

Queries to aid in the reconciliation process between the cost accounting files used by the expense to store programs with the figures submitted to accounting have been created in the ADVMOQRY library. The queries can be run using WRKQRY. The queries are designed to extract data for one expense month. The month selection criteria and the report title will need to modify to reflect the month being reconciled. The month and title on the selected query can be altered using option 2 in WRKQRY followed by selecting a 1 on the 'Select records' and 'Select output type and output form' options. Use F3 to exit and save the query. Except as noted, all programs are on the BELKMONTH menu.

**ROP Expense Query:** XSROPMEXP ROP Media Expenses by month and ad.

Should reconcile to:

- ROP accrual for this month (DB740, expense class 1)
- ROP accrual for the previous month (DB740, expense class 1)
- + Media ROP invoices posted this month (DB780, expense class 1, invoices to include=M)

**Insert Media Expense Query:** XSINSMEXP Insert Media Expenses by month and ad.

Should reconcile to:

- Insert media accrual for this month (DB740, expense class 2)
- Insert media accrual for the previous month (DB740, expense class 2)
- + Media insert invoices posted this month (DB780, expense class 2, invoices to include=M)

**Insert Production Expense Query:** XSINSPEXP Insert production by month and ad.

Should reconcile to:

- Insert production accrual for this month (DB741, do not include indirects, expense class 2 only)
- Insert production accrual for the previous month (DB741, do not include indirects, expense class 2 only)
- + Prepaid to Expense for inserts running this month (DB731, expense class 2 only)
- + Prepaid to Expense for inserts running in previous months (DB736, expense class 2 only)

**Direct Mail Production Expense Query:** XSDMPEXP Direct Mail production by month and ad.

Should reconcile to:

- Direct mail production accrual for this month (DB741, do not include indirects, expense class 2 only)
- Direct mail production accrual for the previous month (DB741, do not include indirects, expense class 2 only)
- + Prepaid to expense for direct mail ads running this month (DB731, expense class 3 only)

- + Prepaid to expense for direct mail ads running in previous months (DB736, expense class 3 only)

**Broadcast Media Expense Query:** XSRADMEXP (Radio) and XSTVMEXP (Television) Media broadcast expenses by month and ad.

Should reconcile to:

- Broadcast accrual for this month (DB740, expense class 4 and 5)
- Broadcast accrual for the previous month (DB740, expense class 4 and 5)
- + Media broadcast invoices posted this month (DB780, expense class 4 and 5, invoices to include=M)

**Broadcast and Other Direct Production Expense Query:** XSOTHPEXP Broadcast and other production by month and ad.

Should reconcile to:

- Broadcast production accrual for this month (DB741, do not include indirects, expense class 4, 5, 6, 7, and 9)
- Broadcast production accrual for the previous month (DB741, do not include indirects, expense class 4, 5, 6, 7, and 9)
- + Prepaid to expense for broadcast ads running this month (DB731, expense class 4, 5, 6, 7, and 9)
- + Prepaid to expense for broadcast ads running in previous months (DB736 expense class 4, 5, 6, 7, and 9)

**Indirect Production Expense:** Indirect production costs can be found on the Backup for the Summary Report by Market and Store: Semi-Direct and Indirect Expenses (DA785) on the BELKSTORE menu.

Should reconcile to:

- Indirect accrual for this month (DB741, include indirects, no expense classes)
- + Prepaid to expense for indirects (DB797).

**Co-op Queries:** To be determined.