

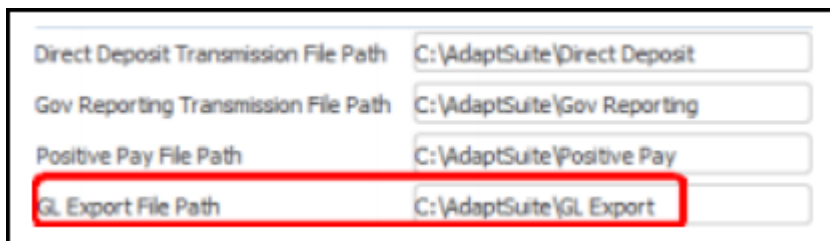
General Ledger Guide

AdaptSuite's General Ledger (GL) functionality allows you to export journals to a third-party General Ledger software package. The GL Export Process creates a comma-delimited file that can be mapped (using your third-party software) to work with your software package.

Preparing Your System for General Ledger

First, you need to tell the system where it should store exported GL files.

1. Access System Settings.
2. Access the General Settings segment.
3. Click **Edit**.
4. Access the File Path area (bottom of the screen):



Direct Deposit Transmission File Path	C:\AdaptSuite\Direct Deposit
Gov Reporting Transmission File Path	C:\AdaptSuite\Gov Reporting
Positive Pay File Path	C:\AdaptSuite\Positive Pay
GL Export File Path	C:\AdaptSuite\GL Export

5. In the GL Export File Path field, type the path on your network where you would like the system to store exported GL files.
6. Click **Save**.

Setting Up Account Types

Account Types are used when setting up your Chart of Accounts to identify the type of Account (e.g. Accounts Payable) being set up. To set up your Account Types:

1. Access Administration > Administration > Manage Lists.
2. On the List Maintenance page, scroll down and select the GL Account Type lists by clicking in the radio button in the Select List for Maintenance area.
3. Click **Select List**.
4. To add a new type to the list, click **Add**. To edit an existing type, select the type you want to edit by placing a check in its checkbox and clicking **Edit**. To remove an unwanted type, select the type you want to delete by placing a check in its checkbox and clicking **Delete**.

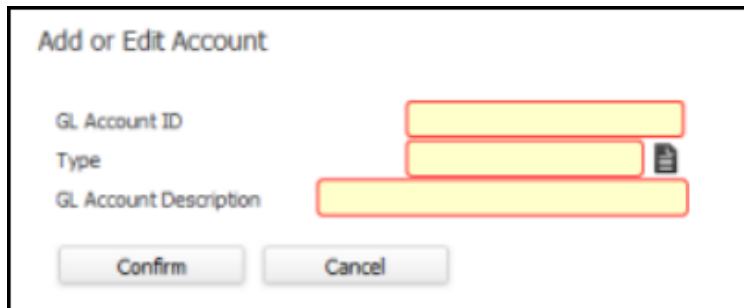
Setting Up a Chart of Accounts

The Chart of Accounts segment allows you to set up a Chart of Accounts which can then be mapped to various transactions using the Account Mapping segment. You can add a new account, edit an existing account or remove an unneeded account.

This step is optional but does allow you to map your **Chart of Accounts** to transaction types.

To add an account to your Chart of Accounts:

1. Access Financials > Financial Processing > General Ledger Process.
2. On the General Ledger page, select the Chart of Accounts segment (left-side menu).
3. The grid displays all previously added accounts.
4. To add a chart of Accounts, click **Add**.
5. The Add or Edit Account window displays.



6. In the GL Account ID field, enter the ID number for the account. This is required.
7. In the Type field, use the Code Selection icon to select the Account Type from the list you created in Manage Lists. This is required.
8. In the GL Account Description field, enter a short description of the account. This is required.
9. When you are satisfied with your entries, click **Confirm**.

You can also edit existing and remove unwanted Account IDs from the Chart of Accounts page.

Mapping Your Chart of Accounts

The Account Mapping segment displays a grid of mapped and/or unmapped Transaction Types/Class. You can also map an account from your Chart of Accounts to a Transaction Type/Class. This mapping is then used by the GL Export process.

This step is optional but does allow you to map your Chart of Accounts to transaction types.

To map your Chart of Accounts :

1. Access Financials > Financial Processing > General Ledger Process.
2. On the General Ledger page, select the **Account Mapping** segment (left-side menu).
3. Select one or more unmapped transactions that you want to map from the list by clicking in the checkbox in the first column of the row. Select multiple transactions if you want to map the same account to several transactions.
4. Click **Map Accounts**.
5. A Map Accounts search window displays. Use the fields presented to search for the account you want to map.
6. From the search results, select the account you want to map by clicking on the radio button in the left-most column.
7. When you are satisfied with your selection, click Confirm.
8. The account is now mapped to the selected transaction types.

Exporting Your General Ledger File

The General Ledger Process allows you to export your GL data.

1. Access Financials > Financial Processing.

2. In the Financial Process area, select General Ledger Process.
3. The General Ledger Export Process Search Results page displays.
4. Click GL Export Process.
5. The General Ledger Export window displays:

The screenshot shows the 'Export' window with the following fields and values:

- Corporation:** ChRho Corporation (selected from a dropdown)
- Period Begin:** (empty date picker)
- Period End:** (empty date picker)
- Transaction Class:** (empty dropdown)
- Roll up by:** (empty dropdown)
- Export Name:** (empty text field)
- Export Format:** Standard Mapped (CSV) (selected from a dropdown)
- Enforce File Limits:** (unchecked checkbox)

Buttons at the bottom: Confirm, Cancel.

6. In the Corporation field, use the droplist to select the Corporation for which you want to create an export file.
7. In the Period Begin and Period End fields, select the "From" and "To" dates that the system will use to search for transactions. Keep in mind that different journals use different criteria to determine a transaction date.
 - a. Sales Journal and Cost of Sales Journal: Posting Week Ending Date from Timecard.
 - b. Billing AR Journal: Invoice Date.
 - c. AR Payment Journal: Payment Date.
 - d. AR Adjustments: Adjustment Date.
 - e. Payroll Journal: Check Date.
 - f. Direct Deposit Advice uses either the advice date (if it has not been extracted) or the extract date (if it has been extracted).

Note: Any transactions already exported (and not cleared) will NOT be picked up a second time by the export process even if the same date range is selected. For example, if you ran the export process and then later, ran the costing process, the initial export run would not have produced the Costing journal entries. In this case, you can simply rerun the export for the same date range as before and the system will produce the costing journal entries but not the regular payroll and billing journal entries (since they have already been exported).

8. In the Transaction Class field, use the Code Selection icon to select the type of information you want to see on the export file. Options are Job Category, PayBill Code or Both. NOTE: This does not impact the actual transactions selected, but only whether the Job Category and/or PayBill Code displays on the export file.
9. In the Roll up by field, use the Code Selection icon to select the information you want to see on the export file. Options are None, Branch, Branch & Division, or Region, Branch & Division. NOTE: This does not impact the actual transactions selected, but only whether the Branch, Division and/or Region displays on the export file.
10. In the Export Name field, enter a unique name for the export file. IMPORTANT: If the name matches the name of a file already exported, the file previously exported will be replaced with the new file.
11. In the Export Format field, use the Code Selection icon to select the format of the exported file. Options are Intuit Interchange Format (IIF), Standard (CSV) and Standard Mapped (CSV). The default is "Standard Mapped (CSV)". This option includes a column called "GL Mapped Account ID" that

shows the mapped account from your Chart of Accounts. The "Standard (CSV)" format does not have this column.

12. In the Enforce File Limits checkbox, place a check in the box if your third-party GL software requires a limited file size. A check limits the file size to either 1000 rows or 2 MB (whichever comes first). If all of the transactions do not fit on a single file, additional files are created and appended with an incremental number (so that all filenames are unique). If the box is not selected, the system includes all transactions on a single file.
13. Once you are satisfied with your selections, click Confirm. The process is sent to the queue where the file is created in the background. The file now appears on the General Ledger Export Process Search Results grid (depending on the filtering criteria). In addition, all transactions are marked as "Exported" in the database preventing them from being exported again.

NOTE: If you need to clear the export setting (for example, if you accidentally delete the GL Export file), please have your liaison contact Bond Support.

Viewing Process Information

To view process information, click on the Process ID in the General Ledger Export Process Search Results grid.

✓	Process ID	Status	Submit ...	Subm ...	Perio ...	Perio ...	Corpor ...	Proces ...
☐	1121149	Completed	2/12/15	Lisa Waine	2/1/15	2/28/15	LW-Midwest GL Export	
☐	1119080	Completed	2/12/15	Lisa Waine	8/16/14	8/30/14	LW-Midwest GL Export	

The Summary segment displays:

- Process ID, Status and Name
- Submitted By, Date and Time
- End Date and Time

The Diagnostic segment displays information and exceptions that came up during processing. For example, if you select not to enforce a file size limit, a diagnostic message displays reminding you of the choice you made.

Clearing the Export Process

The Clear Export workflow clears any General Ledger Export flags for the selected transactions allowing them to be exported again. To clean an existing process:

1. Access Financials > Financial Processing > General Ledger Process.
2. On the General Ledger page, click the radio button in the first column of the row of the process you want to clear. Click **Clear Export** (right-side menu).
3. A warning message asks you to confirm that you want to clear the GL Export Process.
4. To clear the process, click **Confirm**.
5. The grid re-displays. The GL Clear process displays the process number it cleared in the Cleared column. The GL Export Process that was cleared now displays "Yes" in the Cleared column.

Viewing the Export File

The export file can be viewed in the directory selected in System Settings. It can also be viewed via File Retrieval (My Adapt > File Retrieval). The file can have either a .csv or .iif extension.

The CSV export file has the following columns (Note: If you select the format "Standard Mapped (CSV)", there is an additional column called "GL Mapped Account ID"):

- **Process_id:** GL Export process ID.
- **Process_source:** Journal Type (AR = Accounts Receivable, ARADJ =Accounts Receivable Adjustment, COS = Cost of Sales, PR = Payroll, SALES = Sales, etc.)
- **Process_description:** Journal Entry (e.g. Accounts Receivable, Sales Tax, Unbilled Sales, etc.) NOTE: This column also displays Bill Units or Pay Units if the measurement type is Units. It also indicates "Non-Payroll" when the Bill Only Flag is True and there are Pay Hours/Amounts to be reported.
- **Journal_id:** Reference to the Parent Record ID.
- **Journal_desc:** Source transaction type (e.g. Direct Hire, Direct Hire Billing Adjustment, Timecard Invoice, etc.)
- **Journal_tran_date:** Document date for the source transaction.
- **Tran_id:** Reference to the Detail record.
- **Tran_post_date:** Date source transaction was processed.
- **Corporation**
- **Account:** Transaction class. This can show Job Category, PayBill Code or both.
- **Department:** Roll-up option. This can show the Region & Branch or just the Branch (or nothing).
- **Subaccount:** Roll-up option. This shows the Division (if that option was selected on the General Ledger Export window).
- **Record_id:** ID of the number associated with the journal entry. The information displayed depends on the associated journal entry. For example, this may be an invoice number if this is an AR Adjustment. It might be a Timecard ID if this is a Payroll Expense.
- **Debit_amt:** Amount entered as a debit.
- **Credit_amt:** Amount entered as a credit.

The .iif Format uses the following columns:

- **Key:** (TRNS/SPL/ENDTRNS): The keyword for a transaction is TRNS; the keyword for each distribution is SPL. The distribution lines appear immediately below the transaction. The keyword ENDTRNS appears after the last distribution line.
- **TRNSID:** Not used.
- **TRNSTYPE:** General Journal.
- **DATE:** Transaction Date.
- **ACCNT:** Mapped Account.
- **AMOUNT:** Transaction Amount. Positive Number indicates a Debit. Negative Number indicates a Credit.
- **NAME:** Not Used.
- **LOCATION:** Branch.

Creating a GL Summary File

The GL Export file contains very detailed information in order to provide you with flexibility in determining your mapping. The file can contain thousands of rows. The Create GL Summary File option allows you to create and upload a file that is based on the GL Export File but contains the minimum information necessary to create the Journal entry.

The GL Summary File is created in .xls format and grouped by Journal Type and then GL Account. It contains the following:

- Journal Type
- GL Mapped Account (from Account Mapping). If no account has been mapped, the column displays "x-x-x-x".

- GL Mapped Description (from Chart of Accounts)
- GL Mapped Type (from Chart of Accounts)
- Debit/Credit Amount

To create a GL Summary File

1. Select Financials > Financial Processing > General Ledger Process.
2. On the General Ledger page, select the process from which you want to create a summary file (by clicking in the radio button in the left-most column of the processes row).
3. Click Create GL Summary File (right-side menu).
4. If you did not previously select a process, the General Ledger Export window displays. Enter the Process ID of the GL Export file for which you want to create a summary. Click Confirm.
5. Your browser's standard open/save window displays. Select what you want to do with the file.

General Information about Journals

The AR Adjustment Journal contains the following (where the posting date of the transaction is within the date range selected):

- Gross Adjustment amount from each posted AR Adjustment.
- Total Discount amount from each posted AR Adjustment.
- Total Sales Tax amount from each posted AR Adjustment.

The Cost of Sales Journal contains the following (where the posting date of the transaction is within the date range selected):

- Total Pay hours or units from each posted Timecard.
- Total Pay hours or units from each posted Timecard Billing Adjustment.
- Total Pay amount from each posted Timecard.
- Total Pay amount from each posted Timecard Billing Adjustment.

The Sales Journal contains the following (where the posting week end date/sales posting date of the transaction is within the date range selected):

- Total Bill hours or units from each posted Timecard.
- Total Bill hours or units from each posted Direct Hire Billing.
- Total Bill hours or units from each posted Timecard Billing Adjustment.
- Total Bill hours or units from each posted Direct Hire Billing Adjustment.
- Total Bill amount from each posted Timecard.
- Total Bill amount from each posted Direct Hire Billing.
- Total Bill amount from each posted Timecard Billing Adjustment.
- Total Bill amount from each posted Direct Hire Billing Adjustment.

The Billing AR Journal contains the following (where the invoice date of the transaction is within the date range selected):

- Total Bill amount from each updated Timecard Invoice.
- Total Bill amount from each updated Direct Hire Invoice.
- Total Bill amount from each updated Timecard Billing Adjustment.
- Total Bill amount from each updated Direct Hire Billing Adjustment.

The Payroll Burden Journal contains the actual burden amounts for the following (where the posting date of the timecard is within the date range selected):

- FICA Expense
- Medicare Expense

- FUTA Expense
- SUI Expense
- Workers' Comp Expense
- Additional Burden Expense

The AR Payment Journal contains the following (where the payment date of the transaction is within the date range selected):

- Total Payment amount for each posted AR Payment.
- The Payroll Journal contains the following (where the Check date of the transaction is within the date range selected):
 - Total Pay amount from each updated Payroll Check.
 - Total Pay amount from each updated Direct Deposit Advice.
 - Total Pay amount from each Posted Payroll Adjustment.
 - Total Pay amount from each Posted Void.
 - Total Employer Contribution amount from each updated Payroll Check (Note: The Employer Deduction Cost is debited and the Employer Deduction Payable is credited).

NOTE: The transaction post date for a direct deposit advice may be the date the advice was updated (if the advice has not been extracted by the GL Export date) or the date the advice was extracted (if the advice has been extracted by the GL Export date).

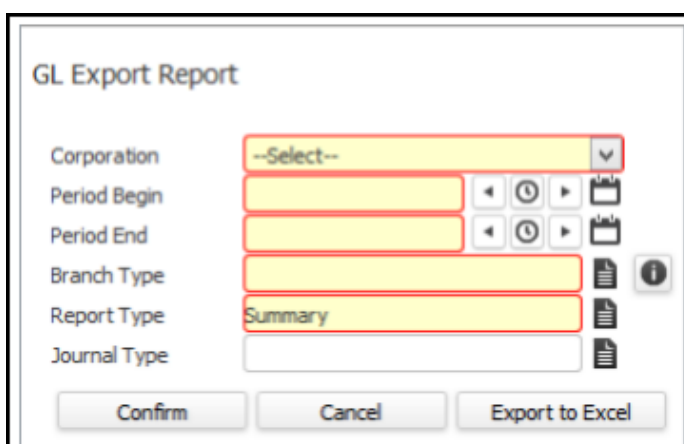
Reports

To help you administer your export information, two reports are available in the Financial Administration Reports section: GL Export Report and GL Export Exception Report.

GL Export Report

The GL Export Report allows you to review information contained within the GL Export file. This helps you determine if adjusting entries are needed.

1. Access Reporting > Reports.
2. Select GL Export Report in the Financial Administration Reports section.
3. The following window displays:



4. In the Corporation field, use the droplist to select the corporation for which you want to run this report (REQUIRED).
5. In the Period Begin and Period End fields, enter the date range on which you want to search (REQUIRED). This corresponds to the GL Export Begin and End dates.
6. In the Branch Type field, use the Code Selection icon to select the Branch Type (Assignment, Company, Employee or Job) on which to report. NOTE: Branch Type applies to the Sales and Cost of

Sales Journals only. The GL Export file reports Sales and Costs of Sales based on the Assignment branch (REQUIRED).

7. In the Report Type field, use the Code Selection icon to select whether you want a detailed or summary report (REQUIRED).
8. In the Journal Type field, use the Code Selection icon to select a specific journal (AR Adjustments, Billing, etc.) if you want data applicable to only that journal. This field is optional.
9. When you are satisfied with your selections, click Confirm or Export to Excel.

Both reports (Detailed and Summary) are grouped by:

- Corporation
- Journal Type
- Journal Date
- Document Date
- Both reports (Detailed and Summary) are totalled by:
- Corporation
- Journal Type
- Document Date

Both reports (Detailed and Summary) are sorted by:

- Corporation
- Journal Type
- Journal Date
- Document Date
- Journal Entry
- Region
- Branch
- Division
- Company
- Employee
- Journal Entry Debit
- Journal Entry Credit

NOTE: Some Journal entry types will not have values for all columns. For example, AR Payments does not have an associated Employee. In these cases, the column will be blank.

The Detailed Report shows the following information:

- Journal Date (Date Exported), Type, Entry and Entry Description
- Region
- Branch
- Division
- Company (ID)
- Employee (ID)
- Account Manager
- Recruiter
- Transaction ID
- Process ID
- Debit
- Credit

Here is an example of the GL Export Detailed Report:

GL Export Report												
Corporation: ChiRho Corporation Period Begin Date From: 02/01/2010 Period End Date To: 02/28/2015 Branch Type: Assignment Report Type: Detail Journal Type: All												
Journal Date	Journal Type	Document Date										
02/25/2015	AR	08/07/2014										
JE	JE Desc	Region	Branch	Division	Comp (ID)	Emp (ID)	Acct Mgr	Recruiter	Tran ID	Process	Debit	Credit
	Accounts Receivable	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		10	1194591	1375.00	0.00
	Timecard Invoice											
	Unbilled Sales	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		10	1194591	0.00	1375.00
	Timecard Invoice											
Total for Document Date											1375.00	1375.00
Total for Journal Type											1375.00	1375.00
Journal Date	Journal Type	Document Date										
02/25/2015	COS	08/02/2014										
JE	JE Desc	Region	Branch	Division	Comp (ID)	Emp (ID)	Acct Mgr	Recruiter	Tran ID	Process	Debit	Credit
	Payroll Expense	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		34367	1194591	550.00	0.00
	Timecard					George Adams(9086)		John Public				
	Payroll Expense	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		34364	1194591	1600.00	0.00
	Timecard					John Jefferson(10624)		John Public				
	Payroll Hours	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		34367	1194591	50.00	0.00
	Timecard					George Adams(9086)		John Public				
	Payroll Hours	Mid-Atlantic	ChiRho Staffing Branch	Clerical	Acme Pay Freq(56658)		John Public		34364	1194591	160.00	0.00
	Timecard					John Jefferson(10624)		John Public				
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The Summary Report shows the following information:

- Journal Date (Date Exported), Type and Entry
- Region
- Branch
- Division
- Document Date
- Process ID
- Debit
- Credit

Here is an example of the GL Export Summary Report:

GL Export Report							
Corporation: LWC Corp							
Period Begin Date From: 01/01/2017							
Period End Date To: 03/27/2017							
Branch Type: Employee							
Report Type: Summary							
Journal Type: All							
Journal Date	Journal Type	Document Date					
02/09/2017	ARADJ	02/09/2017					
GL Acc	Journal Entry	Region	Branch	Division	Process ID	Debit	Credit
X-X-X-X	Accounts Receivable	LW Region	LW Branch 1		4310334	0.00	189.00
X-X-X-X	Adjustment Expense	LW Region	LW Branch 1		4310334	189.00	0.00
Total for Document Date						189.00	189.00
Total for Journal Type						189.00	189.00
Journal Date	Journal Type	Document Date					
01/18/2017	AR	01/18/2017					
GL Acc	Journal Entry	Region	Branch	Division	Process ID	Debit	Credit
X-X-X-X	Accounts Receivable	LW Region	LW Branch 1	Clerical	4244526	819.88	104.91
X-X-X-X	Sales Tax	LW Region	LW Branch 1	Clerical	4244526	695.08	724.62
X-X-X-X	Unbilled Sales	LW Region	LW Branch 1	Clerical	4244526	177.19	472.62
Total for Document Date						1392.15	1392.15
Total for Journal Type						1392.15	1392.15
Journal Date	Journal Type	Document Date					
01/18/2017	SALES	01/18/2017					
GL Acc	Journal Entry	Region	Branch	Division	Process ID	Debit	Credit
X-X-X-X	Revenue	LW Region	LW Branch 1	Clerical	4244526	7723.13	7746.25
X-X-X-X	Unbilled Sales	LW Region	LW Branch 1	Clerical	4244526	7746.25	7723.13

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GL Export Exception Report

The GL Export Exception Report gives you quick access to those transactions that have been posted/updated but not yet exported.

The report returns a list of transactions with a document date matching the selected date range:

- Timecard Transactions Posted but not Exported
- Timecard Transaction Actual Burden Entries Updated but not Exported
- Direct Hire Transactions Posted but not Exported
- Timecard Billing Adjustment Transactions Posted but not Exported
- Direct Hire Billing Adjustment Transactions Posted but not Exported
- AR Adjustments Posted but not Exported
- AR Payments Posted but not Exported
- Checks or Advices Updated but not Exported
- Payroll Adjustments Posted but not Exported
- Voids Posted but not Exported

To run the report:

1. Access Reporting > Reports.
2. Select GL Export Exception Report in the Financial Administration Reports section.
3. The following window displays:

GL Export Exception Report

Corporation: --Select--

Period Begin: []

Period End: []

Navigation: [Left] [Refresh] [Right] [Calendar]

Buttons: [Confirm] [Cancel]

4. In the Corporation field, use the droplist to select the corporation for which you want to run this report (REQUIRED).
5. In the Period Begin and Period End fields, enter the date range on which you want to search (REQUIRED).
6. When you are satisfied with your selections, click Confirm.

The report is grouped by:

- Corporation
- Transaction Type
- Branch (Assignment Branch for Timecard/DH, Company Branch for Invoices, Employee Branch for Payroll and Batch Branch for remaining transaction types).

The report is sorted by:

- Transaction Type
- Branch
- Company
- Employee Last Name
- Employee First Name

The report shows the following information:

- Transaction Type
- Document Date
- Corporation
- Branch
- Company Name
- Employee Name
- Pay Hours
- Bill Hours
- Pay Amount
- Bill Amount
- Payment Amount
- Adjustment Amount

Here is an example of the GL Export Exception Report:

GL Export Exception Report											
Corporation: ChiRho Corporation											
Period Date From: 02/01/2015											
Period Date To: 03/31/2015											
Corporation : ChiRho Corporation											
Transaction Type	Document Date	Corporation	Branch	Company Name	Employee Name	Pay Hours	Bill Hours	Pay Amount	Bill Amount	Payment Amount	Adjustment Amount
Timecard	02/27/2015	ChiRho Corporation	ChiRho Staffing Branch	Acme ACA Testers	Hampton NewHire	40.00	40.00	400.00	1000.00		
Timecard Invoice	02/27/2015	ChiRho Corporation	ChiRho Staffing Branch	Acme ACA Testers	Hampton NewHire	40.00	40.00	400.00	1000.00		
Check	02/27/2015	ChiRho Corporation	ChiRho Staffing Branch		Hampton NewHire			400.00		400.00	
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