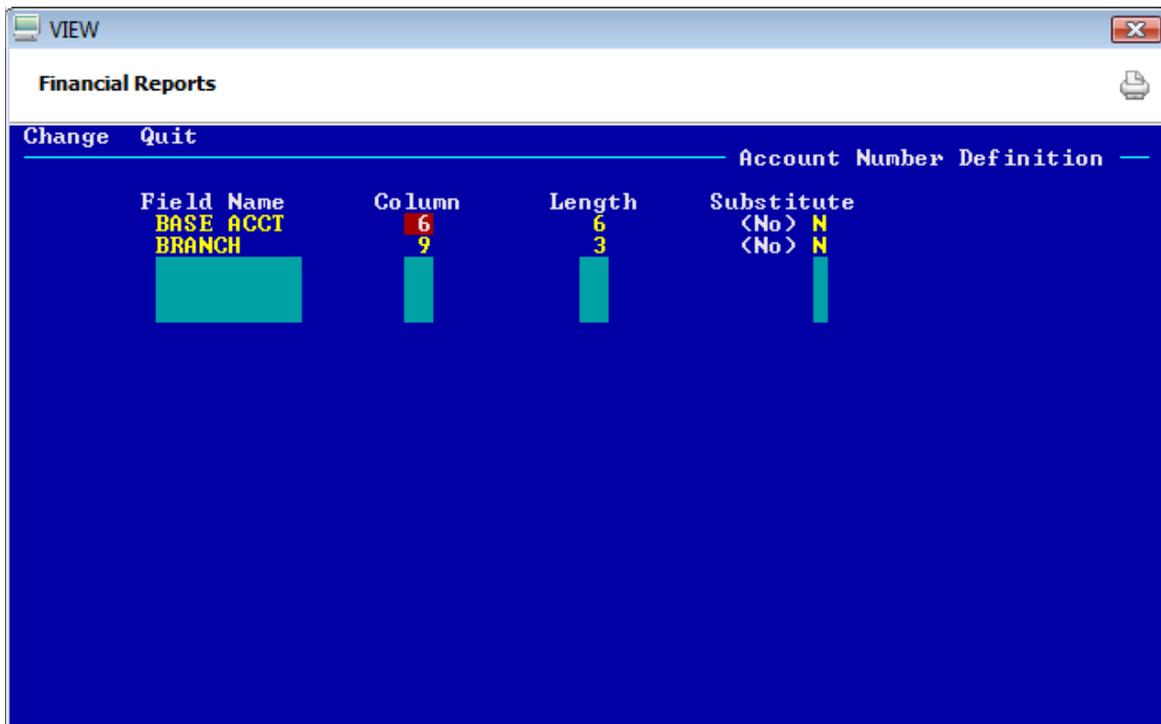


Figure 97

View the definition of the base account.

- Field Name -** (Base Account) used by the system. This name is NOT user defined.
- Column -** The start column for the base account number is always 6.
- Length -** The standard number of digits a General Ledger number, in most cases is 6.
- Substitute -** The "N" displays. No other accounts can be substituted.
Y or N

Additional definitions can be set up, if the general ledger numbering system is to be broken down into groups. If the credit union does any type of Branch Accounting, it would be necessary to define the additional set of numbers for branch numbering. The system must be told where to look for the position of that set of numbers.

Define the user account by entering the following:

Field Name - The name of the account (Branch is usually the description).

Column - Enter "9" for the column number.

Field Length - Enter "3" for the field length number.

Substitute - Enter "N". No other accounts can be substituted.
Y or N

****Note:** Both entries should be added at the time of setup, even if you are not doing Branch Accounting. If at a later date Branch Accounting becomes necessary, this setup is already in place and will produce correct totals on reports.

Press RETURN. A screen displays indicating that the account number definition has been completed.

General Ledger Inquiry

The General Ledger Inquiry selection is used to view the posted activity for a specific general ledger account.

****Note:** Another method of selecting the General Ledger Inquiry is done by pressing Ctrl + I then General Ledger Inquiry.

Regardless of which method is used to display the window, enter the following information for the inquiry:

Account: Enter the general ledger account for which the posted account detail is to be displayed.

Start Month: Enter the starting ledger month of the transactions to be displayed.

End Month: Enter the ending ledger month of the transactions to be displayed.

Year: Enter the ledger year of the transactions to be displayed.

Start Date: Enter start date for transactions to be displayed in the inquiry. General Ledger entries processed on this date and forward (within the start and/or end month and year entered) will be displayed. (Optional)

End Date: Enter end date for transaction to be displayed in the inquiry. General Ledger entries processed thru this date (within the start and/or end month and year entered) will be displayed. (Optional)

****Note:** If the general ledger account is not known, click on the magnifying glass to display a list of the general ledger accounts from which to select. (See below)

The system displays.

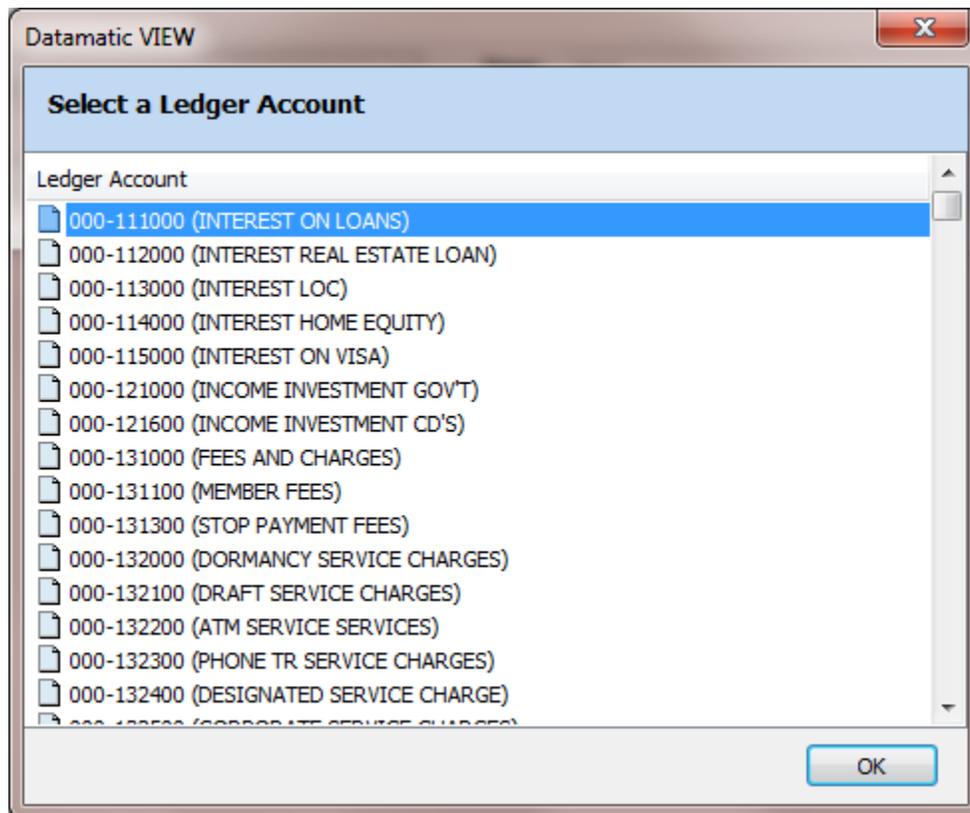


Figure 98

Select a general ledger account and the system enters the selected account in the "Account" field. Click on Go or press enter.

General Ledger Recap Inquiry

The General Ledger Recap Inquiry selection is used to view the totals for each branch for a specific general ledger account all in one inquiry. This would be useful for credit unions that use the Branch Accounting Optional Software.

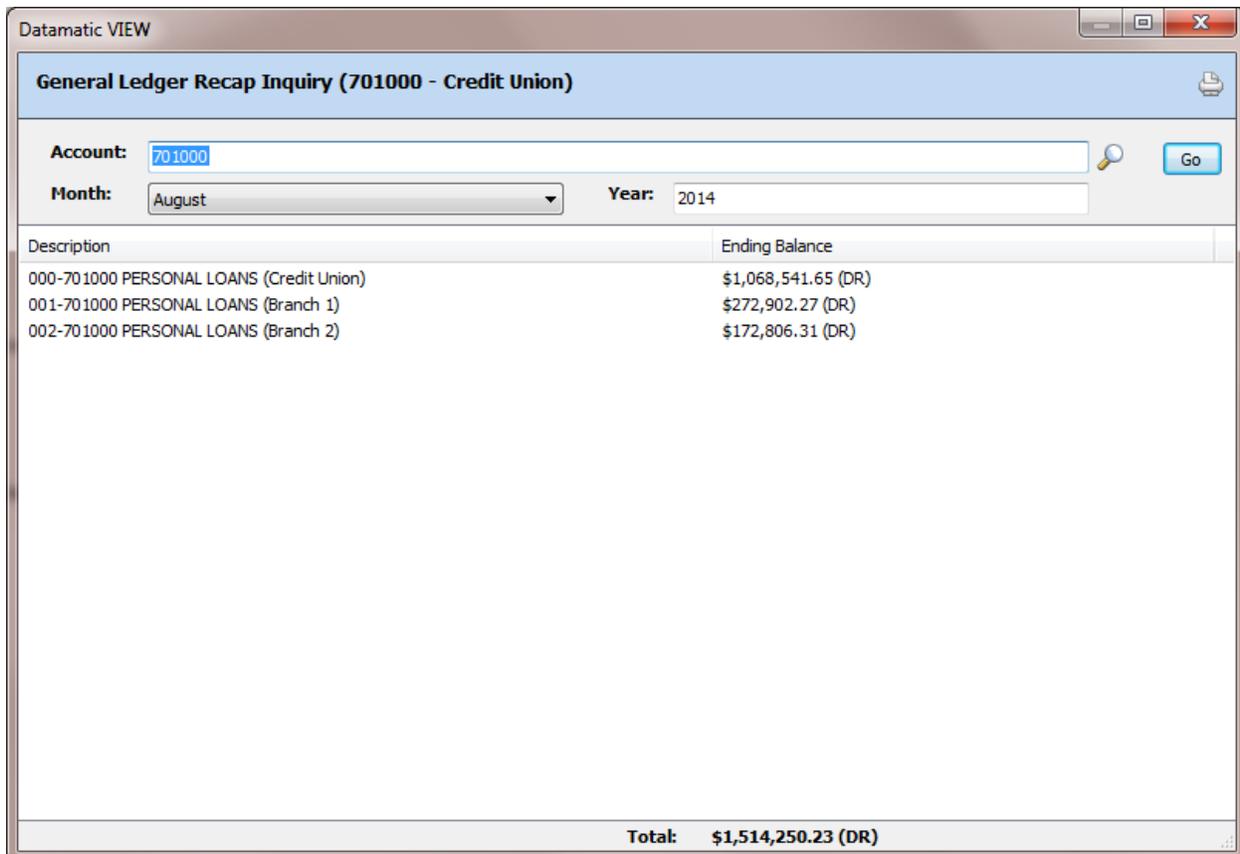
Account: Enter the general ledger account (six digits) for which the balances are to be displayed.

Month: Enter the ledger month of the balances to be displayed.

Year: Enter the ledger year of the balances to be displayed.

****Note:** If the general ledger account is not known, click on the magnifying glass to display a list of the general ledger accounts from which to select. Only the six digit general ledger account numbers (not each branch general ledger account) are displayed for a selection to be made, since that is all that is needed for this inquiry. (See below)

The system displays.



General Ledger Recap Inquiry (701000 - Credit Union)	
Account: 701000	Go
Month: August	Year: 2014
Description	Ending Balance
000-701000 PERSONAL LOANS (Credit Union)	\$1,068,541.65 (DR)
001-701000 PERSONAL LOANS (Branch 1)	\$272,902.27 (DR)
002-701000 PERSONAL LOANS (Branch 2)	\$172,806.31 (DR)
Total: \$1,514,250.23 (DR)	

Figure 100

History Detail Report

The History Detail Report selection can be used to generate a report. This report shows the general ledger detail of specific, individual or ranges of general ledger accounts for specified ledger periods of time. This screen can also be used to generate a fiche tape or fiche extract.

After making a printer selection, the system displays.

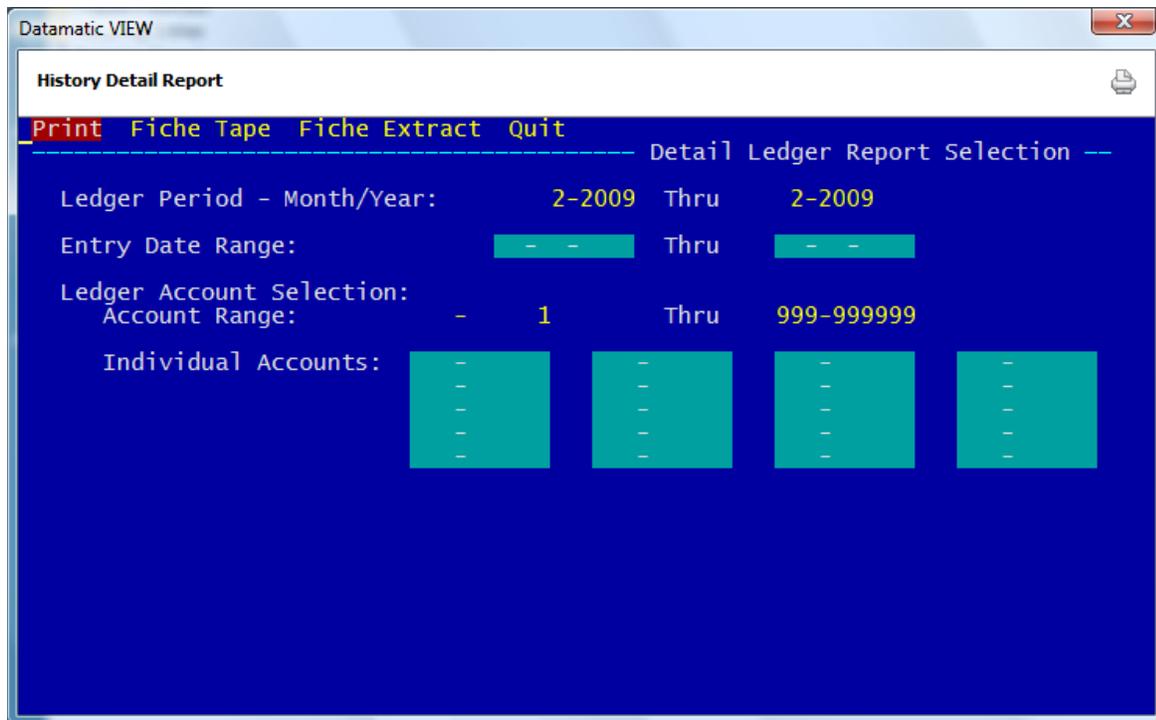


Figure 101

Choose the ledger period and ledger accounts to be included in the report or file.

To create a fiche tape of the ledger history detail, select **“Fiche Tape”** in the upper left corner of the screen. The selections may be made from VIEW at a PC, however, the tape must be put in the tape drive at the Main Console. **IMPORTANT:** The fiche tape or fiche extract must be done prior to removing the ledger detail from the system.

To create a fiche extract, select **“Fiche Extract”** in the upper left corner of the screen. When finished, the extract will be placed in the Download folder under the Extracts window (Ctrl + X). The file name is GLExt.01. Double click on the file to download the file to the C:\Datamatic folder. Follow the instructions from the vendor to get the file to them.

The tape or extract can be done by month, year or a specified date range. **Suggestion:** Create the fiche tape or fiche extract, then wait for the fiche or CD-rom, etc. to be received by the credit union and verified before the detail history is deleted.

Ledger Period - Month/Year

Enter the starting month and year then the thru month and year to be included on the report. (This report cannot span over a year end. Run two reports, if needed.) The report will give transactions updated during the ledger period selected regardless of the entry date. This is a required field to generate this report.

Entry Date Range

The Entry Date represents the actual date of the general ledger entry regardless of the General Ledger month that the entry was made. An "Entry Date Range" is not necessary to generate this report. A "Ledger Period" is a required field. If an Entry Date Range is entered and no Ledger Period, the system will display a message of "No Detail for Customer".

Ledger Account Selection

Use either the "Account Range" options or the "Individual Accounts" options to specify what accounts are to be included on the report.

****Note:** This report can be generated to include general ledger numbers for different branches (ex. 001-701000, 002-701000, 003-701000, etc.) to be displayed on the same report. This is for credit unions using the Branch Accounting optional software.

Example below.

Account	JV-ID	MO	Entry	Sequence	Reference	Debit Amount	Credit Amount	Balance	Description
11/16/15 (15 Mar - 15 Sep) Detail Ledger Report PAGE 27									
Support Credit Union (1) Branch By Account BRANCH NO. () REPORT NO. GL210-01									
131300	CR0615	06	06/15/15	219231	3		26.00	962.00CR	STOP: 619-7-70
131300	CR0615	06	06/15/15	219232	21		26.00	988.00CR	STOP: 621581-8-00
131300	CR0617	06	06/17/15	219386	3		26.00	1,014.00CR	STOP: 619-7-00
131300	CR0625	06	06/25/15	219945	21		26.00	1,040.00CR	STOP: 621581-8-00
131300	CR0713	07	07/13/15	221941	3		26.00	1,066.00CR	STOP: 624-7-00
131300	CR0713	07	07/13/15	221942	21		26.00	1,092.00CR	STOP: 621581-8-00
131300	CR0713	07	07/13/15	221943	21		26.00	1,118.00CR	STOP: 621581-8-00
131300	CR0715	07	07/15/15	222117	21		26.00	1,144.00CR	STOP: 621581-8-00
131300	CR0826	08	08/26/15	225807	3		26.00	1,170.00CR	STOP: 61057-6-00
						.00	1,066.00		Detail Totals
							1,066.00		Net Change
							1,170.00		< Balance >
							867.48		< Average Daily Balance >
132000 DORMANCY SERVICE CHARGES									
132000								5.00CR	Beginning Balance
132000	CR0331	03	03/31/15	212723		5.00		10.00CR	Dorm Chg Payable
132000	CR0430	04	04/30/15	215444		5.00		15.00CR	Dorm Chg Payable
132000	CR0529	05	05/29/15	217957		5.00		20.00CR	Dorm Chg Payable
132000	CR0630	06	06/30/15	220576		5.00		25.00CR	Dorm Chg Payable
132000	CR0731	07	07/31/15	223473		5.00		30.00CR	Dorm Chg Payable
132000	CR0831	08	08/31/15	226193		5.00		35.00CR	Dorm Chg Payable
132000	CR0928	09	09/28/15	228536		5.00		40.00CR	Dorm Chg Payable
132000	CR0930	09	09/30/15	228836		5.00		45.00CR	Dorm Chg Payable
						.00	40.00		Detail Totals
							40.00		Net Change

Figure 102

Examples con't.

General Ledger Detail Listing

Search Go

Account	JV-ID	MO	Entry	Sequence	Reference	Debit Amount	Credit Amount	Balance	Description
132100								195.00CR	Beginning Balance
132100	CR0331	03	03/31/15	212724		93.00		288.00CR	Draft Chg Payable
132100	CR0430	04	04/30/15	215445		60.00		348.00CR	Draft Chg Payable
132100	CR0529	05	05/29/15	217958		64.00		412.00CR	Draft Chg Payable
132100	CR0630	06	06/30/15	220577		77.00		489.00CR	Draft Chg Payable
132100	CR0731	07	07/31/15	223474		76.00		565.00CR	Draft Chg Payable
132100	CR0831	08	08/31/15	226194		77.50		642.50CR	Draft Chg Payable
132100	CR0930	09	09/30/15	228837		86.50		729.00CR	Draft Chg Payable
						.00	534.00		Detail Totals
							534.00		Net Change
							729.00		< Balance >
							422.64		< Average Daily Balance >

-----<Page Break>-----

11/16/15 (15 Mar - 15 Sep) Detail Ledger Report PAGE 28
 Support Credit Union (1) Branch By Account BRANCH NO. () REPORT NO. GL210-01

Account	JV-ID	MO	Entry	Sequence	Reference	Debit Amount	Credit Amount	Balance	Description
132200								280.00CR	Beginning Balance
132200	CR0331	03	03/31/15	212725		140.00		420.00CR	ATM Chg Payable
132200	CR0430	04	04/30/15	215446		140.00		560.00CR	ATM Chg Payable
132200	CR0529	05	05/29/15	217959		140.00		700.00CR	ATM Chg Payable
132200	CR0630	06	06/30/15	220578		138.00		838.00CR	ATM Chg Payable
132200	CR0731	07	07/31/15	223475		144.00		982.00CR	ATM Chg Payable
132200	CR0831	08	08/31/15	226195		150.00		1,132.00CR	ATM Chg Payable
132200	CR0930	09	09/30/15	228838		148.00		1,280.00CR	ATM Chg Payable
						.00	1,000.00		Detail Totals

Figure 103

General Ledger Detail Listing

Search Go

Account	JV-ID	MO	Entry	Sequence	Reference	Debit Amount	Credit Amount	Balance	Description
132500								105.00CR	Beginning Balance
132500	CR0331	03	03/31/15	212728		60.00		165.00CR	Corporate Chg Paybl
132500	CR0430	04	04/30/15	215449		90.00		255.00CR	Corporate Chg Paybl
132500	CR0529	05	05/29/15	217962		97.50		352.50CR	Corporate Chg Paybl
132500	CR0630	06	06/30/15	220581		113.50		466.00CR	Corporate Chg Paybl
132500	CR0731	07	07/31/15	223478		112.50		578.50CR	Corporate Chg Paybl
132500	CR0831	08	08/31/15	226198		112.50		691.00CR	Corporate Chg Paybl
132500	CR0930	09	09/30/15	228841		112.50		803.50CR	Corporate Chg Paybl
						.00	698.50		Detail Totals
							698.50		Net Change
							803.50		< Balance >
							377.05		< Average Daily Balance >

-----<Page Break>-----

11/16/15 (15 Mar - 15 Sep) Detail Ledger Report PAGE 29
 Support Credit Union (1) Branch By Account BRANCH NO. () REPORT NO. GL210-01

Account	JV-ID	MO	Entry	Sequence	Reference	Debit Amount	Credit Amount	Balance	Description
132600								104.50CR	Beginning Balance
132600	CR0331	03	03/31/15	212729		66.00		170.50CR	MEMBERSHIP SERV CHAR
132600	CR0430	04	04/30/15	215450		76.43		246.93CR	MEMBERSHIP SERV CHAR
132600	CR0529	05	05/29/15	217963		88.00		334.93CR	MEMBERSHIP SERV CHAR
132600	CR0630	06	06/30/15	220582		82.50		417.43CR	MEMBERSHIP SERV CHAR
132600	CR0731	07	07/31/15	223479		92.65		510.08CR	MEMBERSHIP SERV CHAR
132600	CR0831	08	08/31/15	226199		88.00		598.08CR	MEMBERSHIP SERV CHAR

Figure 104

The report will show transactions in posting month order then by entry date when the ledger period selected is for more than one month. When the report is run for a ledger period of one month, the report shows transactions by posting month regardless of the entry date.

Initialize Ledger Beginning Balance

This requires “**General Ledger Supervisor**” set to permitted to use. The security options are under System Administration and Teller Administration then after selecting the specific employee, select the Basic Security tab.

The Initialize Ledger Beginning Balance selection is used to bring forward the general ledger balances into the new year. The general ledger accounts are reset to zero with End of Year processing. The Ledger Balancing Report will be out of balance starting with the first business day of the year until this procedure is done.

Also, this procedure will bring forward all the monthly general ledger balances to the Previous Year column on the Ledger Account window under General Ledger under Accounting on the Navigation Bar. This will make it possible to pull previous year general ledger balances on the Financial Reports. In addition, for the Asset and Liability accounts entered on the initialize screen (see below), the ending December balances from two years ago are added to the January field for the Previous Year column. This makes it possible to pull a YTD figure for the Previous Year. The previous year balance for individual months can be pulled for all months except January.

Do not do the initialize procedure until the credit union has closed the books for the previous year. The Ledger Network must be stopped in order to initialize the ledger beginning balances. Also, the general ledger current month and year must be changed to January of the new year, prior to initializing. To stop the ledger network, select the following:

Operations (Ctrl + O or Other Tasks on Navigation Bar or Go on Menu Bar)
 Services folder
 Ledger Network - Stop

```

Update  Quit
----- Initialize General Ledger Balances -----
Year  █

Asset Accounts      Liability Accounts
through            through
through            through
through            through
through            through

Reset Prepaid YTD Expense      <Yes> Y
Zero Budget on All Accounts    <Yes> Y
First Activity Last Year       <January> 1
  
```

Figure 105

Year - Enter the New Year to be initialized. (YYYY)

Asset Accounts - Enter the range of asset accounts to be initialized.

Liability Accounts - Enter the range of liability accounts to be initialized.

Reset Prepaid YTD Expense - Enter a "Y" for yes, if the credit union uses the Prepaid software. Otherwise, enter a "N" for no.

Zero Budget On All Accounts - Enter a "Y" for yes, if all budget figures are to be reset to zero. Enter a "N" for no, if the existing budget figures are to be brought over to this year's ledger.

First Activity Last Year - Leave as January (1) unless the credit union converted to Enterprise in the previous year. If the credit union converted last year, enter the first month that general ledger entries were posted.

To verify the beginning balances after initializing, print a Ledger Trial Balance report. There is a column on the report for the beginning balance figure.

After verifying that the beginning balances are correct, start the Ledger Network.

Operations (Ctrl + O or Other Tasks on Navigation Bar or Go on Menu Bar)

Services folder

Ledger Network - Start

This process can be repeated as many times as needed. If additional entries need to be made to December after this process has been run, the process can be repeated again.

- Change the general ledger month and year back to December YYYY.
- Make the necessary entries.
- Change the general ledger month and year back to January YYYY.
- Do the initialize process again. (Each time the initialize process is done, it completely replaces the information from the previous initialize. In other words, enter all asset and liability accounts not just the accounts that had entries or the new accounts added.)

IMPORTANT: If general ledger accounts are added in December's ledger after year end processing is completed, the new account(s) will not be automatically setup when the general ledger month and year are changed to January of the new year. Prior to initializing the beginning balances for the new year, make sure that any new general ledger accounts added to December also appear on the January Ledger Trial Balance report.

If any accounts do not appear, setup the new account again after changing the general ledger month and year to January of the new year.

Journal Voucher Audit Report

The Journal Voucher Audit Report selection allows the credit union to generate a report of all JV's, all manual JV's (includes JV's that are not CRO***, CR1***, ACCD**, ACDV** and ACLN**) or one JV for a certain month(s) or for a specific year. ****Note:** See "Ledger History Detail Report" to print a report for a specific JV-ID or all JV-ID's for the month(s) selected.

After making a printer selection, the system displays.

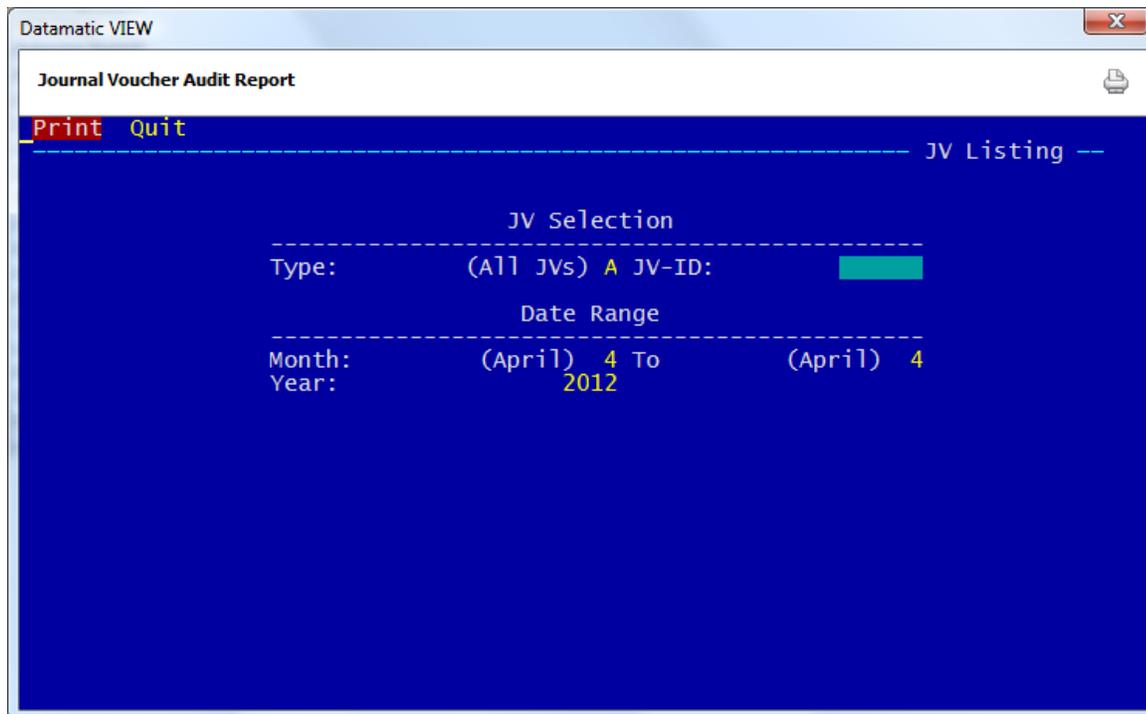


Figure 106

JV Selection

- A = All JV's
- M = Manual JV's
- O = One JV (If this is selected, enter the JV-ID in the space to the right.)

For each of these selections, select the "Date Range" from and to months, as well as, enter the four digit year to be included on the report.

Date Range

The Month options are:

- 0 = Current Month
- 1 = January
- 2 = February
- 3 = March, etc.

Year: Enter the four digit year to be included on the report.

Examples below of the report. (General Ledger JV Audit Report)

The screenshot shows a window titled "General Ledger JV Audit Report" with a search bar and a "Go" button. The report is for the period 04/26/12 (12 Mar - 12 Apr) for Support Credit Union, branch (1). It is page 10 of 10, with report number GL220-01. The data is as follows:

Sequence	Entry	Account	Reference	Description	Debit Amount	Credit Amount	
117527	03/05/12	902000		Transfers 70 DR	621.74		
117528	03/05/12	902000		Transfers 70 CR		150.00	
117529	03/05/12	904000		Transfers 50 CR		110.06	
117530	03/05/12	905000		Transfers 90 DR	150.00		
117531	03/05/12	1-902000	1	Online 70 DR	255.00		
117532	03/05/12	1-902000	1	Online 70 CR		884.18	
117533	03/05/12	2-111000	2	Online 05 IN		234.56	
117534	03/05/12	2-113000	2	Online 77 IN		4.22	
117535	03/05/12	2-701000	2	Online 05 PR		1,501.02	
117536	03/05/12	2-703000	2	Online 77 PR		20.78	
117537	03/05/12	2-901000	2	Transfers 00 DR	100.00		
117538	03/05/12	2-901000	2	Transfers 00 CR		100.00	
68 Transactions					JV Total:	21,754.23	21,754.23

-----<Page Break>-----

The second page (page 11) shows transactions for 04/26/12 (12 Mar - 12 Apr) for Support Credit Union, branch (1), report number GL220-01. The data is as follows:

Sequence	Entry	Account	Reference	Description	Debit Amount	Credit Amount
117566	03/06/12	111000		Online 06 IN		47.91
117567	03/06/12	111000		Transfers 05 IN		6.02
117568	03/06/12	112000		Online 63 IN		545.66
117569	03/06/12	113000		Online 75 IN		2.02
117570	03/06/12	114000		Transfers 66 IN		39.72
117571	03/06/12	114000		Transfers 67 IN		21.81
117572	03/06/12	131000		Online 06 LF		16.57
117573	03/06/12	131000	21	TRF: 621581-8-00		3.00
117574	03/06/12	131000	21	TRF: 621581-8-00		3.00
117575	03/06/12	701000		Online 06 PR		211.76
117576	03/06/12	701000		Transfers 05 PR		126.95
117577	03/06/12	701200		Online 63 PR		819.55
117578	03/06/12	703000		Online 75 PR		59.49

Figure 107

The screenshot shows a window titled "General Ledger JV Audit Report" with a search bar and a "Go" button. The report is for the period 04/26/12 (12 Apr - 12 Apr) for Support Credit Union, branch (1). It is page 5 of 5, with report number GL220-01. The data is as follows:

Sequence	Entry	Account	Reference	Description	Debit Amount	Credit Amount	
121571	04/25/12	734000	5	correction fr 4/20	2,000.00		
121572	04/25/12	999999	5	correction fr 4/20		2,000.00	
2 Transactions					JV Total:	2,000.00	2,000.00

-----<Page Break>-----

The second page (page 6) shows transactions for 04/26/12 (12 Apr - 12 Apr) for Support Credit Union, branch (1), report number GL220-01. The data is as follows:

Sequence	Entry	Account	Reference	Description	Debit Amount	Credit Amount	
120169	04/04/12	731000	415	Cks issued 4/3		3,500.00	
120170	04/04/12	739000	415	Cks issued 4/3	3,500.00		
120679	04/11/12	731000	415	Cks issued 4/10		19,900.00	
120680	04/11/12	739000	415	Cks issued 4/10	19,900.00		
121259	04/19/12	731000	415	Cks issued 4/18		21,400.00	
121260	04/19/12	739000	415	Cks issued 4/18	21,400.00		
121511	04/24/12	731000	416	Cks issued 4/23		2,126.06	
121512	04/24/12	739000	416	Cks issued 4/23	2,126.06		
8 Transactions					JV Total:	46,926.06	46,926.06
22 Transactions					Customer Total:	55,616.06	55,616.06

Figure 108

Loan Interest Accrual Report

The Loan Interest Accrual report can be ordered by the credit union as needed. If the credit union does automated Loan accruals, this report is generated with Monthend processing. The generating of this report does not create a file to be updated. Regardless of which day during the month the report is generated, this report is stored in and may be displayed or printed from the Monthend Directory.

****Note:** This report always uses 90 days for delinquent loans to be excluded. This corresponds with NCUA rules and also matches the NCUA Call Report.

After selecting the printer option, the system displays:

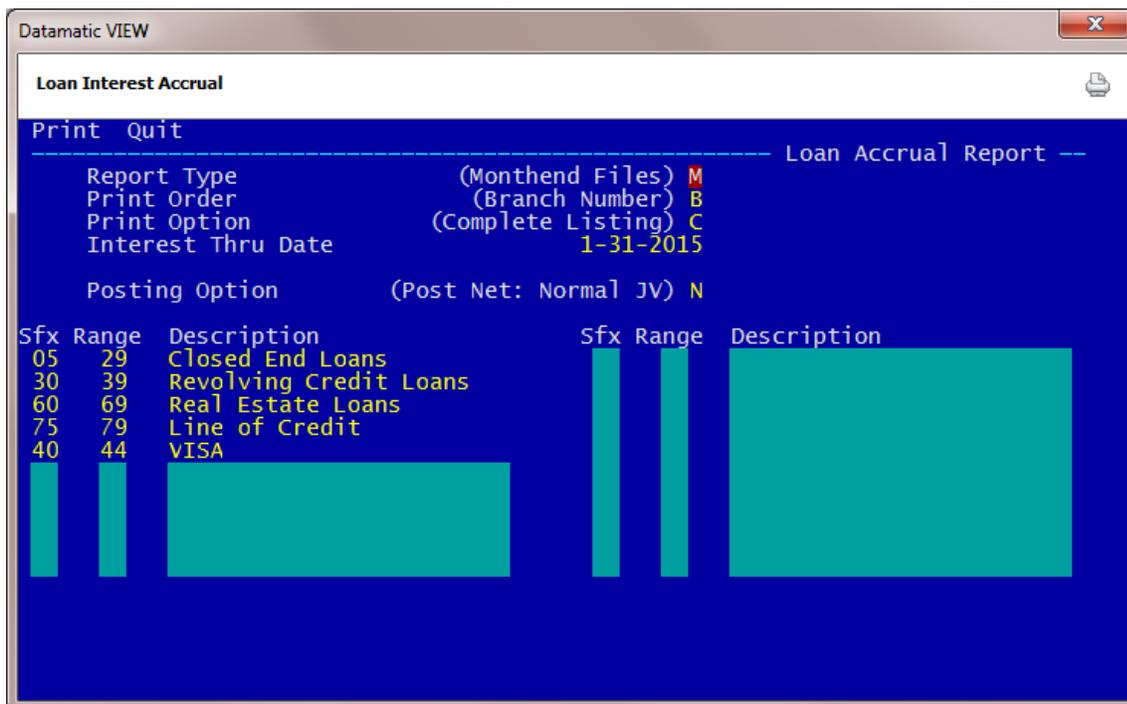


Figure 109

Report Type - Enter the report type desired. The options for this field are:

- S = Standard Files
- M = Monthend Files

Print Order - Enter the print order desired. The options for this field are:

- A = Account Number
- B = Branch Number (This is for credit unions with the Optional Branch Accounting Software.)

Print Option - Enter the print option desired. The options for this field are:

- C = Complete Listing
- T = Totals Only

Interest Thru Date - Enter the Interest Thru Date desired.

Posting Option - Enter the posting option desired. The options for this field are:

- T = Post Total: Accrual JV
- N = Post Net: Normal JV

Sfx Range and Description - Enter the suffix range(s) and descriptions to be included on the report.

****Note:** When the automated loan accruals are turned on, it is important to enter the correct loan suffixes on this screen before beginning End of Day processing on the last business day of the month. If removed or changed, only the suffixes displayed on this screen will have the accruals computed.

After entering the selections, press enter. Select "Yes" in the upper right corner of the screen to process and press enter.

Example of report. (Loan Accrual Report)

****Note:** This will be in the Monthend directory since it is a regular Monthend report, regardless of the date that the report is generated.

Account	Name	Br	Rate	Date Act	Balance	Int Due	Int Owing	Payoff Int	Sec Delq	TDR
667-6-06	Molly Mae	0	12.000	02/16/15	1,342.66	1.32		1.32	04	Y 12
667-6-77	Molly Mae	0	8.250	02/12/15	1,492.94	2.36		2.36	01	
700-5-05	Sophie Manard	0	6.550	02/16/15	16,165.97	8.70		8.70	04	Y 12
700-5-60	Sophie Manard	0	3.650	02/16/15	94,054.34					11
700-5-76	Sophie Manard	0	5.750	02/13/15	1,649.80	1.56				09
702-1-79	Erin Waterford	0	8.550	02/03/15	29,772.02	111.58				11
703-9-05	CHRISTINE A CRAWFORD	0	3.900	02/06/15	8,274.62	11.49				07
705-4-05	ROBERT L CHANG	0	4.100	02/12/15	5,382.93	4.23				04
705-4-25	ROBERT L CHANG	0	0.000	04/02/13	6,220.00					13
711-2-06	Easten Krumm	0	6.500	02/17/15	7,290.76	2.60		2.60		06
711-2-07	Easten Krumm	0	6.550	02/01/15	18,288.47	59.07	26.10		85.17	04
711-2-60	Easten Krumm	0	3.350	01/22/15	125,000.00	321.23			321.23	11
711-2-75	Easten Krumm	0	6.000	02/16/15	456.74	.23			.23	18
711-2-76	Easten Krumm	0	8.550	02/01/15	457.73	1.93			3.10	18
721-1-05	Julie Flagstaff	0	6.550	02/01/15	20,835.50	67.30	70.98		138.28	04
721-1-76	Julie Flagstaff	0	4.350	02/16/15	1,480.81	.53			.53	01
724-5-76	Toni Lovejoy	0	8.550	02/18/15	1,902.22	.45			.45	18
726-0-06	CLARE M STEVENS	0	5.950	01/26/15	8,736.23	34.18			34.18	07
726-0-69	CLARE M STEVENS	0	6.050	01/21/15	4,083.68	19.63			19.63	07
726-0-75	CLARE M STEVENS	0	9.000	02/17/15	3,011.04	1.48			1.48	18
733-6-76	Lake View Paddle Boats	0	10.500	02/16/15	20,753.70	17.91			17.91	03
734-4-05	GRACE'S ICE CREAM STORE	0	6.250	02/05/15	3,570.00	8.56			8.56	21
737-7-05	Melody Smith	0	6.850	02/16/15	21,960.87	12.36			12.36	04
737-7-67	Melody Smith	0	4.750	02/16/15	19,980.10	7.80			7.80	25
740-1-60	Peter Nelson	0	5.250	01/22/15	89,000.00	358.44			358.44	11
743-5-05	Susie Minor	0	5.250	01/26/15	15,893.47	54.87	2.19		57.06	01
752-6-06	MARSHA A BARNES	0	5.750	02/04/15	11,291.60	26.68			26.68	07
752-6-07	MARSHA A BARNES	0	4.750	02/01/15	5,873.49	13.76			13.76	05
790-6-05	JENNIFER R MITCHELL	0	4.000	01/01/15	6,781.14	36.41	61.61		98.02	05
790-6-76	JENNIFER R MITCHELL	0	8.000	02/07/15	990.75	2.61			2.61	01
791-4-05	RANDLE L DUNCAN II	0	3.950	02/04/15	15,797.00	25.64			25.64	04

Figure 110

The "Sub" in the TDR column means the loan is coded as "Substandard - Non-Accrual" in the Potential Loss field on the suffix inquiry. These loans will be excluded from the loan accruals regardless of the number of days delinquent or the Troubled Debt Restructure (TDR) criteria.

Loans with zero balances are not included on this report or in the totals. Therefore, Interest Owing (if any) on zero balance loans is not included in the totals. Interest Owing, if any, is included in the totals and on the report when the loan has a balance greater than zero.

Example of report con't.

02/20/2015 Support Credit Union (1) Loan Accrual Report as of 02/20/2015 Branch: 2 PAGE 9 REPORT NO. CR250-01

Loan Description	Count	Balance	Int Due	Int Owing	Payoff Int	Loan Accrual
Closed End Loans	19	172,396.79	398.98	19.20	418.18	418.18
Real Estate Loans	11	277,036.89	933.55		933.55	933.55
Line of Credit	3	3,381.16	7.91	2.29	10.20	10.20
Totals for Branch 2	33	452,814.84	1,340.44	21.49	1,361.93	1,361.93
Zero Interest Rate	0					
Non-Zero Interest Rate	33	452,814.84				

02/20/2015 Support Credit Union (1) Loan Accrual Report as of 02/20/2015 Grand Totals PAGE 10 REPORT NO. CR250-01

Loan Description	Count	Balance	Int Due	Int Owing	Payoff Int	Loan Accrual
Closed End Loans	143	1,363,178.10	3,767.40	1,593.46	5,360.86	4,288.50
Revolving Credit Loans	3	2,546.07	4.58		4.58	4.58
Real Estate Loans	118	3,792,665.95	18,373.07	5,385.21	23,758.28	10,978.64
Line of Credit	36	102,573.57	263.79	34.98	298.77	270.00
Total for All Branches	300	5,260,963.69	22,408.84	7,013.65	29,422.49	15,541.72
Zero Interest Rate	2	12,690.00				
Non-Zero Interest Rate	298	5,248,273.69				

Figure 111

****Note:** For the column headers circled above, the figures include amounts for delinquent loans. Only the "Loan Accrual" column does not include amounts for loans delinquent XX months and over and certain Troubled Debt Restructure loans. See next page.

Example of report con't.

This report example is with the addition of the detail listing of the loan accounts that are excluded from the loan accrual totals due to the fact that the loans are xx months or more delinquent. See **red** bracket below on left.

Loan Description	Count	Balance	Int Due	Int Owing	Payoff Int	Loan Accrual
Closed End Loans	94	1,015,774.09	2,929.21	1,384.99	4,314.20	2,877.09
Revolving Credit Loans	3	2,546.07	4.08			4.08
Real Estate Loans	81	2,776,884.86	14,780.45	5,277.14	20,057.59	7,326.97
Line of Credit	31	94,939.79	228.37	32.69	261.06	232.69
Totals for Branch 0	209	3,890,144.81	17,942.11	6,694.82	24,636.93	10,440.83
Zero Interest Rate	1	6,220.00				
Non-Zero Interest Rate	208	3,883,924.81				

Account	Name	Br	Rate	Date Act	Balance	Int Due	Int Owing	Payoff Int	Sec Delq	TDR
29-9-60	Linda Bigelow	0	5.000	12/31/13	128,972.78	7,332.01	3,710.18	11,042.19	11	622
614-8-61	GLORIA P MEMBER	0	5.100	02/18/15	58,837.84	8.22		8.22	10	Y 01
711-2-07	Easten Krumm	0	6.550	02/01/15	18,288.47	59.07	26.10	85.17	04	Sub
721-1-05	Julie Flagstaff	0	6.550	02/01/15	20,835.50	67.30	70.98	138.28	04	92
790-6-05	JENNIFER R MITCHELL	0	4.000	01/01/15	6,781.14	36.41	61.61	98.02	05	132 Y 00
1553-7-76	Keri Goober	0	8.550	02/16/15	336.41	.24		.24	18	117
3555-0-66	Frannie Tucker	0	5.050	02/01/15	4,607.91	11.48	44.32	55.80	17	211 Y 12
3555-0-67	Frannie Tucker	0	3.830	02/01/15	7,416.99	14.01	54.48	68.49	11	226
6672-0-60	Linda Reisland	0	7.050	02/01/15	93,646.01	324.66	821.00	1,145.66	11	171 Y 26
7777-6-66	Harry Potter	0	5.050	02/01/15	5,416.09	13.44	51.92	65.36	17	215 Y 12
9922-6-66	Peter Simons	0	5.200	02/01/15	12,104.89	31.04	119.82	150.86	17	169
11152-6-05	Douglas Cove Treasure Hut	0	5.000	12/31/14	61,284.22	419.75	109.14	528.89	21	183 Y 20
11352-2-10	Alex Lakeside	0	4.650	01/01/15	10,656.74	66.52	50.15	116.67	07	136 Y 23
13400-7-05	Charles Gates	0	6.550	01/19/15	16,188.34	90.06		90.06	04	163
55123-4-76	Lorraine Largent	0	8.550	02/01/15	1,220.61	5.15	19.98	25.13	18	126
58621-4-06	Rachel Gates	0	6.550	02/05/15	4,735.54	11.90	123.66	135.56	04	198 Y 29
58621-4-66	Rachel Gates	0	6.155	01/15/15	7,148.12	42.19	151.85	194.04	17	158
60562-6-75	Auntie Emm	0	7.000	11/25/14	182.11	3.00		3.00	18	147
241460-5-06	Andy Taylor	0	5.500	02/01/15	1,105.61	3.00	1.83	4.83	04	1183
443322-3-09	Tessa Gert	0	5.000	02/16/15	5,931.85	2.44		2.44	04	Sub
621581-8-06	Annie Oakley	0	8.650	02/01/15	47,479.32	202.54	34.65	237.19	18	Sub
Non-Accrual Totals	21	513,176.49	8,744.43	5,451.67	14,196.10					

Interest Account	Loan Int Accrual	Int Accrual Balance	Total Accrual	Net Amount to Post	Suffixes
111000	780000	3,917.20	2,881.17	1,036.03	CR 05 06 07 08 09 10 11 12 15 16 25 27 30
112000	780200	7,544.79	6,669.37	875.42	CR 60 61 62 63 65
113000	783000	360.29	232.69	127.60	CR 75 76 77 79
114000	784000	466.34	657.60	191.26	CR 66 67 68 69

Figure 112

The circled amounts are also included in the amounts for the same categories in the totals at the top of the report.

Loan Accrual total (see square) =	10,440.83
+ Payoff Interest for delinquent loans =	14,196.10
Total Payoff Interest (at top of report)	24,636.93

Also, for business loans coded with a "Yes" in the **Troubled Debt Restructure** field on the loan suffix inquiry field **and** the **Trouble Debt Restructure Date** field is less than six months before the Accrual date, these loans are included in the list of loans excluded from the loan accrual totals. The "Y" in the TDR column means that the loan is coded "Yes" in the Troubled Debt Restructure (TDR) field. The number to the right indicates the number of months since the TDR Date.

Source Maintenance

The Source Maintenance selection is used for Online Journal Vouchers and Accounts Payable. All credit unions will have an entry for Online and only credit unions that use the Accounts Payable Optional Software will use the Payables fields.

Warning: Do not change the information on this window without assistance from Datamatic.

The system displays:

Figure 113

Account Substitution – When using Account Substitution, the system replaces non-existent account numbers with the substitution account numbers. This prevents the voucher from not posting if one of the entries is incorrect. It will change the wrong general ledger number with the substitution number and continue with the posting. Enter the Department or Branch and the account number.

Auto Balance Entry – The system creates an Auto Balance Entry with the Auto Balance Account number, forcing the Journal Voucher to balance. For Accounts Payable users, the “Auto Balance Entry” would normally be the CU checking account (offset to expense general ledger accts).

Error Options – The Error Option displays as the Suspense Account on the Display GL Source Screen. When using the Suspense Account, the system eliminates entries with non-existent account numbers and forces the Journal Voucher to balance using the Suspense Account. Enter the Department or Branch and the account number.

Trial Balance Report

The Trial Balance Report selection is used to generate a Ledger Trial Balance. This report can be generated as needed by the credit union.

After selecting the printer, the system displays.

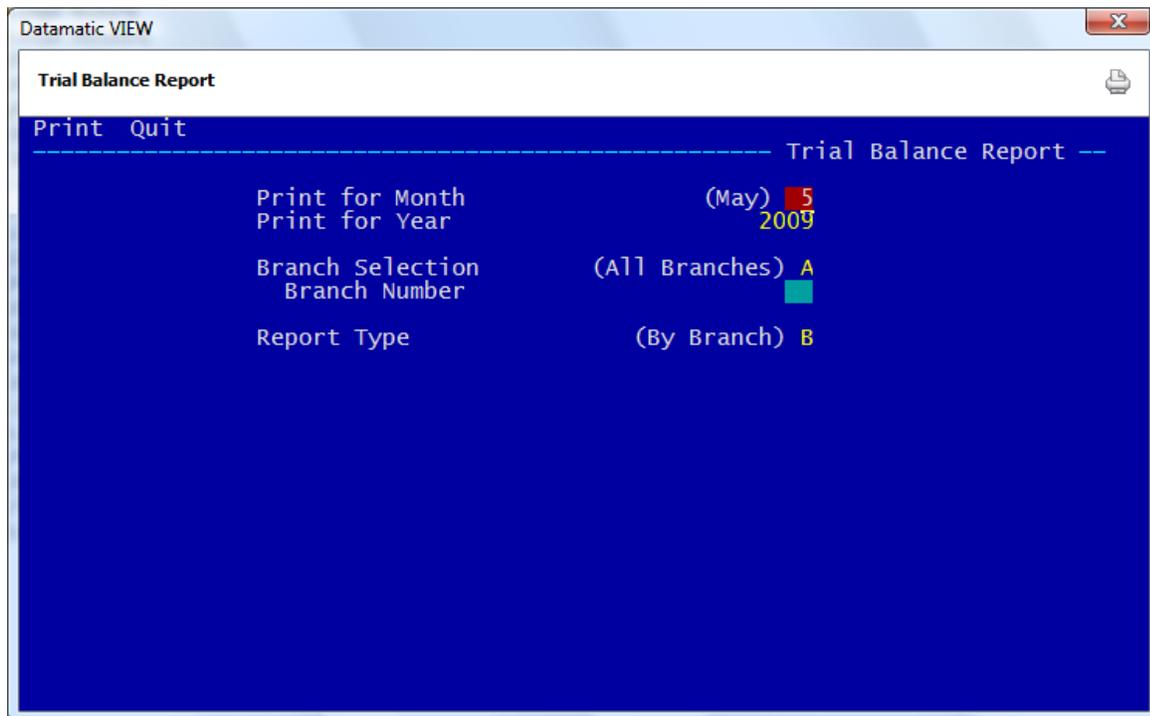


Figure 114

- Print for Month -** Enter the month for which the trial balance is being generated. The options are:
- 0 = Current Month
 - 1 = January
 - 2 = February, etc.
- Print for Year -** Enter the four-digit year for which the trial balance is being generated.
- Branch Selection -** Enter the branch selection. This is only for credit unions with the optional Branch Accounting software. The options are:
- A = All Branches
 - S = Selected Branch
- Branch Number -** Enter the branch number, if the Branch Selection option is set to "S". This is only for credit unions with the optional Branch Accounting software.

Report Type - Enter the report type. The options are:

- B = By Branch
- C = Consolidated Totals Only
- D = Consolidated Detail

Examples below.

General Ledger Trial Balance

09/01/04 (04 August)) Ledger Trial Balance PAGE 1
 Test Credit Union (1) BRANCH NO. () REPORT NO. GL300-01

ACCOUNT	BEGINNING BALANCE	DEBIT SUM	CREDIT SUM	MONTH BALANCE	YEAR TO DATE
test	20202	100.00	0.00	0.00	100.00
SHARES	101000	3,354.68	0.00	0.00	3,354.68
INTEREST ON LOANS	111000	540,094.73 CR	0.00	0.00	540,094.73 CR
INTEREST SHARE SECURED LN	111111	345.00 CR	0.00	0.00	345.00 CR
INTEREST LINE OF CREDIT	112000	345,671.23 CR	0.00	0.00	345,671.23 CR
INTEREST HOME EQUITY	114000	389,128.45 CR	0.00	0.00	389,128.45 CR
INVESTMENT INCOME	121000	91,624.63 CR	179.16	1,091.44 CR	92,536.91 CR
testing Again	121212	0.00	0.00	0.00	0.00
INVESTMENT CD'S	121600	1,280.00 CR	0.00	0.00	1,280.00 CR
FEES AND CHARGES	131000	93,216.75 CR	0.00	0.00	93,216.75 CR
CLOSING COSTS	131100	1,203.48 CR	0.00	0.00	1,203.48 CR
STOP PAYMENT FEES	131300	2,040.00 CR	0.00	0.00	2,040.00 CR
MONEY ORDER FEES	140000	2,145.00 CR	0.00	0.00	2,145.00 CR
TRAVELERCHECQUES FEES	141000	120,908.00 CR	0.00	0.00	120,908.00 CR
SAFE DEPOSIT BOX FEES	151061	3,781.45 CR	0.00	0.00	3,781.45 CR
CREDIT LIFE INSURANCE	152000	12,802.44 CR	0.00	0.00	12,802.44 CR
SALARIES	211000	154,871.52	0.00	0.00	154,871.52
TICKET SALES	211300	48,624.75	575.00	575.00	49,199.75
SOCIAL SECURITY TAXES	222000	11,835.65	275.00	0.00	12,110.65
EMPLOYEES CREDIT BENEFITS	224000	5,050.00	0.00	0.00	5,050.00
BUILDING MAINTENANCE	252000	675.37	0.00	0.00	675.37
UTILITIE EXPENSES	253000	3,290.71	0.00	0.00	3,290.71
WATER & SEWAGE	253400	2,930.02	0.00	0.00	2,930.02
FURNITURE EXPENSE	254100	10,588.01	0.00	0.00	10,588.01
COMMUNICATIONS	261000	2,871.05	0.00	0.00	2,871.05
POSTAGE	261200	293.50	0.00	0.00	293.50
SUPPLIES	262000	36,506.10 CR	0.00	0.00	36,506.10 CR
Bond Insurance	265010	0.83	50.00	50.00	50.83
FURNITURE & EQUIP.	266000	234.78	0.00	0.00	234.78
SHARE DRAFT EXPENSES	268000	5,943.69	0.00	0.00	5,943.69
BANK SERVICE CHARGES	269000	11,822.54	0.00	0.00	11,822.54
ADVERTISING	271000	4,663.38	0.00	0.00	4,663.38
MEMBERSHIP EDUCATION	272000	547.23	0.00	0.00	547.23
CREDIT COUNCILING FEE	272100	690.87	0.00	0.00	690.87
COLLECTION EXPENSES	282000	6,142.88	0.00	0.00	6,142.88
OVERDRAWN ACCTS CHRG OFFS	282100	10,246.45	0.00	0.00	10,246.45
VISA EXPENSES	283000	1,686.45	0.00	0.00	1,686.45
LEGAL FEES	291000	1,266.00	0.00	0.00	1,266.00
PROVISIONS FOR LOAN LOSS	300000	15,000.00	0.00	0.00	15,000.00
SHARE INS EXPENSE	310000	1,105.17	0.00	0.00	1,105.17

09/01/04 (04 August)) Ledger Trial Balance PAGE 3
 Test Credit Union (1) BRANCH NO. () REPORT NO. GL300-01

ACCOUNT	BEGINNING BALANCE	DEBIT SUM	CREDIT SUM	MONTH BALANCE	YEAR TO DATE
BRANCH TOTALS	14,546,353.67 CR	3,386.84	3,654.17 CR	267.33 CR	14,546,621.00 CR
CUSTOMER TOTALS	14,546,353.67 CR	3,386.84	3,654.17 CR	267.33 CR	14,546,621.00 CR

Figure 115

Update Ledger with Manually Entered JV's

The Update Ledger with Manually Entered JV's selection allows the credit union to update journal vouchers with the online. Journal vouchers that have been posted can either be updated with the online or left to be updated with End of Day processing.

When this option is selected, all of the JV-ID's that have a status of "Completed" will be updated. There are no options to select individual JV-ID's to be updated. The system simply updates all of the JV-ID's with a status of "Completed".

After this has been done, individual entries can be viewed by selecting "Display Posted Account Detail".

General Ledger Reference

Automated Transaction Setup – Refer to the System Administration Manual