



Using the New A/P General Ledger Detail Features



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Understanding the New A/P Detail Feature

A new feature has been added to the (K) General Ledger Posting screen that lets you view A/P general ledger invoice detail. Even if you can't remember the vendor's name or invoice number, you can view pertinent invoice information including the invoice date, the vendor's name, the total debits and credits, the batch number, and the business period the invoice was posted to.

While you can view current A/P information from the AP-MASTER file, you can also view any journalized A/P information you have. This includes information from your current fiscal year, past fiscal year, and even future fiscal year. These three A/P journal file name fields were added to the (LJ1) General Ledger Archive Parameters screen.

Obviously, to view A/P detail, you must be able to view current fiscal year information. However, there are also occasions when you must pay a bill in December for a January expense. In order to view postings that you made in a previous year, you must set up the prior year's journal file.

Similarly, there are expenses that you enter in December but don't pay until January, February, or even March. They remain in the AP-MASTER file until they are paid and purged. Since the year in which they were purged is not the year in which you entered them as an expense, you must also have a future year's fiscal journal. These three journals allow you to see all the A/P detail available. As you view detail, the system will also notify you of any discrepancies that may exist in your A/P files so you can correct them.

To make it easy for you to correct fiscal year errors, we also added a hidden function in the (K) screen that lets you change the fiscal year the invoice was posted to. For example, if you mistakenly entered an invoice for fiscal year 1997 that should have been posted to fiscal year 1998, you can easily correct the error. This function lets you view all your A/P entries line by line and make any corrections to the fiscal year that are necessary. Since the GL-MASTER file only contains A/P summary information, you can make fiscal year changes without having to worry about affecting your GL-MASTER file.

In addition, a new report has been added to the (W) General Ledger Reports screen that lets you print the A/P general ledger invoice detail. This report combines both AP-MASTER and JOUR-AP file information. Previously, you had to print two separate copies of the A/P G/L Summary Report, one which would include all the AP-MASTER file information, and another to list all the JOUR-AP information. At year's end, you may have to print as many as four copies of the A/P G/L Summary Report. This new report eliminates the need to print separate copies and also notifies you of any discrepancies in your payables, so you can make corrections.

Field Descriptions

Fields that affect the new A/P detail feature are described below. We don't necessarily include every field you may encounter when using the new A/P detail feature, but we do include every field that affects how this feature will run. Reviewing these field descriptions before you begin may highlight options that you'll need to discuss with management.

Fields in the (LJ1) Screen

There are several fields that must be set in the (LJ1) screen.

"CHARTFILE" Name/Volume Serial

You must set the "CHARTFILE" NAME field to indicate that you want to use the A/P detail feature. In order to view A/P detail in the (K) screen, this field must be set to **CHARTFILE**.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the current year's CHARTFILE is located.

"BUDGETFILE" Name/Volume Serial

You must set the "BUDGETFILE" NAME field to indicate that you want to use the A/P detail feature. In order to view A/P detail in the (K) screen, this field must be set to **BUDGETFILE**.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the current year's BUDGETFILE is located.

"GL-MASTER" Name/Volume Serial

You must set the "GL-MASTER" NAME field to indicate that you want to use the A/P detail feature. In order to view A/P detail in the (K) screen, this field must be set to **GL-MASTER**.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the current year's GL-MASTER file is located.

"JOUR-AP" Name/Volume Serial

You must set up the "JOUR-AP" NAME field to indicate that you want to use the A/P detail feature. This file contains your current year's journalized A/P invoices. In order to view the current year's A/P detail in the (K) screen, this field must be set to **JOUR-AP**.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the current year's JOUR-AP is located.

"JOUR-AP" Name/Volume Serial

You can use the second "JOUR-AP" NAME field to enter the name of your JOUR-AP file for the previous fiscal year. For example, if you renamed last year's JOUR-AP file to JOURAP97, you would enter JOURAP97 in this field.

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You must set up this field in order to view A/P invoice detail for the previous fiscal year.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the file you entered in the previous year's "JOUR-AP" NAME field is located.

"JOUR-AP" Name/Volume Serial

You can use the last "JOUR-AP" NAME field to enter the name of your JOUR-AP file for the next fiscal year. For example, if your next year's JOUR-AP file is JOURAP99, enter JOURAP99 in this field. You must set up this field in order to view A/P invoice detail for the next fiscal year.

Use the corresponding VOLUME SERIAL field to specify the volume serial where the file you entered in the next year's "JOUR-AP" NAME field is located. See Figure 1.

What You Need To Set Up

Any feature that requires any type of setup is shown below. If you are going to use these features, you must first set them up. Next to each feature listed below is the heading that gives instructions for enabling it.

1. Set up the A/P file names in the (LJ1) screen. See the heading **Setting Up the (LJ1) Screen**.
2. Rebuild the A/P file and journal index in the (K) screen. See the headings **Rebuilding the A/P Index**.

Figure 1: JOUR-AP File Fields in the (LJ1) Screen

```
19:27:40                (LJ1)  General Ledger Archive Parameters                01/26/98
-----
Action [C] (C-Change, I-Inquiry)      G/L Location [ 1]      Fiscal Year [1998]
-----
"CHARTFILE"  Name [CHARTFILE ]  Volume Serial [W3 ]
"BUDGETFILE" Name [BUDGETFILE]  Volume Serial [W3 ]
"GL-MASTER" Name [GL-MASTER ]  Volume Serial [W3 ]
"JOUR-AP"    Name [JOUR-AP ]    Volume Serial [W3 ] Current Year
"JOUR-AP"    Name [JOURAP97 ]   Volume Serial [W3 ] Last      Year
"JOUR-AP"    Name [JOURAP99 ]   Volume Serial [W3 ] Next      Year
"AR-MASTER" Name [          ]   Volume Serial [    ]
-----
```

Setting Up the (LJ1) Screen

To view A/P invoice detail, you must specify file and journal file names for your CHARTFILE, BUDGETFILE, GL-MASTER, and JOUR-AP files.

To set up your file names:

- Step 1:** Go to the (LJ1) screen and select the [C] Change action code.
- Step 2:** In the G/L LOCATION field, press TAB to accept the default or enter the location that you are naming the files for.
- Step 3:** In the FISCAL YEAR field, enter 98.
- Step 4:** When the cursor moves to the "CHARTFILE" NAME field, you can set up your files and journal files to use the A/P detail feature. Tab to each field in this screen that you need to enter a response in. For a description of the fields, see the heading **Fields in the (LJ1) screen**.
- Step 5:** When you finish entering the parameters, press RETURN to move the cursor through the screen. If you press ESC before doing so, the system will not save your changes.

The "AR-MASTER" NAME field does not apply when viewing A/P invoice detail.

Rebuilding the A/P Index

After you specify your file names, you must rebuild your indexes in the (K) screen. When you rebuild your indexes, the system creates a file with all the A/P invoice detail. You must rebuild each of your indexes separately. For example, to view current A/P invoice information, you must rebuild your AP-MASTER file index. To view your journalized invoice information, you must also rebuild each journal file index you have set up in the (LJ1) screen.

To be sure that all the A/P information detail is accurate, you should rebuild the AP-MASTER file index after releasing your A/P batches in the (W) screen. This function releases all the summary entry information that is needed to view the A/P detail. You should also rebuild your journalized file indexes whenever you purge your A/P invoices in the (QR) Accounts Payable Reports screen.

To rebuild the A/P Index:

- Step 1:** Go to the (K) screen and select the [R] Rebuild action code.
- Step 2:** The system displays the Build Index To A/P Detail File by G/L Account Code Window, and the cursor moves to the A/P FILE NAME field. Specify the name of the file or journal you want to rebuild an index for. Press TAB. For example, if you are rebuilding AP-MASTER file index, specify AP-MASTER.
- Step 3:** When the cursor moves to the VOL SER field, specify the volume serial where the file you are rebuilding an index for is located.

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For example, if you are rebuilding an index for AP-MASTER and the file is located on volume serial W3, you would specify W3 in this field.

Step 4: In the BEGINNING DATE field, specify the date where you want the system to begin rebuilding the file or journal index.

Step 5: In the ENDING DATE field, specify the ending date where you want the system to end rebuilding the file or journal index.

Step 6: In the PRIOR FISCAL YEAR field, enter the prior fiscal year where you want to begin rebuilding the file or journal index. For example, if the current fiscal year is 1998, you could enter 97 in this field.

Step 7: In the NEXT FISCAL YEAR field, enter the next fiscal year where you want to begin rebuilding the file or journal index. For example, if the current fiscal year is 1998, you could enter 99 in this field. See Figure 2.

Step 8: At the ARE YOU SURE prompt, type Y to begin rebuilding.

If you want to change your settings, type N at the ARE YOU SURE prompt. The cursor returns to the action code field.

Viewing A/P General Ledger Detail

Once you have entered the file names in the (LJ1) screen and created the A/P index, you can view accounts payable invoice detail.

Step 1: Go to the (K) screen and select the [I] Inq action code.

Step 2: At the ENTER (I)NQUIRY, (P)RINT, (R)EVERSE ENTRIES, E(X)PLODE PAYABLES field, type X.

Figure 2:
Rebuilding the A/P Index in the (K) Screen.

```

14:39:35          (K) General Ledger Posting  Rev. (01/09/98)          01/26/98
-----
Action [R]  P-Post,I-Inq,R-Rebuild,L-Alloc,T-Total Batch #____ Fiscal :97 To :97
-----
G/L Nbr.   J/E No   Date    R e m a r k s                Debits   Credits  Bch# Pe
-----
Build Index To A/P Detail File
By G/L Account Code
-----
A/P File Name:AP-MASTER  Vol. Ser.:W3
Current Fiscal Year:
Beginning Date:06/01/97
Ending Date:   05/31/98
Prior Fiscal Year      :97
Next Fiscal Year       :99
    
```

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- Step 3:** The cursor moves to the FISCAL field. In this field, specify the year that you want to view A/P detail for.
- Step 4:** In the PERIOD and corresponding TO fields, you can limit the detail to a range of business periods. If you want to include all business periods, enter **1** in the PERIOD field and **13** in the corresponding TO field.
- Step 5:** In the G/L NBR field, enter the general ledger number that the A/P detail is posted to. Enter the location number, the major accounting category (the book), and the minor. For example, you might enter account number 01-201-01.
- Step 6:** At the CORRECT G/L NUMBER prompt, type **Y**.
- Step 7:** When you retrieve the correct G/L number, the system displays the A/P invoice detail including the journal entry number, the invoice date, the vendor's name, the debits and credits, the batch number and the business period the invoice was posted to.
- Step 8:** If all of the detail cannot be displayed on a single page, the END OF PAGE -ENTER ANY KEY BUT ESC TO CONTINUE message appears. See Figure 3. Press RETURN to view more detail.
- Step 9:** When the system displays the last (or only) page of invoices, the END OF ENTRIES - ANY KEY TO CONTINUE message appears.

To return the cursor to the G/L NBR field, type **N** at the CORRECT G/L NUMBER prompt. You can also type **Q** to view a list of general ledger numbers.

If there are any discrepancies in your A/P index files, the system also displays the INVESTIGATE A/P DIFF message, along with the debit or credit amount to be investigated. If this message ap-

**Figure 3:
Viewing A/P
Invoice Detail
in the (K)
Screen.**

```

14:39:35          (K) General Ledger Posting Rev. (01/09/98)          01/26/98
-----
Action [X] P-Post,I-Inq,R-Rebuild,L-Alloc,T-Total Batch #____ Fiscal :97 To :97
-----
                                     $          .00$          2224.00 -----
G/L Nbr.  J/E No   Date    R e m a r k s                Debits    Credits  Bch# Pe
-----
01-201-01 PJ 201 11/09/96                                     .00      1900.00  1109  1
01-201-01 01/97  02/14/96 ABC CO                                     .00         3.77    1  1
      Invoice#(      456) Check#(      ) Date( / / ) File(AP-MASTER )
01-201-01 01/97  02/14/96 ABC CO                                     .00         1.00    1  1
      Invoice#(      456) Check#(      ) Date( / / ) File(AP-MASTER )
01-201-01 01/97  02/16/96 ABC CO                                     .00      1000.00  33  1
      Invoice#(      789) Check#(      ) Date( / / ) File(AP-MASTER )
01-201-01 01/97  02/16/96 ABC CO                 300.00         .00    33  1
      Invoice#(      789) Check#(      ) Date( / / ) File(AP-MASTER )
01-201-01 01/97  02/16/96 ABC CO                 100.00         .00    1  1
      Invoice#(      789) Check#(      ) Date( / / ) File(AP-MASTER )
01-201-01 01/97  12/11/95 ADAMS MANUFACTURING          .00      200.00  8001  1
      Invoice#(      9052) Check#(12345000) Date(02/16/96) File(AP-MASTER )
01-201-01 01/97  12/08/95 ADAMS MANUFACTURING          .00      150.00  8001  1
      Invoice#(      9052) Check#(12345000) Date(02/16/96) File(AP-MASTER )

Periods To Date      -2099.00 Current      -2224.00          .00      2224.00
End Of Page - Enter Any Key But ESC To Continue ACCOUNTS PAYABLE TRADE
    
```

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pears, you should first reindex your files in the (K) screen. If the message still appears after reindexing, you should use the new hidden [F] function to see if you need to change the invoice's fiscal year. For details, see the heading **Editing A/P Invoice Detail**.

Step 10: When you finish viewing detail, press RETURN. The cursor returns to the G/L NBR field.

Editing A/P Invoice Detail

When you view accounts payable detail in the (K) screen, you may find that you have errors in your A/P index files. Perhaps you posted an invoice to an incorrect fiscal year. If so, a new response has been added to the (K) screen that lets you edit your A/P invoice detail with just a few keystrokes. You can easily make any fiscal year corrections that are necessary by using the hidden [F] function in the (K) screen.

When you use this feature, you can specify the G/L account where the invoice you want to view — and possibly change — is located. Or, you can let the system search through all the G/L accounts to find possible fiscal year discrepancies. If you specify to let the system search, it will perform a line-by-line check on all the A/P entries and display each problem invoice one at a time so you can view the invoice and, if necessary, change the fiscal year.

To view invoices using the hidden [F] function:

Step 1: Go to the (K) screen and select the [I] Inq action code.

Step 2: At the ENTER (I)NQUIRY, (P)RINT, (R)EVERSE ENTRIES, E(X)PLODE PAYABLES field, type F. See Figure 4.

Figure 4:
Typing F at the
ENTER
INQUIRY
prompt

```
14:39:35          (K) General Ledger Posting Rev. (01/09/98)          01/26/98
-----
Action [I]  P-Post,I-Inq,R-Rebuild,L-Alloc,T-Total Batch #____ Period :01 To :12
-----
G/L Nbr.   J/E No   Date    R e m a r k s                Debits   Credits  Bch# Pe
-----
Enter (I)nquiry, (P)rint, (R)everse Entries, e(X)plode Payables ?F
```

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- Step 3:** The cursor moves to the FISCAL field. In this field, specify the year that you want to change fiscal year information for.
- Step 4:** In the PERIOD and corresponding TO fields, you can limit the detail to a range of business periods. If you want to include all business periods, enter **1** in the PERIOD field and **13** in the corresponding TO field.
- Step 5:** When the cursor moves to the G/L NBR field, you can enter the general ledger number that contains the general ledger number you want to change, or you can let the system search through all the accounts to find possible fiscal year errors.

To return the cursor to the G/L NBR field, type **N** at the CORRECT G/L NUMBER prompt. You can also type **Q** to view a list of general ledger numbers.

If you want to enter a specific general ledger number, enter the location number, the major accounting category (the book), and the minor. For example, you might enter 01-201-01.

To let the system search through all the accounts to find possible fiscal year discrepancies, enter **00-000-00**.

- Step 6:** At the CORRECT G/L NUMBER prompt, type **Y**.
- Step 7:** When you retrieve the correct G/L number, the system searches through the system to find the first invoice with the fiscal year and business period you specified. When it finds a possible incorrect fiscal year, it displays the invoice information along with the CHANGE THIS RECORD prompt, as shown in Figure 5.

If you type **N** at the CHANGE THIS RECORD prompt, the system displays the next problem invoice in the file.

Figure 5:
The CHANGE THIS RECORD Prompt

```

14:39:35          (K) General Ledger Posting Rev. (01/09/98)          01/26/98
----- Fiscal :97 To :97
Action [X] P-Post,I-Inq,R-Rebuild,L-Alloc,T-Total Batch #____ Period :01 To :12
----- $ .00$ 2224.00 -----
G/L Nbr. J/E No Date Remarks Debits Credits Bch# Pe
-----
01-201-01 01/98 01/23/98 ABC CO .00 834.77 1 1
Invoice#( 200) Check#( 54232-1) Date(01/23/98) File(JOUR-AP )

CHANGE THIS RECORD (Y/N) ?N
    
```

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- Step 8:** At the CHANGE THIS RECORD prompt, type **Y**. The cursor moves to the fiscal year so you can make the change.
- Step 9:** At the ARE YOU SURE prompt, type **Y** to save the fiscal year you specified.
- Step 10:** The system displays the next invoice in the file with a possibly incorrect fiscal year. When the system displays the last page of invoices, the END OF PAGE - ENTER ANY KEY BUT ESC TO CONTINUE message appears. Press RETURN.

Printing the General Ledger Journal Report

If you want to have a record of your A/P invoice detail, you can print a copy of the General Ledger Journal Report in the (W) screen.

To print the report:

- Step 1:** Go to the (W) screen and select the [B] Select G/L Levels and or Detail Reports code.
- Step 2:** In the LEVEL field, type **6** to select the A/P Detail option, as shown in Figure 6.
- Step 3:** In the COMPANY FROM # field and corresponding TO # fields, you can limit the report according to company (location). The first two digits of the account number (**XX-xxx-xx**) represent the location. For example, to limit the report to location 1, you would specify **01** in the COMPANY FROM # and TO # fields.

Figure 6: Printing the General Ledger Journal Report

```
14:40:18          (W) General Ledger Reports  rev. (01/09/98)          01/26/98
-----
A. Print G/L Batch.          Batch Number #      To #      Release Y/N ?

B. Select G/L Levels and or Detail Reports. Sort By Account Number Y/N ?N
Level ? 6 (0-Blank, 1-Co, 2-Book, 3-Major, 4-Minor, 5-Detail, 6-A/P Detail)
      (1-99, Tab - Summation of All Companies)
Company From #01          To #01          (Tab - All)
Book From #2             To #2           (Tab - All)
Major From #01           To #01          (Tab - All)
Minor From #01           To #01          (Tab - All)
Period From #            To #            (Tab - All)
Fiscal Year #98          To #            (Tab - Current Fiscal Year)
Suppress Zero Accounts Y/N ?      Suppress Zero Balances Y/N ?

C. Print Financial Statements.  Periods - From ?  To ?
                               Table Name      ?          Volume ?BD

D. Build Financial Report Tables.

E. Build Cost Of Goods Sold Batch.  Journal ?PREV-S      Volume ?BD
                               Cost Type M/W/A/P ?A  Update G/L Y/N ?N

F. Print Allocation Batches.  Creates Batch(s) Y/N ?

-----
Report [B]          Printer [P1]          Copies [ 1]
```

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- Step 4:** In the BOOK FROM # field and corresponding TO # fields, you can limit the report according to book. (The first number of the middle three digits of the account number (xx-~~X~~xx-xx). For example, to limit the report to Ø1-2Ø1-Ø1, you would specify 2 in the BOOK FROM # and TO # fields.
- Step 5:** In the MAJOR FROM # field and corresponding TO # fields, you can limit the report according to the major. (The last two digits of the middle three digits of the account number (xx-x~~XX~~-xx). For example, to limit the report to Ø1-2Ø1-Ø1, you would specify Ø1 in the MAJOR FROM # and TO # fields.
- Step 6:** In the MINOR FROM # field and corresponding TO # fields, you can limit the report according to the minor. (The last two digits of the account number (xx-xxx-~~XX~~). For example, to limit the report to Ø1-2Ø1-Ø1, you would specify Ø1 in the MINOR FROM # and TO # fields.
- Step 7:** In the PERIOD FROM # and corresponding TO # fields, you can limit the report to business periods. If you want to include all business periods (1 through 13), you can press TAB and leave these fields blank.
- Step 8:** In the FISCAL YEAR # field, you can limit the report according to fiscal year. For example, if you want to limit this report to the current fiscal year, 1998, enter 98.
- Step 9:** In the SUPPRESS ZERO ACCOUNTS field, specify whether you want to prevent accounts with zero balances from printing. To prevent zero balance accounts from printing, type Y. To include zero balance accounts on the report, type N.
- Step 10:** In the SUPPRESS ZERO BALANCES field, specify whether you want to prevent zero balances from printing on the report. To prevent zero balances from printing, type Y. To include zero balances on the report, type N.
- Step 11:** In the PRINTER field, press TAB to accept the default printer, or specify the logical name of a different printer.
- Step 12:** In the COPIES field, press TAB to accept one copy of the report, or enter the number of copies to print.
- Step 13:** At the ARE YOU SURE prompt, type Y. The report prints, and the cursor returns to the REPORT field.

Sample General Ledger Journal Report

The sample General Ledger Journal Report shown below lists A/P invoice detail. You can print this new report in the (W) screen. As this example illustrates, the report will also notify you of any discrepancies that may exist in your payables.

GENERAL LEDGER JOURNAL REPORT							
YOUR COMPANY NAME						01/26/98	
P.O. BOX 123							
14:34:13							
DALLAS TX 76234						PAGE 1	
COMPANY (01-01) BOOK (2-2) MAJOR (01-01) MINOR (01-01) PERIOD (1-13) FISCAL (98)							
G/L NBR.	J/E NO	DATE	REMARKS	BCH#	BEGINNING	CURRENT PERIOD	ENDING

01-201-01	ACCOUNTS PAYABLE TRADE						
(01) PJ 201		11/09/97		1109		-1,900.00 (1)	
(01) 01/98		01/21/98	AB	0198		33.33 (1)	
			Invoice# (2009384)	Check# (54232)	Date (01/26/98)		File(JOUR-AP)
(01) 01/98		01/21/98	ADAMS	0198		-836.77 (1)	
			Invoice# (1659290)	Check# (54233)	Date (01/26/98)		File(JOUR-AP)
(01) 01/98		01/23/98	ADAMS	0198		382.21 (1)	
			Invoice# (3201242)	Check# (54234)	Date (01/26/98)		File(JOUR-AP)
(01) 01/98		01/23/98	BAKER	0198		-520.31 (1)	
			Invoice# (4920)	Check# (54235)	Date (01/26/98)		File(JOUR-AP)
(01) 01/98		01/26/98	DAL	0198		600.98 (1)	
			Invoice# (19357)	Check# (54236)	Date (01/26/98)		File(JOUR-AP)
(01) 02/98		01/26/98	MON	0198		-1000.00 (2)	
			Invoice# (4422412)	Check# ()	Date (01/26/98)		File(JOUR-AP)
(01) 01/98		01/26/98	UNI	0198		1000.00 (1)	
			Invoice# (5673841)	Check# ()	Date (01/26/98)		File(AP-MASTER)
(01) 01/98		01/**/98	A/P NOT IN BALANCE	****		1460.44 (1)	
(01) 02/98		02/**/98	A/P NOT IN BALANCE	****		-1000.00 (2)	
(01) 01/98		01/**/98	A/P NOT IN BALANCE	****		324.00 (10)	
(01) *****		**/**/**	INVESTIGATE A/P DIFF	****		784.44 (**)	

			201-01 TOTALS		125.00	-2,224.00	-2,099.00
				TOTALS	125.00	-2,224.00	-2,099.00
				GRAND TOTALS	125.00	-2,224.00	-2,099.00