

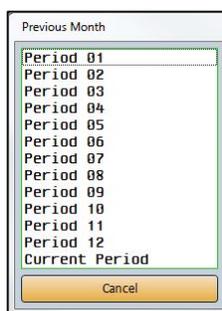
Chapter 7 General Ledger

Clicking **General Ledger** on the Dealership Accounting menu opens the General Ledger menu. You use this menu to view and print the general ledger. Some of the buttons on this menu open sub-menus that allow you to specify how you want the general ledger information to print. These options ensure the information prints the way it will be most useful to your dealership.



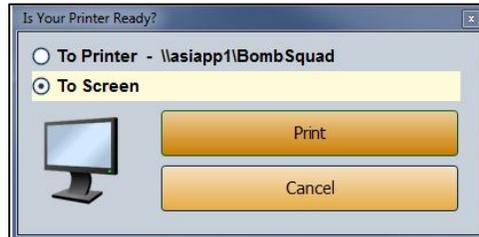
Selecting the Period

Except for the FasTrial, each screen or menu that opens from the General Ledger menu has a **Month** button or month tabs that allow you to specify the period you want to use to view and print the general ledger information, so you can view information for the past 12 months. Click the month you want to select. In the lists that appear using the Month button, period 01 is for January, period 02 is for February, etc. However, if your dealership runs on a fiscal calendar, period 01 will correspond to the first month of your fiscal year and so on. The buttons on the menu or the information displayed on the screen applies to the selected month. For example, if you select period 02, the “Current” Month is February, the “Previous” Month is January, and the “Next Month” is March.



Selecting Print Criteria

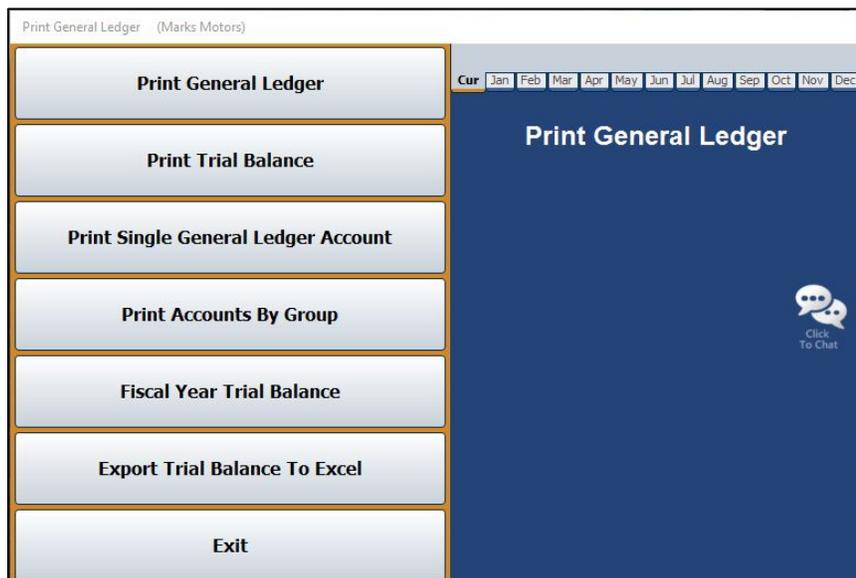
You have the option of viewing the generated reports on your screen or printing them to paper. When you click a button that pertains to printing information (and after you enter any criteria the system prompts you to specify), click to select **To Printer** to print the information or **To Screen** to view the information on your screen. Once you select your print type, click **Print**.



If you select to print to your screen, you can print the information from the viewing screen by clicking **File** and selecting **Print**. To exit the viewing screen, click **File**, and click **Exit**.

Print General Ledger & Trial Balance

This button opens the Print General Ledger menu. Use this menu to print the complete general ledger and trial balance before closing the books each month. By default, the information reflects the current month. Use the month tabs along the top of the screen to select another month as needed. Click the button that corresponds to the information you want to print, and follow the prompts on your screen. When you are finished, click **Exit** to return to the General Ledger menu.



Print General Ledger

Use this button to print the general ledger. For each general ledger account, the report lists the total debits and credits posted using each journal source and the total posted to the general ledger. In addition to the account balance, it also lists the balances for the previous year, previous month, and current month. The end of the report lists the total assets, liabilities, contra assets, net worth, sales/income, cost of sale, additions to income, deductions from income, and expenses for the month and year.

1. From the Print General Ledger menu, click **Print General Ledger**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Trial Balance

Use this button to print the trial balance for the previous month, current month, or next month. The months are based on the month you selected using the month tabs at the top of the menu. The printout lists the account number, description, total credits, and total debits for the month and year. The end of the printout lists totals used to calculate the total profit and loss for the month.

1. From the Print General Ledger menu, click **Print Trial Balance**.
2. Click to select the **Print By Account Type** box if you want to print the trial balance by account type.
3. If you want to include accounts with a zero balance, click to check the **Print Zero Balance Accounts** box.
4. Click the month you want to print: last month (first button), the current month (second button), or the post-ahead entries for next month (third button). Each button identifies the month it will print.

Print Single General Ledger Account

Use this button to print all of the information for a specific general ledger account. The report lists the total debits and credits posted using each journal source and the total posted to the general ledger. In addition to the account balance, it also lists the balances for the previous year, previous month, and current month.

1. Click **Print Single General Ledger Account** on the Print General Ledger menu.
2. In **Account**, type the general ledger account number for the account you want to print. You may have to press ENTER or TAB.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Accounts By Group

Use this button to print the general ledger for all accounts within a particular group. For each account in the group, the printout lists the account number, description, total credits, and total debits for the month and year.

1. On the Print General Ledger menu, click **Print Accounts By Group**.
2. Use the drop-down menu to select the group you want to print or type in the **Group** field the letter that corresponds to the group you want to print (A for Assets, N for Net Worth, etc.).
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Fiscal Year Trial Balance/Calendar Year Trial Balance

The label on this button changes based on whether your dealership follows a calendar year or fiscal year. The program determines the type of year your dealership follows based on the month designated as the starting month for the accounting year in the Operating Parameters in the Accounting System Setup. If you follow a calendar year, this button reads, "Fiscal Year Trial Balance," and allows you to print a fiscal year trial balance. If you follow a fiscal year, this button reads, "Calendar Year Trial Balance," and allows you to print a calendar year trial balance. The option allows you to print a trial balance that is different from the books. This option is especially useful to dealers who follow a fiscal year but are required to submit a calendar year financial statement.

1. From the Print General Ledger menu, click the **Fiscal Year Trial Balance/Calendar Year Trial Balance**.
2. If you are printing a fiscal year trial balance, type the month you want to use as the starting point for the trial balance. (The calendar year trial balance always begins with January.)
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

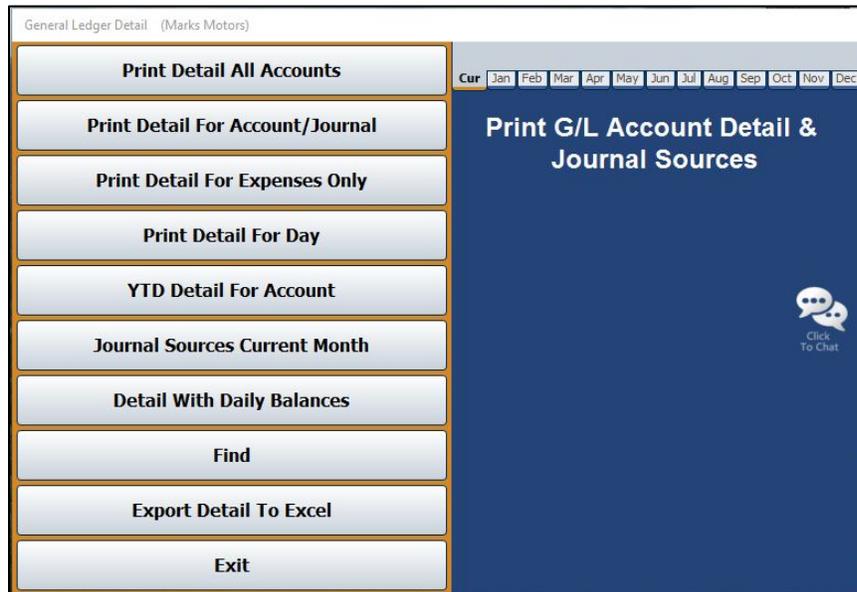
Export Trial Balance To Excel

Use this button to export the trial balance for the previous month or the current month to a Microsoft® Excel file. You can access the file in Excel as needed. If your dealership's DMS is housed on an in-house server, the Excel file will be saved as **C:\ASIXL\CMTrialBalance.xls** (current month trial balance export) or **C:\ASIXL\PMTrialBalance.xls** (prior month trial balance export). However, if you operate on a hosted DMS, the files will be saved as **K:\ASIXL\CMTrialBalance.xls** or **K:\ASIXL\PMTrialBalance.xls**, respectively.

1. Click **Export Trial Balance To Excel**.
2. Click the month that corresponds with the trial balance you want to export. Click **Prev Month** to export the previous month or **Curr Month** to export the current month.
3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message. Open the file in Excel.

Ledger Detail & Journal Sources

This button opens the Print G/L Account Detail & Journal Sources menu. Use this menu to print detailed records of each transaction posted to the general ledger. All of the accounts in the general ledger maintain detail for at least the current month. By default, the information reflects the current month. Use the month tabs along the top of the screen to select another month as needed.



Print Detail All Accounts

Use this button to print all available detail for all or specific accounts. For each account included, the printout lists the total posted to the general ledger, the account balance, the balances for the previous year, previous month, and current month, and detail for each posting for the selected month.

1. On the Print G/L Account Detail & Journal Sources menu, click **Print Detail All Accounts**.
2. Type the account number for the account you want to use as the starting point for the report. If you want to print detail for all of the accounts, leave the field blank, and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.
4. Click **Document** to print in document order or **Date** to print in posting order.

Print Detail For Account/Journal

Use this button to print all of the transaction detail for a specific account and journal. The printout lists the detail for each posting during the selected month.

1. Click **Print Detail For Account/Journal** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number for the account you want to print.
3. If you want to print the detail for a specific journal, type the journal number in **For Journal**. If you want to print the detail for all of the journals, type **00** as the journal number.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.
5. Click **Document** to print in document order or **Date** to print in posting order.

Print Detail For Expenses Only

Use this button to print the transaction details for all of the general ledger expense accounts. For each expense account, the printout lists the total posted to the general ledger, the account balance, the balances for the previous year, previous month, and current month, and detail for each posting for the selected month.

1. From the Print G/L Account Detail & Journal Sources menu, click **Print Detail For Expenses Only**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.
3. Click **Document** to print in document order or **Date** to print in posting order.

Print Detail For Day

Use this button to print transaction detail for a specific account that was posted on a specific day of the month (specified using the month tabs at the top of the screen). The printout lists the journal number, document number, control number, debit amount, credit amount, and description for each posting. The end of the printout lists the totals for all of the postings.

1. From the Print G/L Account Detail & Journal Sources menu, click **Print Detail For Day**.
2. Type the account number in **For Account**.
3. In the **Posted On (Month)** field, type the day of the month (in a two-digit format) for the posting information you want to print.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

YTD Detail For Account

Use this button to print the year-to-date account detail for a selected account. The printout lists the posting date, journal number, document number, control number, debit amount, credit amount, and description for each posting.

1. Click **YTD Detail For Account** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number for the account you want to print or type **ALL** (and press ENTER) for all accounts.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Journal Sources Current Month

Use this button to print the journal source data for the current month (specified using the month tabs at the top of the screen). This data may be helpful in identifying transaction sources for each account. For each journal, the printout lists the total debit and credit amounts and total number of transactions posted to each general ledger account.

1. From the Print G/L Account Detail & Journal Sources menu, click **Journal Sources Current Month**.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Detail With Daily Balances

Use this button to print the running balance of an account. The printout lists every transaction and the account balance alongside every entry.

1. Click **Detail With Daily Balances** on the Print G/L Account Detail & Journal Sources menu.
2. Type the account number or leave the **For Account** field blank to detail all accounts.
3. Type the date range you wish to use. You must enter the date in an eight-digit format with or without slashes (mm/dd/yyyy or mmdyyy). Press ENTER.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Find

Use this button to find a specific dollar amount, document, or control posted during the current period or during all available months. The printout lists every transaction with the specified amount, document number, or control.

1. From the Print G/L Account Detail & Journal Sources menu, click **Find**.
2. Click to select if you want to search in the current month or all months.
3. Type the amount, document number, or control you wish to find.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Export Detail To Excel

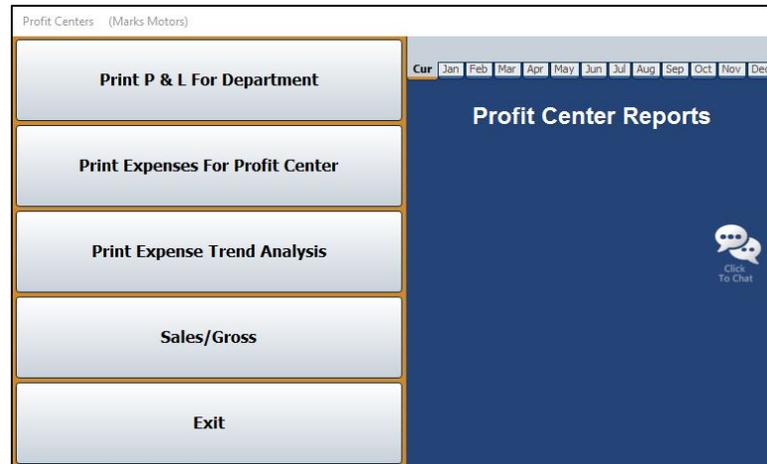
This option allows you to export selected general ledger detail to Microsoft® Excel. You can export detail for up to 10 accounts.

Exporting the Data

1. The bottom of the Export GL Detail to Excel screen displays the available account types. Click to select the account types you want to work with for the export.
2. The window on the right side of the screen displays a list of the accounts for the selected account types.
3. Click accounts in the list to add them to the export. You can select up to 10 accounts. The account numbers fill in the **Export Accounts** fields.
4. Click **Export Now**.
5. A **Select Date Range** prompt will appear. Click to clear the checkbox to the right of this prompt, next to **Include Post-Aheads**, if you do not wish to include post-aheads in the export.
6. In the **Select Date Range** area, type the date range you want to use for the export. Type the date as eight digits with or without dashes (mmddyyyy or mm/dd/yyyy). If you do not use dashes, press ENTER after you type each date.
7. When prompted, click the button that corresponds to the sort option you want to use for the export: **Account** or **Date**.
8. When the export is complete, the system displays a message indicating the information has been exported to C:\ASIXL\GLDETAIL.CSV (K:\ASIXL\GLDETAIL.CSV if your dealership uses the hosted DMS solution). Click **OK** to acknowledge the message and navigate to Excel to open the document.

Profit Centers & Expense Analysis

This button opens the Profit Center Reports menu. You use this menu to print profit, loss, expense, and sales information. You assigned profit centers when adding accounts in the General Ledger Setup in the Accounting System Setup. (See Chapter 1 for more information.)



Print P&L For Department

Use this button to print profit and loss information for a specific department. The printout lists the account number, total debits, and total credits posted for the month and year. The end of the printout displays a profit and loss summary for the department.

1. From the Profit Center Reports menu, click **Print P&L For Department**.
2. If you want to print the profit and loss for a specific department, type the letter for the department in the **Department** field.
If you want to print the profit and loss for all departments, leave the field blank and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Expenses For Profit Center

Use this button to print all expenses for a specific profit center. The printout lists posting details for each expense account for the selected profit center.

1. Click **Print Expenses For Profit Center** on the Profit Center Reports menu.
2. If you want to print the expenses for a specific profit center, type the letter for the profit center in the **Profit Center** field.
If you want to print the expenses for all profit centers, leave the field blank and press ENTER.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Expense Trend Analysis

Use this button to print a comparison between this year and last year for all expense accounts. For each expense account, the printout lists the average for the past 12 (active) months, the expense trend, and the totals for the current month. The end of the report lists the totals for all of the expense accounts. The trend is calculated using the following formula:

$$\text{Trend} = \frac{\text{Active 12 month average} - \text{last 3 month average}}{\text{Active 12 month average}}$$

1. Click **Print Expense Trend Analysis** on the Profit Center Reports menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Sales/Gross

Use this button to print the sales and gross information. For each account, the printout lists the monthly and yearly totals for the sale and corresponding cost of sale account. Based on these figures, the printout identifies the gross for each account.

1. Click **Sales/Gross** from the Profit Center Reports menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

View Account Data

Use this button to view information for any general ledger account. The screen displays both monthly and year-to-date account information. In addition, you can view and print complete transaction information for any month.

General Ledger Account Data (ABC Motors)

Account:

 Profit Center/Dept:

Beginning Balance:
 YTD Debits:
 YTD Credits:
 Year-To-Date Balance:
 Account Balance (Debit):

July (Last Month)			
MTD	Debits	YTD	
<input type="text" value="3134611.63"/>	<input type="text" value="19344461.42"/>		
<input type="text" value="3150340.76"/>	<input type="text" value="19325173.31"/>		
<input type="text" value="-15729.13"/>	<input type="text" value="19288.11"/>		
<input type="text"/>	<input type="text"/>		

August (Current Month)			
MTD	Debits	YTD	
<input type="text" value="339060.82"/>	<input type="text" value="19683522.24"/>		
<input type="text" value="255756.15"/>	<input type="text" value="19580929.46"/>		
<input type="text" value="83304.67"/>	<input type="text" value="102592.78"/>		
<input type="text"/>	<input type="text"/>		

Account Balances (Click Month to View)			
Monthly		Year To Date	
<input type="text" value="140154.78"/>	<input type="text" value="01"/>	<input type="text" value="189380.29"/>	
<input type="text" value="-120675.64"/>	<input type="text" value="02"/>	<input type="text" value="68704.65"/>	
<input type="text" value="-24224.05"/>	<input type="text" value="03"/>	<input type="text" value="44480.60"/>	
<input type="text" value="-5203.66"/>	<input type="text" value="04"/>	<input type="text" value="39276.94"/>	
<input type="text" value="4879.02"/>	<input type="text" value="05"/>	<input type="text" value="44155.96"/>	
<input type="text" value="40086.79"/>	<input type="text" value="06"/>	<input type="text" value="84242.75"/>	
<input type="text" value="-15729.13"/>	<input type="text" value="07"/>	<input type="text" value="68513.62"/>	
<input type="text" value="83304.67"/>	<input type="text" value="08"/>	<input type="text" value="151818.29"/>	
<input type="text" value=".00"/>	<input type="text" value="09"/>		
<input type="text" value=".00"/>	<input type="text" value="10"/>		
<input type="text" value=".00"/>	<input type="text" value="11"/>		
<input type="text" value=".00"/>	<input type="text" value="12"/>		

September Post Ahead	
Debits:	<input type="text" value="517.00"/>
Credits:	<input type="text" value="7198.35"/>
Balance:	<input type="text" value="-6681.35"/>
Memo:	<input type="text"/>

Distribution	
<input type="text"/>	<input type="text" value=".00"/>

Exit < > List Month Sources Detail Clear

Viewing Account Data

1. On the General Ledger menu, click **View Account Data**.
2. Type the account number in the **Account** field. You can search for an account by clicking **List** to display a list of the general ledger accounts in the system. You can filter the accounts that appear in the list by using the drop-down list to select the account type you wish to appear in the list. Click the account in the list you want to select.
3. The account information fills in on the screen. You can also scroll through the accounts by clicking the arrows on both sides of the **List** button (or by pressing F2 and F3).
4. Use the buttons on the bottom of the screen to view specific information about the account.
5. Click **Exit** to return to the General Ledger menu.

Viewing Journal Sources

Click **Sources** to display the journal sources for the current account. The View Journal Sources screen displays the journal number, debit amount, credit amount, and number of entries per journal source. The bottom of the screen displays the totals for all of the sources. You can print the list by clicking the **Print** button, selecting your print criteria, and clicking **Print**. Click **Close** to return to the General Ledger Account Data screen.

Viewing Account Detail

Click **Detail** on the General Ledger Account Data screen to view posting detail for the selected account. The screen displays the posting dates, document numbers, journal numbers, descriptions, Operator IDs, debits, and credits for every transaction posted to the selected general ledger account during the selected period.

Detail												
CLR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Click on Document Number to View Complete Document						Click Column Header to Sort						
Date	Document	Jn	Control	Description	ID	Debit	Credit	P/A	Rcid			
08/04/15	A0803	50	A0803	Deposit	4	26309.91	.00					
08/05/15	A0804	50	A0804	Deposit	4	1933.62	.00					
08/06/15	A0805	50	A0805	Deposit	4	32365.03	.00					
08/05/15	D0805A	50	D0805A	941# 1ST WK AUG 2015	2	.00	4150.07					
08/06/15	D0806A	50	D0806A	941# SUPPLEMENTAL/JULY'15	2	.00	13027.38					
08/06/15	GM0731	50	GM0731	CHEV MOTOR DIV 7/31/15	2	81170.33	.00					
08/04/15	V0803	50	V0803	VISA CC DEPOSIT	4	601.12	.00					
08/05/15	V0804	50	V0804	VISA CC DEPOSIT	4	2883.45	.00					
08/06/15	V0805	50	V0805	VISA CC DEPOSIT	4	892.60	.00					
08/06/15	VA0805	50	VA0805	VISA CC DEPOSIT	4	85.69	.00					
08/06/15	015934	60	015934	(RP)INDEPENDENT DEAL	2	.00	4600.00					
08/03/15	015996	60	015996	(RP)LARRY STAGGS	2	.00	730.00					
08/03/15	015997	60	015997	DEALERSOCKET, IN	2	.00	1170.00					
08/03/15	015998	60	015998	ANTHEM BLUE CROS	2	.00	13883.69					
08/03/15	015999	60	015999	PRINCIPAL LIFE I	2	.00	664.13					
08/03/15	016000	60	016000	DELTA DENTAL OF	2	.00	415.82					
08/03/15	016001	60	016001	PURCHASE POWER	2	.00	2015.00					
08/03/15	016010	60	016010	KEN CUSIC JR.	2	.00	595.00					
08/03/15	016011	60	016011	RODNEY COMPTON	2	.00	58.63					
08/03/15	016012	60	016012	MERCER COUNTY CL	3	.00	2930.90					
08/04/15	016014	60	016014	MERCER COUNTY SH	4	.00	50.00					
08/05/15	016020	60	016020	AMERICAN EXPRESS	2	.00	23629.22					
08/05/15	016023	60	016023	GM FINANCIAL	2	.00	29356.86					
08/05/15	016024	60	016024	LINCOLN COUNTY C	2	.00	22.00					
08/05/15	016025	60	016025	ALLY FINANCIAL	2	.00	9422.90					

Back With Posthead's Without Posthead's All Available Archived Detail Print

You can use the buttons on the top and bottom of the screen to sort and print the information on the screen. The buttons that are being used to sort and display information in the current view are yellow. This helps you quickly identify how the information is sorted and which information is being included in the list.

Use the month tabs at the top of the screen to select the month for the detail you want to view. By default, the screen displays information for the current period.

The default display includes any post-ahead entries for the account. Click **Without Postahead's** to re-sort the list to exclude any post-ahead entries. Click **With Postahead's** to re-sort the list to include the post-ahead entries.

Click any column heading to sort the information. The sort is in ascending order. If you click the column heading again, the sort will be in descending order. Click a document in the list to view the detail for the document.

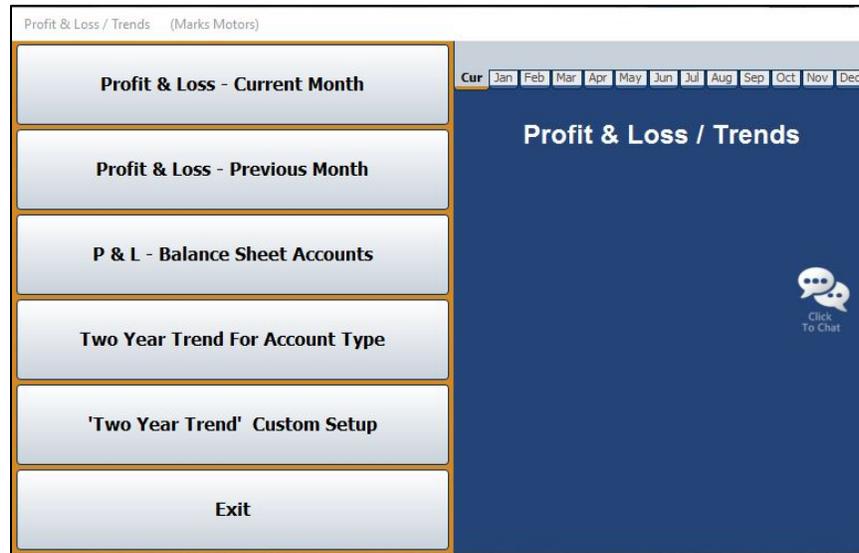
Use the **All Available Archived Detail** button to view all of the available data from the account history. This is all the data available in the month-end folders on the system.

Click **Print** to print the information. The print button is also available on the viewing screen when you click a line to view the posting detail for a specific document. The system prints exactly what you see on the screen (view detail versus view document and the sorting order selected), so ensure you are on the correct screen and have sorted the information as desired before you choose to print information. Click to select **To Printer** or **To Screen** to print a hardcopy of the information or view it on your screen, respectively. Click to select **Export to Excel** if you wish to save the information as a Microsoft® Excel document. Click **Print**.

If you choose to save the information as an Excel document, the system will alert you that the file has been saved as C:\ASIXL\GLACCOUNTDATADETAIL.CSV (K:\ASIXL\GLACCOUNTDATADETAIL.CSV if your dealership employs a hosted DMS solution). Click **OK** to dismiss the message.

Profit & Loss/Trends

This button opens the Profit & Loss/Trends menu. Use this menu to print profit and loss information for the current and previous month and to print two-year trend information for an account type or specified set of accounts defined by the operator.



Profit & Loss

The two Profit & Loss buttons on the menu allow you to print the profit and loss information from the data in the general ledger for the current month or previous month. This information is based on the month you specify using the month tabs on the top of the menu. The printout lists the monthly and year-to-date totals and uses these totals to calculate the total profit or loss.

1. Click the **Profit & Loss** button that corresponds to the month you want to print.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

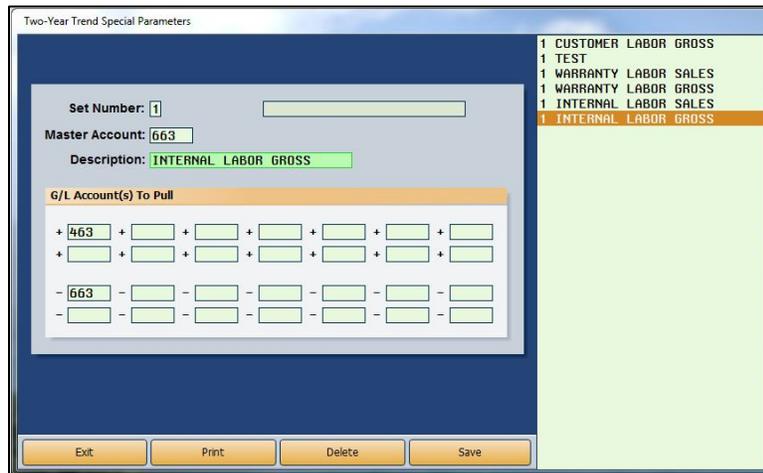
P&L - Balance Sheet Accounts

Use this button to print the profit and loss information for the balance sheet accounts for the current month (specified using the month tabs at the top of the screen). For each account, the printout lists the account number, description, and total debits and total credits posted for the month and year. The end of the printout lists the monthly and year-to-date totals and uses these totals to calculate the total profit or loss.

1. Click the **P&L - Balance Sheet Accounts** button on the Profit & Loss/Trends menu.
2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

'Two Year Trend' Custom Setup

Use this button to open the Two Year Trend Special Parameters screen to define the specific accounts (sales, expense, etc.) you want to use to print the two-year trend. When you enter the parameters, you assign them a set number. When you want to generate the two-year trend analysis based on parameters you entered on this screen, you enter the parameter set number as the account type. For example, if you create parameters and assign them set number 1, you would click **Two Year Trend For Account Type** and type 1 in the **Type** field. The report displays only the information for accounts you entered in the parameters.



Entering the Trend Parameters

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. In **Set Number**, type the set number you are creating. This is the number you will enter as the account type when you want to run the two-year-trend analysis based on these parameters.
3. In **Master Account**, type the master account number. You can have the same set number with different master accounts. Each master account is considered a new report line.

Set Number: 1	Sales, Internal Mech. Lab
Master Account: 663	
Description: INTERNAL LABOR GROSS	

Set Number: 1	New Report Line
Master Account: 463	
Description: INTERNAL LABOR SALES	

4. Use the **Description** field to type a description for the report line you are entering. The description prints on the report and helps separate the different report lines you create.

5. Under **G/L Account(s) to Pull**, type the general ledger accounts you want the report to pull. Be sure to enter the general ledger accounts in the appropriate fields. The + indicates debit accounts, and the – indicates credit accounts.
6. Click **Save** to save the set. The set number is added to the list window on the right side of the screen.
7. Click **Exit** to return to the Profit & Loss/Trends menu.

Printing the Set Parameters

You can print the parameters for a set number. The printout lists each report line you created for the set and the accounts you entered for each line.

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Enter the set number you wish to print.
3. Click **Print**.
4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Editing a Set Number

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Type the set number you wish to edit.
3. Type the master account number.
4. The description and accounts fill in on the screen.
5. Click in a field, and edit the information as needed.
6. Click **Save** to save the changes.

Deleting a Report Line

You can delete a report line as needed. However, you cannot retrieve the parameters once you delete them. If you want to use the parameters again, you will have to manually re-enter the information. If the line still appears in the list after you delete it, the list may need to be refreshed. Exit the screen and open the screen again.

1. Click **'Two Year Trend' Custom Setup** on the Profit & Loss/Trends menu.
2. Type the set number.
3. Type the master account number for the line you wish to delete.
4. Click **Delete**.
5. Click **OK** when prompted to verify you want to delete the record. The line is removed from the list on the right side of the screen.

Two Year Trend For Account Type

Use this button to print a two-year analysis of sales and expenses for a specific account type. For each account, the printout lists the monthly totals for the previous year and current year and identifies the net change.

1. On the Profit & Loss/Trends menu, click **Two Year Trend For Account Type**.
2. If you want to print the two-year trend for a set of accounts in the general ledger, use the drop-down list to select the account type.

If you want to print the two-year trend for a set number you created in the Two-Year Trend Custom Setup, type the set number you want to use in the **Type** field.
3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

FasTrial

Click **FasTrial** to view month-to-date and year-to-date balance sheet, income, and expense information. The system automatically runs the FasTrial. The information that appears on this screen is for viewing only. You cannot enter data on this screen. You can print the information, however. Click **Print**, select your print criteria, and click **Print** again. Click **Close** to return to the General Ledger menu.