G/L Xtensions

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ddms distribution software

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Contents

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About Ensite Xtensions

Ensite Xtensions are features to enhance your Ensite Pro system. These features are not included in all software packages. They may require authorization, either individually or as a group.

There are Xtensions available for Customers, General Ledger, Distribution, Workflow, E-commerce, Line of Business, Contract Office Furniture, and Office Machines and Equipment.

This document details G/L Xtensions. These include:

- Xtended G/L Numbers
- Xtended Business Analysis
- Drill Down Financials
- Responsibility Centers
- Xtended G/L Item Departments
- Account Detail and Rollups.

Xtended G/L Numbers

You can enter a 15-digit general ledger number in the Chart of Accounts Master window. The first two digits are location; the next four digits identify the cost or responsibility center; the next six digits specify the major account number; and the final three digits specify the minor account number. G/L Master numbers are set up in the General Ledger Parameters.

When accounts are added to or deleted from your chart of accounts, or if your general ledger does not balance, you must reset the chart of accounts. If you are using fifteen digit account numbers, you can reset your chart of accounts in the Chart of Accounts Special dialog box. From the Chart of Accounts Master window, click View then select Special Functions. Then using the drop arrow in the Action box, select Reset Summaries.

Xtended Business Analysis

You can set up to 70 item departments per general ledger number for Salesperson, Credits and Costs. You do this using the G/L Departments window in the General Ledger Parameters. Use the COG Use Cost RC box to indicate whether to use the responsibility center for reverse G/L posting in the (W) [E] Build Cost of Goods Sold Batch report. Type **N** or leave this box blank to use the default (corporate) RC number. Type **Y** to use the RC number reverse G/L posting in the (W) [E] Build Cost of Goods Sold Batch report.

Drill Down Financials

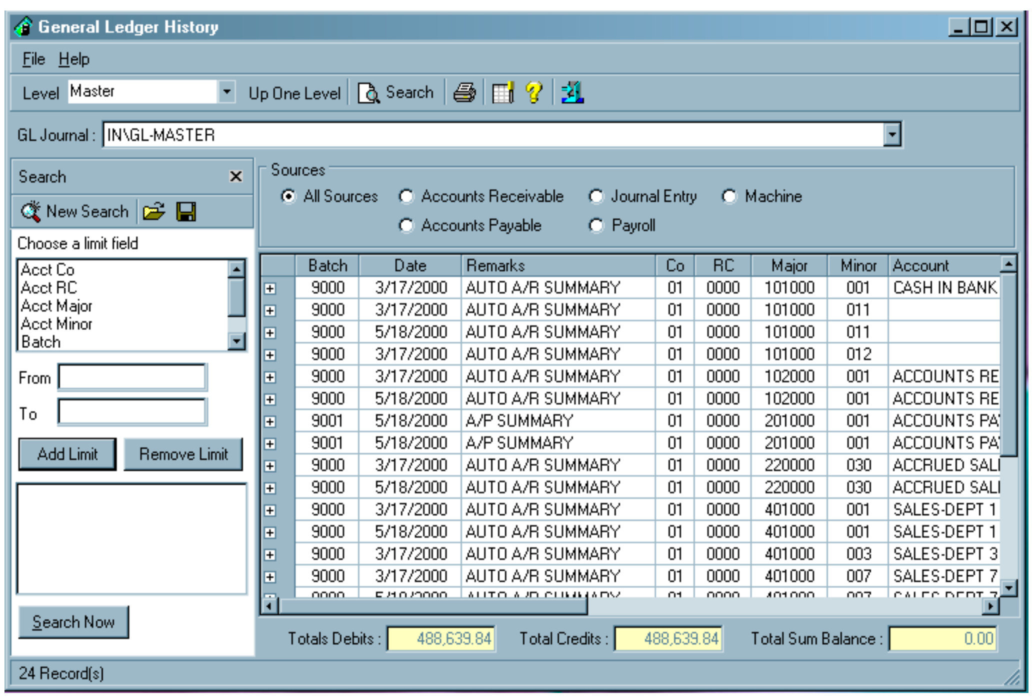
You can use the General Ledger History window to search for and view detailed general ledger postings. No more digging through Batch Reports: the new drill-down option makes it easy to access any posting detail. The system stores your posting details in a new file, and the G/L History Window gives you fast, flexible access to all of it. Start at the broadest levels, and drill down in seconds to the smallest detail on an individual invoice. Suppose your advertising account is way over budget for the last period, and you need to find out why. You can retrieve a list of the invoices posted to that account with a few clicks - and if you find an unusual invoice, double-click it to see the complete details for that invoice in A/P.

From the General Ledger History window, select the level of search to use. See Figure 1. Then, you can set limits to find the postings to view. You can also limit by sources: A/R, A/P, Journal Entry, Machines, and Payroll.

In this window, you can preview this information before printing, change the grid settings, save the limits that you set and load saved limits. Also, instead of printing information, you can export to a file.

Note: If you have previously been using general ledger, you need to release batches before you can view detailed postings.

Figure 1: The New G/L Drill Down Feature



G/L Responsibility Centers

You must set up general ledger departments for your responsibility centers. The new cost centers (responsibility centers) let you view or report information about this cost center over multiple locations. The cost centers can also be set by item.

1 Set up type codes in the G/L Departments dialog box. Type codes let you group item departments so you can limit by business types in the Responsibility Center Parameters. For example, you might create a type code, OP, for office products. You might need 10 different responsibility centers for OP because you have 10 different territories.

Step 1: In the Parameters Editor window, double-click General Ledger.

Step 2: Double-click Departments.

Step 3: The G/L Departments dialog box opens. Use this dialog box to add or delete general ledger departments. In the Type box, enter a user-defined type code for this g/l department. The type code represents machines parts or services, or even service contracts, for example. (You use this Type code when setting up Responsibility Center parameters.) For more information about each box, refer to your online help.

Step 4: Close the G/L Departments dialog box clicking .

Step 5: G/L Departments now appears in bold in the Parameter Editor window. Click  to save your changes or when you exit the Parameters screens, you will be prompted to save your changes.

2 Set up the corporate responsibility center. Once you set these parameters, they govern your system. (Any previous parameters set up in the (L2) screen are replaced.) Enter the default corporate responsibility center in the Corporate Responsibility Center text box.

Step 1: From the Parameter Editor window, double-click General Ledger.

Step 2: Click General Configuration.

Step 3: Click the Corporate Responsibility Center box and enter the four-digit default corporate responsibility center. The system defaults to this number if you don't assign a responsibility center to an item department or salesperson.

Note: Responsibility center account number 0000 cannot be used as the admin responsibility center. It is a summary account and does not allow posting.

For more information, refer to your online help.

Step 4: Click the Activate Extended GL Numbers and Responsibility Centers box and type **Y**.

Step 5: The G/L General Configuration now appears in bold in the Parameter Editor window. Click to save your changes.

3 Set up your responsibility centers and type code limits for each responsibility center in the Responsibility Centers dialog box.

Step 1: From the Parameter Editor window, double-click General Ledger.

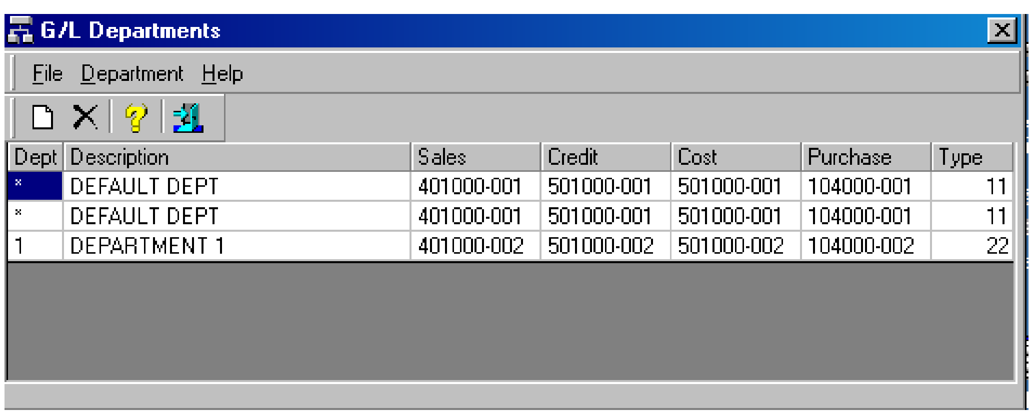
Step 2: Click Responsibility Centers.

Step 3: The Responsibility Centers dialog box opens. Use it to add or delete responsibility centers. Press the Space Bar to begin entering information. You can specify location, responsibility center number, responsibility center description, limits andtypes. See your online help for more information.

Step 4: To close the Responsibility Centers dialog box, click .

Step 5: Click to save your changes. To abandon all changes without exiting the Parameter Editor window, click .

Figure 2: Setting Up G/L Departments



General Ledger Item Departments

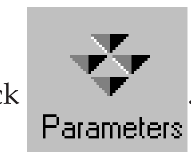
You can set up to 70 item departments per general ledger number for Salesperson, Credits and Costs. You do this using the G/L Departments window, as shown in Figure 2. If you set up general ledger numbers in this window, it overrides the G/L number set up in the (L2) G/L Master Numbers screen.

If you assign an item department its own general ledger account number in this window, the system gives the item department its own group letter A, B, C, and so on. Departments can be numbered 1 - z. This breakdown lets you easily analyze a customer's buying patterns.

This window works with the new Salesperson History feature. This window lets you set up item departments for which you can view group sales history in the Salesperson History window.

To set up item departments:

1 Double-click 

, then double-click 

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2 In the Parameter Editor window, double-click General Ledger.

3 Double-click Departments.

4 The G/L Departments window opens. You can change an existing G/L department, or add a new one.

   To change a department, click the information to change and enter the new information.

   To add a new department, click . A blank line is added. Click each box in the new line and enter the information. You can add up to 70 different item departments.

   In the Dept box, enter the group code you want to assign this department, A, B, or C, for example. These codes are defined in the GL Dept box in the Item Master tab. When setting up G/L Departments for the first time, you must enter a default department with an * (asterisk) in the Dept box.

5 In the Description box, enter any text that helps you identify this department, Furniture Items, Supply Items, and so on.

6 In the Sales box, enter the corresponding general ledger account number for the department you are setting up, 4Ø1-Ø1, for example.

7 In the Credit box, enter the g/l account to which credits will post.

8 In the Cost box, enter the corresponding general ledger account number for the department code you are setting up, 5Ø1-Ø1, for example.

9 In the Purchase box,enter the corresponding general ledger account number for the department you are setting up.

10 In the Type box, enter the code defined in the Responsibility Center Parameters in the Type Limits boxes. This type code allows you to group item departments so that you can limit by business types for example, machines parts, services, or service contracts.

11 The COG Use Cost RC box lets you indicate whether to move dollars from an expense account to cost of goods. To move dollars from expenses to cost of goods, type Y in this box. If you do not want to move dollars from expenses to cost of goods, leave this box blank.

12 When you finish, click to save your changes. Until you click , the changes you made are not saved. If you exit the Parameter Editor window without doing so, you are prompted to save your changes.

Note: To abandon all changes and display the most recently saved version of your general ledger departments, click . It lets you restore to your previously saved version without exiting the Parameter Editor window.

Account Detail and Rollups

Account detail and rollups let you view history by individual or by group. You can view customer history and salesperson history. In the Customer History Group Sales tab, you can select the Sales Rollup By check box. Then, use the drop down arrow to select which customer history you want to view. You can select group or the individual customer. In the Salesperson History Group Sales tab, you can click the Sales Roll-up by Salesperson Group check box to view the group totals for all the salespersons in the group.