



## Article # 1161

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**Technical Note: Understanding the GL Transfer Report**

**Difficulty Level:** Beginner Level AccountMate User

**Version(s) Affected:** AccountMate 8 for SQL and Express  
AccountMate 7 for SQL, Express and LAN  
AccountMate 6.5 for SQL, MSDE and LAN

**Module(s) Affected:** AR, AP, BR, IC, MI, PO, PR, SO, RA

**Posting Date:** 10/13/2010

### DESCRIPTION

In AccountMate, review of the Transfer to GL Report is an important step in preparation for performing the Period End Closing procedure. When you perform Period End Closing in a subsidiary module, the GL entries for the transactions are **permanently** transferred to the General Ledger and you will no longer see those entries from the closed period on the Transfer to GL Report.

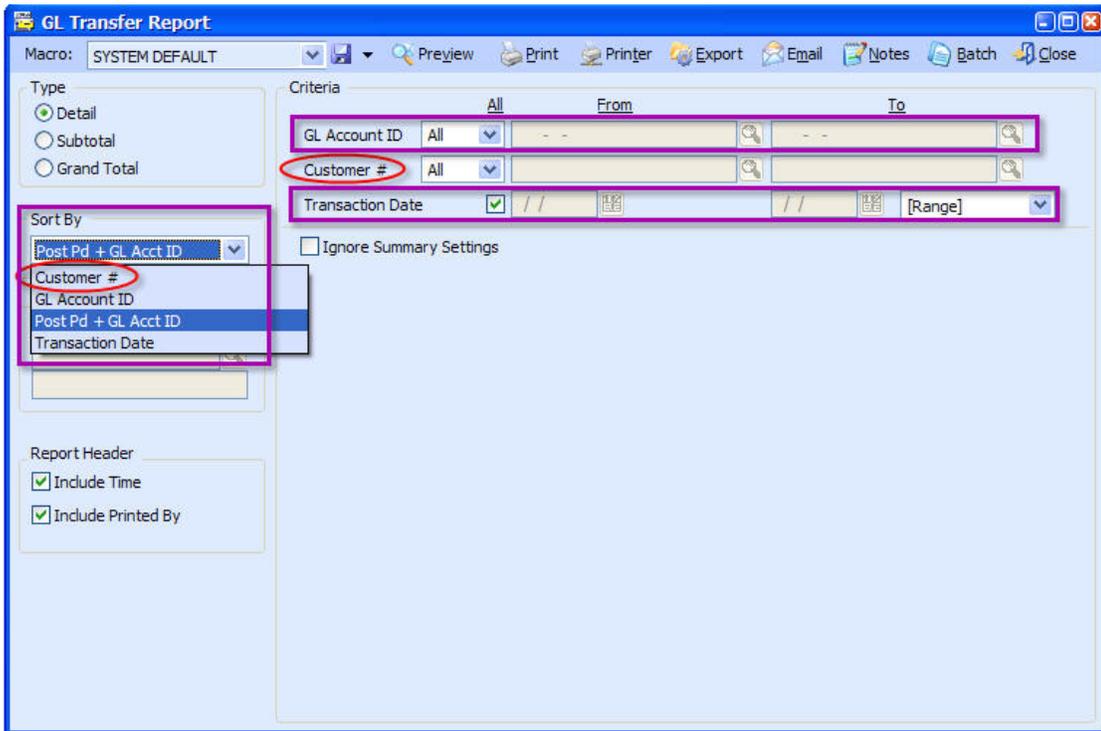
Because the Transfer to GL Report is such a vital tool, it is important that you have sufficient knowledge to properly use it in your pre-closing review. This Technical Note discusses the criteria and options available in the GL Transfer Report function and the basic information displayed in the report. Discussion about the calculation of the transfer amounts and the source of the GL entries are not included.

### SOLUTION

The entries in the Transfer to GL Report are not dependent upon whether or not you perform the Transfer Data to GL function. Transactions recorded in the subsidiary modules produce GL entries. Regardless of how many times you perform the Transfer Data to GL function, these entries will appear in the Transfer to GL Report. Unlike the Period End Closing function which permanently transfers the GL entries to the General Ledger, the transfer performed in the Transfer Data to GL function is **temporary**.

For illustration purposes, the GL Transfer Report function from the Accounts Receivable module is used throughout this Technical Note. Although the functionality of the GL Transfer Report from all modules with the feature available is basically the same, an exception is the GL Transfer Report in the Return Authorization (RA) module, (see Figure 1-2) where the Report Criteria and Filters sections differ.

**Note:** The RA module is not available in AccountMate 7 for LAN and AccountMate 6.5 for LAN.



**Figure 1-1. AR GL Transfer Report Function**

### A. Report Criteria and Filters

- a. You can filter the report information by setting parameters in the Criteria area of the GL Transfer Report function. The GL Account ID and the Transaction Date filter criteria are present in all subsidiary modules. AccountMate also provides additional report filters specific to each subsidiary module. The Customer # in the AR module's GL Transfer Report is an example. (Figure 1-1).

In other modules, you will see the following report criteria:

- Vendor # (AP, PO and RA modules)
  - WO# and Job # (MI module)
  - Employee # (PR module)
  - Bank # (BR module)
- b. In the Return Authorization module, additional report filters are available so you can choose whether to combine or separate RMA and RTV transactions. Refer to Figure 1-2.

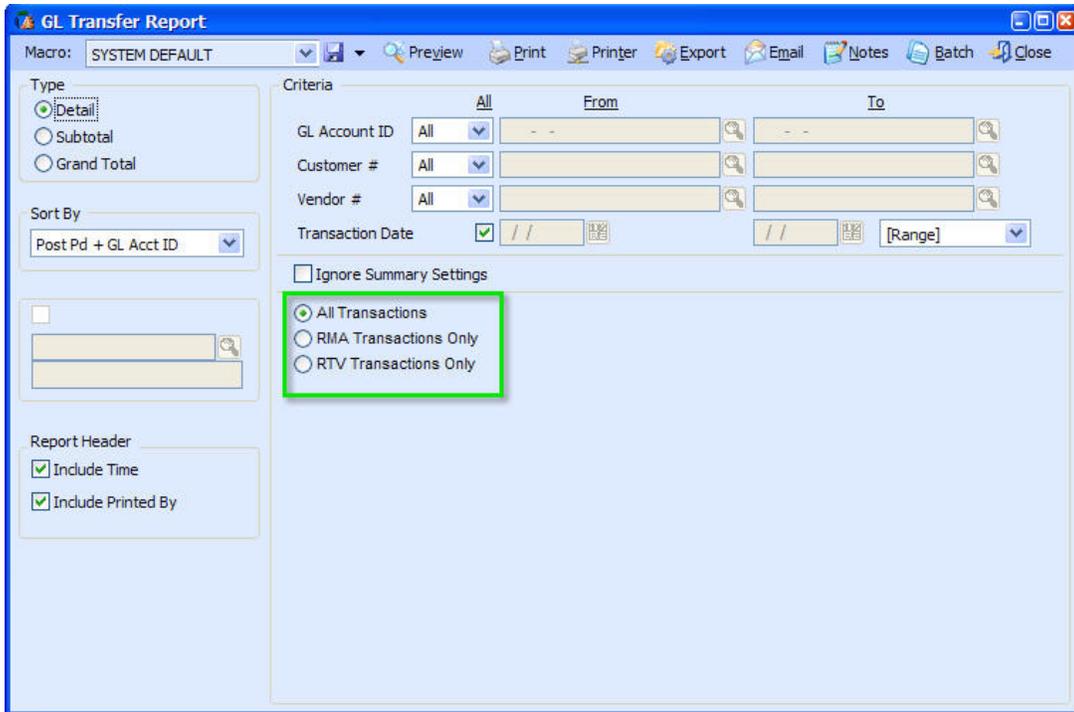


Figure 1-2. RA GL Transfer Report Function

B. Report Columns

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National Office Supply, Inc.  
**AR Transfer to GL Report**

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Date	GL Account ID	Account Description	Customer #	Company	Invoice #	Description	Transfer Amt
Posting Period	Oct10(10/01/10 to 10/31/10)						
10/15/10	212000-000-00	Customer Deposits	ACCI	Access Communications,			47.82
10/15/10	120100-000-00	Trade Accounts Receivable	AP01	American Printing			564.88
10/15/10	214000-000-00	Miscellaneous Payables	ACCI	Access Communications,			-47.82
10/15/10	214000-000-00	Miscellaneous Payables	AP01	American Printing			-564.88
10/15/10	110100-000-00	Cash In Bank - General	ACCI	Access Communications,			2,000.00
10/15/10	212000-000-00	Customer Deposits	ACCI	Access Communications,			-2,000.00
10/15/10	120100-000-00	Trade Accounts Receivable	ACCI	Access Communications,			-2,000.00
10/15/10	212000-000-00	Customer Deposits	ACCI	Access Communications,			2,000.00
10/15/10	120100-000-00	Trade Accounts Receivable	ACCI	Access Communications,			1,657.01
10/15/10	401100-110-00	Sales - Standard Product	ACCI	Access Communications,			-600.00
10/15/10	401100-110-00	Sales - Standard Product	ACCI	Access Communications,			-1,000.00
10/15/10	408400-110-00	Sales Discounts - Standard	ACCI	Access Communications,			30.00
10/15/10	408400-110-00	Sales Discounts - Standard	ACCI	Access Communications,			30.00
10/15/10	600100-110-00	Cost of Sales - Standard	ACCI	Access Communications,			124.75
10/15/10	600100-110-00	Cost of Sales - Standard	ACCI	Access Communications,			55.20
10/15/10	130100-110-00	Standard Products Inventory	ACCI	Access Communications,			-124.75
10/15/10	130100-110-00	Standard Products Inventory	ACCI	Access Communications,			-55.20
10/15/10	407100-110-00	drillable to customer file	ACCI	Access Communications,			-5.00
10/15/10	220480-000-00	Trade Accounts Receivable	ACCI	Access Communications,			-112.01
10/15/10	120100-000-00	Trade Accounts Receivable	AER1	Acme Emporium Retail			1,290.22
10/15/10	401100-110-00	Sales - Standard Product	AER1	Acme Emporium Retail			-240.00
10/15/10	401100-110-00	Sales - Standard Product	AER1	Acme Emporium Retail			-1,000.00
10/15/10	408400-110-00	Sales Discounts - Standard	AER1	Acme Emporium Retail			12.00
10/15/10	408400-110-00	Sales Discounts - Standard	AER1	Acme Emporium Retail			30.00
10/15/10	600100-110-00	Cost of Sales - Standard	AER1	Acme Emporium Retail			49.90
10/15/10	600100-110-00	Cost of Sales - Standard	AER1	Acme Emporium Retail			55.20
10/15/10	130100-110-00	Standard Products Inventory	AER1	Acme Emporium Retail			-49.90
10/15/10	130100-110-00	Standard Products Inventory	AER1	Acme Emporium Retail			-55.20
10/15/10	407100-110-00	Freight Revenue - Standard	AER1	Acme Emporium Retail			-5.00
10/15/10	220480-000-00	Sales Tax Payable	AER1	Acme Emporium Retail			-87.22
Total for Oct 10 :							0.00
Total for this Report :							0.00

Oct10: 30 Record(s)

Figure 2-1. AR Transfer to GL Report

a. Posting Period

Transfer to GL Reports are sorted and presented in chronological order by posting period. This heading displays the posting periods defined in the Fiscal Period Table for the transaction date(s) you specified as report criteria. Transactions with posting dates that fall within the specified date range are included in the report. If you select the **"All" Transaction Date** criteria, the report will include all transactions which are not yet permanently transferred to the GL.

If a subsidiary module has not been closed for two or more periods, the GL entries belonging in these periods will be included in the Transfer to GL Report. As long as a period is not closed, its GL entries are accessible in the report. The GL entries for a transaction that is created after period end closing has been performed and that has a recorded transaction date/posting date that falls within the closed period will appear on the Transfer to GL Report.

b. GL Account ID

This column displays the GL Account ID and its description. The setting for the Transfer as Summary field on each GL Account ID in the Chart Accounts Maintenance function affects the presentation of the information in the report. If the Transfer as Summary checkbox is marked, details of all transactions for that specific GL Account ID are excluded and you will see a single value that represents the amount calculated from all transactions (refer to Figure 2-2). You can override this transfer setting by marking the Ignore Summary Settings option in the GL Transfer Report function.

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Printed By: Supervisor		AR Transfer to GL Report		
Date	Customer#	Company	Invoice# Description	Transfer Am
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	ACCI	Access Communications, Inc.	GL Account ID: 110100-000-00 (Cash In Bank - General) Summary transfer from AR	2,000.00
<b>Oct10 110100-000-00 (Cash In Bank - General): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	APO1	American Printing Organization	GL Account ID: 120100-000-00 (Trade Accounts Receivable) Summary transfer from AR	1,512.11
<b>Oct10 120100-000-00 (Trade Accounts Receivable): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	AER1	Acme Emporium Retail	GL Account ID: 130100-110-00 (Standard Product Inventory) Summary transfer from AR	-285.05
<b>Oct10 130100-110-00 (Standard Product Inventory): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	ACCI	Access Communications, Inc.	GL Account ID: 212000-000-00 (Customer Deposits) Summary transfer from AR	47.82
<b>Oct10 212000-000-00 (Customer Deposits): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	APO1	American Printing Organization	GL Account ID: 214000-000-00 (Miscellaneous Payables) Summary transfer from AR	-612.70
<b>Oct10 214000-000-00 (Miscellaneous Payables): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	AER1	Acme Emporium Retail	GL Account ID: 220480-000-00 (Sales Tax Payable) Summary transfer from AR	-199.23
<b>Oct10 220480-000-00 (Sales Tax Payable): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	AER1	Acme Emporium Retail	GL Account ID: 401100-110-00 (Sales - Standard Product Division) Summary transfer from AR	-2,840.00
<b>Oct10 401100-110-00 (Sales - Standard Product Division): 1 Record(s)</b>				
<b>Posting Period:</b> Oct10(10/01/10 to 10/31/10)				
10/15/10	ACCI	Access Communications, Inc.	GL Account ID: 407100-110-00 (Freight Revenue - Standard Product) 30058 FRGT: 30058	-5.00
10/15/10	AER1	Acme Emporium Retail	30059 FRGT: 30059	-5.00
<b>Oct10 407100-110-00 (Freight Revenue - Standard Product): 2 Record(s)</b>				
<b>Total for Period: Oct 10 GL Account ID: 407100-110-00: -10.00</b>				

Figure 2-2. AR Transfer to GL Report  
(GL Accounts in Transfer Summary Setting)

c. Date

In general, the transaction dates are the posting dates unless dates such as AP invoice dates that you enter differ from the posting dates. If those dates differ, AccountMate will use the one you designate as the posting date when you enter the transaction. Regardless of the sorting option you select, each transaction line

in the report has a corresponding transaction date. Using these dates, you can trace the details of a particular transaction.

*d. Columns displaying entities used in transaction entries*

The Customer # and Company columns display the information about the customers for which you recorded the Accounts Receivables transactions.

*e. Column(s) displaying transaction references*

In the AR Transfer to GL Report, only the Invoice# column provides reference information. Other subsidiary modules provide additional reference columns as necessary. The AP Transfer to GL Report, for example, has the Invoice# column for AP invoice numbers and the Inv Ref/Check# column for invoice references for non-check payments and AP check payments.

There are instances when a reference column is blank; and in such cases, you can refer to the information included in the Description column for a transaction number or another type of reference. In Figure 2-1, the receipt number for a customer deposit and a refund number are in the Description column.

*f. Columns displaying transaction descriptions*

AccountMate assigns a predefined code to each transaction line in the report. This code is a reference to the nature of the transaction and is added as a prefix to the detailed description. Examples are SDIS and RFND which represent a sales discount and an open credit refund, respectively.

*g. Transfer Amount*

The transaction amount for each transaction line is displayed in this column. A positive amount indicates that the transaction line is a debit entry while a negative amount (with a negative sign) indicates a credit entry.

### **C. Drillable Fields**

Within the report, you can drill down to additional information such as a customer profile or a sales invoice (refer to Figure 2-1). You can identify a drillable field by the color setting.

The GL Transfer Report is a powerful report which provides important information that you can use during your pre-closing review of the subsidiary modules' GL entries. Included are many features which you can manipulate to display information according to your needs and preferences. For more information on the GL Transfer Report, refer to the Online Help and Electronic Manual.

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