LUCIS Software

SEVENTH-DAY
ADVENTIST
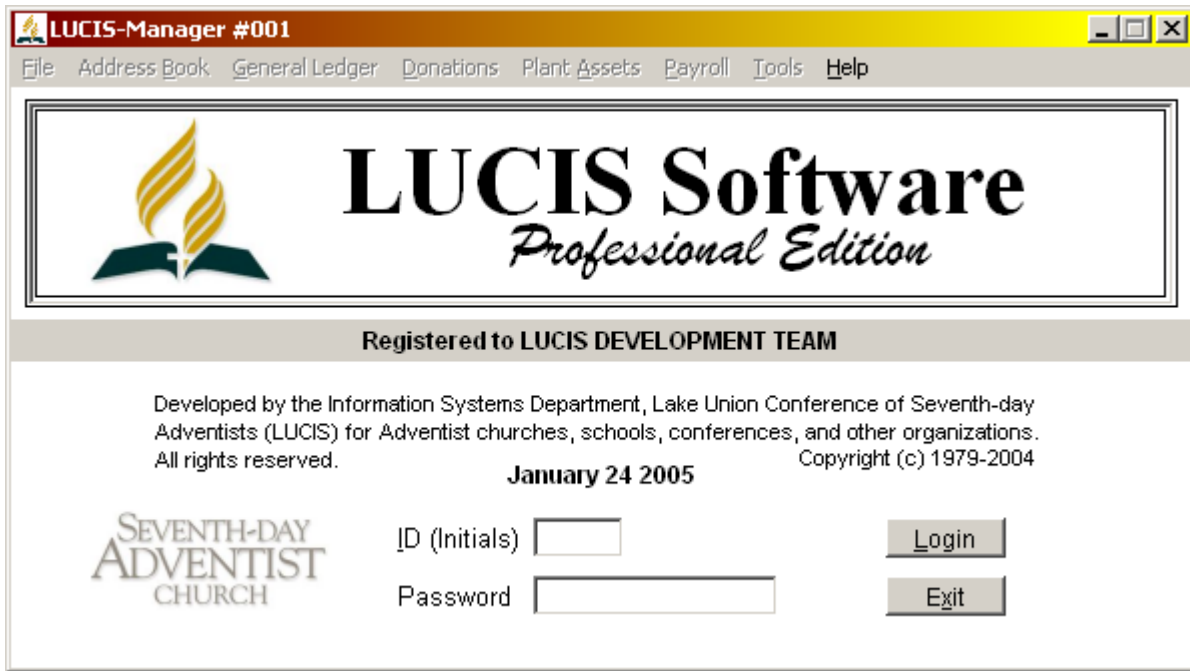CHURCH

General Ledger Highlights

LOGON

The following is what the software looks like when started and before the user logs on. NOTE: the administrator has the ability to specifically limit access to software features by ID.
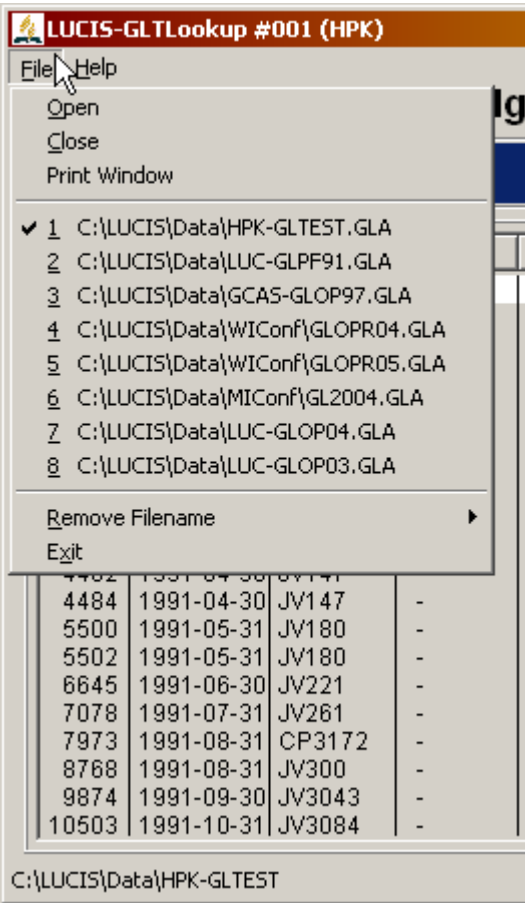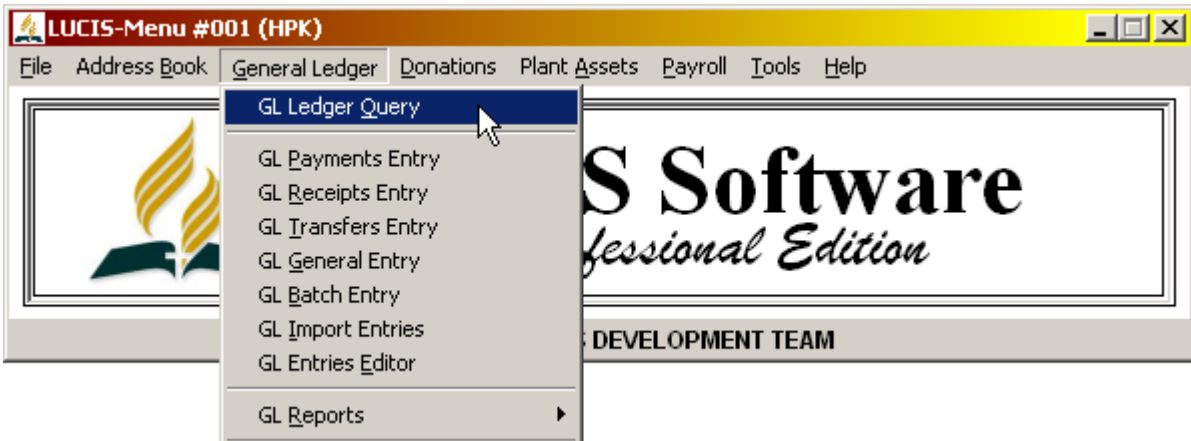

Once the user has logged on the logon portion of the screen disappears until the user logs off – at that point the screen reverts to the above. Of course, exiting the software will cause the entire window to disappear.

Once the user has logged on the features available to him/her can be accessed via the menus. The LUCIS Software Manager window remains active the entire time the software is active (a session). Feature selections present themselves as separate child windows. Multiple child windows may be open simultaneously as desired for the session to allowing you to switch back and forth among multiple active application selections.

DATABASE (FILE) SELECTION

The LUCIS Software is designed to be a coordinated suite of applications under a single management process. The applications that make up the software suite are shown as menu items on the LUCIS Manager.

Because the software represents multiple applications, each with its own set of databases, the selection of a database is not provided in the LUCIS Software Manager but is addressed in the child window(s) activated as a result of a selection made from the main menu (the illustration below shows the top part of the General Ledger menu selection list).

Any selection (such as the GL Ledger Query shown above) will activate a child window for that selection (the left portion of the GL Ledger Query window is shown at left).

Initially the last database opened for the application area will be used. For reference, the database opened is shown in the status bar at the bottom of each child window as well as a description of the database (fund, fiscal year, etc) in the title of the window.

If a different database is desired for any child process then the File menu option of the child window will allow selection of the desired database, either from the most recent file list or via the Open browse lookup.

Different child processes in the same session may each use the same or different databases – the recent file list in each window will disclose with at check mark all databases currently in use for all child processes in the session (i.e. a session is the combination of all active child processes under a single LUCIS Software Manager).

G/L QUERY

The G/L query is the primary tool used to locate information on the ledger database. It can be activated via the main menu (General Ledger > GL Ledger Query) or from any location where entry selection is required. The entry query allows you to alternate between journal mode (all entries) and ledger mode (all entries for a particular account). While in journal mode the subtitle of the window is "Journal Query" and a button labeled "Ledger" is shown to allow you to switch to ledger mode if desired.

LUCIS-GLTLookup #001 (HPK)
File   Help

G/L Ledger Query   (OPERATING FUND 8/01/1998 - 7/31/1999)

JOURNAL QUERY   Ledger   Exit

Seq #	Date (ymd)	Ref 1	Ref 2	Memo/Description	(Db) Amount	(Cr)	Account Name
1	1991-01-31	CP1816	JAN 3	Bank America Purchase New	27.75		GN-EXP : BANK CHGS
2	1991-01-31	CP1816	-	Bank America Purchase New		27.75	OPFUND : MI NAT-CHK
3	1991-01-31	CP1817	SAL ADV	John Doe	434.14		OPFUND : WORKER CTL
4	1991-01-31	CP1817	-	John Doe		434.14	OPFUND : MI NAT-CHK
5	1991-01-31	CP1818	SAL ADV	Robert Doe	2,000.00		OPFUND : WORKER CTL
6	1991-01-31	CP1818	-	Robert Doe		2,000.00	OPFUND : MI NAT-CHK
7	1991-01-31	CP1819	-	Assoc. Church Press	280.00		HERALD : MISC EXP
8	1991-01-31	CP1819	-	Assoc. Church Press		280.00	OPFUND : MI NAT-CHK
9	1991-01-31	CP1820	-	St Anthony Messenger	8.00		CH/MIN : YOUTH SUPL
10	1991-02-28	CP1820	-	St Anthony Messenger		8.00	OPFUND : MI NAT-CHK
11	1991-01-31	CP1821	-	Susan Doe	50.00		HERALD : WRITERS/PH
12	1991-01-01	CP1821	-	Susan Doe		50.00	OPFUND : MI NAT-CHK
13	1991-01-31	CP1822	-	Kimberley Doe	150.00		HERALD : WRITERS/PH
14	1991-01-31	CP1822	-	Kimberley Doe		150.00	OPFUND : MI NAT-CHK
15	1991-01-31	CP1823	-	Dottie Doe	50.00		HERALD : WRITERS/PH
16	1991-01-01	CP1823	-	Dottie Doe		50.00	OPFUND : MI NAT-CHK
17	1991-01-31	CP1824	-	Michelie D Glake	50.00		HERALD : WRITERS/PH
18	1991-01-31	CP1824	-	Michelie D Glake		50.00	OPFUND : MI NAT-CHK
19	1991-01-31	CP1825	-	Henry Doe	50.00		HERALD : WRITERS/PH
20	1991-01-31	CP1825	-	Henry Doe		50.00	OPFUND : MI NAT-CHK

C:\LUCIS\Data\HPK-GLTEST

While in ledger mode the subtitle of the window is the account number and name, and a button labeled "Journal" is shown to allow you to switch back to journal mode. Use the buttons to the right of the account number/name to activate the account query (next page).

LUCIS-GLTLookup #001 (HPK)
File   Help

G/L Ledger Query   (OPERATING FUND 8/01/1998 - 7/31/1999)

798.859.343
GN-EXP : GNX : Bank Charges   ?   Journal   Exit

Seq #	Date (ymd)	Ref 1	Ref 2	Memo/Description	(Db) Amount	(Cr)	Acct Bal (Db)
1	1991-01-31	CP1816	JAN 3	Bank America Purchase New	27.75		27.75
920	1991-01-31	JV23	-	Michigan Nat'L Int&Chgs-Ja	122.78		150.53
922	1991-01-31	JV23	JAN	Harbor Country Bk Int&Chgs	9.00		159.53

In either mode you can sort and search entries by sequence number, date, reference 1, reference 2, memo/description, or amount by clicking on the appropriate column heading. A search may be accomplished using the navigation buttons (or keyboard keys) or typing in text applicable to the selected column.

When switching modes the entry highlighted in white will remain in its location while the entries above and below it fill in appropriate for the column selected for sorting. This allows you to easily see an entry in the context of the account to which it was posted as well as in the context of other entries in the ledger as a whole when switching between ledger and journal modes.

G/L ACCOUNT LOOKUP

The G/L account lookup is used to locate accounts. It can be activated wherever an account needs to be identified. Typically the account entry area looks like this >>>>
However, in the case of the query window in ledger mode (illustration on previous page) just the "?" button is available. To activate the account lookup click the "?" button or, if the cursor is in the account entry area, press the "?" key on the keyboard (shift or not) or the "/" key on the numeric key pad.

You can sort and search accounts by full account number, by account class or account name by clicking on the appropriate column heading. A search may be accomplished using the navigation buttons (or keyboard keys) or by typing in text applicable to the selected column. The white bar indicates the account that will be selected when you click on the "Select" button or press <Enter>.

G/L ENTRY

Several formats are available for posting entries. For printing/recording checks a specialized payment entry format is provided. For recording receipts requiring an immediate printed receipt a specialized receipt entry format is provided (this is primarily used for sales, etc and differs from the receipting format provided for church donations). A format is also provided for printing/posting journal vouchers and to assist with transferring funds between functions. A batch entry is provided for entering batches of transactions before posting – the other entry formats process a single transaction at a time.

All entry process have the ability to save entries that can be recalled at a later time. This is used for reoccurring entries or just to save entries for posting at a later time.

The following pages illustrate each of the entry windows.

LUCIS-GLPayments #001 (HPK)

File   Entries   Print Setup   Help

CP Check Payments ▼

G/L Payments Entry

(OPERATING FUND 8/01/1998 - 7/31/1999)

Bank Account

| 100.22.3030 | ? | OPFUND : CHK : Northern Trust-Chicago (Chk) |

233,716.74 Bal

Payee   ID/Ref2 @105   ?

Name	ABC Christian Book Center
Addr1	C/O Michigan Conference
Addr2	PO Box 19009

Date: 4/16/2002 ?

Check# CP 1234

Payment Amount 100.00 Cr

Memo   +   Net 99 Supplies   100.00

	Ref 2	+	Accounts or Memo		Amount	D/C
1			230.857.999 G-EVAN : GNX : EVANG SUPL	?	100.00	Db
2				?		
3				?		
4				?		
5				?		
6				?		
7				?		
8				?		
9				?		
10				?		

[+] line [−]   View 2 Stubs   Post   Clear Screen   Exit

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLReceipts #001 (HPK)

File   Entries   Print Setup   Help

CR Cash Receipts ▼

G/L Receipts Entry

(OPERATING FUND 8/01/1998 - 7/31/1999)

Cash/Bank Account

| 100.21.1010 | ? | OPFUND : CSH : Cash |

123.00 Bal

Received From   ID/Ref2   ?

Name	Pastor John Doe
Addr1	
Addr2	

Date: 4/16/2002 ?

Number CR 3343

Amount Received 25.00 Db

Memo   +   Evangelism Supplies   25.00-

	Ref 2	+	Accounts or Memo		Amount	D/C
1			230.670.11 G-EVAN : MSC : LESSON SLS	?	25.00	Db
2				?		
3				?		
4				?		
5				?		
6				?		
7				?		
8				?		
9				?		
10				?		

[+] line [−]   View 2 Stubs   Post   Clear Screen   Exit

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLTransfer #001 (HPK)

File Edit Print Options Help

Manual Entry   **G/L Transfer Entry**   (OPERATING FUND 8/01/1998 - 7/31/1999)

Transfer Date   4/16/2002   ?   Template Name

Voucher # JV   124   Restriction

Description   Monthly Funding   N-ASSET ▼   ------------- Template -------------

	Fct#		Function Name	Amount	Balance	%Amount	$Amount
From:	101	?	Unallocated Tithe	.00	54,766.58		
To:							*
1	230	?	General Evangelism				
2	252	?	Church Growth				
3	279	?	Youth Programs, Misc.				
4	280	?	Youth Ministries		2,366.00		
5	289	?	Misc. Church Buildings				
6	299	?	Church Minist. Staff/Gen		390.00-		
7	301	?	K-12 Operation				
8	308	?	College/Univ. Operation				
9	364	?	Educational Scholarships				
10	379	?	Education Staff/General		1,980.00-		
11	445	?	Lit.Evangelsim Operation		234.00		

[+ line -]   [Print Voucher]   [Post Entries]   [Build Template]   [Clear Screen]   [Exit]   * F=fixed, A=actual

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLTEntry #001 (HPK)

File Entries Print Setup Help

Date of Record   4/16/2002   ?   **G/L General Entry**

Voucher#   JV   124   (OPERATING FUND 8/01/1998 - 7/31/1999)

Memo   + Bank Charges 4/10/02   .00

	Ref 2	+	Accounts or Memo		Amount	D/C
1			100.22.3010 OPFUND : CHK : HARBOR CT	?	2.47	Cr
2			798.859.343 GN-EXP : GNX : BANK CHGS	?	2.47	Db
3				?		
4				?		
5				?		
6				?		
7				?		
8				?		
9				?		
10				?		
11				?		
12				?		
13				?		
14				?		
15				?		

[+ line -]   [Print Voucher]   [Post]   [Clear Screen]   [Exit]

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLTBatch #001 (HPK)

File   Entries   Print Setup   Help

Date of Record   4/16/2002   [?]

G/L Batch Accounting Entry
(OPERATING FUND 8/01/1998 - 7/31/1999)

Journal Type   -- - Select a Journal   [▼]   ☑ Update Source Ref # Control

	Ref 1			emo / Account #		Amount	D/C
		-- - Select a Journal					
1		JV - Journal Vouchers			?		
2		CP - Check Payments			?		
3		EP - Electronic Payments			?		
4		CR - Cash Receipts			?		
5		ER - Electronic Receipts			?		
6		AR - Accounts Receivable			?		
7		AP - Accounts Payable			?		
8		BD - Bank Deposits			?		
9		PO - Purchases Orders			?		
		PY - Payroll					
10		GN - General Entries			?		
11					?		
12					?		
13					?		
14					?		
15					?		

[+] line [-]   View Voucher   Post   Clear Screen   Exit

C:\LUCIS\Data\HPK-GLTEST

Limited information may be edited after entries have been posted. An Entry Editor is provided for this purpose.

LUCIS-GLTEdit #001 (HPK)

File   Help

G/L Entries Editor (OPERATING FUND 8/01/1998 - 7/31/1999)

Sequence # [1]   [?]   ☐ Thru #

Seq #....1

Change(s)

Date .....01/31/1991   Date ....   [ ] [?]

Ref 1 .... CP   1816   Ref 1 ....   [▼] [ ]

Ref 2 .... JAN 3   Ref 2 ....   [ ]

Memo ...Bank America Purchase New   Memo ...   [ ]

Amount.. 27.75 Db   Amount . [%]

Process# 00   Process# [ ]

Account . 798.859.343

        GN-EXP : GNX : BANK CHGS

Posted ..   CXW

Last Edit . 06/24/2004   ***

NOTE: Leave blank any items intended to remain unchanged.

Exit   Update

C:\LUCIS\Data\HPK-GLTEST

G/L ENTRY IMPORT

The entries import (General Ledger > GL Import Entries) currently supports the following import formats.

The LUCIS Std fixed-field format is the current default format. This is the same organization as the LUCIS Old fixed-field format but allows for the longer data fields the new software provides.

The LUCIS Old fixed-field format provides backward compatibility with components (e.g. payroll) of our old software currently in use and for those who imported data from external sources (primarily spreadsheets) into our old software and do not want to reformat for the new. We no longer promote its use but support it nevertheless.

The LUCIS Std comma-delimited format is the same organization as the standard fixed-field format with variable length fields and comma delimiters.

The Hunter AccounTrak format is the AccountTrak file provided from the Hunter Systems School Minder Billing module. All the user has to do in the Hunter software is to enter the LUCIS G/L account numbers in the codes section instead of the AccounTrak account numbers. Everything else is identical.

The Church Accountant Deposit format supports donation summary data from our old Church Accountant software that will be replaced by a module in this new software.

G/L STANDARD REPORTS

   Numerous reports are available, each with various reporting options that can be selected at run time. A few are illustrated below:

```
HPK.001 01/24/2005 13:09
C:\LUCIS\Data\HPK-GLTEST                      LUCIS Software                              Page 1
                                       G/L CHART OF ACCOUNTS

ACCOUNT NUMBER        FUNCTION :  CLASS  :  OBJECT                         BAL    BUDGET ID

100.21.1010           OPFUND    : CSH    : Cash                            D
100.21.1050           OPFUND    : CSH    : Cash Exchange                   D
100.21.2000           OPFUND    : CSH    : Petty Cash                      D
100.21.2005           OPFUND    : CSH    : Checks Returned                 D

100.22.3010           OPFUND    : CHK    : City Banking Co.                D
100.22.3030           OPFUND    : CHK    : 1st National Bank (Chk)         D
100.22.3100           OPFUND    : CHK    : State Bank & Trust (Chk)        D
```

```
HPK.001 01/24/2005 13:12
C:\LUCIS\Data\HPK-GLTEST.GLA                  LUCIS Software                              Page 1
                               General Ledger Account Report Balances
                               (OPERATING FUND  8/01/1998 -  7/31/1999)
                                            July 1999

Account No.        Account Name                        Debits      Credits     Totals

100.21.1010        OPFUND : CSH : Cash                 123.00
100.21.1050        OPFUND : CSH : Cash Exchange           .00
100.21.2000        OPFUND : CSH : Petty Cash           300.00
100.21.2005        OPFUND : CSH : Checks Returned      100.00-
                   Sub-Total                                                   323.00      *
100.22.3010        OPFUND : CHK : City Banking Co.     1,388.42-
100.22.3030        OPFUND : CHK : 1st National Bank (Chk)  233,716.74
100.22.3100        OPFUND : CHK : State Bank & Trust (Chk) 335,686.97
                   Sub-Total                                                   568,015.29   *
```

```
HPK.001 01/24/2005 18:08
C:\LUCIS\Data\HPK-GLTEST                      LUCIS Software                              Page 1
                                           OPERATING FUND
                                       Entry List: All Journal Types
                                            (Entries 1-15)
```

Trans#	Date	Ref 1	Ref 2	Description	Account#	Account Name	Debits	Credits
1	1/31/1991	CP1816	JAN 3	Bank America Purchase New	798.859.343	GN-EXP : GNX : BANK CHGS	27.75	
2	1/31/1991	CP1816	-	Bank America Purchase New	100.22.3100	OPFUND : CHK : State Bank		27.75
3	1/31/1991	CP1817	SAL ADV	John Doe	100.46.1000	OPFUND : A/R : WORKER CTL	434.14	
4	1/31/1991	CP1817	-	John Doe	100.22.3100	OPFUND : CHK : State Bank		434.14
5	1/31/1991	CP1818	SAL ADV	Robert Doe	100.46.1000	OPFUND : A/R : WORKER CTL	2,000.00	
6	1/31/1991	CP1818	-	Robert Doe	100.22.3100	OPFUND : CHK : State Bank		2,000.00
7	1/31/1991	CP1819	-	Assoc. Church Press	734.859.999	HERALD : GNX : MISC EXP	280.00	
8	1/31/1991	CP1819	-	Assoc. Church Press	100.22.3100	OPFUND : CHK : State Bank		280.00
9	1/31/1991	CP1820	-	St Anthony Messenger	299.857.971	CH/MIN : GNX : YOUTH SUPL	8.00	
10	2/28/1991	CP1820	-	St Anthony Messenger	100.22.3100	OPFUND : CHK : State Bank		8.00

LUCIS Software
OPERATING FUND
GENERAL LEDGER REPORT
(Entries 0-999999)

Trans#	Date	Ref 1	Ref 2	Description	Debits	Credits	Balance
	100.21.1050		**OPFUND : CSH : Cash Exchange**				DEBIT
				BALANCE FORWARDED			.00
558	1/31/1991	CR1257	-	General Supply		19.50	19.50-
				END OF MONTH 1 BALANCE			19.50-
1214	2/28/1991	CP2065	-	ABC Billing	19.50		.00
1223	2/28/1991	CP2067	-	ABC	40.00		40.00
1441	2/28/1991	CP2161	-	Valley View Academy	174.00		214.00
1572	2/28/1991	CR1304	-	Hermin Hudson		40.00	174.00
1638	2/28/1991	CR1331	-	Anthony Mountain		174.00	.00
				END OF MONTH 2 BALANCE			.00
2219	3/31/1991	CP2231	-	Valley View Academy	351.00		351.00
2324	3/31/1991	CP2273	-	Chesterfield SDA Church	431.10		782.10
2374	3/31/1991	CP2296	-	Valley View Academy	29.00		811.10
2649	3/31/1991	CR1349	-	Anthony Mountain		351.00	460.10
2684	3/31/1991	CR1367	LATE	Valley View Church		431.10	29.00
2716	3/31/1991	CR1383	-	Gordon Young		29.00	.00
				END OF MONTH 3 BALANCE			.00

LUCIS Demonstration
Demo Address
Demo City ST 12345
Phone: (123) 456-7890

STATEMENT   4/16/2002

PAY UP NOW OR BE DELIQUENT ! ! !

General Conference Of SDA
777 Universal Avenue
Silver Spring MD

Page: 1
100.45.247

Date	Ref	Description	Amount
	100.45.247	BALANCE FORWARDED	0.00 *
12/31/1991	JV3196	Corr-Jv3185 Gc Remitt/Reti	43,399.92
12/31/1991	JV3198	Auditors Adjustments	43,399.92CR
12/31/1991	JV3198	Auditors Adjustments	4,769.22
		ENDING BALANCE	4,769.22

```
                              LUCIS Software
                               Aging Report
                             OPERATING FUND

                      Balance              30 days    60 da      90 da    120 days
                      Due      Current     PastDue    PastDue    PastDue   PastDue

  A/R - Other SDA Entities
  Southern Publishing         400.00    300.00    100.00      .00        .00        .00
   *A/R - Other SDA Entities  400.00    300.00    100.00      .00        .00        .00
```

G/L CUSTOM REPORTS

In addition to standard reports, a report style editor and control editor is provided for customization of financial reports. A number of variations of Balance Sheet (Statement of Position), Financial Activity (Statement of Changes in Net Assets – both at the fund and function level), and Financial Activity Summary or Spreadsheet are included and can be edited to suit your financial statement needs. The NAD Accounting Manual provides good illustrations of the types of financial statements produced. The editors provide for useful management analysis reporting beyond the types of statements illustrated in the NAD Accounting Manual.

G/L BACKUP

Making temporary backup copies (standard or zipped) of ledger databases is made simple by use of the backup feature. If auditing for your territory is set up to audit from your database, a zipped copy is what would be provided to them – it can be sent as an email attachment. A zipped copy of your ledger can also be sent as an email attachment to our support group for troubleshooting a problem if needed.

```
LUCIS-GLBACKUP #001 (HPK)                               _ | □ | X

File   Help

   G/L File Backup        Backup to ZIP file  □    [ Backup ]   [ Exit ]

   Backup to Folder:  C:\LucisDev\BACKUP\                          [ ? ]

   Ledger to Backup   C:\LUCIS\Data\HPK-GLTEST
                      OPERATING FUND  for fiscal year  8/01/1998 thru  7/31/1999
                      (Use File menu to select ledger to backup)

C:\LUCIS\Data\HPK-GLTEST
```

G/L ACCOUNT RECONCILIATION

A feature is provided to allow you to flag account items that have cleared. Though primarily iintended for bank account reconciliation it can be used to flag account receivable or payable items that have been paid.

G/L MONTHLY / ANNUAL CLOSE

Amounts for financial reporting are saved at the time of monthly closing. Annual closing creates a ledger database for the next year with the balances from the prior year. An annual closing may be re-run to account for additional entries in the "closed" year for audit adjustments or otherwise.

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G/L LEDGER EXPORT

To provide access to ledger data for third-party programs an export function is available. Account data, entries, or both can be exported. Though primarily exported to spreadsheet programs the variaty of formats available also allow exporting to wordprocessing programs or commercial database software.

G/L CREATE LEDGER

You must specify the ledger level, general account organization, and currency controls when creating a new ledger to allow the software to initialize the controls that will govern the new ledger.
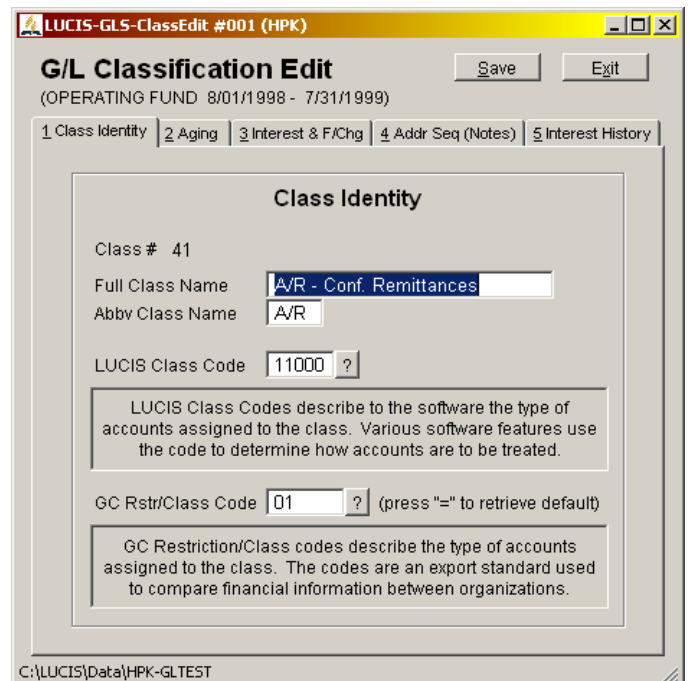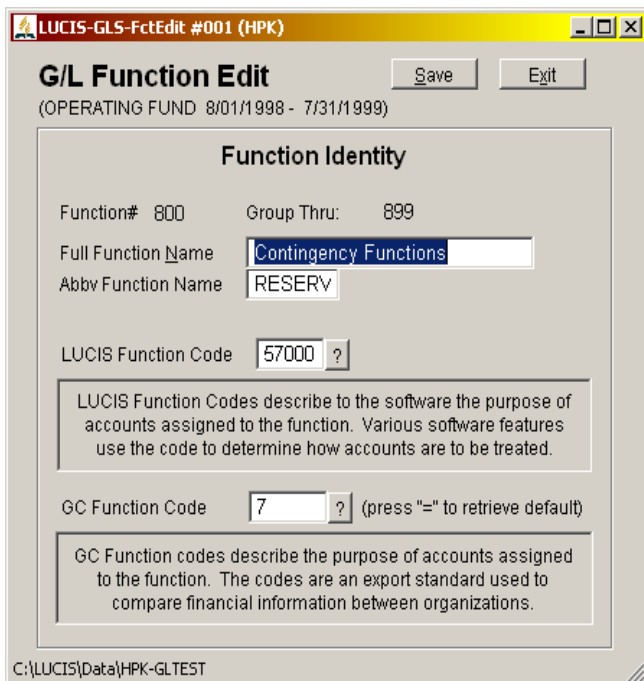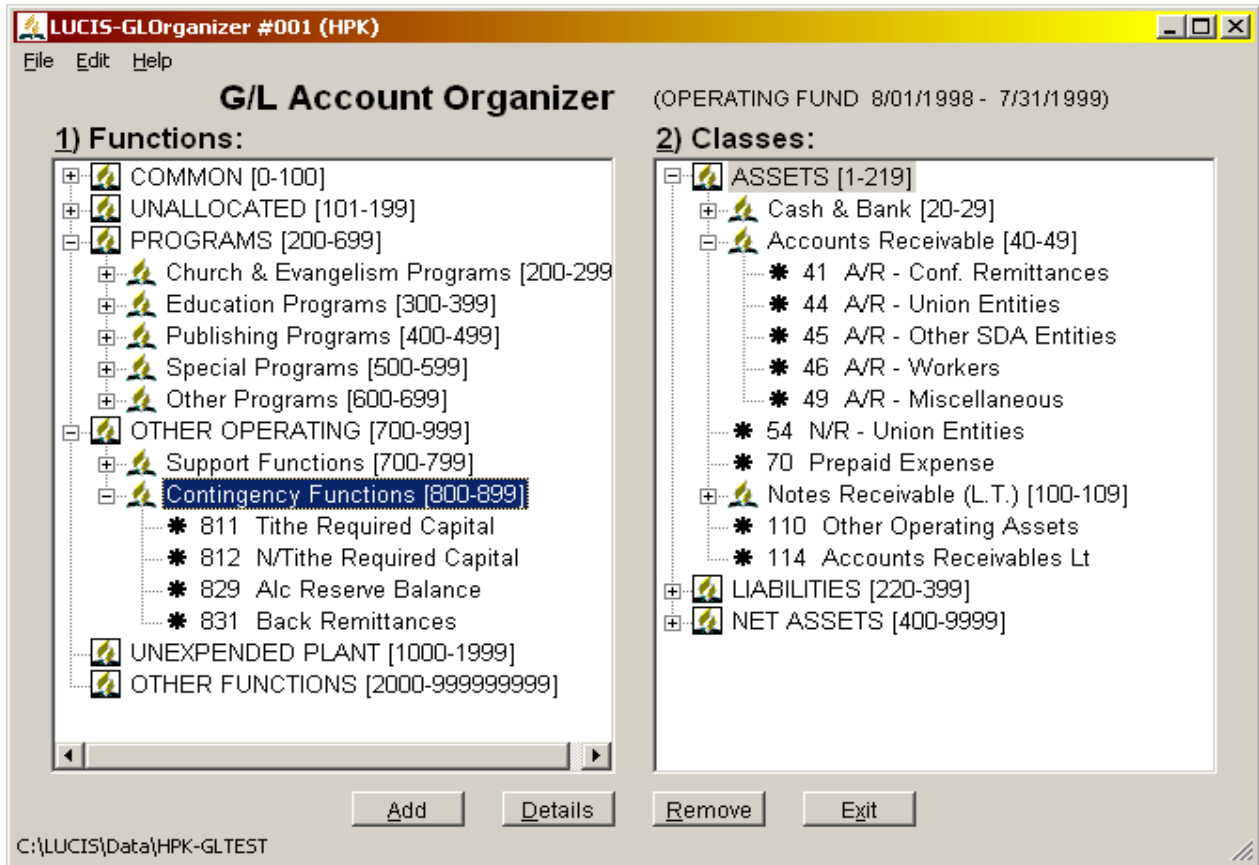

G/L CONTROLS

Ledger provide information to the software about how to work with the ledger. There are two levels of controls, standard and advanced. Advanced controls define the major function and class number assignments that in turn provide the highest level of organization for the ledger. They are usually set at the time of initial ledger creation and require a high level of access to edit since they can have a major impact on how the software functions. Below is a sample control report.

G/L ACCOUNT ORGANIZER

The second level of controls is the specific account functions and classifications and groups. Functions and classes organize accounts for financial reporting purposes and must be identified before accounts can be added to a ledger. Various attributes may be assigned to account functions and classifications that enable or disable features applicable for different accounts.

LUCIS-GLOrganizer #001 (HPK)

File   Edit   Help

G/L Account Organizer   (OPERATING FUND 8/01/1998 - 7/31/1999)

1) Functions:

- COMMON [0-100]
- UNALLOCATED [101-199]
- PROGRAMS [200-699]
  - Church & Evangelism Programs [200-299]
  - Education Programs [300-399]
  - Publishing Programs [400-499]
  - Special Programs [500-599]
  - Other Programs [600-699]
- OTHER OPERATING [700-999]
  - Support Functions [700-799]
  - Contingency Functions [800-899]
    - ✱ 811 Tithe Required Capital
    - ✱ 812 N/Tithe Required Capital
    - ✱ 829 Alc Reserve Balance
    - ✱ 831 Back Remittances
- UNEXPENDED PLANT [1000-1999]
- OTHER FUNCTIONS [2000-999999999]

2) Classes:

- ASSETS [1-219]
  - Cash & Bank [20-29]
  - Accounts Receivable [40-49]
    - ✱ 41 A/R - Conf. Remittances
    - ✱ 44 A/R - Union Entities
    - ✱ 45 A/R - Other SDA Entities
    - ✱ 46 A/R - Workers
    - ✱ 49 A/R - Miscellaneous
  - ✱ 54 N/R - Union Entities
  - ✱ 70 Prepaid Expense
  - Notes Receivable (L.T.) [100-109]
  - ✱ 110 Other Operating Assets
  - ✱ 114 Accounts Receivables Lt
- LIABILITIES [220-399]
- NET ASSETS [400-9999]

[Add] [Details]   [Remove] [Exit]

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLS-FctEdit #001 (HPK)

G/L Function Edit   [Save] [Exit]
(OPERATING FUND 8/01/1998 - 7/31/1999)

Function Identity

Function# 800   Group Thru: 899

Full Function Name   Contingency Functions

Abbv Function Name   RESERV

LUCIS Function Code   57000 [?]

LUCIS Function Codes describe to the software the purpose of accounts assigned to the function. Various software features use the code to determine how accounts are to be treated.

GC Function Code   7   [?] (press "=" to retrieve default)

GC Function codes describe the purpose of accounts assigned to the function. The codes are an export standard used to compare financial information between organizations.

C:\LUCIS\Data\HPK-GLTEST

LUCIS-GLS-ClassEdit #001 (HPK)

G/L Classification Edit   [Save] [Exit]
(OPERATING FUND 8/01/1998 - 7/31/1999)

| 1 Class Identity | 2 Aging | 3 Interest & F/Chg | 4 Addr Seq (Notes) | 5 Interest History |

Class Identity

Class # 41

Full Class Name   A/R - Conf. Remittances

Abbv Class Name   A/R

LUCIS Class Code   11000 [?]

LUCIS Class Codes describe to the software the type of accounts assigned to the class. Various software features use the code to determine how accounts are to be treated.

GC Rstr/Class Code 01   [?] (press "=" to retrieve default)

GC Restriction/Class codes describe the type of accounts assigned to the class. The codes are an export standard used to compare financial information between organizations.

C:\LUCIS\Data\HPK-GLTEST

G/L ACCOUNT EDITOR

After the ledger controls have been set up and the functions and classes defined, accounts may be added to the ledger. Depending on the controls applicable for any given account, different account features may be available. All account information, except entries, is available from the account editor.

General Info shows the account name, budget for current and next year if applicable, and the LUCIS and GC mapping codes inherited from the function and class the account is assigned to (LUCIS mapping codes control program features, GC mapping codes allow data to be exported using the GC Global Reporting codes regardless of the codes used for the ledger's accounts).

Report balances disclose the monthly amounts saved by the monthly closing that will be used for financial reporting. Current Budget discloses the monthly distribution of the budget for the current year (see following page). Notes are for account comments meaningful to you and/or addresses for receivable and/or payable accounts. The miscellaneous tab contains other account specific data depending on the type of account.

G/L BUDGETING

Annual budget amounts and their distribution is assigned by account. Two methods of distribution are available: checked months (an equal distribution among the months checked) and seasonal (an unequal distribution among months determined by percents assigned using the seasonal budget distribution utility.

UPDATES

We have a download web page where updates can be downloaded that is part of the Lake Union Conference web site. A list server provides communication regarding new updates. We also hope to start an on-line forum for LUCIS Software users.