General Ledger Procedural Checklist

Company: _____

AS REQUIRED

- ☐ Maintain the masterfiles
  - ☐ Code Files (Bank, Category, Department, and Location codes)
  - ☐ Account codes, descriptions, and ratios
  - ☐ Account budgets
- ☐ Process Journal Entries
  - ☐ Use Recurring Journal Entry to make additions and corrections.
  - ☐ Select entries using the Recurring Journal, verify for accuracy, then update if correct.
  - ☐ Use Allocation Journal Entry to make additions and corrections.
  - ☐ Select entries using the Allocation Journal, verify for accuracy, then update if correct.
  - ☐ Use the General Journal Entry to make new journal entries and modify recurring or allocation entries.
  - ☐ Verify with the General Journal, then update if correct.
- ☐ Maintain Financial Statements
  - ☐ Report Consolidation Maintenance
  - ☐ Account Code Consolidation Maintenance
  - ☐ Perform the Financial Statement Update
  - ☐ Print desired financial statements.

MONTHLY

- ☐ Make sure all entries for the month (from General Ledger and all subsidiary modules) have been entered and updated.
- ☐ Print Reports
  - ☐ Trial Balance
  - ☐ Transaction Detail Report
- ☐ Print Financial Statements
  - ☐ Financial Statement Update
  - ☐ Current Year
  - ☐ Current Year Actuals vs. Budget
  - ☐ Current Year Actuals vs. Last Year
  - ☐ Balance Sheet
  - ☐ Financial Ratios Report
- ☐ Perform Period End Processing (if desired).

> **Have these reports been printed?** It is not actually necessary to print the above reports when running month-end processing since they may be printed at any time. If you are going to clear historical transactions, however, you really should print the Transaction Detail Report.
> **Do you have a current backup?** Refer to the Solution-IV System Utilities manual for more information on backups. If you do not have a current backup, the system terminates the update and returns to the General Ledger Main Menu.
> Full month end processing?
> **Full year-end and month end processing?**
> If you answer Y, you will receive the following 3 questions:
> **Copy revised budgets to initial budgets?**
> **Copy next year budgets to initial budgets?**
> **Copy new initial budgets to revised budgets?**
> **Clear Detail Transaction file?**
> **Note:** We do not recommend clearing the detail transaction file during the year because you will no longer be able to get a complete Detail Transaction Report at year-end after clearing this file.
> If you answer Y, the system prompts:
> **Clear transactions older than period** All transactions in this period and prior will be cleared.
> **Copy detail transactions for backup**
> **Copy transactions to filename**
> Enter the file name to which the deleted transactions should be copied. This file must not already exist.

- ☐ Status Change Update

> **Important**: This is a powerful function, which may result in accounts, or bank codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing.

Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup — this is for your own protection.
- Make sure that the general journal file and the associated data entry files for other Solution-IV applications are empty.
- Make sure no one else is using Solution-IV.

Steps in Status Change

1. The Status Change Update works as follows:
2. Makes sure the entry files are empty and that no one else is using the system (any company, any application).
3. Builds a list of all the records that are marked to be deleted or changed (Status = D or C).
4. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere in the system.
5. It then checks the records to be changed and insures that the 'change to' is not going to be changed to something else or deleted.
6. A report is printed showing the changes to be made and any conflicts that it found in steps three and four. If there are any conflicts, the remaining steps are skipped. If there are no conflicts, the system prompts:
   Are you sure you want to continue the update?
7. The requested changes are performed.
8. The requested deletes are performed.
9. The history files are marked if anything was changed. There are multiple flags in each history record in each of the history files — one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to "C."

YEARLY

- ☐ Complete the monthly procedures for your final period.
- ☐ Print the Transaction Detail Report for all periods.
- ☐ Make sure you have reports for every period:
  - ☐ Trial Balance
  - ☐ Transaction Detail Report
  - ☐ Financial Statements
- ☐ Make Copy of companies
- ☐ Perform full year-end and month-end processing.