



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

11/10/2025 1:50 PM

**NAME OF PROCESS**

## Adding A G/L Account to a Format File

**Use Case / Objectives**

This article will walk you through how to add a new G/L Account to an existing Format File.

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

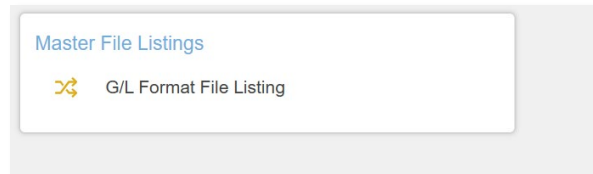
Menu options to access:

General Ledger => Master File Listings => G/L Format File Listing

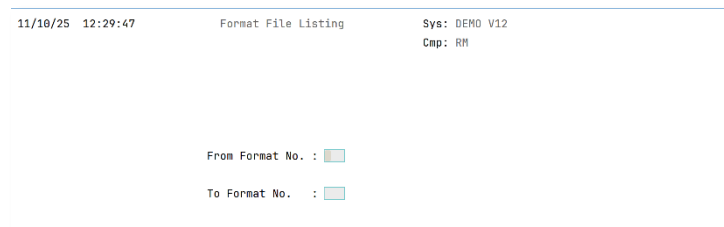
## Generate G/L Format File Listing

### Process Steps:

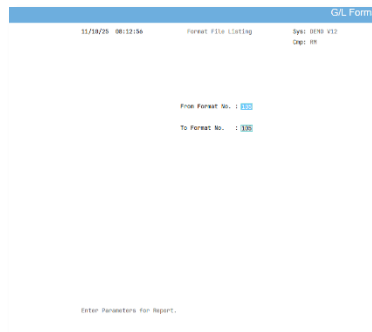
1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **General Ledger** menu option from the left toolbar.
3. In the **Master File Listings** section, click on the **G/L Format File Listing**.



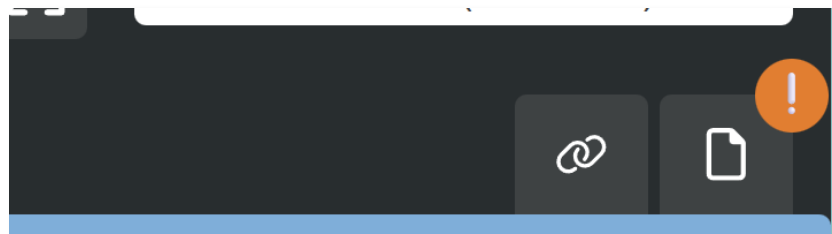
4. The **Format File Listing - Launch** screen opens.



5. Type in the *From Format No* and the *To Format No* fields and press Enter three times.



6. A report will generate and is ready when the **ORANGE** indicator displays by your **Manage My Files** icon.



7. Click on the **Manage My Files** icon to view PDF files.
8. Click on **Open** icon or double-click on the file to view the PDF.



ig125rpf-000001.pdf

2025-11-10 12:38:15



9. Here is an example of the report:

Selected From #: 200 To #: 200

11/10/25 8:18:12 WYNN SYSTEMS, LLC Pages: 1  
 G/L Format File List - Format 200 Cmpy: RM  
 By: WGS42JH Loc: IDMO

Seq. No.	Rec. Cd.	Description	Tot. Type	A/ /C	From Account	To Account #	S Seq	FrwType Grp	To Type Seq Grp	-Totals- 123456789 C	Print #Pos.	Percent Bas	Ctl SP	Sp Af	Nw Pg
20		H-BALANCE SHEET			0000000000	0000000000					0	60			2
40		HAS of: *MTHP			0000000000	0000000000					0	61			2
60	H-----	THIS YEAR -----			0000000000	0000000000					0	30			
80	H-----	LAST YEAR -----			0000000000	0000000000					0	64			
100	H-----	BUDGET -----			0000000000	0000000000					0	98			1
120	H	Current Year to Date			0000000000	0000000000					0	39			
140	H	Current Year to Date			0000000000	0000000000					0	73			
160	H	Current Year to Date			0000000000	0000000000					0	107			1
170	D*	EDIT2			0000000000	0000000000					0				
180	D	DCURRENT ASSETS:			0000000000	0000000000					0		M		1
200	D	DCash	CUR	1	0000000000	0000000000	AS	1100 AS	1199 XX		Y	1	47	M	
210	D				0000000000	0000000000					N	0		M	50
220	D		YTD	1	0000000000	0000000000	AS	1100 AS	1199 X X		Y	1	64		
240	D		YTD	2	0000000000	0000000000	AS	1100 AS	1199 X X		Y	1	81		
260	D		YTD	2	0000000000	0000000000	AS	1100 AS	1199 X X		Y	1	98		
280	D		YTD	3	0000000000	0000000000	AS	1100 AS	1199 X X		Y	1	115		
300	D		YTD	3	0000000000	0000000000	AS	1100 AS	1199 X X		Y	1	132		1
320	D	Daccts Receivable (Net)	CUR	1	0000000000	0000000000	AS	1200 AS	1239 XX		Y	1	47	M	
340	D		YTD	1	0000000000	0000000000	AS	1200 AS	1239 X X		Y	1	64		
360	D		YTD	2	0000000000	0000000000	AS	1200 AS	1239 X X		Y	1	81		
380	D		YTD	2	0000000000	0000000000	AS	1200 AS	1239 X X		Y	1	98		
400	D		YTD	3	0000000000	0000000000	AS	1200 AS	1239 X X		Y	1	115		
420	D		YTD	3	0000000000	0000000000	AS	1200 AS	1239 X X		Y	1	132		1
440	D	DMerchandise Inv	CUR	1	0000000000	0000000000	AS	1240 AS	1249 XX		Y	1	47	M	
460	D		YTD	1	0000000000	0000000000	AS	1240 AS	1249 X X		Y	1	64		
480	D		YTD	2	0000000000	0000000000	AS	1240 AS	1249 X X		Y	1	81		
500	D		YTD	2	0000000000	0000000000	AS	1240 AS	1249 X X		Y	1	98		
520	D		YTD	3	0000000000	0000000000	AS	1240 AS	1249 X X		Y	1	115		

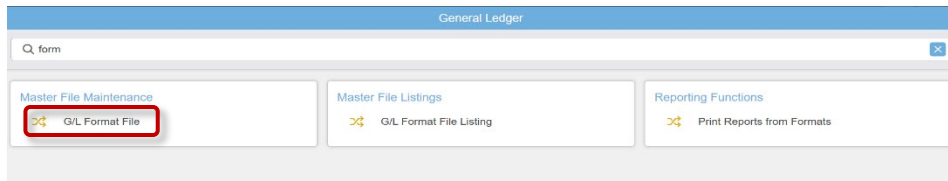
10. Look at report and verify what *Seq number* you would like your format file listing to display.

## Add G/L Account to Format File

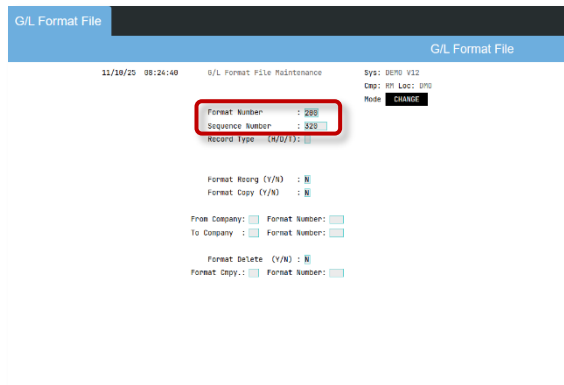
### Process Steps

For this example, we will place the new entry at *Seq # 430*, right below G/L acct # 320

1. Click on the **General Ledger** menu.
2. Click on the **G/L Format File** under **Master File Maintenance**.



3. On the **G/L Format File Maintenance - Launch** screen, type in the *Format Number*. In this case, 200 since we are adding to Format 200.
4. Type in the *Sequence Number* you are copying in CHANGED mode, 320 for this example.



5. Press Enter to open the **G/L Format File Maintenance - Detail/Total** screen.



6. Press F12 Previous to return to the **G/L Format File Maintenance** screen.

- Press **F10 Add** to add the new sequence. For this example, we used 430 since it was right behind sequence 320 (320, 340, 360, 380, 400 and 420). We will need six lines in this case, so we are using 430,431, 432, 433, 434 and 435.

G/L Format File Maintenance

11/10/25 08:27:40 Sys: DEMO V12  
 Cmp: RM Loc: DM0  
 Mode: ADD

Format Number : 200  
 Sequence Number :  
 Record Type (R/W/T):

Format Reorg (Y/N) :  
 Format Copy (Y/N) :

From Company: Format Number:  
 To Company : Format Number:

Format Delete (Y/N) :  
 Format Copy.: Format Number:

Enter Format, Sequence, Type.

- Type in the **Sequence Number** field and press **Enter**.

G/L Format File Maintenance

11/10/25 08:27:40 Sys: DEMO V12  
 Cmp: RM Loc: DM0  
 Mode: ADD

Format Number : 200  
 Sequence Number : 430  
 Record Type (R/W/T):

Format Reorg (Y/N) :  
 Format Copy (Y/N) :

From Company: Format Number:  
 To Company : Format Number:

Format Delete (Y/N) :  
 Format Copy.: Format Number:

Enter Format, Sequence, Type.

- Type in the **Description** and the **Acct. Type-From/To Grp #** fields.

G/L Format File Maintenance

11/10/25 08:31:35 Sys: DEMO V12  
 Cmp: RM Loc: DM0  
 Mode: ADD

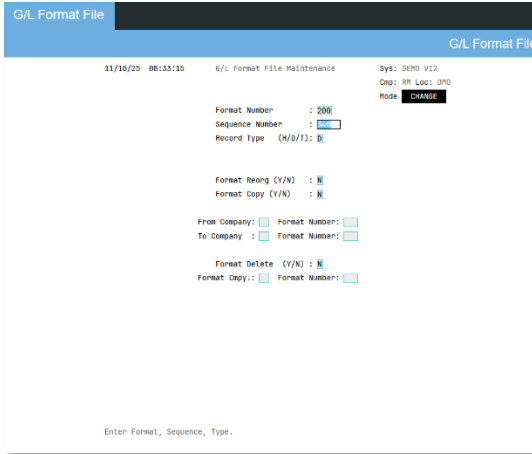
Format Number: 200 Sequence Number: 430 Record Type: 0

Description : New Account 2025  
 Total Type (CUR/VTD) : CUR Account Code (1/2/3) :  
 Select:  
 From/To Account Number :  
 Or: Position(1,2,3,4,5) :  
 Acct. Type-From/To Grp.#: 1234 1234  
 123456789

Accumulate Totals : XX  
 Clean Totals (Y/N) : Y  
 Which Total to print :  
 Print Position - Total :  
 Percent/Move/Variance : Y Y-Percent;R-Move;V-Variance;P-var.%  
 Base Percent on Total #:  
 Print Pos.-Percent/Desc:  
 Space After : New Page (Y/N):  
 Control Printed Sign : D-Rvr Deb Bal; C-Rvr Cred; B-Both;  
 A-Actual Value; R-Reverse Var Sign

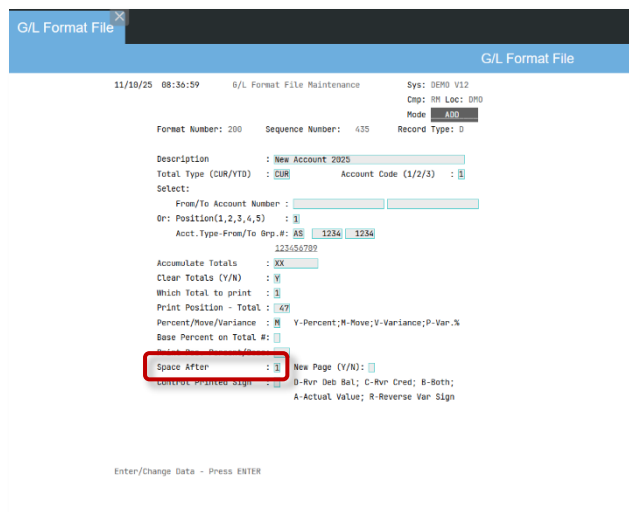
Enter/Change Data - Press ENTER

- Press **Enter** then click on **F11 Change** in the **Display Functions** menu to enter the next sequence number. In this case, it is 340.

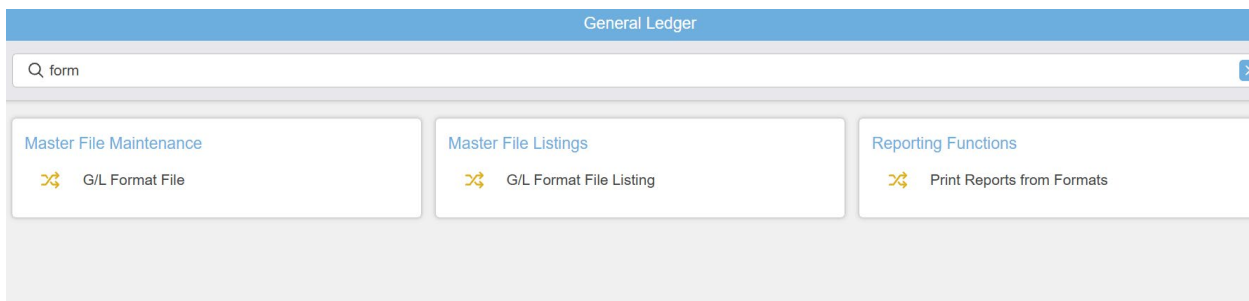


11. You will repeat the steps above (F10 to change, F10 Add) until all sequences are updated.

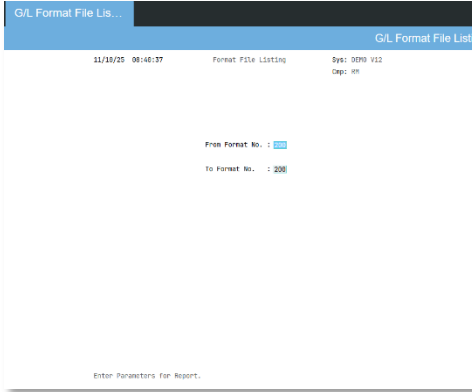
12. On the last sequence, type 1 in the *Space After* field and press Enter.



13. To verify your entry, click on the **General Ledger** menu icon, then click on the **G/L Format File Listing** option in the **Master File Listings** section.



14. Type in the format number and press Enter to generate the PDF file.



15. Once your report has generated, click on the **Manage My Files** icon and click on the **Open** icon to view the report. **NOTE:** Below is a sample of the report generated to show the sequence numbers added in the steps above.

430	DNew Account 2025	CUR 1	0000000000	0000000000	AS	1234 AS	1234 XX	Y 1	47 M	
431	D	YTD 1	0000000000	0000000000	AS	1234 AS	1234 X X	Y 1	64	
432	D	CUR 2	0000000000	0000000000	AS	1234 AS	1234 X X	Y 1	81	
433	D	YTD 2	0000000000	0000000000	AS	1234 AS	1234 X X	Y 1	98	
434	D	CUR 3	0000000000	0000000000	AS	1234 AS	1234 X X	Y 1	115	
435	D	YTD 3	0000000000	0000000000	AS	1234 AS	1234 X X	Y 1	132	1

## Reference Glossary

### Field Definitions for Tasks

#### G/L Format File Maintenance - Launch

- **Format Number** - Enter the number of the format you want to add or maintain. You can create up to 999 report formats per company. To add a new report format, press F10=Add first.
- **Sequence Number** - Enter the number of the report's sequence that you want to add or maintain. This sequence number is the line sequence on a financial report and is not the same thing as the Sequence Number field in the G/L account master record.

When first creating a report, enter sequence numbers in increments greater than 1 to allow you to insert sequences at a future time, as necessary. You can create up to 99,999 sequences for a report. To add a new sequence to an existing report format, press F10=Add first.

All of the information from adjacent sequence numbers will print on the same line on the report, until you enter a number greater than 0 (zero) in the Space After field on one of the three screens used to create the report format (Header, Detail/Total, or Variance). For example, if you want the information from sequences 20, 25, 30, and 35 to all print on the same line (assuming you have not created sequences for the numbers in between these sequence numbers), leave the Space After field blank or enter 0 for sequences 20, 25, and 30. If sequence 35 is the last sequence you want to print on the same line, enter the number of spaces/lines in the Space After field that you want to leave blank before printing information from the next set of sequences.

- **Record Type** - Enter the code that represents the type of record for the sequence on the report. Valid codes are:
  - H - Header - The line prints at the top of the report. The maximum number of header lines is 5.
  - D - Detail - A detail line prints with a description and total for the line.
  - T - Total - A Total line prints.
  - V - Variance - A percentage or monetary variance between two totals prints.
- **Format Reorganization** - Indicate if you want the system to re-sequence the sequences in an existing format in increments of 20 (or whatever you have set in control record IG120T). This allows you to add new sequences as needed.
- **Format Copy** - Indicate if you want to copy an existing format to another company or format. If you enter Y, you must complete the next four fields.
- **From Company** - If you entered Y in the Format Copy field, enter the company whose report format you want to copy.
- **Format Number** - If you entered Y in the Format Copy field, enter the report format you want to copy.

- **To Company** - If you entered Y in the Format Copy field, enter the company to which you want to copy a report format. This can be the same company as the From Company.
- **Format Number** - If you entered Y in the Format Copy field, enter the number of the report format you want to copy to. You can enter the same number as the From Format Number as long as it does not already exist in the To Company. You can also enter a new number that does not exist in the To Company.
- **Format Delete** - Indicate whether you want to delete a report format. If you enter Y, you must complete the next two fields.
- **Format Company** - If you entered Y in the Format Delete field, enter the company from which you are deleting a report format.
- **Format Number** - If you entered Y in the Format Delete field, enter the number of the format you are deleting.

#### G/L Format File Maintenance - Detail/Total

- **Format Number** - Displays the number of the format you are adding or maintaining.
- **Sequence Number** - Displays the number of the sequence you are adding or maintaining.
- **Record Type** - Displays D or T to indicate that you are adding or maintaining a detail or total sequence in the report format.
- **Description** - Enter up to 40 alphanumeric characters for the text to print as a detail line or total line on the report. The first Detail record for a new report should be an \*EDIT code. The edit code specifies whether numerical figures should print with commas and decimals and how negative numbers are handled. Available detail edit codes are:
  - \*EDIT0 - Prints no commas, no decimals, negative amounts are completely suppressed
  - \*EDIT1 - Prints commas, no decimals, negative amounts display as zeros
  - \*EDIT2 - Prints commas, decimals, negative amounts display as actual values with a negative sign after the number (this is the recommended setting)
  - \*EDIT3 - Prints no commas, decimals, negative amounts display as zeros
- **Total Type** - Indicate how the report total should be calculated. Valid codes are:
  - CUR - Current month/period total
  - YTD - Year-to-date total
- **Account Code** - Enter the account code of the G/L accounts to be processed. Valid codes include:
  - 1=This year (G/L account balances for the current year)
  - 2=Last year (G/L account balances for the previous year)
  - 3=Budget (G/L account balances used for your annual budget)
  - 4-9=User defined (Six additional codes for storing G/L balances for prior years)
- **Select From/To Account Number** - If applicable, enter the starting and ending G/L account numbers to print. Alternatively, you can enter information in the Position and

Account Type-From/To Group Number fields to select G/L accounts for the report. It is recommended that you use the next two fields to select the accounts for your report, rather than entering the From and To accounts in this field.

- **Position** - If you choose not to enter starting and ending G/L account numbers for the report, enter a number here that corresponds to one of the five Sequence positions set up in G/L Account Master Maintenance. Example: You have a rental income G/L account that appears on three of your financial reports in different areas of those reports. You enter three sequences of 4000, 4100, and 4200 for that account in G/L Account Master Maintenance because the account appears on three reports. So, when creating the format and the sequence for rental income for the one of the financial reports, and you get to this Position field, you could enter 2, to indicate that you want the financial report to look at the second sequence, which is 4100, to determine where to put this account's balance on the report. Also, if other rental income accounts have sequence 4100 in the second position, their balances will be rolled up with that account's balance.
- **Account Type - From/To Group Numbers** - If you entered a Position number, enter the code that represents the type of G/L account you want on this sequence of the report format such as, IN for Income. Also, based on the G/L account sequence position from which the report is pulling, enter the from and to sequence/group numbers to use for the report. Following the example above from the Position field, if you enter an account type of IN and a group range of 4100 to 4299, the report will print all income accounts with 4100 through 4299 (inclusive) in the second position of the Sequence field in their master records.
- **Accumulate Totals** - Enter codes in one or more of the 9 accumulator buckets (note the numbered accumulators above the field) to indicate where you want to store totals for this sequence, or from where you want to get totals for variance or percent-of-base calculations. Valid codes are:
  - X = Store total
  - F = From
  - T = to
  - C = Clear (use on a detail line after using codes F and T)
  - + = Add
  - - = Subtract
- Use these codes in conjunction with your settings in the Clear Totals, Which Total to Print, Percent/Move/Variance, and Base Percent on Total Number fields. Example: There are 20 lines on the report format you are creating for which you want to accumulate and print totals. Since there are only 9 accumulator buckets, and you have more than 9 lines to total and print, you need to accumulate the total for each line; print the total; and then clear the accumulator for the next line. To accomplish this, put an X in accumulator 1 as you create each of the 20 lines, but also enter 1 in the Which Total to Print field, and a Y in the Clear Totals field. As the report runs, it totals

line 1 and stores its total in accumulator 1. It then prints that total and clears it, so that it can then total line 2 and store its total in accumulator 1 also, and so on.

- **Clear Totals** - Enter Y to clear the total for this report sequence after it prints. Enter N to leave the total in the accumulator bucket for use in additional calculations.
- **Which Total to Print** - Enter the number from the Accumulate Totals field to indicate which total to print for this sequence.
- **Print Position - Total** - Enter the ending position to print the total (accumulated or not) on a 132-column report. A 132-column report is the default. You can change the setting to 198 to print in landscape in control record IG120T.
- **Percent/Move/Variance** - Enter one of the following codes:
  - Y - Calculate a percent (use in conjunction with the Base Percent on Total Number field)
  - M - Move the text in the Description field (use in conjunction with the Print Position - Percent/Description field)
  - V - Calculate a monetary variance for the printed total (use in conjunction with the F and T accumulator buckets)
  - P - Calculate a percent variance for the printed total (use in conjunction with the F and T accumulator buckets)
- **Base Percent on Total Number** - If you entered Y in the Percent/Move/Variance field, enter the number of the accumulator where the amount is stored that you want to use as a basis to calculate the percent. For example, if you are storing the total revenue in accumulator 8, and for each revenue line, you want to print a percent of total revenue amount, you would enter Y in the Percent/Move/Variance field and enter 8 in this Base Percent on Total Number field.
- **Print Position - Percent/Description** - If you are printing a percent that was calculated from your settings above, enter the ENDING position for printing it. If you enter M in the Percent/Move/Variance field, enter the STARTING position for printing the text from the Description field.
- **Space After** - Enter the number of lines to advance after printing this sequence. Valid entries are 0, 1, 2, or 3. To advance more than 3 lines, enter a blank record with the appropriate number of lines. If you want consecutive sequences to print on the same line on the report, leave this field blank or enter 0 until you get to the last sequence for that report line.
- **New Page** - Indicate whether the report should advance to a new page after this sequence is printed.
- **Control Printed Sign** - Enter a code that represents how debit and credit negative signs should print on the report for this sequence. Valid codes are:
  - D - Display a negative sign in front of debits.
  - C - Remove the negative sign from in front of credits.
  - B - Do both D and C (use when subtracting expenses from income to calculate net income)

- A - Do not distinguish between debits and credits, and display the actual numerical value of the amount, whether negative or positive.
- R - Reverse the variance sign.