

## How It Works

The Cost of Goods Sold (COGS) Batch is a General Ledger (G/L) report created from the information in the sales journal file for the period you specify.

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**Note:** You should use this report to create the cost of goods sold batch only if you post Accounts Payable information to your inventory account.

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When you print this report, you can update your general ledger with this information. If you specify to update G/L with this information, the cost of goods sold batch is created, and the information automatically flows to your general ledger. If you create the batch, the Posted Cost of Goods Report prints. It is a list of all the information that the batch contains.

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**Notes** The system-generated batch number for cost of goods is 9996.

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To post to individual departments in the cost account, you must specify a summary account number in the Cost Control and Cost Inv/Purch field in the (L2) G/L Master Numbers screen. A summary account number always ends with ØØ. If you are using the standard chart of account numbers provided with your system, specify the summary account numbers as follows: 501-00 in the Cost Control field; 104-00 in the Cost Inv/Purch field.

If you do not want to create a cost of goods sold batch, you can follow these same steps to print the To Be Posted To Cost Of Goods Report. You can use it to manually post the information in the (K) General Ledger Posting screen.

## How To Do It

To build the Cost of Goods Sold Batch:



1. Double-click **Reports Menu** to open the Reports Menu.



2. Double-click **GL Reports** in the Reports Menu to open the (W) General Ledger Reports screen
3. In the (W) General Ledger Reports screen, select the [E] Build Cost of Goods Sold Batch function.
4. In the Period From # field, enter the period for which to build the batch. To use the period entered in the Current Period field in the (L2) screen, press Enter.

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**Note:** If you are building the cost of goods batch for a previous year, you must enter period 12 or 13 in the Period From # field.

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5. In the Fiscal Year # field, enter the fiscal year. To use the year set in the Fiscal Year field in the (L2) screen, press Enter.
6. In the Update field, specify Y to create the cost of goods sold batch.
  - o Type **N** to not create the cost of goods batch but still print To Be Posted To Cost of Goods Report.

- Type **Y** to create the cost of goods sold batch and automatically update your general ledger.

**Note:** The Auto Post field in the (L2) G/L Master Numbers screen must be set to **Y** for the information to automatically flow to general ledger.

7. In the Cost Type field, enter the code for the cost to use for the batch:

|          |                     |
|----------|---------------------|
| <b>M</b> | Manufacturer's cost |
| <b>W</b> | Wholesaler's cost   |
| <b>A</b> | Average cost        |
| <b>P</b> | Pricing cost        |

8. In the Journal field, enter the journal name from which to build the batch. You may specify the default sales journal (JOUR-S) or any of your renamed sales journal archives.

9. In the Volume field, enter the volume serial where the journal is found.

10. In the Class, Dept, Assort, and Sic fields, you can limit to an item class, item G/L department, item assort, or item Standard Industry Code (SIC). You can include all batches, print a single batch, or print a range of batches. For example, you can:

- Include a range of departments 1-T, which automatically excludes U-Z.

(I)nc./(E)xc ?I Dept [1] To [T] [ , , , , ]

- Exclude a range of departments J-L, and exclude S and T individually.

(I)nc./(E)xc ?E Dept [J] To [L] [S,T, , , ]

11. Tab to the Printer field, and enter the ID of the printer to use.

12. In the Copies field, enter the number of copies to print.

13. Press Enter. The report prints according to the specified limits.

12:40:14 (WEL) Cost of Goods Sold Limits(01/08/08) 02/29/08  
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Period # 2      Fiscal #08      Update G/L ?Y
Cost Type M/W/A/P ?A Journal [JOUR-S ] Vol.[TA ]

(I)nc./(E)xc ? Class [ ] To [ ] [ , , , , ]
(I)nc./(E)xc ?E Dept [J] To [L] [S,T, , , ]
(I)nc./(E)xc ? Assort [ ] To [ ] [ , , , , ]
(I)nc./(E)xc ? Sic [ ] To [ ] [ , , , , ]
    
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Printer [P1] Copies [ 1 ]