

IBM System/23 Datamaster  
General Ledger Reports

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IBM System/23 Datamaster  
General Ledger Reports

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**IBM**

## Second edition (October 1981)

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This is a minor revision of G280-0232-0 incorporating editorial changes.

Changes are periodically made to the information herein; any such changes will be reported in subsequent editions.

Use this publication only for the purpose of obtaining information about selected reports and screens produced by the IBM System/23 General Ledger application.

The following document contains examples of data and reports used in daily business operations. To illustrate them as completely as possible, the examples contain the names of individuals, companies, brands, and products. All of these are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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## Introduction

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The IBM System/23 General Ledger application is one of six applications that compose the IBM System/23 Business Management Accounting System for Datamaster. The other five applications also have Reports brochures similar to this brochure:

- *IBM System/23 Datamaster Billing Reports, G280-0229.*
- *IBM System/23 Datamaster Accounts Receivable Reports, G280-0230.*
- *IBM System/23 Datamaster Accounts Payable Reports, G280-0231*
- *IBM System/23 Datamaster Inventory Accounting Reports, G280-0233.*
- *IBM System/23 Datamaster Payroll Reports, G280-0234.*

We encourage you to obtain and review all six Reports brochures.

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## Highlights

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The general ledger is the hub of all financial transactions affecting your business. The General Ledger application is designed to be flexible enough to supply you with the financial reports you need to run your business yet structured enough to allow you to maintain control of general ledger activities.

- Allows you to pass transactions from other IBM System/23 applications or key them in directly through the General Ledger application. In either case, transactions are entered only once.
- Allows you to use the chart of accounts you currently have (provided it meets some minor restrictions) or you or your accountant may set up a new one.
- Allows you to enter and post transactions at any time. This allows you to print reports and statements at any time to determine your profit position.
- Because there is no forced period close function, allows you to rerun financial statements for any previous period in the current year and year end last year.
- Because you may not run your business on the same fiscal calendar as others, runs on a calendar you provide. This calendar can have up to 13 periods of any length (providing they do not overlap).
- Allows you to keep both budget and historical data for printing on comparative reports.
- Allows you to design financial statements to fit your needs. In addition to account balances, you can show comparisons, percent changes, dollar variances, and percent of sales.
- Prints two general ledger formats: 8½ by 11 inches or 13 by 11 inches.
- Prints three trial balance formats: year to date, worksheet, or comparative.
- Allows you to run an annual ledger; this is useful during audits.
- Allows you to post transactions to the next fiscal year before you close the current year.
- Through the year-end-close function, prints a closing journal and posts retained earnings for you.
- Allows you to copy chart of accounts and statement formats from Sample Files Diskette, provided by IBM, to ease installation activity.

# IBM System/23 Datamaster requirements

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The General Ledger application requires the following minimum System/23 Datamaster configuration:

- IBM 5322 Computer with 64K<sup>1</sup> bytes of storage
- Sort feature
- 2.2 million bytes of diskette storage (either integrated or the IBM 5246 Diskette Unit)
- IBM Printer (80 characters per second print speed)

**Note:** Larger diskette storage configurations and/or a faster printer (160 characters per second) may be required, depending on your company's business volumes.

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<sup>1</sup>K = 1,024 bytes; thus the total is 65,536 bytes of storage.

## Reports and screens

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- Chart of Accounts. This report shows all accounts in the general ledger and their respective account type: asset, liability, equity, revenue, or expense. Account balances are not printed.
- Journal Entries List. A report showing all un-posted transactions in the system as they were entered. Account number and name are printed as well as the amount, reference, description, and date of the entry. The last page of this report shows the number of transactions, total debits and credits for both journal and encumbrance entries, and the number of additional lines (transactions) that may be entered.
- General Journal. The General Journal lists all transactions that have been entered through the General Ledger application (not passed from another application) and have as their source the general journal.
- General Ledger. A report showing the beginning balance, posted transactions, changes, and ending balance of each general ledger account. There are two formats of this report available in the General Ledger application: one 8½ inches wide, the other 13 inches wide.
- Trial Balance. A report showing the balance for each account in the General Ledger. Account types are summarized on the last page and a profit/loss amount calculated. The Trial Balance can be used to “preview” the financial statements.
- Balance Sheet. A financial statement showing exact values of assets, liabilities, and owner’s equity at a point in time.
- Income Statement. A financial statement showing revenues and expenses and profit or loss for a particular period of time.

On the following pages are samples of some of these reports and associated display screens.

**Note:** These reports were printed with the actual Business Management Accounting System General Ledger programs; there is, however, no intent to represent these samples as a complete, auditable set of financial statements.



# Journal entries screen

4/30/82  
Data

General Ledger  
Journal entries

**1**  
Add 3721b  
Initial distribution

Set line no. 0 Source Posting date

**2** Balance 0.00

**3** Last account no. 0

**4** Set line no. 30

**5** Source GJ **3**

Posting date 43082

Account no. 1010

Account name

**6** Amount 3556.52

Reference

Description DEPOSITS

Date 40582

Cmd 2 Review      Cmd 9 Status  
Cmd 3 Verify  
Cmd 8 Reset

As transactions are entered through the keyboard, the operator is shown this display.

- 1** Mode of operation. Add indicates transactions are being entered.
- 2** Balance. A running total of all transactions entered in this session. It must be zero before the batch will be accepted by the system.
- 3** The account number and description of the previous transaction.
- 4** Set line number. Is the record number of the *first* line in this group of transactions; it is used if the group is to be reviewed.
- 5** Source. Where this set of transactions originated. It is part of the audit trail.
- 6** The transaction now being entered.

# Journal entries summary screen

4/30/82  
Status

General Ledger  
Journal entries

Review

**1**

3721a

Batch number 2    Session number 4

	Session totals		Batch totals
Number of journal transactions	19		48
Total debit amount	12,124.12	} <b>2</b>	59,703.25
Total credit amount	12,124.12		59,703.25
Number of encumbrance transactions	0		0
Total encumbrance debit amount	0.00		0.00
Total encumbrance credit amount	0.00		0.00
Number of lines available			0 <b>3</b>

Cmd 9 End job

When the operator selects Status (Cmd 9) from the journal entries screen, he or she is shown totals of what has been entered in this session and this batch.

- 1** This indicates the mode of operation. Review indicates that transactions entered previously are being checked.
- 2** Session and batch totals may be displayed at any time. Debits must equal credits before a session may be ended.
- 3** Number of lines available indicates how many more transactions may be entered.

# Journal entries list

Northcreek Industries 1 General Ledger Journal entries list Time 17:11:35 Date 4/30/82 Page 1 3722

Line no.	Source	Posting Date	Account number	Account name	Amount	Ref	Description	Date	From
1	GJ	4/30/82	1010	Cash - general	3,556.52		Deposits	4/05/82	
			1110	Accounts receivable-trade	3,056.52-		Deposits	4/05/82	
			1140	C.O.D. due	123.00-		Deposits	4/05/82	
			1130	Accounts receivable-other	377.00-		Deposits	4/05/82	
5	GJ	4/30/82	6110	Heat, light and power	1,675.42		City power	4/21/82	
			6120	Water	30.00		City water	4/21/82	
			6260	Trash removal	47.25		Trash removal	4/21/82	
			6270	Security expense	237.00		Security service	4/21/82	
			1010	Cash - general	1,989.67-		Utility bills	4/21/82	
			1010	Cash - general	3,250.00-		FET transfer to bank	4/30/82	
			2150	F.E.T. payable	3,250.00		FET transfer to bank	4/30/82	
			2030	Loan payable - National	1,200.00		Central loan	4/30/82	
			1010	Cash - general	1,200.00-		Central loan	4/30/82	
14	GJ	4/30/82	1720	Accum amort - land imprv	318.54-		Dep land improve	4/30/82	
			6020	Amort expense - land impv	318.54		Dep land improve	4/30/82	
				Amort expn - land imprv	1,500.00-		Dep building	4/30/82	
				Amort expn - land imprv	1,500.00		Dep building	4/30/82	
				Amort expn - land imprv	308.32-		Dep machinery & equip	4/30/82	
				Amort expn - land imprv			Dep machinery & equip	4/30/82	
				Amort expn - land imprv			Dep machinery & equip	4/30/82	
				Amort expn - land imprv			Dep machinery & equip	4/30/82	

Northcreek Industries 1 General Ledger Journal entries list Time 17:11:35 Date 4/30/82 Page 2 3722

Batch number	Session number	Batch totals
1	1	23
		Number of journal transactions
		Total debit amount 12,427.35
		Total credit amount 12,427.35
		Number of encumbrance transactions 0
		Total encumbrance debit amount 0.00
		Total encumbrance credit amount 0.00
		Number of lines available 26

The Journal Entries List is a listing of transactions entered into the System/23. It may be used to verify that the information was properly entered.

- 1** The company name, number, time, date, and report title are printed on the top of each page.
- 2** Source code and posting date are printed at the beginning of each set.
- 3** Account number, amount, reference, description, and date are printed exactly as they were entered by the operator.
- 4** Account name has been retrieved from the general ledger file and printed.
- 5** All debit and credit transactions are totaled on the last page.
- 6** The number of transactions entered are counted and the number that may be added is printed.

# General journal

**1**

Northcreek Industries 1  
Journal - GJ002 Batch - 1.

General Ledger  
General journal

Time 17:15:56 Date 4/30/82 Page 1 37402  
Posting date 4/30/82

**2**

Reference Date	Reference number	Description	Account number	Debit	Credit
4/05/82		Deposits	1010	3,556.52	
4/05/82		Deposits	1110		3,056.52
4/05/82		Deposits	1140		123.00
4/05/82		Deposits	1130		377.00
4/21/82		City power	6110	1,675.42	
4/21/82		City water	6120	30.00	
4/21/82		Trash removal	6260	47.25	
4/21/82		Security service	6270	237.00	
4/21/82		Utility bills	1010		1,989.67
4/30/82		FET transfer to bank	1010		3,250.00
4/30/82		FET transfer to bank	2150	3,250.00	
4/30/82		Central loan	2030	1,200.00	
4/30/82		Central loan	1010		1,200.00
4/30/82		Dep land improve	1720		318.54
4/30/82		Dep land improve	6020	318.54	
4/30/82		Dep building	1730		1,500.00
4/30/82		Dep building	6030	1,500.00	
4/30/82		Dep machinery & equip	1750		309.39
4/30/82		Dep machinery & equip	6050	309.39	
4/30/82		Dep auto & truck	1760		153.23
4/30/82		Dep machinery & equip	6060	153.23	
4/30/82		Dep office equip	1740		150.00
4/30/82		Dep office equip	6040	150.00	
				12,427.35	12,427.35

**4**

**4**

The General Journal report lists all transactions that have been entered directly through the General Ledger application (not passed from another application such as Accounts Receivable or Payroll), and have as their source, the general journal.

- 1** The journal code and number are printed on each page. The journal number is assigned by the System/23 for control and audit purposes.
- 2** The date of the report and effective posting date are printed on each page.
- 3** Each transaction is printed just as it was entered by the operator.
- 4** Debits and credits are shown in separate columns. They are also totaled separately.



# General ledger

1		2				
Northcreek Industries		General Ledger		Date 4/30/82 Page 1		
1		As of 4/30/82		Time 17:27:28 37501		
Account number	Description	Journal number	Refer number	Description	Posting date	4
1010	Cash - general					28,614.18 Beg
	6J002			Deposits	4/30/82	3,556.52
	6J002			Utility bills	4/30/82	(1,989.67)
	6J002			FET transfer to bank	4/30/82	(3,250.00)
	6J002			Central loan	4/30/82	(1,200.00)
						(2,883.15) Chng
						-----
						25,731.03 End
1020	Cash in bank - payroll					15,304.76 Beg
						.00 Chng
						-----
						15,304.76 End
1040	Petty cash					1,250.00 Beg
						.00 Chng
						-----
						1,250.00 End
1050	Credit union deposits					5,229.74 Beg
						.00 Chng
						-----
						5,229.74 End
1110	Accounts receivable-trade					165,488.96 Beg
	6J002			Deposits	4/30/82	(3,056.52)
						(3,056.52) Chng
						-----
						162,432.44 End
1120	Accounts receivable-empl					3,250.00 Beg
						.00 Chng
						-----
						3,250.00 End
1130	Accounts receivable-other					4,850.00 Beg
	6J002			Deposits	4/30/82	(377.00)
						(377.00) Chng
						-----
						4,473.00 End
1140	C.O.D. due					1,290.25 Beg
	6J002			Deposits	4/30/82	(123.00)
						(123.00) Chng
						-----
						1,167.25 End

The General Ledger may be printed in two formats. The one shown here is the 8½ by 11 inch (narrow) format.

- 1** The company name and number are printed on each page.
- 2** The fiscal period date of the ledger and the date and time run are printed on each page. Date and time run are useful for control and audit purposes.
- 3** Each transaction is printed just as it was entered, with journal number, reference, description, and posting date.
- 4** The beginning balance, activity, change, and ending balance are printed for each account.

# Trial balance selection screen

---

4/30/82

General Ledger  
Trial balance

Select

3749a

Select a format

W

1

Formats are:

Y = Year-to-date (8 1/2 by 11 inches)

W = Worksheet (13 by 11 inches)

C = Comparative (13 by 11 inches)

Trial balance date

043082

2

Type the ending date for the period  
for which the trial balance is to be  
printed

Cmd 9 Cancel

The trial balance selection screen asks you which format of the trial balance you want to have printed.

- 1** You key in the code for the desired format.
- 2** You key in the ending date of the accounting period.

# Trial balance

		1		2			
Northcreek Industries		1		General Ledger		Time 08:30:23 Date 4/30/82 Page 1 37492	
		Trial balance worksheet		as of 4/30/82			
Account number	Description	Period to date debit	credit	Year to date debit	credit	Adjustments	
1010	Cash - general	9,153.54	.	28,614.18			
1020	Cash in bank - payroll		2,097.62	15,304.76			
1040	Petty cash	250.00		1,250.00			
1050	Credit union deposits		205.06	5,229.74			
1110	Accounts receivable-trade	11,697.24		165,488.96			
1120	Accounts receivable-empl	.00		3,250.00			
1130	Accounts receivable-other	.00		4,850.00			
1140	C.O.D. due		52.44	1,290.25			
1150	Adjustments to accts rec		31.70		2,486.78		
1210	Short term investments	.00		3,500.00			
1410	Inventory	.00		92,000.00			
1510	Prepaid insurance		300.00	1,100.00			
1520	Prepaid taxes	198.92		4,795.68			
1530	Prepaid	15.62		62.50			
1540				.00			
				950.00			

		1		4			
Northcreek Industries		1		General Ledger		Time 08:18:32 Date 4/30/82 Page 4 37492	
		Trial balance worksheet		as of 4/30/82			
		Period to date debit	credit	Year to date debit	credit	Adjustments	
3	Total assets	18,527.42		889,957.42			
	Total liabilities		8,314.61		476,280.19		
	Total equity	.00			375,401.00		
	Total revenue		86,169.24		264,801.96		
	Total expenses	75,056.43		226,525.73			
Totals	94,483.85	94,483.85	1,116,483.15	1,116,483.15			
4	Profit/Loss		10,212.81		38,276.23		

The Trial Balance is a listing of all general ledger accounts and the balance of each. This report may be printed in three formats; the one shown here is the year-to-date format (it is often thought of as a preview of the financial statements).

- 1** The company name and number are printed at the top of each page.
- 2** The date and time are also printed on each page. This is useful for audit and control purposes.
- 3** On the last page of the Trial Balance, totals are printed by account type.
- 4** The profit or loss as of the Trial Balance date is also calculated and printed.

# Balance sheet

**1**  
 Northcreek Industries, Incorporated  
 Balance Sheet  
 At **2**  
**3** April 30, 1982  
 - See Accountant's Compilation Report - **4**

<b>Assets <b>5</b></b>			
Current assets			
Cash in bank		\$	43,918.94
Petty cash			1,250.00
Credit union deposits			5,229.74
Accounts receivable			172,392.43
Short term investments			3,500.00
Inventory			92,000.00
Prepaid insurance			1,100.00
Prepaid taxes			4,795.68
Prepaid licenses			62.50
Prepaid supplies			950.00
Travel advances			-----8,000.00
Total current assets	<b>7</b>		* 331,199.29
Fixed assets <b>6</b>			
Land and improvements			98,600.00
Plant and equipment		\$ 511,900.16	
Less: Accum. depreciation		-----88,543.53	
Total plant & equipment			541,956.63
Other assets			
Cash value life insurance			-----16,801.50
Total fixed/other assets			-----558,758.13 <b>8</b>
Total assets			* 889,957.42 <b>9</b>
			=====

The accompanying notes are an integral part **10**  
of this statement.

PAGE 1 **11**

The Balance Sheet is a report of a company's assets, liabilities, and equity at a particular time. It is generally printed at the close of your accounting period and reflects the effect of cash transactions to that point in time. The preceding sample report shows only the asset section of the Balance Sheet. A liabilities and equities section is also printed.

The General Ledger application can produce a balance sheet in many different formats; there are no standard reports. You tell the computer how you want them to look.

- 1** Company name identifies the particular company whose statement is printed.
- 2** Report title specifies which report is printed. This heading is variable; you tailor it to your needs.
- 3** The date may be printed automatically on any of the heading lines.
- 4** A line of the heading may be used for an accountant's or auditor's comment.

- 5** Section headings may be used to indicate different portions of the balance sheet.
- 6** Group headings may be used to indicate specific account classes.
- 7** Account names may be printed directly from the chart of accounts.
- 8** Subtotals may be taken for groups or classes of accounts.
- 9** Section totals may be taken on different portions of the balance sheet.
- 10** Footnotes may be used to refer to supporting documents.
- 11** Pages are consecutively numbered.

Account balances and totals may be printed in any of six columns. The sample shows a standard 3-column balance sheet. Dollar signs and single and double underscores may be printed where needed.



# Income statement

**1**  
Northcreek Industries, Incorporated  
Income Statement  
**2** for the period ending  
April 30, 1982

<b>5</b>	<b>3</b>	Current period	Percent of period sales	<b>4</b>	Year-to-date	Percent of Y-T-D sales
Sales from operations						
Gross sales	\$	86,114.24	100.00	\$	264,581.96	100.00
Sales returns & allowance		.00	.00		.00	.00
Sales discounts		.00	.00		.00	.00
Net sales		86,114.24	100.00		264,581.96	100.00
Cost of goods sold		52,080.17	59.28		148,445.66	56.11
Gross profit from sales		29,034.07	33.72		116,136.30	43.89
Operating expenses						
Freight & special charges		.00	.00		350.00	.13
Labor		3,812.50	4.43		15,268.00	5.77
Depreciation & amortizatr		2,281.14	2.65		9,124.55	3.45
Other operating expenses		152.69	.18		1,692.67	.64
Salaries & commissions		5,177.95	6.01		20,711.75	7.83
Other administrative exp.		1,299.85	1.50		8,354.58	3.16
Total operating expenses		13,224.13	15.36		55,501.55	20.98
Other income/expense(net)		(893.95)	-1.04		(3,545.80)	-1.34
Pre-tax income (loss)		14,915.99	17.32		57,088.95	21.57
Estimated income taxes						
State & local income tax		1,500.00	1.74		6,000.00	2.27
Federal income tax		3,203.18	3.72		12,812.72	4.84
Total estimated taxes		4,703.18	5.46		18,812.72	7.11
Net profit (loss)	\$	10,212.81	11.86	\$	38,276.23	14.46

The accompanying notes are an integral part **8** of this financial statement. See attached schedules

The Income Statement (also known as earnings or profit and loss statement) reports revenues and expenses for a particular period of time within a fiscal year.

As with the Balance Sheet, your System/23 can produce an Income Statement in many formats; there are no standard reports. The preceding sample reports data from the current accounting period and year-to-date.

- 1** Company name identifies the company whose data is presented.
- 2** Report title specifies what information is being presented.
- 3** The date is the last day of the accounting period being reported.

- 4** Column headings indicate what data is in each column.
- 5** Section headings indicate different parts of the report.
- 6** Account names may be printed directly from the chart of accounts.
- 7** Percent of base amount (gross sales, in the sample) is calculated and printed.
- 8** Footnotes may be used to refer to supporting documents.
- 9** Pages are consecutively numbered.

Account balances and totals may be printed in any of six columns. The sample shows a standard 3-column balance sheet. Dollar signs and single and double underscores may be printed where needed.









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