Infor System21 General Ledger

Product Guide

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About this guide

The purpose of this document is to describe the functions that can be used within the General Ledger Module.

Intended audience

The guide is intended for any users of the GL General Ledger business module.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 27.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at https://concierge.infor.com/ and create a support incident.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Mocdule Overview

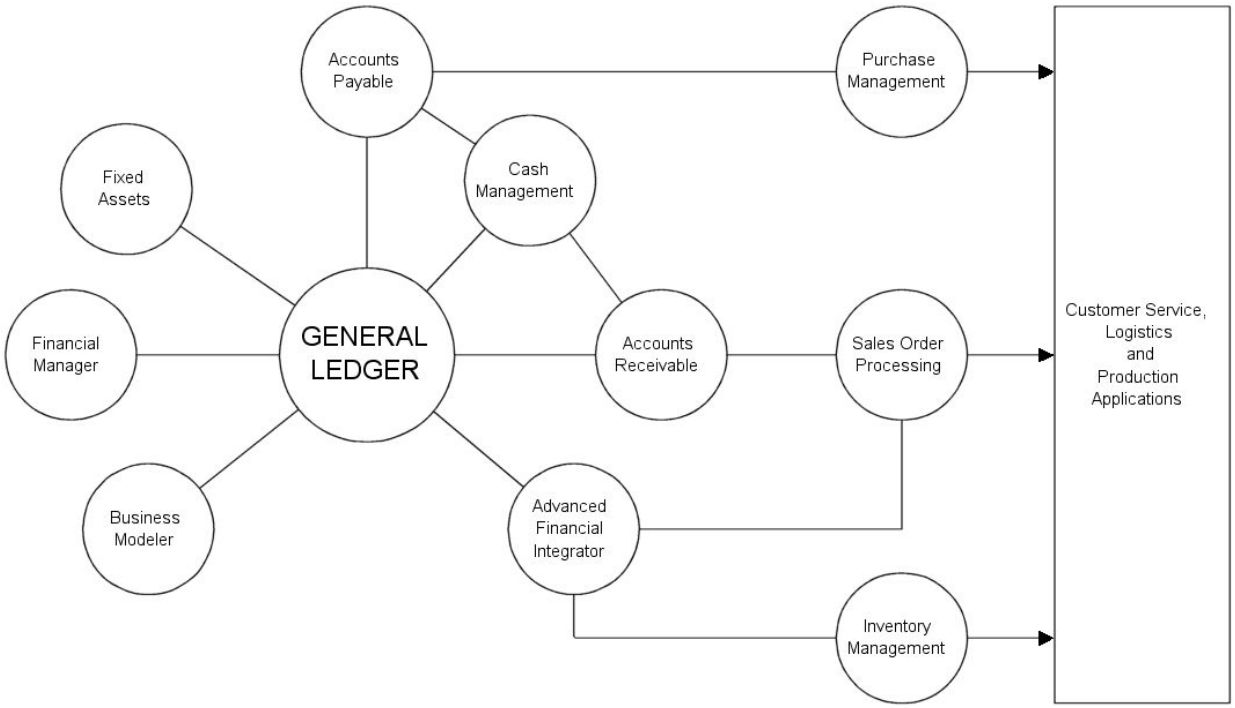
Introduction

This system has been developed to satisfy growing customer requirements and take full advantage of constant advances in technology with a family of high quality software products; products which combine innovative and advanced techniques with practical and pragmatic facilities and will solve a wide range of business problems quickly and easily.

- General Ledger is completely integrated with the other Financial, Logistic and Customer Service applications.
- Multiple companies are supported.
- Account codes and multiple extensions to those codes can be defined.
- Sub-ledgers can be operated.
- Memo accounts can be used for analysis.
- Hierarchy summary accounts can be built to aggregate other accounts.
- Views of account codes can be defined, also to aggregate postings, for analysis and report purposes.
- Multi-currency transactions can be posted directly or accepted from other applications.
- Multiple budgets and forecasts can be held for each period/year.
- Journal processing includes: general, standard, constant, spread, apportionment auto-reversal, inter-company and cost allocation.
- Dual year close processing is handled.
- Transactions can be future dated.
- A comprehensive enquiry facility is available.
- A report writer is available.
- An alpha search is available on ledger name, account description and partial account code.

General Ledger Application Environment

Broadly addressing the needs of production, distribution and financial management, the range of applications is illustrated below:



Financial Management is a suite of comprehensive and fully integrated applications which may be considered as a single financial management tool. It addresses specific business functions (such as debtor management) within a common framework. At its heart lies the General Ledger, collecting, organising and analysing all your company's financial information.

This application is designed to present information which is relevant, timely and accurate so as to support your operational procedures and your executive decisions within a framework which fully conforms to international statutory and legal reporting and audit requirements.

Multi-National Accounting

A company which does not trade outside its own national boundaries may set up a straightforward set of single-currency ledgers, where all the multi-currency features are hidden.

For the international trading company, the system provides full multi-currency trading and accounting features in all relevant applications. Thus, you can process sales and purchase orders in any currency with consequential postings to Accounts Receivable and Accounts Payable. You can hold bank accounts in any currency, with each account able to receive cash and make payments in any currency.

Each General Ledger company has a base currency, common to all applications linked to it. All financial transactions, regardless of posting currency, are also expressed in this base currency.

Within Accounts Payable and Accounts Receivable, individual suppliers and customers may be single or multi-currency (for single currency use, the multi-currency features are 'invisible'). For multi-currency customers and suppliers, you can post invoices in any currency, and receive or make payments in any currency. Exchange gains and losses are fully accounted for. You can revalue debtor and creditor balances at any time, creating unrealised gains and losses.

Similarly, in Cash Management each bank account has an associated currency. You can post values to the bank account in any currency and the values are converted into the bank account currency and the base currency of the linked General Ledger. You can revalue bank balances at any time, generating unrealised gains and losses.

Finally, you can record General Ledger transactions in the prime (sometimes known as transaction) currency as well as in the base currency of the General Ledger. Translation procedures provide for the expression of base currency values in another currency, this being used primarily for reporting multi-national company results in a common corporate currency.

All these procedures are supported by common currency and exchange rates. These are recorded within the General Ledger, which, as with Cash Management, is a prerequisite of any multi-currency application.

Three further features enhance the multi-national capability of the system:

- Language Translation provides facilities for translating report text and on-line Help text into your own language.
- Tax Accounting procedures are designed to meet the accounting and reporting requirements of numerous taxation authorities, specifically for those of the European Community.
- Application allow you to set up and use only those features appropriate to your needs.

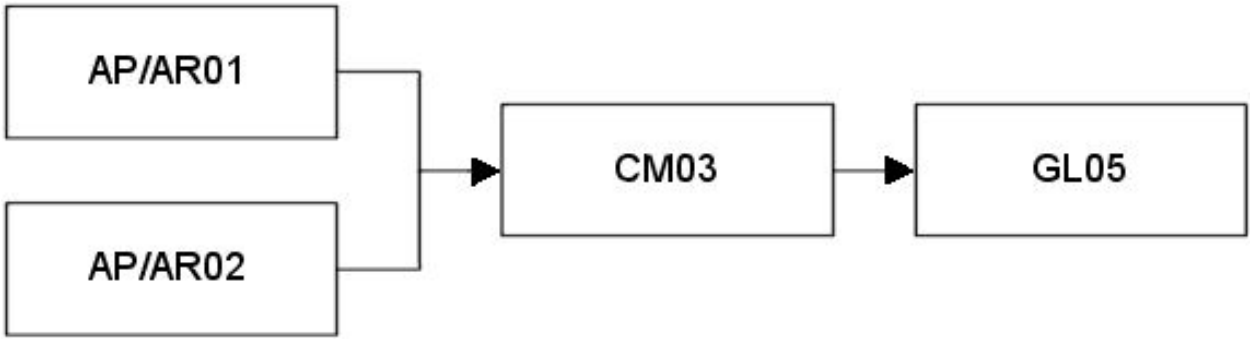
Multi-Company Accounting Environment

Each accounting environment is controlled by its General Ledger. Within each environment you can have multiple Accounts Payable, Accounts Receivable and Cash Management companies.

You can create two types of environment:

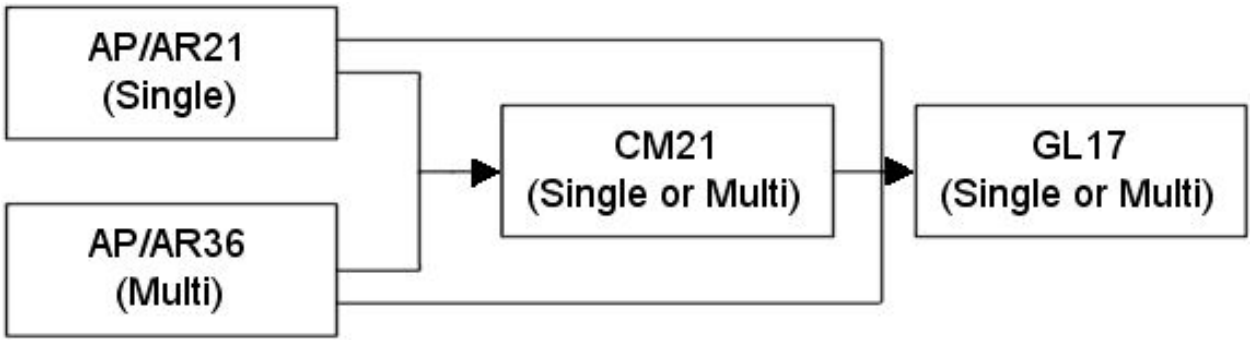
Simple

This structure meets the complete accounting requirements of a company trading in its own local currency. Single currency Accounts Payable and Accounts Receivable companies link to a single currency General Ledger.



Comprehensive

This structure is used where the company has multi-currency customers or suppliers, and/or requires the features of the Cash Management application. The General Ledger has one or more linked Cash Management companies. Any linked Accounts Payable or Accounts Receivable companies must be linked to a Cash Management company, which, in turn, should be linked to the common General Ledger.

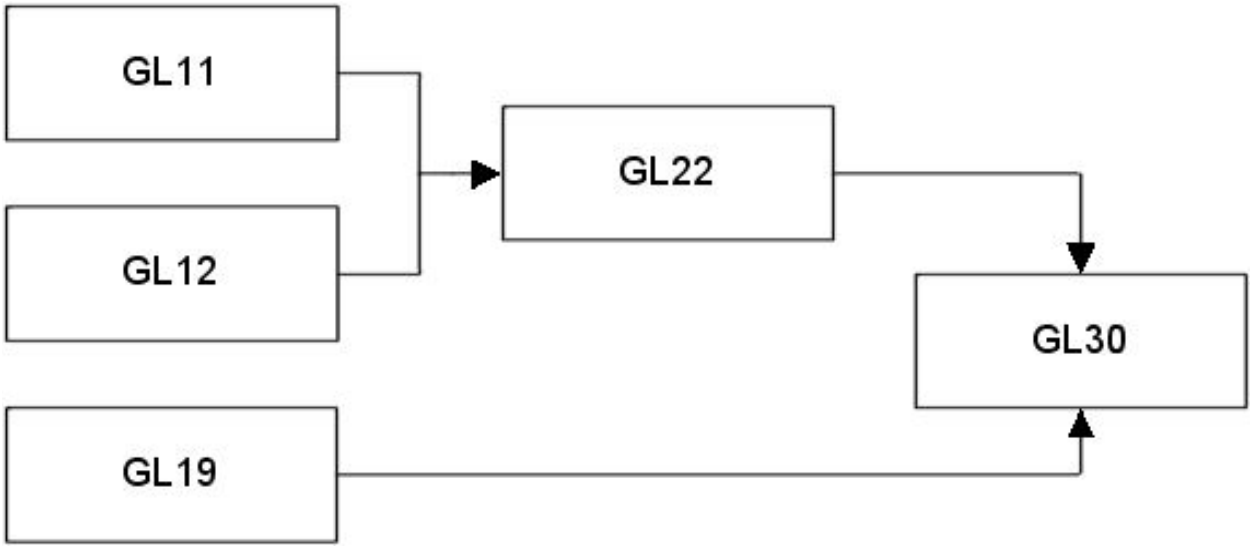


Note: *Single currency and multi-currency Accounts Payable and Accounts Receivable companies can be linked to single currency or multi-currency Cash Management companies in any combination. The General Ledger company to which they are all linked can itself be single or multi-currency.*

Note: *Note that journals are also posted directly to General Ledger from financial applications such as Fixed Assets and Payroll and from other applications by standard interface procedures.*

Multi-Company General Ledgers

You can have several accounting companies which you can consolidate into a hierarchy of General Ledgers. With reference to the example shown below, each General Ledger company could be a self-accounting division within the legal entity which is Company GL30. Each of the General Ledgers can have a different base currency.



This system supports extensive multi-company and multi-currency relationships. However, unnecessarily complex relationships increase the likelihood of administrative error, and should be avoided.

Links to Other Applications

When the application is first installed, you should give consideration to the linking of other applications to the General Ledger. General Ledger is implemented with other applications, since it forms an integral part of the total Financials suite. Indeed, you may find that the way in which menu tasks have been set up for your installation crosses the boundaries which we have drawn between applications.

General Ledger is the centre of the financial suite of products and receives data from a number of other applications. It is a prerequisite of single currency applications as it contains centrally controlled functions, such as calendar, tax codes and the parameter files.

Transfer of Data to General Ledger

The procedures which transfer data into the General Ledger are described in the relevant product information, and are not repeated here.

There are, however, common features which are relevant to the user of General Ledger.

Company Profile

Company profiles often contain General Ledger control accounts and default accounts, especially Accounts Payable and Receivable. These accounts must exist in the General Ledger, and control accounts must be used only as control accounts. Individual debtor/creditor balances can then be reconciled to the General Ledger balances.

Accounts Defined by Other Applications

Several applications generate General Ledger accounts or account transactions. These accounts have to be thought of as part of the total financial system of the company.

- Many applications enable you to enter General Ledger accounts as part of their transaction data, e.g. sales and purchase invoices.
- Some applications, such as Fixed Assets, derive General Ledger accounts from other data in their records.
- You can use the Advanced Financial Integrator to link other applications to the General Ledger.
- A standard interface is available to post transactions from any external application into the General Ledger.

General Ledger Transactions in Other Financial Applications

The table below summarises the main transactions posted to the General Ledger from other financial applications. This is not a full list; refer to the relevant product guides for further details.

Application/Transaction	Debit	Credit
Accounts Payable		
Invoices	Dissection Accounts (Purchases)	Creditors
Payment	Creditors	Bank Account
Accounts Receivable		
Invoices	Debitors	Dissection Accounts (Sales)
Payment	Bank Account	Debitors
Cash Management		
Bank Transfers	Bank Account ‘A’	Bank Account ‘B’
Sundry Receipts	Bank Account	Dissection Accounts
Sundry Payments	Dissection Account	Bank Account
Fixed Assets		
Acquisitions	Fixed Assets	Fixed Assets Control
Depreciation	Profit & Loss Depreciation	B/Sheet Depreciation
Disposal	Fixed Assets Control	Fixed Assets

Advanced Financial Integrator

This application enables user-defined General Ledger postings to take place whenever invoices, credit notes, or inventory movements are generated by the Sales Order Processing, Inventory Management, Service Management and Transport Planning applications.

The Advanced Financial Integrator is extremely flexible, and will accommodate both simple and sophisticated posting rules. A simple posting might be one where certain Sales Order Processing transaction details are only ever posted to one set of fixed General Ledger account codes. A sophisticated posting might be one where the target General Ledger account codes have to be derived from the product and customer attributes of the transaction.

Standard Interface

A standard interface is available from your software supplier if you need to link data from a non-System21 application to General Ledger.

Essentially, it requires the external application to create work files containing the transaction, in a specified format. The interface procedure then validates the transactions, posts them to the General Ledger, and produces an audit report.

Please refer to your software supplier for more information about this facility.

Period Close

In order to maintain the integrity of the total financial suite, the current General Ledger period for this company cannot be closed until dependent financial applications have been closed for the period in question.

- Any financial application for any company which posts into this General Ledger must already be set to a future period.
- Any other General Ledger companies which consolidate into this company must already be set to a future period.

Structure of the General Ledger

The most important phase of implementing General Ledger is the structure of the chart of accounts.

It may be that the account coding structure is fixed, or you may take the opportunity of revising it to reflect today's need for additional financial management information. In whichever case, you will want to make use of the features available to you.

A useful first step is to review the needs of the business for financial information. This may be summarised by the following:

- Board level reporting, including reports submitted to your parent company
- Any statutory requirements
- Reports needed by operational managers; for example, to control costs against budgets
- The accountant's working tools, to ensure that there is a good audit trail

In this context, the need of multi-currency accounting should be assessed.

Remember that the General Ledger is a prerequisite of other applications. The requirements of external applications should be defined carefully as part of your General Ledger implementation.

- Even if you do not require a multi-currency General Ledger, you may have multi-currency Accounts Payable and Accounts Receivable companies, or hold currency bank accounts. Review those requirements against the multi-currency features described in the relevant topic.
- Tax codes, rates and accounts are held by the General Ledger and are used by the Sales Order Processing and Purchase Management applications as well as other financial applications.

Multiple Companies

If the business has several accounting units (whether or not they are separate legal entities), decide whether to set up several General Ledger companies, or to hold the accounts in one single company.

If you require company consolidation, you will need to define the consolidation requirements.

Note: *Remember that you can accumulate across companies by the Financial Manager and by hierarchies, as well as by period-close consolidation.*

Basic Data Creation

The first phase in using your General Ledger is to create the basic data so that you will be able to post values to your accounts, and to obtain enquiries and reports. Before you can create a chart of accounts, you must create the reference data within which the application will work:

Company Profile

The Company Profile holds control parameter information for the company. Do not enter the codes for the opening balance account, net profit account or bank account at this stage.

Ledger Descriptions

When creating the ledger descriptions, note that:

- The account code can be up to 12 characters long, with 1 to 4 levels, with each level not exceeding 9 characters. The Maintain Reports tasks enable you to define the level at which the profit and loss or balance sheet is to be summarised.
- Extension codes may also be used within the chart of accounts structure depending upon the level of account analysis required by the company.
- The first report level (level A) is used as the primary sequencing key for the standard balance sheet, trial balance and profit and loss reports. The other levels (B to E) may be used in management reports.

You may create sub-ledgers which consolidate into a single control account in either profit and loss or balance sheet ledgers. The control account into which they consolidate must have been created first in the chart of accounts.

It is extremely important when you are creating ledger descriptions that sufficient thought has gone into your chart of accounts design. Once created, the first four levels of account structure cannot be changed, although extension codes and report level codes can be added at a later date.

Once a chart of accounts design has been agreed, it is useful to create a small sample chart of accounts in a test company to ensure reporting requirements can be met with the agreed structure. If the sample codes within the test company are realistic, this company can be copied using the Copy Company utility, thus creating the basis of your live company's chart of accounts.

Note: *Most users find it useful to review their chart of accounts design with their software supplier before creating their live company (or companies).*

Account Level Codes

Creating ledger descriptions describes the account structure of the account levels, by ledger.

Report Level Codes

Report level codes are used for grouping like accounts together on reports.

Total Descriptions

A sub-total is used, in conjunction with report level code A, to group, sequence and sub-total accounts in the standard profit and loss and balance sheet reports.

Chart of Accounts Data

You can now establish the account codes to which you will make postings. They must be valid combinations of the account level codes already set up for the ledger.

You should print a full chart of accounts so that it can be checked for completeness and accuracy before making postings.

Additional Reference Data

You can now create additional reference data based on the chart of accounts:

- Bank accounts
- Complete company profile, return to the company profile and add the account codes for bank, net profit, opening balance, etc.
- Balance sheet and profit and loss formats
- Journal profiles

You must set up data used by other applications even if it is not required for the General Ledger.

Currency Data

- Create a record of all currency codes to be used by your company for sales orders, purchase orders and bank accounts.
- Establish the rate codes you expect to use.
- Set up currency exchange rates.

- Create any necessary multi-currency General Ledger accounts.

Tax

The tax sub-system is used to record tax for the input/output General Ledger accounts. Note the additional tax data, required to satisfy statutory requirements in some countries.

Other Preparatory Tasks

Having created the essential basic data there are other procedures which you should consider before starting to post values to your General Ledger.

- Budgets

  If you use budgets, you can set them up now. Spread profiles will be needed if annual totals are to be budgeted. You can set up management forecasts in the same way.

- Management Reports

  You can produce management reports in any of the account level or report level sequences.

For example, if you want to report in branch manager sequence with a sub-total for each manager, the report code B could be used to hold a code for each manager. The chart of accounts would be amended so that each account would have the appropriate value in report level B.

Financial Manager

If you have installed Financial Manager, you should create report specifications for your most important reports.

Starting to use General Ledger

When you have set up the basic data you can start using the General Ledger application.

If you have an existing computer system it may be possible to commission a computer conversion to transfer data across to the General Ledger application.

It is normal practice to implement the application at the start of an accounting year. Follow the procedures listed below:

- Post a journal to the balance sheet for the period prior to the first live period (normally year end) to create opening balances. However, because the opening balance (retained profit) account is post inhibited, you will need to use the Post to Post Inhibited Account task from the Utilities menu.
- Run reports to verify the balance sheet and then run a period close (and year close if you entered a year-close balance) to set the application ready to accept new data.
- Post values for the current period and proceed to use the application operationally.

Chapter 2 Company Maintenance

Maintain GL Company Profile [1/ASCO]

For every company that exists on your system, you must create a company profile which holds the rules governing the operation of General Ledger.

This section describes how you create and maintain a company profile in the General Ledger. The maintenance of company profiles is performed using the same procedure and windows as those used in creating a company.

Hierarchy of Companies

If you are creating a hierarchy of companies, where several subsidiaries are reporting to a parent company, you must create a profile for the parent company first.

Exclusive Activity

Control routines prevent the profile from being maintained when anyone else is using the module.

Caution: You should avoid changing existing company profiles once the module is in use, as this may corrupt your data. Changes should only be made under strict control.

Steps to be taken for a new company

Complete your company profile up to the second window and exit the Company Profile task. The following is a guide to the necessary steps you should then take:

1. Select the **Maintain Ledgers** task. Set up the codes you intend to use for the balance sheet and profit and loss ledgers.
2. Having set up both ledgers, select the **Maintain Account Level Codes** task. Set up account level codes for each ledger, corresponding to that ledger's structural requirements.
3. Select the **Maintain Report Control Codes** task. Enter the report level codes onto the account codes at creation time. You will save time and effort revising your chart of accounts later.

4. The accounts required for company maintenance should themselves be created by combining level codes to form the accounts.
5. If Cash Management is installed, the GL posting code to be used as the default bank account must be defined as a bank account in Cash Management.

   You may only do this after the Cash Management company profile has been created. You can select available bank accounts when creating the Cash Management company profile.

   The bank name and address record must be created first. Once the account has been designated as a bank account, it is post inhibited to journals.
6. You can now return to the **Maintain GL Company Profile** task, to enter your accounts on the Maintain GL Company Profile Default Accounts window.

Maintain GL Company Profile Selection Window

To display this window, select the Maintain GL Company Profile task.

Use this window to select the GL company to be created or maintained.

Fields

Company

Enter the code of an existing company or enter two characters to represent a new company.

Press Enter to display the Maintain GL Company Profile Name and Currency Details window.

Maintain GL Company Profile Name and Currency Details Window

To display this window, enter the company code used to identify the company you want to set up or maintain and then press Enter on the Maintain GL Company Profile Selection window.

Use this window to specify settings for the GL company to be created or maintained.

Fields

Company

The first time a company is set up, the two-character code entered on the previous window is displayed, along with an untitled Description field in which you must type the name used to identify this company on your system. This name can be up to 35 characters long.

If you have already defined the company name using System Manager, this name is displayed and may not be maintained here.

Once the company has been created, this window displays the company profile details, but the company name may not be changed.

Country

Enter the code of the country whose settings are to be used. This is usually the country in which the company is situated. These codes are maintained within the GL Parameter CCOD and are based on the 2 alpha ISO Country Codes

The selection of a country code for a company will set various fields on and off throughout the system. Specific functions and tasks will be conditioned accordingly.

For example, if you select I or F as a country code, year end journals will be switched on, as the Year-end Journal task is compulsory within Italy and France.

These codes are maintained within the GL Parameter CCOD and are based on 2 alpha ISO Country Codes

Periods per Year

Enter the number of accounting periods in the year, up to a maximum of 99.

Current Period

Enter the current accounting period, in the format YYYYPP. Once set up, it is then maintained by the Period Close routine.

Note: *When creating a GL company, you can specify this current period as one period prior to the first live period. This allows you to enter your opening balances into the period before your company goes live.*

Fiscal Year-end

Enter the period in which the year ends. This must not be greater than the number of periods in the year.

Alternative Year-end

Enter the period number of the alternative year-end, if required.

Leave this field blank if there is no alternative year-end and it will be set to equal the fiscal year-end.

Note: *The alternative year-end may apply, for example, where the company year-end is different from that of its parent company, thus necessitating the production of two sets of year-end accounts*.

Use Year-end Journals?

You use this field to specify whether or not to use Year-end Journals. These are not required in the UK but are used in some European countries.

Use this checkbox as follows:

Unchecked - Not to use year-end journals for this company

This means that at year end, the profit and loss accounts will be totaled and zeroed, and the resulting total will be totaled and posted to the opening balance (retained profit) account.

Checked - To use year-end journals

At year end, all balances in the balance sheet will be cleared down into one account, effectively totaling the balance sheet. At year open, these balances will be spread back into their previous accounts.

The year close (or end) journal passes through three stages before a year open journal takes over and opens up the new fiscal year:

- Profit and loss summary account
- Profit account or loss account determined by positive or negative value
- Summary closing account within the balance sheet, which effectively zeroes each account

The year close journal will post into the last adjustment period defined on the company profile. In this case, the alternative year end must be the same as the fiscal year end. The number of adjustment periods must be at least 1.

Number of Adjustment Periods

Enter the number of periods for which you want to make adjustment, for this company at year end. You can enter a number from 0 to 9 (where 0 indicates that adjustment periods are not being used).

Multi-Currency?

You use this field to specify whether or not to hold transaction details in their prime currency as well as the base currency of the General Ledger company.

Use this checkbox as follows:

Unchecked - If transactions can only be posted and held in base currency

Checked - If transactions may be posted in any valid currency

Caution:/-You cannot change this setting once you have started using the General Ledger.

Note: *You can operate General Ledger in single currency, and Accounts Payable and Accounts Receivable in multi-currency.*

Exchange Rate Code

The exchange rate code is a set of exchange rates for different currencies.

Enter the exchange rate code to be used as the default for this company.

Alternatively, for an existing company, you can use the prompt facility to select from the Select Currency Rate Code pop-up.

You can use any code, up to four characters long, to define a set of rates.

For a single currency ledger, a rate code may still be required for translation and consolidation purposes. Enter the rate code normally used for this purpose.

If the code has not previously been created, when you press Enter to update this window, a pop-up is displayed, enabling you to set it up.

Currency

You use this field to specify the base currency code for the General Ledger company. The default of GBP is displayed when you set up the company profile initially, but you can select a different base currency.

Alternatively, for an existing company, you can use the prompt facility to select from the Select Currency pop-up.

If the currency code has not previously been created, when you press Enter to update this window, a pop-up is displayed, enabling you to add a currency.

Maintain Prime Period Balances

You use this field to specify whether or not to hold the accounts' period balance details in their prime currency as well as the base currency of the General Ledger company.

Use this checkbox as follows:

Unchecked - If balances for accounts are to be held only as base values

Checked - To hold prime balances for accounts as well as base values

Historical Translation Data

This indicator controls the way in which data items from a source company are translated or consolidated to a target company.

Enter one of the following:

0 - If the translation method (specified on this window) is used to determine how balances are transferred

This is the most commonly used setting.

1 - If each transaction posted into this General Ledger is to be translated into the currency of the target General Ledger company

These translated values are held until a consolidation run takes place, at which point they are transferred to the target company.

Note: *This flag is only effective when the Translation Method field is set to 1.*

Caution: You should not change this setting once you have started using your General Ledger.

Prime Period Balance Default

If you have **checked** the Maintain Prime Period Balances field, you use this field to specify the default setting when creating your ledgers and accounts.

Use this checkbox as follows:

Unchecked - If the default for the sub-ledgers is to only maintain base period balances

Checked - If the default for the sub-ledgers is to maintain period balances in both prime and base currency

Translation Method

This field defines the default by which period base values are translated into a different currency.

Enter one of the following:

0 - To translate cumulative values as at the end-of-period rate for the translation period

1 - If the translation method depends on the setting of the Historical Translation Data field for this company

If historical translation details are being maintained (the field is set to **1**), actual values will be transferred in the target currency.

If historical translation details are not being maintained (the field is set to **0**), posted values are translated at the mid-period rate.

Default Forecast Code

Enter the default forecast code, using up to three characters.

You can create several forecast codes for an account to show the values that you expect to be posted to that account in future. In maintenance, enquiry and reporting tasks, this default code is used when forecasts are required.

Default Budget Code

Enter the default budget code, using up to three characters.

You can create several budget codes for an account, to show the values that you expect to be posted to that account in future. In maintenance, enquiry and reporting tasks, this default code is used when budgets are required.

Quantity Budget Decimals

You use this field to specify whether or not to allow the use of decimals in budget quantities.

Use this checkbox as follows:

Unchecked - To restrict budget quantities to whole numbers

Checked - To allow the use of two decimal places in budget quantities

Memo Values to Balance?

You use this field to specify whether or not postings made to memorandum accounts must balance.

Use this checkbox as follows:

Unchecked - If postings made to memorandum accounts do not have to balance

Checked - If postings made to memorandum accounts must balance.

If you check this field, when the system finds an unbalanced posting, a balancing entry will be made to the memorandum rounding errors account.

Use Level Codes?

You use this field to specify whether or not to use level codes in your company's chart of accounts.

Use this checkbox as follows:

Unchecked - To build the chart of accounts by complete code

Level codes will not be validated in account maintenance and are not available for reports or for selection in the Financial Manager module.

Checked - To build your chart of accounts from level codes

This would be the normal choice.

Caution: If you do not use level codes, you could severely restrict the analysis capabilities of your General Ledger.

Level Code Delimiter

Enter a suitable delimiter character to be displayed on the window to split account code levels, so that divisions in the account structure are easy to identify.

Use Account Code Extensions?

You use this field to specify whether or not to use extension codes in your company's chart of accounts.

Use this checkbox as follows:

Unchecked - If extension codes are not required as part of your company's chart of accounts structure

Checked - To include extension codes as part of the chart of accounts structure

Use Level Code Security

You use this field to specify whether or not to use level code security in your company's chart of accounts.

Use this checkbox as follows:

Unchecked - To disable level code and other security features

Checked - To enable level code and other security features

If you check this, a field is displayed when you are maintaining ledgers, allowing you to secure account levels.

Checking this field also enables you to use the security tasks and so lock certain users out of certain accounts.

The following tasks can use this facility:

- Transaction Detail Report
- Account Enquiry
- Account Balance Enquiry
- Ledger Enquiry
- Transaction Search
- Account Search Pop-up
- Summary Transaction Report
- Hierarchy Enquiry

- User Defined Views Enquiry
- Print User Defined Views

Allow Account Sequencing?

You use this field to specify whether or not to use account sequencing when creating your company's chart of accounts.

Use this checkbox as follows:

Unchecked - If account sequencing will not appear as a method of semi-automatic account creation within Chart of Accounts maintenance

Checked - To make use of account sequencing, which allows you to create each account in level sequence without having to input accounts one at a time

This facility may be switched on (initially while creating account codes en masse) and switched off later, if it is not needed for ongoing maintenance.

Visualise Structures Ledger

This is no longer used.

Visualise Acct Prefix

This is no longer used.

Press Enter to confirm your entries.

Functions

Update (F8)

Use this to update the company profile (provided Global Levels are not in use). The Maintain GL Company Profile Selection window is re-displayed.

Note: *When you are creating a new company profile, the Add Currency Rate Code pop-up is displayed.*

Note: *When you are creating a new company profile, once you have completed the rate code and currency details, the company profile window displayed next varies according to whether or not you use extension levels in your account codes.*

Note:*If you have chosen to use extension levels in your account codes (the Use Account Code Extensions? field is checked), the Global Level Code Selection window is displayed.*

Note:*If you have not chosen to use extension levels, this current window is re-displayed with the fields protected and the Update function available at the bottom of the window.*

Add Currency Rate Code Pop-up

To display this pop-up, enter an exchange rate code that has not been defined on the system for this company.

Use this pop-up to progress to the Add a Currency Rate Code pop-up and enter a new exchange rate or to select from a list of rate codes previously defined.

Functions

List (F4)

Use this to list the currency rate codes defined to the system for this company profile.

Press Enter to display the Add a Currency Rate Code pop-up.

Add a Currency Rate Code Pop-up

To display this pop-up, press Enter on the Add Currency Rate Code pop-up.

Use this pop-up to enter the new currency rate code details.

Fields

Rate Code

This field displays the four-character rate code as entered or selected. It cannot be changed.

Description

Enter a description for the rate code, using up to 35 characters.

Effectivity Type

You use this field to specify whether the rate code is effective by calendar date or by accounting period.

Select one of the following:

D - If this rate code is effective from and to calendar dates

P - If this rate code is effective for a number of accounting periods

You enter the period of time for which the rate code is effective when you set up the exchange rates.

Note: *Exchange Rates are set up using the Maintain Currency Rates task.*

Once you have entered the exchange rate code details, select Update (F8) to update the details and display the First Add a Currency pop-up.

First Add a Currency Pop-up

When you enter the currency code when setting up the company initially, this pop-up is displayed with the option to add a currency.

To display this pop-up, press Enter on the Add a Currency Rate Code pop-up.

Functions

List (F4)

Use this to list the currencies defined to the system for this company profile.

Press Enter to display the Second Add a Currency pop-up.

Second Add a Currency Pop-up

To display this pop-up, press Enter on the first Add a Currency pop-up.

Fields

Description

Enter a description for the new currency.

Short Description

Enter a short description for the currency. This description will appear in the majority of windows and reports.

Smallest Unit

Enter a value for the smallest unit of the specified currency.

Examples:

In the US, the smallest unit of specified currency is one cent, which would be specified as 0.01

In Japan, the smallest unit of specified currency is one yen, which would be specified as 1.00

Movement Tolerance

If this currency is your base currency, a percentage of 0.00 should be entered, as exchange rate fluctuations would not be expected.

Otherwise, enter the percentage of variation you are prepared to accept in the exchange rate fluctuation between currencies.

Some currency exchange rates fluctuate wildly, whereas others vary within a much smaller band. The Movement Tolerance field allows you to specify a single plus or minus percentage for the exchange rate variation. Movements outside this range will cause a warning to be issued when exchange rate information is entered.

Once you have entered the currency details, you can select Update (F8) to save the details and re-display the Maintain Company Profile Name and Currency Details window.

Maintain GL Company Profile Global Level Code Selection Window

You use this window to set up global level codes to be used across the ledgers of this company. Once a global level, or reserve level, is maintained, it will effectively lock that level for every ledger within the company's chart of accounts and may not be updated.

The global codes are not mandatory for all ledgers and can be avoided in the following two ways:

- By switching off the extension codes flag for the specific ledger (the **Use Account Code Extensions?** field on the Maintain GL Company Profile Name and Currency Details window)
- By leaving the **Reqd** field against the global codes unchecked on the Maintain Ledger Descriptions window
- Global level codes can only apply to level codes 5 to 9 of a ledger structure and must be entered sequentially: level 6 cannot be used as a global level unless level 5 has been specified.

By default, global levels are also set up as cross-level codes.

Maintain General Ledger Company Profile Global Levels Window

To display this window, check the Use Account Code Extensions? field and then press Enter on the Maintain GL Company Profile Name and Currency Details window.

Fields

Length

Enter the length of the global level code, which can be from 1 to 15 characters. This is also known as a reserve level code.

Description

Enter a description for the global level, using up to 15 characters. You can overwrite this description for specific ledgers that make use of this level code.

Ad Hoc Creation of Level Codes?

You use this field to specify whether or not to allow the creation of level codes in your company's chart of accounts when posting transactions.

Use this checkbox as follows:

Unchecked - To prohibit the ad hoc creation of level codes

In this case, they can only be specified via account codes maintenance.

Checked - To allow the ad hoc creation of level codes

In this case, you will be able to create level codes for accounts when posting transactions, as well as when you maintain accounts through the normal procedures.

Note: *The entry of several key accounts is required by company maintenance. If you have not created your account codes, see the Steps to be Taken for a New Company section.*

Caution: If you are setting up a new company, you must now exit the Maintain GL Company Profile task.

If you are creating this company profile, press Enter and then Update (F8) to accept the details entered. The Maintain GL Company Profile Selection window will be re-displayed.

If you are maintaining an existing company, press Enter to display the Maintain GL Company Profile Default Accounts window.

Maintain GL Company Profile Default Accounts Window

To display this window, press Enter on the Maintain GL Company Profile Name and Currency Details window or on the Maintain General Ledger Company Profile Global Levels window.

If you are setting up a new company, you must make sure you have already set up your high-level ledgers and accounts in your chart of accounts before attempting to complete this window.

You must enter a number of account codes on this window for the default accounts used by this company for various postings. You enter the short account code, using up to twelve characters, in the fields shown. If you use extension level codes with any of these account codes, an Extension Codes pop-up will be displayed for those accounts.

Note: *When the company profile is first set up, this window is not displayed when taking this task to create the company. The first window is completed and updated, as is the Global Levels window if applicable, and you must leave this window blank until the GL accounts are created. Thereafter, the GL account fields must be completed before you can update the company profile.*

Fields

Net Profit

You must enter an account code, using up to twelve characters. This must be a profit and loss memorandum account defined to the chart of accounts. This account will be used at period end to hold the net profit for the period and year to date.

Alternatively, use the prompt facility to select from the Select Net Profit Account pop-up.

The software will set the post-inhibit flag to **Y**, to stop users posting to this account, when the company profile is completed.

If they are specified for this account, you must enter extension codes in the Extension Codes pop-up.

Inter-Co Accounting

You use this field to specify whether you want to post transactions from this company to other GL companies on the system.

Use this checkbox as follows:

Unchecked - If you do not want to post transactions from this company to another company

Checked - If you do want to be able to post transactions to other companies

Rounding Errors

Enter an account code, using up to twelve characters. This must be a valid balance sheet account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Errors Rounding Account (Fiscal) pop-up.

In the case of an imbalanced fiscal journal arising, for example, from an external system, the system will balance the journal to this account automatically, allowing the posting to be corrected by way of a general journal posting.

Tax Periods per Year

Enter the number of tax accounting periods in a year. You must enter any number from 1 to 12.

Rounding Errors (Memo)

Enter an account code, using up to twelve characters. It must be a valid memorandum balance sheet account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Errors Rounding Account (Memo) pop-up.

This account is similar to the Rounding Errors (Fiscal Account) but is used for postings to memo accounts. In the case of an imbalanced memorandum journal arising, for example, from an external system, the system will balance the journal to this account automatically, allowing the posting to be corrected by way of a general journal posting. This account is only used if the Memo Values to Balance? field on the Maintain GL Company Profile Name and Currency Details window is **checked** to ensure that postings to memo accounts are forced to balance.

C&E Exchange Rate Code

Enter a suitable code to apply to a Customs and Excise exchange rate codes table with regard to acquisition tax.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

US Tax Group

This field is displayed if the United States is specified in the Country Code field on the company profile window.

If your company is to be consolidated with others for a 1099 return, enter the tax group that is used to link them.

Note: *This field is relevant only to US companies preparing 1099 tax returns.*

Future Suspense

Enter an account code, using up to twelve characters. It must be a valid balance sheet account.

Alternatively, use the prompt facility to select from the Select Suspense Account for Future Periods pop-up.

The future suspense account is used by the cross period journals function when posting to one or more future periods; however, an account must be entered, even if you do not plan to use cross period journals.

Prior Suspense

Enter an account code, using up to twelve characters. It must be a valid balance sheet account.

Alternatively, use the prompt facility to select from the Select Suspense Account for Prior Periods pop-up.

The prior suspense account is used by the cross period journals functions when posting to one or more prior periods. However, an account must be entered, even if you do not plan to use cross period journals.

Contras Suspense

Enter an account code, using up to twelve characters. It must be a valid balance sheet account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Suspense Account for Contras pop-up.

This account is used by the contra accounting facility in Accounts Receivable and Accounts Payable for posting between customer control accounts and supplier control accounts.

Statutory A/c Length

Enter the statutory length of accounts, if this is a requirement for the country concerned.

Profit Account (Untitled)

You must enter an account code, using up to twelve characters. It must be a valid balance sheet account.

Alternatively, use the prompt facility to select from the Select Profit Account pop-up.

This account is used at year-end to post this year's profit after clearing down the profit and loss account year-to-date balances.

If year end journals are active, and this is a profit account, it is designed to hold the positive value posted from a nominated summary profit and loss account when a year end journal is posted.

General Journal Books

Select one of the following:

Single

Multiple

Loss Account

Enter an account code, using up to twelve characters. It must be a valid account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Loss Account pop-up.

If they are specified for this account, you must enter extension codes in the Extension Codes pop-up.

This account will hold the negative value posted from a nominated summary profit and loss account when a year-end journal is posted.

Note: *This field will be displayed only if year-end journals are active.*

Separate DR & CR

You use this field to specify whether the debit and credit values are displayed together or separately in the transaction matching procedure.

Use this checkbox as follows:

Unchecked - To have the debit and credit values displayed together in the transaction matching procedure

Checked - To have the debit and credit values displayed separately

If you want to use year-end procedures and you require your debit/credit position within Accounts Payable and Receivable to balance with the General Ledger, **check** this field.

Unassigned Cash

Enter an account code, using up to twelve characters. This should be a valid fiscal balance sheet account.

Alternatively, use the prompt facility to select from the Select Unassigned Cash Account pop-up.

This account is used to hold unassigned cash. Unassigned cash is only posted via Lockbox/EDI in the CS task Process External Data.

Autogenerate Match Ref

You use this field to specify whether or not you want to generate references automatically in the transaction matching procedure.

Use this checkbox as follows:

Unchecked - If you do not want to generate references automatically in the transaction matching procedure.

You will then have to enter them for each procedure.

Checked - If you want to generate references automatically

Summary Profit & Loss

Enter an account code, using up to twelve characters. It must be a valid account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Summary Profit & Loss Account pop-up.

This account will hold the values of the profit and loss accounts when a year-end journal is run.

Note: *This field is displayed only if the year-end journals are active.*

Summary Closing Balance Sheet

Enter an account code, using up to twelve characters. It must be a valid account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Summary Closing Balance Sheet Account pop-up.

This account will hold the values of the balance sheet accounts when a year-end journal is posted.

Note: *This field is displayed only if the year-end journals are active.*

Summary Opening Balance Sheet Acct

Enter an account code, using up to twelve characters. It must be a valid account set up on the chart of accounts.

Alternatively, use the prompt facility to select from the Select Summary Opening Balance Sheet Account pop-up.

This account will post all values of balance sheet accounts closed down by a year-end journal back into the balance sheet accounts at year open.

Note: *This field is displayed only if the year-end journals are active.*

Error Limit Percentage

You can optionally enter a tolerance limit, in percentage terms, covering the allowable difference between input-calculated and system-calculated tax.

Error Limit Absolute Value

You can optionally enter a tolerance limit, in value terms, covering the allowable difference between input-calculated and system-calculated tax. The decimal point is implicit.

If neither error limit is entered, the exact amount of tax must be entered for posting to the General Ledger. To suppress validation, enter limits as all 9s (for example: 9999999999999.99).

Note: *If the option to have year-end journals has been chosen, several more fields for key accounts appear on the window.*

Functions

Consolidation Companies (F10)

Use this to set up or maintain consolidation companies, that is, companies into which this company's accounts may be consolidated.

Third Party Codes (F9)

Use this function to add third party details for the GL company.

These details are used in BOD creation by ION

Contact (F13)

Use this function to add contact details for the GL company.

These details are used in BOD creation by ION

Names and Addresses (F15)

Use this to enter the name by which you want the company to be known externally, and the company address. You can also enter the tax registration number and company registration ID of the company.

Press Enter and then select **Update (F8)** to accept the details on the window.

Maintain GL Company Profile Third Party Codes Window

To display this window, select **Third Party Codes (F9)** on the Maintain GL Company Profile Default Accounts window.

Options

Sel

Use this checkbox as follows

Unchecked – Third party not in use

Checked – Third party used for this company

Press Update (F8) when all applicable third party codes have been selected

Maintain GL Consolidation Companies Window

To display this window, select **Consolidation Companies (F10)** on the Maintain GL Company Profile Default Accounts window.

The accounts of one company may be consolidated into the accounts of one or more other companies. You use this window to select the companies into which the accounts of this company are to be consolidated.

Note: *If the Country-specific Parameter 033 in 33/GLU is set to 1, consolidation may be carried out by a specified date range.*

Note:*If it is set to 0, consolidation will be by specified period.*

Fields

New Consolidation Company

Enter the company code of the target consolidation company.

Options

Select

Use this to select an existing target consolidation company to be maintained.

Delete

Use this to select an existing target consolidation company whose consolidation link is to be deleted.

A pop-up is displayed to allow confirmation of the deletion. Select **Delete (F11)** to confirm deletion of the consolidation link.

Enter the company you want to consolidate (which must already exist in its own right), or select an existing code to amend it. The Maintain Consolidation Company window is displayed.

Maintain Consolidation Company Window

To display this window, either enter the company you want to consolidate on the Maintain GL Consolidation Companies window and then press Enter or select an existing code on the Maintain GL Consolidation Companies window.

If the base currencies of all companies involved are the same, the base currency values of this company are consolidated into the base currency values of the target company. Where these currencies are different, the values are translated into the target company's base currency.

Fields

Target Rate Code

If the base currencies of the two ledgers are different, enter the rate code in this company to translate into the target currency.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Consolidate Memo Accounts?

You use this field to specify whether or not to include memorandum accounts in the consolidation.

Use this checkbox as follows:

Unchecked - Not to consolidate memorandum accounts

Checked - To include memorandum accounts in the consolidation

Period Lead

This field is used to define the equivalent period in the target company. It may be that the source company and target company have different financial year ends, so that the source company's accounts need to be consolidated into an equivalent period of the target company. To do this, enter a positive value in this field for a lead-time, or a negative value, with a trailing minus sign (-), for a lag time.

For example, if the source period is 10 and the target period is 12, this is a lead of 2 periods and therefore you would enter 2 to indicate two months' lead-time.

Alternatively, if the source period is 10 and the target period is 6, this is a lag of 4 periods and therefore you would enter 4- to indicate four months' lag time.

Translation Level

You use this field to specify what level of accounts are to be included in the consolidation.

Enter one of the following:

All a/cs - If consolidation includes sub ledger accounts

Top level a/cs only - To consolidate top-level accounts only

Note: *If the Country-specific Parameter for translation and consolidation by date is set on, further validation is carried out to ensure that the currency of the target company is the same as the source company currency. An error is displayed when this is not the case.*

Note: *In addition, the period lead is set to 0 and the translation level is set to Top level a/cs only.*

Do not translate target currency txns?

If set on, this allows target currency transactions to not be translated.

For example, if this flag is set then where the source company currency is e.g. EUR, and the target company currency is e.g. TRY then if the prime currency of the originating transaction is TRY the value will not be translated

Note. This would only be applicable where journal details are being transferred.

Use this checkbox as follows:

Unchecked – Translate target currency transactions (default)

Checked – Do not translate target currency transactions

Press Enter and then select Update (F8) to update the consolidation details.

Maintain GL Company Profile Contact Window

To display this window, select **Contact (F13)** on the Maintain GL Company Profile Default Accounts window.

Use this function to maintain contact details for this GL company

Press Update (F8) when contact details have been entered

Maintain Names and Addresses Pop-up

To display this pop-up, select **Names and Addresses (F15)** on the Maintain General Ledger Company Profile Default Accounts window.

Use this pop-up to enter the name and address and registration details of the company, as you want it to be known externally.

These details are printed on the Company Profile report. Where it is a statutory requirement, Italian reporting includes this information.

Fields

External Company Name

Enter the name by which you want the company to be known externally, using up to 35 characters.

Address Lines 1-4

Enter the address of the external company in the lines provided, using up to 35 characters per line.

Post Code

Enter the postcode of the external company, using up to 9 characters.

Tax Registration Number

Enter the tax registration number of the external company, using up to 20 characters.

Company Registration

Enter the registration of the external company, using up to 25 characters.

Press Enter to perform the update and return to the previous window.

Company Indian Details

India only

To display this window the India country-specific parameter must be active

Fields

VAT Number

Enter a VAT identifier.

CST Number

Enter a Central Sales tax identifier.

Service Tax Number

Enter a Service Tax Number if required.

Excise Tax Number

Enter an Excise Tax Number if required.

PAN Number

Enter a Pan Number if required.

MSME Number

Enter an MSME Number if required

Select **Update (F8)** to update the data and return to the Maintain GL Company Profile Default Accounts Window.

Company Russian Details

To display this window the Russian country-specific parameter must be active

Note. It is assumed the INN (Tax registration number) is entered in the Tax registration number on the Maintain Names and Addresses window.

Fields

KPP

Enter the KPP code which accompanies the INN if required

OKPO:

Enter the OKPO code if required

OKVED:

Enter the OKVED code if required

OKATO

Enter the OKATO code if required

OKOPF:

Enter the OKOPF code if required

OKFS:

Enter the OKFS code if required

OKPD:

Enter the OKPD code if required

Select **Update (F8)** to update the data and return to the Maintain GL Company Profile Default Accounts Window.

Print GL Company Profile [11/ASCO]

This task allows you to print two reports, detailing:

- The current state of a specified company profile
- The history of any changes made to a specified company profile

Print Company Profile Selection Window

To display this window, select the Print GL Company Profile task.

Fields

Company Code

Enter the company code of the General Ledger company on which you want to report.

Enter the company code on which you want to report and then press Enter to display the selection fields.

Print Company Profile Window

To display this window, enter the company code on which you want to report and then press Enter on the Print Company Profile Selection window.

You use this window to select the report required for the company selected.

Fields

Print Current Status or History?

You use this field to specify whether to report on the current company profile status only or to include any changes made over a period of time.

Select one of the following:

Current status (1) - If the report will reflect the company profile as it is at the time of printing

History of amendments (2) - To print an audit trail of all the amendments made to the company profile since the date specified

If Printing History, Start Date

If you have selected **History of amendments** in the Print Current Status or History? field to produce a report of the company profile's history, enter a start date to limit the report to changes made since that date, or leave this field blank to print the entire history of changes to the profile.

Press Enter to submit a batch job to generate the report.

Chapter 3 GL Audit and Other Maintenance

Enquire on Application Data [1/GLA]

Application Data Selection Window

To display this window, select the Enquire on Application Data task.

This enquiry displays the current status of this company's general ledger.

Fields

Period

This field displays the current period number.

Status

This field states whether the current period is open or closed.

Last Session Number Allocated

This field displays the last GL session number assigned by the system.

Company Consolidated

This field specifies if this company has been consolidated.

Note: *This field displays only if company consolidation is relevant for this company's accounts. See the* ***Consolidation*** ***Companies (F10)*** *function in the Company Profile task for further information.*

Balance Sheet Ledger

This field displays the ledger code of the Balance Sheet.

Profit & Loss Ledger

This field displays the ledger code of the Profit and Loss ledger.

Archived to Period

This field displays the last period for which the accounts have been archived.

Level Codes Required

This field indicates whether or not level codes are used in this company's Chart of Accounts:

0 - Level codes are not used.

1 - Level codes are used.

Immediate Account Maintenance Required

This field indicates whether or not hierarchy control accounts are updated immediately on completion of a posting period:

0 - Hierarchy control accounts should not be updated at period end.

1 - Hierarchy control accounts should be updated immediately on completion of a posting period.

System Status

This field indicates whether the update system is active or not.

Note: *The enquiry also informs you of any journals or hierarchy accounts that are awaiting update.*

Press Enter to exit the task.

Last FEC Document Reference

This field displays the last FEC document reference number used.

This is only displayed if the Couche Francais function is active.

Function

Current Periods (F14)

Use this function key to display the Current periods window showing all open periods for financial applications attached to this GL company

Current Periods

To display this window select Current Periods from the Application Data Selection window. This will show a list of current periods for financial applications/companies attached to this GL

Press ENTER to exit the task or Previous (F12) to return to the previous screen

Report on Prior Period Journal [11/GLA]

This report lists details of all prior period journals that have been posted since transactions were last archived or purged.

Select Confirm Submit (F8) to exit the task and submit a batch job to produce the report.

Audit Report on Journal Sequences [12/GLA]

If the references for any type of journal are entered sequentially, as 90001234, 90001235 and 90001236 for example, or if they are generated automatically by the system, this report will identify journals not posted within a given range of references and for a given period.

Missing Journals Report Selection Window

To display this window, select the Audit Report on Journal Sequences task.

Use this window to select the report by transaction source, type and journal reference.

Fields

Transaction Source

Enter the letter used to represent the transaction source.

Alternatively, use the prompt facility to select from the Select Transaction Source pop-up.

Transaction Type

Enter a transaction type that may be generated from a particular transaction source.

Alternatively, use the prompt facility to select from the Select Transaction Type pop-up.

Press Enter to re-display this window with the Format for Journal Reference field. The other fields are now protected.

Missing Journals Report Format for Journal Reference Window

To display this window, press Enter on the Missing Journals Report Selection window.

Use this window to define the formal of journal references of the type selected.

Fields

Format for Journal Reference

System-generated references generally start at 00000001 and increment by one, but if references for the journal type are entered manually (as in the case of general journals), you may use any permutation of keyboard characters.

You use this field to define the format of the next journal reference that you are seeking. You do this by typing a series of characters in this field in the order that they appear, up to eight characters in length.

At any position within the reference format you may use one of the following characters:

A - At this position, the reference must have a letter, but not a number or a blank.

N - At this position the reference must have a number, but not a letter or a blank.

X - At this position the reference must have either a letter or a number, but must not be left blank.

P - Prompt for anything not covered by A, N or X. (for example, **/** or **-**). You can specify only certain letters or numbers, or a blank. If you enter P at any position within the format, you will be prompted for further details.

Examples:

For a reference of 00000001 use the format NNNNNNNN.

For a reference of bbbbbbb1 (where b is a blank) use the format PPPPPPPN.

For a reference of 123456-D use the format NNNNNNPA.

For a reference of 1234L (four-digit number, followed by either A, B or C) use the format NNNNP.

Functions

Revise All P(s) in Format (F17)

This function only appears for existing formats. Use this to display the Prompt on Format Position pop up where you can modify the P format.

If there are no Ps in the format, press Enter to display the Missing Journals Report on Range window.

Prompt on Format Position Pop-up

To display this pop-up, type P in the Format for Journal Reference field and then press Enter.

You can complete only one section. The pop-up's heading specifies the position within the format currently being defined.

Any combination of characters entered in the upper section could also be entered in the lower section. On revision, the previous definition will be displayed in the lower section.

If you have chosen to be prompted on more than one position, the prompts appear sequentially.

Fields

All of A-Z

Use this checkbox as follows:

Unchecked - If a letter is not allowable

Checked - If any letter from A to Z is allowable

All of 0-9

Use this checkbox as follows:

Unchecked - If a digit is not allowable at this position in the format

Checked - If any digit from 0 to 9 is allowable at this position in the format

Blank Allowed

Use this checkbox as follows:

Unchecked - If this position may not be left blank

Checked - If this position may be left blank

Note: *If it must be left blank, you do not need to define it as P; you can just leave it blank on the format definition.*

Other Symbols

If characters other than letters, numbers or blanks are permissible, enter them here. Depending on your keyboard, these might include symbols such as /, $ or %.

If you want to enter more than four such characters, use the lower section of this pop-up.

Restricted Values

If only some characters are allowed at this position and the combination has not been covered in the first four fields of the pop-up, you can enter them here.

Including Blank

Check this if, in addition to characters specified in the preceding field, this position may be left blank.

Having prompted for a position, select Confirm (F8) and then press Enter to display the final window in which you can enter additional criteria.

Missing Journals Report Range Window

To display this window, select **Confirm (F8)** on the Prompt on Format Position pop-up.

Use this window to select a range of journal references for a specific period or for all periods.

Note: *You may select* ***Previous (Revise Format) (F12)*** *to revise the format.*

Fields

Lowest Journal Reference

Enter the journal reference at which you want to start to look for missing journals.

The reference entered must conform to the specified format.

If you leave this field blank, the upper limit must be entered to restrict the possible volume of data.

Highest Journal Reference

Enter the latest reference in the range to be selected for checking.

Leave this field blank to report from the first reference entered.

Period

Enter the period to check for missing journals.

The period entered must be within the number defined in the company profile.

Leave this field blank for the report to cover all periods.

Press Enter to re-display the window and then select Confirm (F8) to accept the range and submit the job to generate the report.

Report on Suspended Journals [13/GLA]

This task provides a list of all journals that have been suspended during transaction posting sessions.

The Suspended Journal report will print all non-updated journals.

The report would normally be run immediately before period end, since period end cannot be run if there are suspended journals.

Note: *The security object GPST (set up via the utility task Maintain Security Object) may be set up to allow users to post journals but not update them. The update could then be approved and updated by an authorised user.*

Select Confirm Submit (F8) to submit the job to produce the report.

Audit Report on Chart of Accounts [21/GLA]

This task prints an audit trail of amendments to General Ledger accounts within selected dates. Data may be retained or cleared once printed. A batch job is submitted and a report is produced.

The value of the Transaction Match flag is printed.

Print Audit Report on Chart of Accounts Window

To display this window, select the Audit Report on Chart of Accounts task.

Fields

Ledger

Enter a ledger or sub-ledger for the audit report.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Leave this field blank to print a history of changes for all your ledgers.

From Date

Enter or select a From date for the first day items are to be included on the report.

Leave this field blank for the earliest date.

To Date

Enter or select a To date for the last day to include items on the report.

Leave this field blank for the latest date.

Clear Data after Printing

Use this checkbox as follows:

Unchecked - To retain data for later re-selection

Checked - To delete the selected data once it is printed

Press Enter to validate your entries. Select **Confirm (F8)** to submit the job to produce the report.

Audit Report on Account Level Codes [22/GLA]

This task prints an audit trail of amendments to General Ledger account levels within selected dates. Data may be retained or cleared once printed. A batch job is submitted and a report is produced.

Audit Report on Account Level Codes Window

To display this window, select the Audit Report on Account Level Codes task.

Fields

Global Levels?

Use this checkbox as follows:

Unchecked - To omit global levels from the audit report

Checked - To include global extension levels in the audit report

Cross-Ledger Levels?

Use this checkbox as follows:

Unchecked - To omit cross-ledger levels from the audit report

Checked - To include the cross-ledger level codes (over 2 or more ledgers)

Ledger

Enter a ledger or sub-ledger for the audit report.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Leave this field blank to print a history of changes for all your ledgers.

From Date

Enter or select a From date for the first day for which items are to be included on the report.

Leave this field blank for the earliest date.

To Date

Enter or select a To date for the last day for which to include items on the report.

Leave this field blank for the latest date.

Clear Data after Printing

Use this checkbox as follows:

Unchecked - To retain data for later re-selection

Checked - To delete the selected data once it is printed

Press Enter to validate your entries. Select **Confirm (F8)** to submit the job to produce the report.

Audit Report on Report Control Codes [23/GLA]

This task prints an audit trail of amendments to General Ledger report level codes within selected dates. Data may be retained or cleared once printed. A batch job is submitted and a report is produced.

Print Audit Report on Report Control Codes Window

To display this window, select the Audit Report on Report Control Codes task.

Fields

Ledger

Enter a ledger or sub-ledger for the audit report.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Leave this field blank to print a history of changes for all your ledgers.

From Date

Enter or select a From date for the first day for which items are to be included on the report.

Leave this field blank for the earliest date.

To Date

Enter or select a To date for the last day for which to include items on the report.

Leave this field blank for the latest date.

Clear Data after Printing

Use this checkbox as follows:

Unchecked - Retain data for later re-selection.

Checked - Delete selected data once it is printed.

Press Enter to validate your entries. Select Confirm (F8) to submit the job to produce the report.

Audit Report on Ledger Descriptions [24/GLA]

Print Audit Report on Ledger Descriptions Window

To display this window, select the Audit Report on Ledger Descriptions task.

This task prints an audit trail of amendments to GL ledger and sub-ledger descriptions within selected dates. Data may be retained or cleared once printed. A batch job is submitted and a report is produced including Action, When, and By Whom details.

Fields

From Date

Enter or select a From date for the first day for which items are to be included on the report.

Leave this field blank for the earliest date.

To Date

Enter or select a To date for the last day for which to include items on the report.

Leave this field blank for the latest date.

Clear Data after Printing

Use this checkbox as follows:

Unchecked - Retain data for later re-selection.

Checked - Delete selected data once it is printed.

Press Enter to validate your entries. Select **Confirm (F8)** to submit the job to produce the report.

Maintain Calendar [31/GLA]

Calendar maintenance is used to specify the end date for each period. If the accounting date function is active, these dates are used to determine the period to which postings should be made. If the accounting date or period control function is active, the period open setting will determine whether you can post to a period.

In addition, information relating to working days and holidays may be specified. In Accounts Receivable and Accounts Payable modules calculated due dates can, optionally, be made to exclude weekend and holidays.

Note: *See GL Country-specific Parameters 023 and 024, which explain the AR/AP Due Date Exclude Weekends/Holidays tasks.*

The specified holidays are fed into the year's calendar and an update of the number of working days within the year is automatically made.

The calendar may be used to validate document dates against periods.

Note: *See GL Country-specific Parameter 010. Check that the Date and Period correspond.*

Calendar Maintenance Selection Window

To display this window, select the Maintain Calendar task.

Fields

Enter Calendar Code

This field contains the calendar code you wish to use to set up a new calendar. This code must exist as a GL parameter under type CLND.

Enter Year

Enter a year number to set up a new year.

Based on Calendar

If you wish to create a new calendar based on an existing calendar (in the same year), enter the existing calendar code here.

Options

Select

Use this to select a year if you wish to maintain it.

Delete

Use this to delete the calendar for a year. Select **Delete (F11)** to confirm the deletion.

Print

Use this to print the calendar for the selected year.

Select an existing calendar to maintain or press Enter to add a new calendar. The Calendar Maintenance Period End Dates window is displayed.

Calendar Maintenance Entry Window

To display this window, enter a year on the Calendar Maintenance Selection window.

Use this window to set up and maintain period end dates. Periods display as open for posting or closed.

Fields

Start Date

Enter or select the date on which the year will begin.

Period End Date

Enter or select the date on which the period will come to a close.

This date may not be earlier than the end date of a previous period.

Open

The appearance of this field is dependent on Country-specific Parameter 14 (Accounting Calendar Active) and Country-specific Parameter 57 (Period Control Active). If the accounting calendar or period control is active, any period may be open. If the accounting calendar or period control is not active, future periods may not be open.

This field would usually be used to stop posting to future periods.

Select one of the following:

Blank - If you cannot post to the period

Open - If transactions can be posted to the period

Functions

Holidays (F17)

Use this to enter details of holidays.

Select Update (F8) to save your changes.

Calendar Maintenance Holiday Window

To display this window, select **Holidays (F17)** on the Calendar Maintenance Entry window.

Use this window to set the usual non-working days as **N** and to set your company to be closed for holiday dates. In Accounts Receivable and Accounts Payable modules calculated due dates can, optionally, be made to exclude weekend and holidays.

Note: *See GL Country-specific Parameters 023 and 024, which explain the AR/AP Due Date Exclude Weekends/Holidays tasks.*

The specified holidays are fed into the year's calendar and an update of the number of working days within the year is automatically made.

Fields

Standard Week (M to S)

Enter **N** in the field if the day in the standard week is to be taken as a holiday. Leave it **blank** if the day is to be taken as a normal working day.

Holidays From

Enter or select a date to indicate the start of a block of days to be allocated as holiday.

Holidays To

Enter or select a date to indicate the end of a block of days to be allocated as holiday.

Select Update (F8) to update the calendar.

Maintain Parameters [32/GLA]

Parameters are fields (major types) which hold codes (sub-types) for further organisation of your general ledger.

The system creates some parameter codes with its sub-types. For example, TTYP holds the identifying transaction type codes, such as IN for an invoice.

You may maintain and add to other parameters. For example, CRSP holds codes to identify your credit controllers.

Some of these parameters relate to the Accounts Payable and Accounts Receivable applications, such as customer groups or supplier groups. These parameters are only relevant if you are using these applications.

Maintain Parameters Window

To display this window, select the Maintain Parameters task.

A list of existing major type parameters is displayed.

Fields

Source

This field shows the definition of the parameter as follows:

Sys - If the parameter is system-defined

User - If the parameter is user-defined

Enter Type

The field name is the name of the column heading at the top of the table.

New entries may be made or existing User type entries modified.

Type

Enter the name of this parameter.

Description

Enter a description of the parameter, using up to 30 characters.

Values 1 and 2 Required

Check these if a value must be entered whenever one or both of these parameters are applied to a transaction.

Code Length

This identifies the length of the sub-codes, which may be up to 10 characters.

Options

Maintain

Use this to maintain an existing major type parameter.

Delete

Use this to delete a major type parameter.

Sub-codes

Use this to maintain, review or add sub-codes for this major type.

Select Sub-codes to display the sub-codes of a major type parameter. A list of existing sub-codes is displayed.

Parameters Sub-codes Window

To display this window, select Sub-codes against major type parameter on the Maintain Parameters window.

Use this window to add new sub-codes or maintain or delete existing sub-codes. System-defined sub-codes may not be deleted.

Fields

Enter New Code

The field name is the name of the column heading at the top of the table.

New entries may be made or existing entries modified.

Code

Enter the name of a new sub-code, using up to 3 characters.

Description

Enter a description for the sub-code, using up to 30 characters.

Value 1

If required, enter a value for this sub-code parameter. Such a value might indicate tolerance limits. This field is displayed only if the Value 1 Reqd field is **checked** on the Maintain Parameters window.

Value 2

If required, enter a value for this sub-code parameter. Such a value might indicate tolerance limits. This field is displayed only if the Value 2 Reqd field is **checked** on the Maintain Parameters window.

Options

Maintain

Use this to maintain an existing sub-code.

Delete

Use this to delete an existing sub-code.

Note: *The length allocated to the sub-codes (as specified on the Maintain Parameters window) is shown at the top of the window.*

Press Enter to update the sub-code.

Parameters List of GL Types

ACSH

Auto Cash Adjustment Tolerance

The system creates this code to be used for write-off adjustments in the Accounts Receivable Advanced Post Cash and Allocate task. It will hold the adjustments write-off code AJ with the maximum write-off value. This is the maximum write-off value for automatic write-offs. You may, of course, manually write off any values.

You may amend the adjustment code and the value. The adjustment code must exist as an adjustment type in ARAT. Only one reason code may be used here.

APMT

AP Master Transaction Type

These codes describe the types of transaction that can be applied in Accounts Payable. They are used by the ION PayableTracker BOD

APPS

AP Payment Status

These codes are used in Supplier Master to default the payment status for the supplier. It can be used in the supplier prompt filter

ARAT

AR Adjustment Type

These codes are used during Accounts Receivable cash allocation to post adjustments.

ARIT

AR Item Type

These codes describe item postings.

ATYP

Account Type

If country parameter 00054 is set on then these codes are used to validate the Account Type held against GL accounts.

The account types will be extracted for use in Performance Management by the General Ledger Extract application. The Value 1 field must be set to *indicate* the GPM value if GPM is installed as follows:

GPM Code	Description	Value 1
PE	P&L Expenses	0
PR	P&L Revenue	1
PS	P&L Statistics	2
BA	Balance Sheet Assets	3
BE	Balance Sheet Equity	4
BL	Balance Sheet Liabilities and Equities	5

BS	Balance Sheet Statistics	6

BACC

BACS Currencies

This is used to map currency codes to the EigerPAY Gateway file member prefix.

If multi-currency BACS is in use a mapping is required for each currency code for which BACS transactions are to be processed. A single alphabetic character must be used: this must not be **P** as this is reserved for the UK Payroll application. Similarly, as existing EigerPAY Gateway £ Sterling file members have previously been prefixed with **B**, this must not be specified against the Euro currency code.

BOX8

Box 8 Tax Codes

This parameter holds tax codes used to calculate the box 8 value for your UK tax return and is used in the WT reconciliation report for UK Tax Return and Intrastat. The box contains the total value of goods supplied to other EU countries and is expected to hold the EU zero-rated tax code for disposals

This is used to hold the tax codes used to calculate the box 8 value for your UK VAT return. The box contains the total value of goods supplied to other EU countries and is expected to hold the EU zero-rated tax code for disposals.

It is used in the WT reconciliation report for UK Tax Return and Intrastat, as well as in the generation of the details for VAT reporting as part of Making Tax Digital

The sub-code length is 3 long

BOX9

Box 9 Tax Codes

This parameter holds tax codes used to calculate the box 9 value for your UK tax return and is used in the WT reconciliation report for UK Tax Return and Intrastat. The box contains the total value of goods acquired from other EU countries and is expected to hold the acquisition tax codes for acquisitions

This is used to hold the tax codes used to calculate the box 9 value for your UK VAT return. The box contains the total value of goods acquired from other EU countries and is expected to hold the acquisition tax codes for acquisitions

It is used in the WT reconciliation report for UK Tax Return and Intrastat, as well as in the generation of the details for VAT reporting as part of Making Tax Digital

The sub-code length is 3 long

BRD1

Brand 1

This is reserved for future use.

CCOD

Country Code

This parameter is used to identify which country a company, customer or supplier belongs to. In customer/supplier and bank account maintenance it will determine the type of bank pop-up that will be displayed for input.

These are based on 2 alpha ISO Country Codes

CGP1 to CGP4

Customer Groups

This holds user-defined codes which group customers together for reporting purposes.

CLND

Calendar

This code must be set up to define different calendars. Calendars are assigned codes to be used in GL Calendar Maintenance. Calendar codes may also be selected at customer and supplier Names and Addresses tasks, so that due dates can be calculated around weekends/holidays.

CNEX

Chinese Excluded Ledgers

This is used to define ledgers to be excluded from the Chinese localization journal extraction.

CRLC

Credit Agency Code

Credit agency codes may be attached to customers where an agency is being used to collect payment.

CRSP

Credit Responsibility Code

Credit controllers are set up to be attached later to customers and to be reported at aged debt, overdue items and rolling trends reports/enquiries. Bad debt provision and interest calculations may be calculated by controller.

CSTA

Cost Allocation

If you intend to use the Cost Allocation Journal maintenance task, you must set up the accounts you want to use as default and unallocated accounts.

Note: *This is not necessary if you are using the Advanced Cost Allocation Journal task.*

See also CSTA Cost Allocation Sub-codes.

CTCT

Contact Type

This code is used to set up user-defined contact types when using the Trading Partner Contacts option

ESLE

eService customer location

This is for use by ION in producing the LCLTaxReport BOD

ESRV

eService code

This is for use by ION in producing the LCLTaxReport BOD

GENV

General Validation

This is no longer used in the system.

GOVS

Tax Supplier

This parameter enables you to set up suppliers as Government Suppliers for the purposes of the withholding tax function.

INCV

VAT C-Form types

This is used by C-Form reporting for India

INST

State codes

This is used by C-Form reporting for India

JCOD

Journal Code

This parameter holds the system-defined journal types (for example: invoice, credit note, journal) used by General Ledger and French statutory reports.

JTYP

Journal Type

This parameter holds the system defined transaction analysis types (for example, sales, purchases, bank transactions, GL items) used by French statutory reports.

LFAU

French Audit File Parameters

This parameter holds FTP details for the French Audit File.

The sub-code length is 8 long to hold the following system defined parameters:

Sub-code	Default description	Contents
DIRECTORY	LFAUDATA	Directory where csv file sent

PASSWORD	**********	Password for server user
SERVER	PC	Server name
USER	QPGMR	User name

The descriptions may be amended to hold the FTP details

MISC

1099-MISC FTP parameters

It is used to hold parameters for FTP details for the 1099-MISC file(s).

The sub-code length is 8 long to hold the following system defined parameters:

Sub-code	Default description	Contents
1099MISC	1099MISC.CSV	Name of the .csv file created
DIRECTORY	FTP	Directory where csv file sent
PASSWORD	**********	Password for server user
SERVER	PC	Server name
USER	QPGMR	User name
1099NEC	1099NEC.CSV	Name of the .csv file created

The descriptions may be amended to hold the FTP details.

Note: *The name of the csv will be suffixed with the letter A for the Payer A file, T for the Transmission T file etc where multiple rather than single csvs are to be created.*

NTCD

National Code

This parameter is used to identify the country of a supplier subject to withholding tax.

PFMC

Performance Codes

These performance codes are used if you are using Accounts Receivable trend parameters.

PINV

Purchase Invoice Connector

This contains the user and terminal ID.

PRTY

Third Party Types

This is used in the third party maintenance

PYGP

Payment Group

This parameter holds codes which are used to group together suppliers for a payment run.

RCFR

Recurring Charge Frequency

This parameter holds the recurring charge frequencies used in AR Recurring Charges

RCMG

RCM Supplier

This parameter enables you to set up suppliers as Government Suppliers for the purposes of the reverse charge function in India

Set the value field to 1 if the supplier requires payment in the company base currency

RCPR

Chinese FTP Parameters

This holds parameters for FTP details for the Chinese Localisation reports

Sub-code	Default description	Contents
DIRECTORY	FTP	Directory to which .csv file sent
INCSV	INCSV	Name of the .csv file created
JLCSV	JLCSV	Name of the .csv file created
PASSWORD	**********	Password for server user
SERVER	PC	Server name
USER	QPGMR	User name

The descriptions may be amended to hold the applicable FTP details.

RCSL

Reverse Charge Sales List Parameters

This holds parameters for FTP details for the Reverse Charge Sales List.

Sub-code	Default description	Contents
RCSLCSV	RCSL.CSV	Name of the .csv file created
DIRECTORY	RCSLDATA	Directory to which .csv file sent
PASSWORD	**********	Password for server user
SERVER	PC	Server name
USER	QPGMR	User name

The descriptions may be amended to hold the applicable FTP details.

REGN

Region

You can set up codes to represent regions within Accounts Receivable. Regions can then be assigned against each customer and may be used for reporting.

RFCD

Reference code

This contains a list of the source/type for transaction codes used in the system e.g. AIN is Accounts Payable (A) Invoice (IN)

RFTP

Reference Type

This contains a list of reference types for which reference numbers may be generated

ADVALLOC

Advance Allocation used for numbering allocations of advances in Accounts Receivable

ARTRANS

AR transactions used for numbering transactions (invoices, credit notes and journals) in Accounts Receivable

Note. The reference is delivered as 7 to accommodate the use of invoices with spread payment terms

RPAC

Recurring Payment Analysis

If you are going to use the recurring payments function in Accounts Payable, you must set up at least one analysis code here.

SGP1 to SGP4

Supplier Groups

This is used to group suppliers for reporting purposes.

SLMN

This is a user-defined code to group customers together by salesman, for reporting purposes.

SPED

Brazilian Reporting FTP Parameters

This holds parameters for FTP details for the Brazilian SPED reports

Sub-code	Default description	Contents
DIRECTORY	FTP	Directory to which .csv file sent
PASSWORD	**********	Password for server user

SERVER	PC	Server name
USER	QPGMR	User name

The descriptions may be amended to hold the applicable FTP details.

SRC1

This parameter is used to hold an extra search field in the Customer Search facility in Accounts Receivable. The search fields to be used are selected at the AR Company Profile Alpha Search Details window.

Set up this parameter with the description AR Search Field 1. The system adds the sub-codes from your selection in the AR Company Profile.

SRC2

This is the second extra search field. Set up this parameter with the description AR Search Field 2. The system adds the sub-codes from your selection in the AR Company Profile.

STCD

State Code

This is a code is defined for each of the states in the USA, plus some codes for other trading areas. This is used when 1099 Payment Analysis Codes are assigned to suppliers.

TCSG

India TCS (for scrap) Customer Group

Applicable for India only

Use this to hold the customer group 1 used in India for customers subject to TCS (for scrap). Customers within this group will be excluded from standard TCS calculations

TDSR

TDS rate codes

Applicable for India only

This defines the different rate codes applicable for tax deducted at source and against which deduction rates will be defined by vendor type

TDSS

TDS section codes

Applicable for India only

This defines the different section codes applicable for tax deducted at source

e.g.

194J Profession/technical fees

194I Rent

TDSV

TDS government supplier

Applicable for India only

This defines the supplier to which TDS (tax deducted at source) should be posted i.e. the government supplier.

One government supplier must be defined for each attached AP company for TDS calculations to be performed.

The supplier must have a purchase account defined

TDVT

Vendor Type

Applicable for India only

This defines the different vendor types on the system and used as the fourth character of the PAN

e.g.

C Company

L Local authority

P Person

TSRC

Transaction Source

These single-character codes tell GL where the postings it receives have come from (which application has sent each posting).

TTYP

Transaction Type

These two-character codes tell GL the type of posting that it is receiving - for example, IN for an invoice or CR for a credit note.

TXDL

Tax Declaration Line Number

This is for use by ION in producing the LCLTaxReport BOD

TXST

Text Status

Accounts Receivable enables you to assign a status to the text entered on customers and their items. This is used for enquiry purposes.

VREC

Tax Reconciliation Report

This parameter holds a sub-code VTOL which is the default tolerance value (in base) to be used instead of the company profile tax tolerance value when running the tax reconciliation report.

VREG

Tax Register

tax registers are used to satisfy Italian statutory requirements. These registers are used when posting items within Accounts Receivable and Accounts Payable.

VTXT

Zero/exempt tax supplies text

This parameter enables you to define text to be printed on AR invoices for zero-rated/exempt tax invoice lines; text is defined by applicable tax code

WTAX

Withholding Tax

This defines the different withholding tax groups on the system. It identifies types of business for suppliers.

WTXT

Withholding Tax Threshold

This is applicable for Brazil only

Subcodes added for currency and value 1 for the threshold above which withholding tax will apply

XMTD

VAT codes excluded from MTD

Use this to define any tax codes that are to be excluded from MTD i.e codes used for out of scope transactions

CSTA Cost Allocation Sub-codes

Note: *This is not necessary if you are using the Advanced Cost Allocation Journal task.*

Select **Sub-codes** against major type CSTA to see the sub-types. The Maintain Parameters window is displayed (with or without entries).

If no accounts have been entered, you must now enter your GL cost allocation accounts, as follows:

Sub-type	Entry
DEFAULT1	Enter positions 1-25 of the default account to be used for fiscal journals.
DEFAULT2	Enter positions 26-42 of the default account to be used for fiscal journals.
DEFAULT3	Enter positions 1-25 of the default account to be used for

	memorandum journals.
DEFAULT4	Enter positions 26-42 of the default account to be used for memorandum journals.
UNALLOC1	Enter positions 1-25 of the unallocated account to be used for fiscal journals.
UNALLOC2	Enter positions 26-42 of the unallocated account to be used for fiscal journals.
UNALLOC3	Enter positions 1-25 of the unallocated account to be used for memorandum journals.
UNALLOC4	Enter positions 26-42 of the unallocated account to be used for memorandum journals

Enter the first account as the DEFAULT1 sub-type. If the account including extension codes is longer than 25 figures, you will have to enter the end ones as DEFAULT2. If the account is 25 figures or fewer, you will not need to use DEFAULT2 at all.

Continue for the other three accounts. When you have finished, you are ready to start setting up your journal.

Sub-codes for India

***Note**: These are only applicable for India*

Major Type Code	Description	Limit	Tax	P/V	Rate
ICG1	India Customer Group 1				
ICG2	India Customer Group 2				
ICG3	India Customer Group 3				
ISG1	India Supplier Group 1				
ISG2	India Supplier Group 2				
ISG3	India Supplier Group 3				

Rebuild Account Descriptions [33/GLA]

Within the chart of accounts, you have the option to change the description generated by the system. If you do so and then change your mind, this task enables you to rebuild the descriptions.

This task could also be used if the description of a level code were to change and you wanted to reflect the changed level code description across your chart of accounts.

Rebuild Asset Descriptions Window

To display this window, select the Rebuild Account Descriptions task.

Fields

Ledger

Enter a valid ledger code, using up to three characters, or leave this field blank to rebuild account descriptions across all ledgers.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Print Changed Accounts Only

Use this checkbox as follows:

Unchecked - If all accounts are to be printed, whether or not they have been modified

Checked - If only those accounts which have been modified are to be printed on the audit report

Press Enter to accept your entries and then select Confirm (F8) to submit the report.

Maintain Total Descriptions [34/GLA]

This task enables you to define sub-totals in the balance sheet and profit and loss reports.

Maintain Total Descriptions Selection Window

To display this window, select the Maintain Total Descriptions task.

Fields

Type of Total Descriptions

Select one of the following:

Balance sheet - To maintain balance sheet descriptions

Profit & Loss - To maintain profit and loss account descriptions

Press Enter to display the Maintain Total Descriptions window.

Maintain Total Descriptions Window

To display this window, select a type and then press Enter on the Maintain Total Descriptions Selection window.

Use this window to select an existing total description to amend, or add new report sub-totals. For each report line, an account sequence number must be given. Lines will be included in the assigned total. For example, all 1s will be sub-totalled together, all 2s and so on.

See the Total Example section for more information.

Fields

Reference

When new total descriptions are being entered, this reference is generated sequentially by the application. Where details are being amended or deleted, the code is identified by entering this reference number.

Acct Seq

If you require a sub-total to appear on your report, enter the account sequence number as defined in report level code E.

Total No

This defines the level of sub-total for this particular code. The range of codes is 01 to 20. The total code operates as follows:

Given any single total code, the application will accumulate all values of a lower level code since the last occurrence of the same level. The bigger the total code, the more major is the sub-total.

See the Total Example section for more information.

Press Enter to accept your entries.

Total Example

Ref	Code	Description	Total Code	Posted Value
1	010	Sales		-5,000.00
2	020	Cost of Sales		3,000.00
3	050	Gross Profit	03	-2,000.00
4	100	Heating		213.00

Ref	Code	Description	Total Code	Posted Value
5	110	Lighting		209.00
6	120	Vehicle Expenses		184.00
7	190	Total Expenses	01	606.00
8	200	Repairs		88.00
9	210	Carriage		92.00
11	300	Insurance		100.00
12	310	Depreciation		200.00
13	320	Rates		300.00
14	390	Total Fixed Costs	01	600.00
15	400	Total Costs	03	1,386.00
16	500	Net Profit	04	-614.00
10	**290**	**Total Variable Costs**	**02**	**786.00**

Each sub-total adds up all the preceding individual accounts (excluding sub-totals) until it finds a total number greater than or equal to itself. For example:

Heading	Accumulates
Gross Profit	Sales and Cost of Sales
Total Expenses	Heating, Lighting and Vehicle Expenses
Total Variable Costs	**Total expenses**, plus Repairs, Carriage
Total Fixed Costs	Insurance, Depreciation, Rates
Total Costs	**Total Variable costs**, plus **Total Fixed Costs**
Net Profit	**Gross Profit**, plus **Total Costs**

Using these codes and the account sequences, the following report would be produced:

Heading	Accumulates
Gross Profit	-2,000.00
Total Expenses	606.00
Total Variable Costs	180.00
Total Fixed Costs	600.00
Total Costs	1386.00

Heading	Accumulates
Net Profit	-614.00

Maintain Inter-company Accounts [35/GLA]

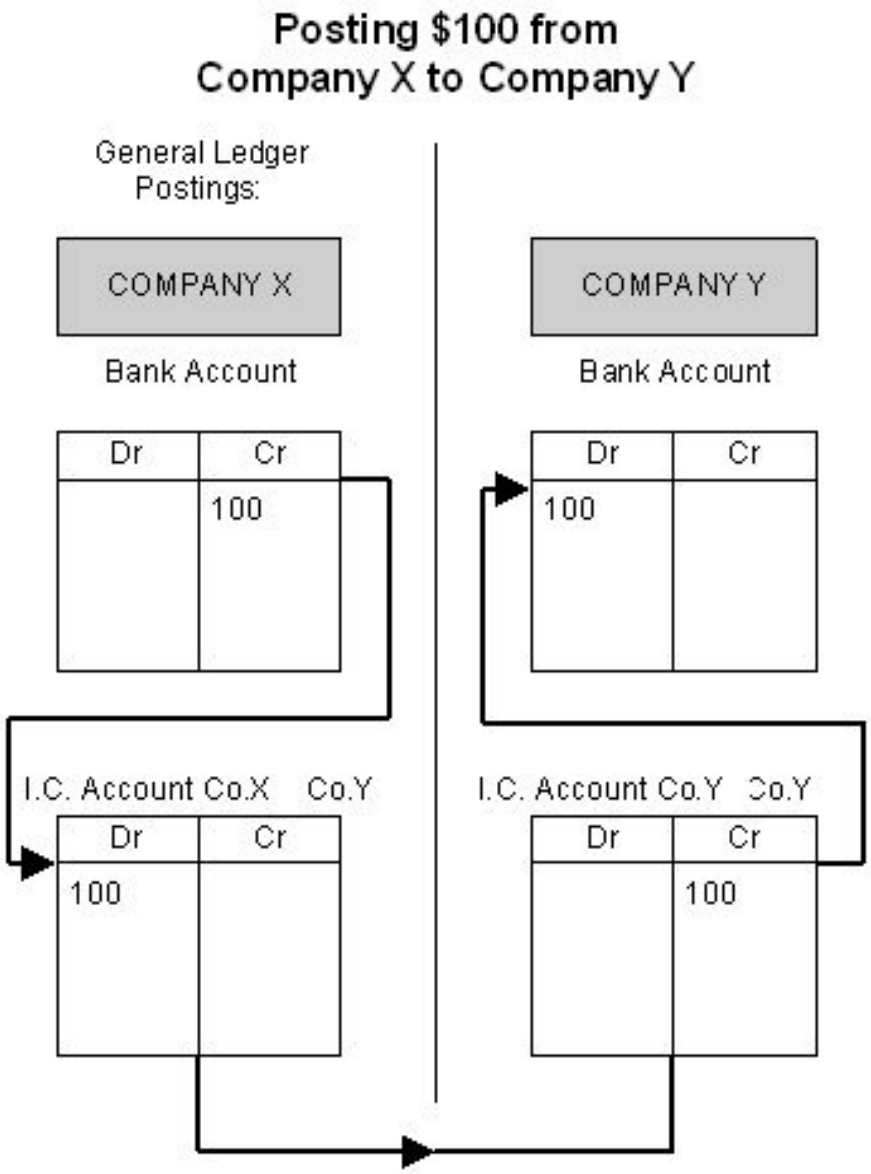
Within this task, you can specify the names of accounts you want to use to process transactions between companies.

When a value is to be credited in one company's account and debited in a second company's account, all you will enter is the credit on one side and the debit in the other. However, the accounts within a company must balance, so for the credit in the first company, an account must exist within that company to hold the debit. Likewise, within the second company, for the debit there must also be a separate account holding the credit.

The accounts which hold these values are Inter-company Accounts, which are set up solely for this purpose.

Balancing postings are automatically made to these accounts when required.

This diagram illustrates the use of such accounts:



Select the Maintain Inter Company Accounts task to display a list of company relationships and account details which have been set up on the system.

Maintain Inter-company Account Details Window

To display this window, select the Maintain Inter Company Accounts task.

Fields

These are described here for information purposes and are all output only.

Source Company

This field displays the company from which transactions are to be posted.

Target Company

This field displays the company to which transactions are to be posted.

Debtor Account

This field displays the account to which balancing debits should be posted in the source company.

Description

This field displays the description of the debtor account.

Creditor Account

This field displays the account to which balancing credits should be posted in the source company.

Description

This field displays the description of the creditor account.

Options

Select

Use this to select a line to maintain.

Delete

Use this to select a line to delete. The details will be re-displayed. Select **Delete (F11)** to confirm the deletion.

Note: *The relationship must be defined in both directions. For example, company AA must be defined to company BB, and company BB to AA.*

The Change Inter-company Account Details pop-up is displayed when you select Maintain to amend a relationship or when you select **Add (F10).**

Change Inter-company Account Details Pop-up

To display this pop-up, select Maintain to amend a relationship or select **Add (F10)** on the Maintain Inter-company Account Details window.

Use this pop-up to enter your GL debtor and credit accounts for the inter-company accounting. Select a currency rate code and year-end period lead difference, where required.

Fields

Source Co

If you are adding a relationship, enter the company from which transactions are to be posted.

Alternatively, use the prompt facility to select from the General Ledger Company Selection pop-up.

Target Co

If you are adding a relationship, enter the company to which transactions are to be posted.

Alternatively, use the prompt facility to select from the General Ledger Company Selection pop-up.

Debtor

Enter the account to which balancing debits should be posted in the source company.

This must be a valid account set up in the source company's chart of accounts.

Alternatively, use the prompt facility to select from the Select Debtors Account pop-up.

Creditor

Enter the account to which balancing credits should be posted in the source company.

This must be a valid account within the source company's chart of accounts.

Alternatively, use the prompt facility to select from the Select Creditors Account pop-up.

Rate Code

Enter a rate code if the base currencies of the two companies differ.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Period Lead

The year ends of the two companies may not be the same. If, for example, period 12 in one company is December, while in the other it is April, the period lead (difference) needs to be specified. This will ensure that the same real period will be updated in the target company.

Enter the period lead as a negative number.

Note: *If the Memo Values to Balance field is set to 1 in the company profile for the source company, you must also maintain the memo debtor and creditor accounts. Another pop-up is displayed, asking you to enter these.*

Press Enter to accept the details.

The first window is re-displayed with any new or amended inter-company account(s) details included.

Select **Exit (F3)** to leave the task.

Maintain Group Company [36/GLA]

This task enables you to define a single company as a template company, with other companies defined to it.

When you want to maintain these companies, you can simply maintain the template company and all the maintenance details can be automatically reflected in the others on the running of the Maintain Company GL utility.

Group Company Maintenance Window 1

To display this window, select the Maintain Group Company task.

Fields

Application

Enter the application to which the company group maintenance facility is to apply.

Group Company

Enter the code of the company which is to be the template company. This is the company which you maintain, and which then passes on the maintenance details to the other companies defined to it.

Enter the two codes required. If the company you enter has already been set up as a group company within this application, press Enter to be taken to the list of companies defined to it.

Group Company Maintenance Window 2

To display this window, press Enter on the Group Company Maintenance Window 1.

If the company you enter has not yet been set up as a group company within the application specified, you will be asked to define the type of group company you are setting up.

Group Type

The group company can maintain companies defined to it in several ways. Enter the appropriate code as follows:

1 - Mass maintenance and creation

2 - Mass creation

3 - Mass maintenance

4 - Division

5 - Tax

6 - Legal

To maintain an existing company, select from the displayed list of all the companies defined to it.

Enter the type and press Enter to display the All Companies window.

Group Company Maintenance Window

To display this window, enter the group type of company and press Enter.

To define a new group company, enter companies using the fields at the bottom of the window.

Fields

Co.

Enter the code of the company you want to define as part of the group. The name of the selected company is displayed.

Library

Enter the relevant files library for the company you have entered.

Network

This field is for future development.

Country

Enter the country code of the company.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

This field will be used only on the initial creation of the company.

Options

Update

Use this to maintain the company details which are shown in the list.

Delete

Use this to delete a company from the group.

You will be asked to confirm the deletion.

Add, delete or maintain the companies and then press Enter to update your entries.

Maintain Journal Reference [37/GLA]

This task enables the maintenance of the last journal number used.

Maintain Journal Number Window

To display this window, select the Maintain Journal Reference task.

Fields

Last Journal Number Allocated

You can amend the last journal number used.

SrcType

Enter the Source/Type for the reference to be added

A prompt is available to display details from the GL TSTY parameter.

Note. Only references for specific combinations will be used by the system, currently:

ARV AP-Revaluation

AXC AP-Cross period credit no

AXI AP-Cross period invoice

AXJ AP-Cross period journal

CRV CS-Revaluation

GAP GL-Apportionment journal

GGJ GL-General journal

GIJ GL-Inter-company journal

GRG GL-Reverse general journal

GRS GL-Reversing standing journal

GRV GL-Revaluation

GSJ GL-Standing journal

GSO GL-Statistics journal

GXG GL-Cross period GL journal

GXS GL-Cross period statistics journal

GYA GL-Year appropriation

GYE GL-Year end

GYO GL-Year open

SCD AR-Collection document

SRV AR-Revaluation

SXI AR-Cross period invoice

Others may be maintained but will not be used in processing

Last reference

Enter the last reference used for the Source/Type

Options

Maintain

Use this to maintain an existing source/type reference number

Delete

Use this to delete an existing source/type reference number

Select **Update (F8)** to update the last journal number.

Maintain Reference numbers [38/GLA]

Use this task to maintain reference numbers.

You use reference numbers to define separate sequences of number for reference codes within a reference type

For India, the ADVALLOC references must be maintained for the AR allocation transaction i.e. SJL or SCR

For the automatic numbering of AR invoices, credit notes or journals then the ARTRANS references must be maintained for the AR transactions i.e. SCR, SIN and SJL

Maintain Reference Numbers Selection Window

Ref. GL19R99

To display this window, select the Reference Numbers task.

Use this window to select the reference type and reference code that you want to maintain.

Enter a reference type.

Alternatively, use the prompt facility to select from the RFTP Reference Type pop-up.

These are defined in the General Ledger Parameter RFTP.

Reference Code

Enter a reference code.

Alternatively, use the prompt facility to select from the RFCD Reference Code pop-up.

These are defined in the General Ledger Parameter RFCD

Enter the details and then press Enter to display the Maintain Reference Numbers window.

Maintain Reference Numbers Window

Ref. GL1A099

To display this window, enter the details and then press Enter on the Maintain Reference Numbers Selection window.

Use this window to maintain the reference number information for amendment.

Note: You can choose to prefix numbers with a single alphanumeric character, leaving up to seven numeric characters free.

Note: If you want to prefix the reference number to an alphanumeric character, the leftmost numeric character must be zero.

Fields

Last Number Used

This is the number used for the last transaction for the displayed type of documentation.

Next Number to Use

This is the next sequential number.

From Reference

You can define a start number range for your sequence.

To Reference

You can also define an end number range for your sequence.

Select **Update (F8)** to save any details you have entered.

Maintain Job Titles [39/GLA]

Use this task to maintain the codes and names for executive employees for use in reports

Maintain Job Titles Window

To display this window, select the Maintain Job Titles task

Fields

Code

Enter the code for the job title

Description

Enter the description for the job title

Options

Name

Use this to enter the of the employee for this job title. This will display the Job Title Names Selection window

Delete

Use this delete the job title and employee details. A confirmation window will be displayed.

Job Title Names Selection

To display this window, select 'name' against a job title in the Maintain Job Titles task.

Options

Maintain (1)

Use this to maintain a job title name

Delete (4)

Use this to delete a job title name

Functions

Add (F10)

Use this to add a job title name. This will display the Job Title Name Details window

Previous (F12)

Use this to return to the Maintain Job Titles window.

Job Title Name Details

To display this window, select F10 to add or select a name to maintain in the Job Titles Names Selection.

Fields

Name

Enter the name of the employee

Valid from

Enter the date this name is valid from

Valid to

Enter the date this is valid to

Reference

Enter the employee reference

Description

Enter any description required for this employee

Press ENTER to update the details and return to the Job Titles Names Selection

Maintain Third Party Profiles [40/GLA]

Use this task to add or maintain details for third parties

Third party details are company independent. They may be linked to a specific GL company via the GL Company Profile

Third Party Maintenance Selection Window

To display this window, select the Maintain Third Party Profiles task

Fields

Third Party Code

Enter an existing code to change the details of a third party already on the system.

Alternatively, use the prompt facility to select

Enter a new code to add a new third party

Third Party Address Maintenance Window

To display this window, select a third party on the Third Party Maintenance Selection window

Fields

Name

Enter up to 35 characters for the third party's name

Type

Enter the third party's type.

These are maintained in the PRTY GL parameter

A prompt is available

Address

Enter the third party's address details

Post Code

Enter the third party's postcode

Country

Enter the third party's country.

A prompt is available

Phone

Enter the third party's telephone number.

Fax

Enter the third party's fax number.

Email address

Enter the third party's web site.

Comments

Add any comments

Functions

Fixed Format Address (F15)

Use this to create or maintain the fixed format address for the third party

Press ENTER to validate the details and display the Third Party Tax IDs window

Third Party Tax IDs Window

To display this popup, press ENTER on the Third Party Address Maintenance window.

Fields

Tax IDs

Enter the tax ids applicable for this third party

Blank out all existing values and select Update (F8) to remove all entries

Press Update (F8) to update the list for Tax IDs for this third party

Report on Parameters [41/GLA]

This task will produce a report of all application parameters for this company.

Select Confirm **Submit (F8)** to start the batch job.

Report on Total Descriptions [42/GLA]

This task will produce a report of all total descriptions for this company.

Select Confirm **Submit (F8)** to start the batch job.

Chapter 4 Chart of Accounts Maintenance

Introduction to Chart of Accounts Maintenance

The GL Chart of Accounts tasks provide access to the facilities to set up and maintain your chart of accounts.

The chart of accounts forms the basis of the General Ledger structure. The accounts and their respective ledgers are all defined here. Hierarchies and reports relating to chart of accounts ledgers are also provided.

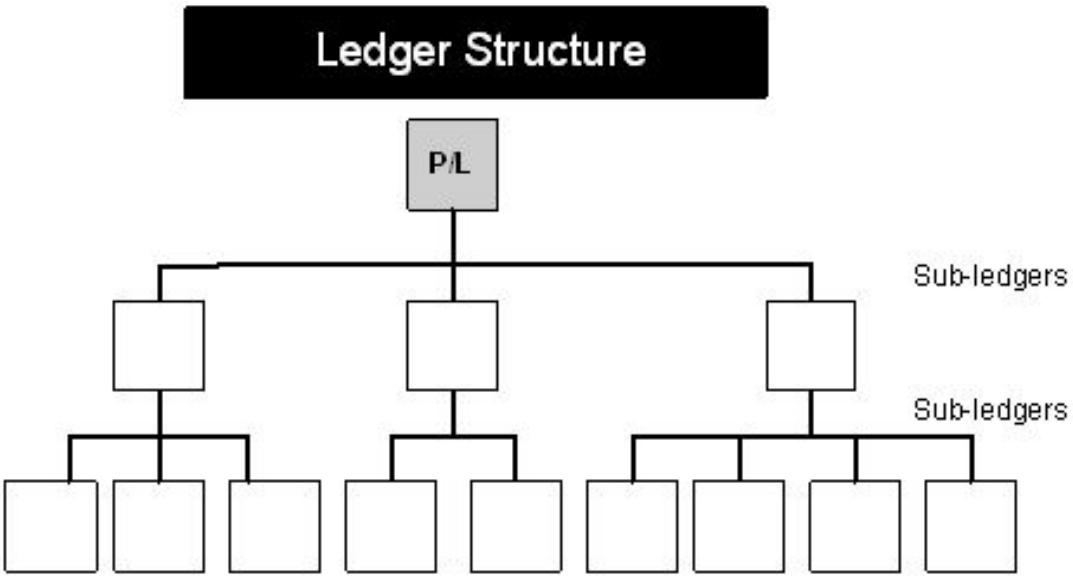
Ledger Structure Explanation

The General Ledger is made up of two high-level ledgers, the Profit and Loss ledger and the Balance Sheet. Below these two ledgers, you can build a structure of sub-ledgers down to lower-level sub-ledgers. Postings are made to accounts at the lowest level in the structure, with the posted values feeding upwards to the highest level for reporting and analysis.

The structure of the Profit and Loss and Balance Sheet account codes may be different.

The major benefit of sub-ledgers is the ability to define an alternative account code structure for a specific group of accounts.

Ledger Structure Example



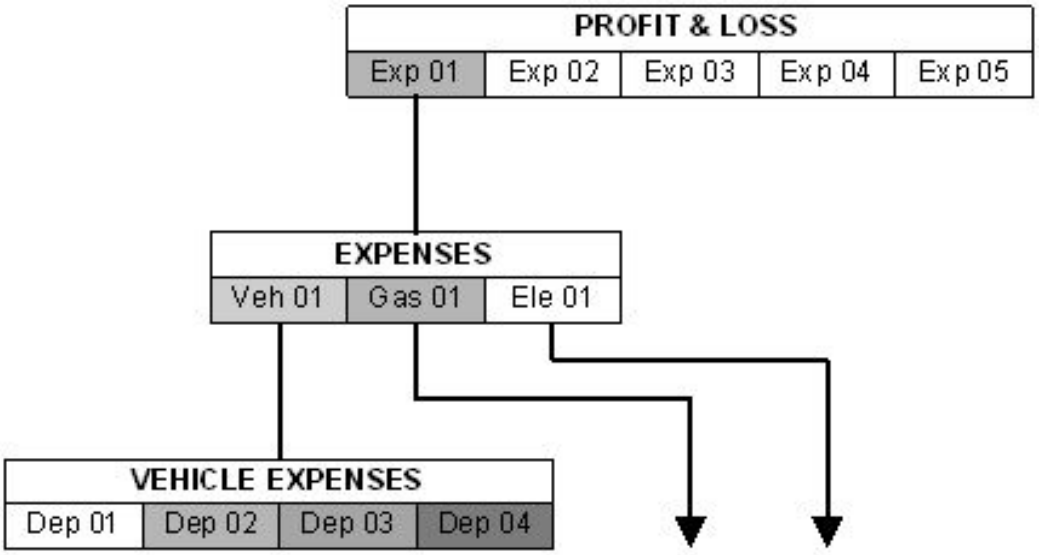
The structure of ledgers can be as simple or as sophisticated as necessary, depending on the size of the business or the complexity of detail required for data analysis.

The creation of sub-ledgers allows extra cross-ledger levels to be defined.

Posting is always made to the lowest sub-ledger in the structure. The sub-ledger posting accounts must be unique across the ledgers. The transaction is recorded with the account code for the lowest sub-ledger only. Each sub-ledger has a control account in the ledger immediately above it. Such control accounts are automatically updated by the system.

This approach progresses upwards until the Balance Sheet or Profit and Loss ledgers are reached.

Sub-ledgers/Accounts Example



A sub-ledger gives more detailed analysis of an account in a ledger above it.

Account Structure Explanation

The structure of any account is dictated by the structure you created in the ledger in which it resides.

An account may be up to 42 characters long, is alphanumeric, and is structured by the use of level codes.

There is a logical split in the 42 characters that form the account code - the first 12 characters are referred to as the short code while the last 30 characters are called the extension code.

The first 12 characters are commonly used for fiscal codes and the last 30 characters are commonly used for analysis.

It is possible to specify any combination of level codes to form an account code or view.

There are two types of posting account, fiscal and memorandum.

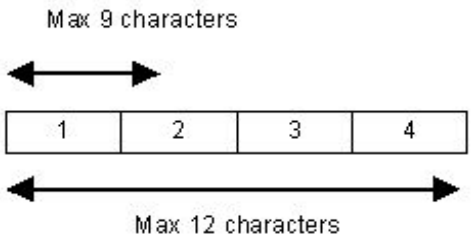
Fiscal accounts are the financial posting accounts. The fiscal accounts form the high level Balance Sheet and Profit and Loss ledgers form the trial balance.

Memorandum accounts are used for statistical purposes and do not appear in the trial balance.

The low-level posting accounts from the Sub-ledgers do not appear in the trial balance. The postings to these accounts are summarised in the Sub-ledger control accounts. Control account summaries are high level and therefore appear in the trial balance.

Level Codes

The structure of the levels used to form the account code directly affects the level of analysis and should, therefore, be examined before the account code structures are decided. It is not necessary to use all of the first 12 characters of the short code before moving on to the use of the last 30 characters of the extension code.



The short code has up to four possible level codes, which are defined by its ledger structure:

The maximum length of each individual code is nine characters. The total length of all the level codes may not exceed 12 characters.

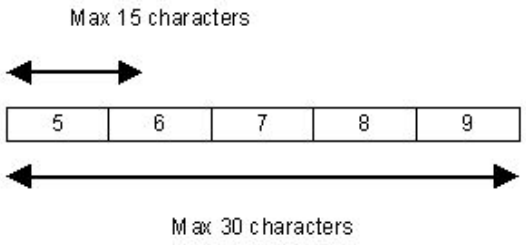
Account level code 1 must be specified for each ledger.

Level code	Individual code	Length
1	Region	4 characters
2	Expense	2 characters

Note: *The system maintains period balances for the account code and ensures that transactions are correct, in that debits must always equal credits.*

Extension Level Codes

For further analysis extend the account level code. This extension code has up to five possible levels, which are defined by its ledger structure.



Depending on the structure of the ledger, an account may have extension codes defined to it. The maximum length of any extension code is 15 characters. The total length of the extension codes may not exceed 30 characters.

The extension level codes are optional and have several uses:

- For more detailed analysis of, for example, cost centre, activity or product group. If defined, they are entered at the time of the posting. They are part of the transaction record and are used to update user-defined views.
- For ease of use when inputting account codes; a pop-up will be automatically displayed with prompts for the required extension level codes. In addition to this, partial or complete default extension codes may be set up for each account.
- You can specify links between levels of the account code to ensure that the correct combination of extension codes is entered when posting. Codes from the first four levels of the short code are linked to codes from levels 5 to 9 of the extension code. Alternatively, extension level codes are linked with other extension level codes.

Other points to remember:

- You do not have to use all of the first four account code levels before creating extension level codes. You can specify additional extension codes at a later date, but not account code levels.
- All levels must be used in sequence; you may not specify level 7 before level 5.
- Actual extension codes may be created on an *ad hoc* basis if the option to have this facility is chosen on the company profile.

Global Levels and Global Codes

A global level is an extension level that is created to cover every ledger in your company. When you use a global level code it forms part of the account code across all ledgers in your company's Chart of Accounts. You can specify that it be not to be used in the account code for an individual ledger; you do this when you maintain that particular ledger.

To activate the global level, the following conditions must be set up:

- On the Maintain Company Profile Name and Currency Details window, the Use Account Code Extensions? field must be **checked**.
- On the Maintain General Ledger Company Profile Global Levels window, Level 5 should have a length and description added. If required, levels 6-9 may be added on the same window.
- On the Maintain Ledger Descriptions window, the Reqd field against the global level must be **checked**. (For more information, see the Maintain Ledger Descriptions window section.)

Note: *If you do not select to use the global code, the level will be posted as blank for transactions within that ledger.*

The following attributes apply to the global level and the global code:

- Set global levels when your company profile is being defined. Once specified, they are permanently in the system and may not be deleted.
- A global level set for extension level 5 would appear within the account level structure of every ledger at level 5 with its designated description.
- A global level is only created for extension levels.
- A global level must occupy the first extension levels available. The first global level set up should be 5, a second, level 6 and so on.
- A global level must cross over all ledgers. When creating account level codes you can create a list of global account level codes. This list can then be selected for use in any ledger or sub-ledger where global levels are in operation.
- In addition to this list of global codes, you are also able to create account level codes that may be used at the designated global level(s), but these will effectively be specific to an individual ledger or sub-ledger.
- Global level codes may be de-activated (before you have posted to them) in any ledger.

Caution: Once the global attribute is set for a level, it may not be removed. It effectively locks that level.

X-ledger Levels and X-ledger Codes

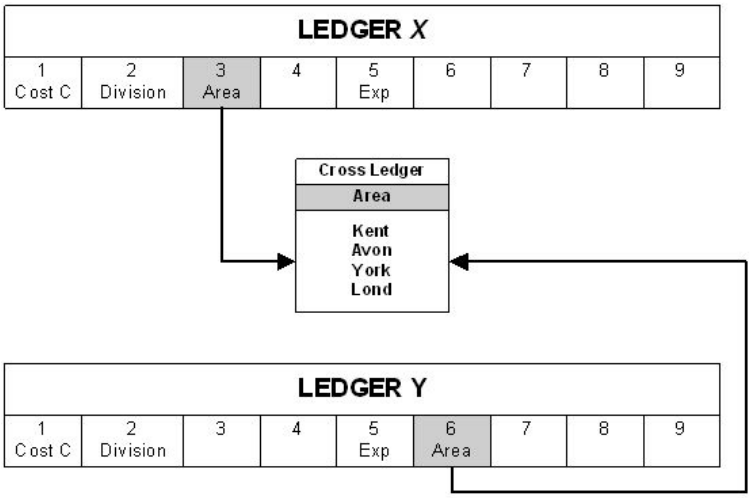
You use cross-ledger (X-ledger) levels to set up level codes that span two or more ledgers. Balances held against accounts and specified levels of accounts can then be analysed and compared across-ledgers.

Cross-ledger codes may be analysed at a different level in each ledger. The analysis element must be the same length in each ledger.

These cross-ledger codes can also be used to build user-defined views.

For example, if an area code is used in several ledgers, and you are required to construct totals of the period balances by area, it would follow that whenever area is defined in a ledger structure, it is defined as cross-ledger. It does not need to be in the same physical position in all ledgers, but its length must always be the same.

X-ledger Example



A pop-up of all extension levels of the same specified length is displayed for selection when you define your X-ledger levels. You must then select an appropriate X-ledger level or create a new one.

The system builds internal links for X-ledger levels and these control this function.

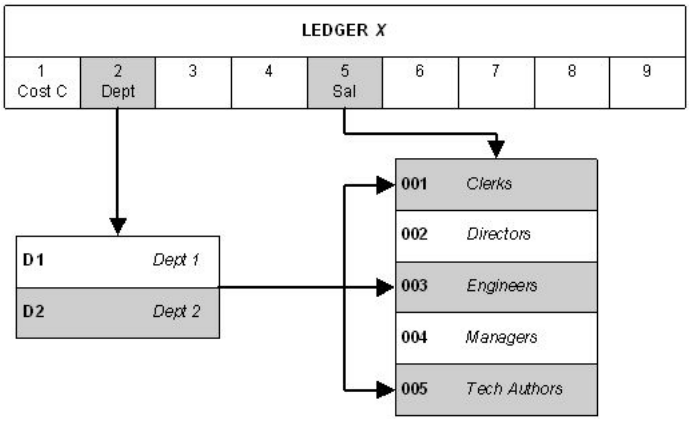
Caution: You can only have 36 X-ledger levels on the system, so it is advisable not to give X-ledger status to a level unless you are sure it is absolutely necessary. X-ledger levels should not be employed merely as a way of setting up account codes more quickly.

Linked Levels and Their Codes

You can link level codes to selected extension codes. The system will then only allow transactions to be posted to the correct combination of account codes.

When the posting account is created one or more levels of the account code used are automatically linked.

Linked Levels Example



In this example, a link has been set up between level 2, the Department, and level 5, the Salaries. The shaded account codes are linked so that only accounts for the salaries of Clerks, Engineers and Tech Authors may be created for Department 2.

Should the operator attempt to create accounts with the extension codes for Directors' or Managers' salaries in Department 2, the transaction will not be allowed. In this example, account code D1 for Department 1 would be linked to the salary codes 002 and 004 for Directors and Managers.

Note: *Once you have defined a link, you can only use valid combinations of account codes within that ledger.*

User-defined Views

When enquiring on the General Ledger the accounts are often displayed in ascending level code order of the account level code in which they are combined to make the account codes, that is, from level code 1 to extension level code 9.

A user-defined view is a number of account levels re-arranged in a sequence selected by you in order to display the information that you require. You can define any number of views within the Chart of Accounts, each time specifying either a different sequence or a different number of account levels or with both sequence and account levels changed.

Every time a transaction that affects one of these views is posted, the view will be updated. Transactions and budgets can then be examined via these user-defined views, as well as simply by account throughout the Enquiries facility.

Views may be within a single ledger or across-ledgers:

- Single ledger views are used to compare balances held against different ranges of accounts and combinations of account levels, both levels 1 to 4 and for extension levels, within the same specified ledger. They access ledger levels set up for individual ledgers in the Chart of Accounts.

X-ledger views are used to compare balances held against different ranges of accounts and combinations of account levels across two or more ledgers. They use the X-ledger levels set up in your Chart of Accounts.

Report Control Codes

Report control codes are optional and are used solely for reporting purposes. Report control codes can group together like accounts to compare and analyse under specified report headings.

While setting up a ledger, once you have specified the account structure of the ledger in terms of level codes and extension levels, you can specify up to five further codes lettered A to E. These are report control codes. You can give descriptions to codes A to E to be used in account maintenance to allocate accounts.

Report control codes are applied to accounts created in this ledger. You can then specify the sequence of display used on reports.

Report control code A is used by System21 when generating the standard financial reports. The software uses Level A to sort the GL posting accounts into common groups to prepare the trial balance and other financial reports. You should define report control codes and assign these against GL posting codes during their creation.

Once total codes are assigned against specific report control codes, sub totals may be generated for the standard financial reports. Secondary sort criteria can also be specified for the standard financial reports.

Note: *Report control codes are a good way of selecting a group of accounts when creating Financial Manager report definitions.*

Report Control Codes Examples

1 - Set up account level codes:

Level 1 (EXPENSE)	Level 2 (COST CENTRE)
1001	99
1002	98
1003	97

2 - Set up a number of accounts with report control codes:

Account	Level A (REGION)
1001 99	100
1001 98	090
1001 97	080
1002 99	070

Account	Level A (REGION)
1002 98	060
1002 97	050
1003 99	040
1003 98	030
1003 97	020

3 - Make the following postings within the ledger

Account	Value
1001 99	10
1001 98	15
1001 97	12
1002 99	8
1002 98	20
1002 97	16

4 - Make the following postings within the ledger:

Account	Value
1001 99	10
1001 98	15
1001 97	12
1002 99	8
1002 98	20
1002 97	16
1003 99	0
1003 98	0
1003 97	0

5 - Run the report in level A order, followed by level 2, and you will see the following:

Account	Value
1003 97	0
1003 98	0
1003 99	0
1002 97	16
1002 98	20
1002 99	8
1001 97	12

Account	Value
1001 98	15
1001 99	10

Memo Accounts

Memo accounts are for aggregating balances from other accounts, or statistical information, and will be excluded from trial balance calculations as they are not financial or (fiscal) posting codes. They can hold both values and quantities, and may be incorporated within views. They are often used as hierarchy control accounts.

Memo accounts are set up in the same way as fiscal accounts, but are flagged with M for memo.

Hierarchy Structure

Hierarchies are structures of memorandum accounts that summarise values from fiscal and/or memo accounts. Typically, they are used to accumulate top-level accounts as management summaries.

Forecasts

Because forecasts may be created at this level, hierarchies can also be used to assess the effect of, for example, a 10% increase in cost of sales.

Period Values

Hierarchy accounts may be used to accumulate values from prior periods and to accumulate a percentage of the designated accounts.

Inter-Company Consolidation

A hierarchy can also incorporate accounts from another company; such hierarchies could be used for simple company consolidation where the full consolidation and translation features are not required.

Number of Levels

You can have up to nine levels to a hierarchy. As hierarchies hold memo values, an account can appear in multiple hierarchies. Thus, when a transaction is posted to an account, the system identifies that it has been specified in one or more hierarchies.

Control Account

The hierarchy control account balance is updated according to the hierarchy specification. No transactions are held against hierarchy control accounts, and you may not post to them.

Enquiry

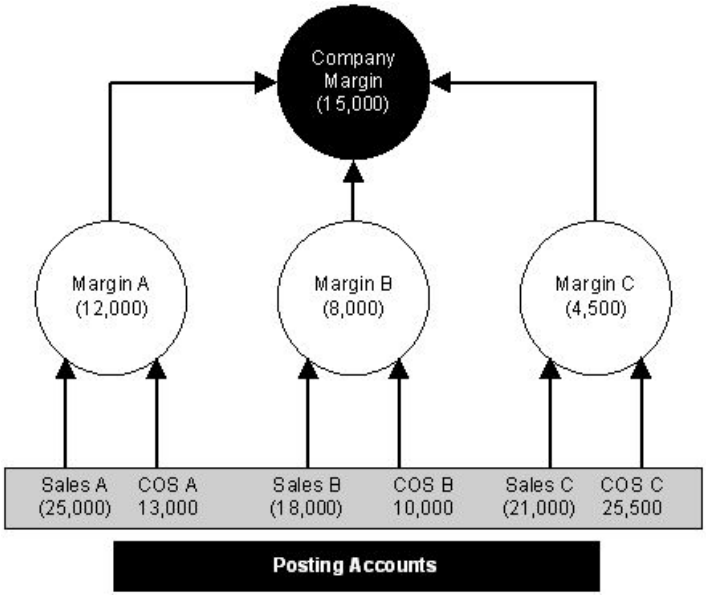
The General Ledger account enquiry allows online review of hierarchy control account totals and component accounts.

New Account

If a hierarchy is created using a rule selecting a range of accounts, when you subsequently create a new account that falls within the range specified on the hierarchy, the account will be inserted into the hierarchy. This occurs at the end of Chart of Accounts creation, when a batch job is submitted, and the account is added into the hierarchy.

Note: *In order to create hierarchies, you must have a memorandum account to summarise the hierarchy data.*

Hierarchy Simple Example



This diagram shows how a hierarchy may be used to consolidate the sales margins from a company's three different departments into a single sales margin figure for the company.

Ledgers Maintenance

The high level ledgers for each company must be set up before accounts can be created. This procedure defines the structure of each ledger.

Sequence of Entry Checklist

- Create company profile (1/ASCO)
- Assign global levels (4/GLM)
- Create high level Balance Sheet and Profit and Loss ledgers (4/GLM)
- Create level codes for Balance Sheet and Profit and Loss ledgers (2/GLM)
- Create report control codes and total codes (3/GLM)
- Create Balance Sheet and Profit and Loss accounts (1/GLM)
- Create tax control codes (1/GLM)
- Maintain company profile (1/ASCO)
- Maintain company sub-ledgers (4/GLM)
- Maintain company sub-ledger levels (2/GLM)
- Maintain company sub-ledger accounts (1/GLM)
- Create hierarchies (31/GLM)
- Create views (21/GLM)

Maintain Ledgers [4/GLM]

Maintain Ledger Descriptions Selection Window

To display this window, select the Maintain Ledgers task.

Fields

Ledger Code

Enter a ledger code to maintain.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Select a ledger code or enter select a ledger code then press Enter to display the Maintain Ledger Descriptions window.

Maintain Ledger Descriptions Window

To display this window, select a ledger or enter a ledger then press Enter on the Maintain Ledger Descriptions Selection window.

You use this window to define the account level code structure to be used in the ledger selected.

Note: *Details of extension codes are displayed only if the Use Account Code Extensions field is checked on the company profile.*

Fields

Description

Enter a description for the ledger of up to 30 characters.

Type

This field is used to specify the ledger type.

For a new ledger, select one of the following:

Balance Sheet (1)

Profit and Loss (2)

Balance Sheet sub-ledger (3)

Profit and Loss sub-ledger (4)

The General Ledger of each company must have

- one type 1 ledger (the Balance Sheet) and
- one type 2 ledger (Profit and Loss).

This is the minimum ledger set for each company. You may set up as many type 3 and 4 ledgers as you require, since they are optional and operate as sub-ledgers to the main ledgers.

Control Account

Enter a valid account code, using up to 12 characters, to act as the control account for this sub-ledger. This field is used for ledger types 3 and 4 only, as it indicates an account in a higher-level ledger, which must not already have been specified as a control account to another sub-ledger.

This must be a fiscal account (you cannot post memo accounts into a memo control account) and will be post-inhibited once it has been assigned as a control account. The control account may not be used if it has already had transactions posted to it.

Postings to an individual account in a sub-ledger are automatically added to the accumulated balance of the control account specified for that sub-ledger.

You can use the prompt facility to select from the Select Possible Sub-ledger Control Account pop-up.

Company Profile Multi-currency Options

The following two fields will appear only if the company has been flagged as a multi-currency company on the company profile:

Default Translation Method

This is the default translation method that will be used by the accounts set up within this ledger.

Select one of the following:

Current (0) - To translate cumulative values as at the end-of-period rate for the translation period

Historical (1) - To do one of the following:

- Translate posted values for the translation period at the mid-period rate
- Transfer the actual values in the target currency, if historical translation details are being maintained for this company

Default to Maintain Prime Balances?

This field is used in a multi-currency environment to specify whether you are maintaining prime currency balances for the sub-ledger.

Use this checkbox as follows:

Unchecked - To maintain balances in only the base currency for this sub-ledger

Checked - To maintain balances in both base and prime currencies for this sub-ledger

Extension Codes Active?

This field is used to specify whether you are using extension codes in the account codes for this sub-ledger. Use this checkbox as follows:

Unchecked - You do not want extension codes to be used for accounts within this ledger

Checked - You want to set extension codes as active, in which case extension codes will be maintained and used for accounts within this ledger. You must check this flag if you want to use global codes.

Company Profile Ledger Level Structure

Enter the following details that are all relevant to the level code structure of the ledger. You can maintain up to four account codes and five extension codes, completing the relevant fields for each level.

Account Code

Description

Enter a description for the account level of up to fifteen characters.

You can maintain up to four account levels.

Length

Enter the length of the account code. It may be up to nine characters, but the total length of all the account codes put together must not exceed 12 characters.

X-lgr

Check any level codes you want to act as X-ledger level codes. As such, they can be used in X-ledger views for enquiry, report, budget and detailed analysis purposes.

Note: *Only 36 X-ledger level codes can be set up for a company.*

If you specify X-ledger levels, a small pop-up is displayed for you to select or create and select one. It lists all the X-ledger levels already set up and of the same length. You can:

- Select an existing X-ledger level

- In this case, the system will build a link for this level to enable you to maintain X-ledger views.
- Create a new X-ledger level by selecting **Add (F10)**.

Link

You use this field to select this level code to be linked to another level.

Use this checkbox as follows:

Unchecked - If you do not want the level to be linked to another level within the ledger

Checked - If you want the level to be linked to another level

If you use links, you must link an account level 1-4 with an extension level 5-9.

The linking of level codes forces you to enter the correct combination of extension level codes when posting to an account belonging to this ledger. Account levels are linked when the account is created; it is only links from account levels to extension levels that are created here.

Secure

This field is displayed if you have **checked** the Use Level Code Security field in the company profile. You use it to specify an account level as a security object in order to restrict postings and enquiries at this account level.

Use this checkbox as follows:

Unchecked - If this level is not a security object

Checked - To create this level as a security object

You may not secure levels 1-4 retrospectively.

Extension Code

Description

Enter a description for the extension level of up to 15 characters.

You can maintain up to five extension levels.

Length

Enter the length of the extension code. It may be up to 15 characters, but the total length of all the extension codes put together must not exceed 30 characters.

Reqd

You use this field to specify whether to use the global code for this level code or to not use this level in the ledger's account structure.

Use this checkbox as follows:

Unchecked - If you do not want to make use of the global code already existing in the ledger structure

The level will be locked and you may not use it as part of the account structure of this ledger.

Checked - If you want to use the global code set up for this level as part of the ledger's extension code structure

Description Level

Use this to specify the account level code description which best describes the account. This will be used as the default for the short account description when creating new accounts in this ledger and in some reports and enquiries.

An account has a description (which is made up of the descriptions of all the level codes in numerical order, i.e. level 1 description, level 2 description etc.). An account also has a short description, which may be the description of any level depending on the setting in Maintain Ledgers (4/GLM). You can see the short description in Maintain Accounts (1/GLM) when you set up the account, and also it will be used in some reports and enquiries.

Press Enter. If you checked in any of the fields in the X-lgr column, the Select Cross-Ledger Level pop-up is displayed. Otherwise, the Ledger Descriptions Maintenance window is displayed.

Select Cross-Ledger Level Pop-up

To display this pop-up, check any of the fields in the X-lgr column on the Maintain Ledger Descriptions window and then press Enter.

This pop-up displays a list of your available cross-ledger levels to select for maintenance.

Options

Select

Use this to select the level to be set as a cross-ledger level

Amend

Use this to amend the level description

Delete

Use this to delete the level as a cross-ledger level. A confirmation pop-up will be displayed. Select **Delete (F11)** to confirm.

Functions

Add (F10)

Use this to set up a new cross-ledger level. A pop-up is displayed, enabling you to enter a description for the new ledger level.

Note: *The X-ledger level description defaults to the level description entered in the ledger definition window.*

Select **Update (F8)** from this new pop-up to add the new cross-ledger level to the list.

Select the cross-ledger level as appropriate and then press Enter to see the report control codes window.

Ledger Descriptions Maintenance Window

To display this pop-up, press Enter on the Maintain Ledger Descriptions window or on the Select Cross-Ledger Level pop-up.

You use this window to add descriptions for your report control codes. The report level codes, together with the account level codes can be used in management reporting and the Profit and Loss ledger to produce the desired sequence and sorting of reports.

Fields

Description

You have a choice of five report control codes to use for the ledger. The report control codes, together with the account level codes, may be used in management reporting and the Profit and Loss ledger to produce the desired sequence and sorting of reports.

Descriptions for the control codes should be entered in descending order from A to E.

It is particularly important that level code A be defined as it is used as the primary sequence for the Trial Balance, Profit and Loss and Balance Sheet reports. (Level A is also used to define total descriptions).

Level A appears as a default for the Profit and Loss and Balance Sheet Ledgers, and is allocated the title Accounts Seq. No.

Press Enter to confirm your changes.

Select the GL Chart of Accounts Maintenance task Report Control Codes to continue with the setting up of these codes.

Maintain Account Level Codes [2/GLM]

If the **Use Level Codes?** field has been checked in the company profile, valid level codes must be defined for each ledger. This task enables you to define these level codes.

Maintenance Method Selection Window

To display this window, select the Maintain Account Level Codes task.

Use this window to select the level code, ledger or account for which you want to maintain level codes.

Fields

Global

You use this field to specify whether or not you want to maintain a global level code.

Use this checkbox as follows:

Unchecked - If you do not want to maintain a global level code

Checked - If you do want to maintain a global level code

Global level codes are set up for those levels that cover every ledger within the company's Chart of Accounts.

Cross-Ledger

You use this field to specify whether or not you want to maintain a cross-ledger level code.

Use this checkbox as follows:

Unchecked - If you do not want to maintain a X-ledger code

Checked - If you do want to maintain a X-ledger code

X-ledger level codes are set up primarily in order to create X-ledger user-defined views. When setting up such a view, you are presented with the lists of X-ledger level codes, combinations of which you can choose to make up the structure of your views. Thus, you are able to compare values held in like account level codes across-ledgers for enquiry and reporting purposes.

Ledger

Enter a valid ledger code for the ledger whose level codes you want to maintain.

Ledger level codes are set up for levels within a specified ledger, and enable both level codes from the first 12 characters of the account code structure and extension codes to be defined. This is the most commonly used method of defining level codes.

You can use the prompt facility to select from the Select Ledger pop-up.

Account

Enter the account number for the account for which you want to maintain extension levels. You can only enter an account that has extension codes.

Since this task is designed to set up level codes for chosen individual accounts, only extension levels within the account's ledger are displayed. Enter values in the normal way.

You can use the prompt facility to select from the Select Account Code pop-up.

Make your selection and then press Enter to display the Level Code Selection window. The window displayed will vary depending on your selection.

Level Code Selection Window

To display this window, select the level code or ledger or account and then press Enter on the Maintenance Method Selection window.

The window displayed will vary according on the selection you made on the Maintenance Method Selection window, but will in all cases be a simple selection window. The window displays the structure of the levels belonging to the selected ledger.

Fields

Select Level

Enter the level number of the level code you want to maintain.

(Asterisks)

* beside an account level indicates that it has been set up as a global level.

** beside an account level indicates that it has been set up as a X-ledger level.

Press Enter to display the Maintain Ledger Level Codes window.

Maintain Ledger Level Codes Window

To display this window, press Enter on the Level Code Selection window.

You use this window to create and maintain the level codes used to form the accounts in this ledger.

Fields

Reference

This reference number is generated sequentially. Where a level code is being amended or deleted, the code is selected by this reference.

Start From

Enter a valid code that has already been set up for this level and press Enter.

The list of codes displayed on the window will position itself so that it begins with the code you specify here.

Code

Enter a valid code whose length has already been determined from the Ledger description.

Description

Enter a description of the account level code you are maintaining. This may be up to 20 characters.

Status

Note: *The status flag is only available for extension level codes, and not for normal level codes.*

Use this checkbox as follows:

Unchecked - For the account code to be set up but be unavailable for posting

Use this for a level no longer required for posting purposes, but still required for reporting, for example, comparative year basis. The account level code will be highlighted on the window.

Checked - If the level code will be taken as normal and can be input as part of the account within the system.

This creates the level code as a global level code.

If a level code is set to inactive after you have posted to it, you cannot make further use of it. A typical example is a level code set up for a department that no longer exists.

Press Enter. The new level code and its description will then be displayed on the window, along with a system-generated number.

Maintain Report Control Codes [3/GLM]

Report control codes are used during account creation to group accounts together using a specific key. Level A is used to sequence the accounts to generate the standard financial reports.

Reports are set up using three stages:

- Define the report control codes required within the ledger structure. This is done via the Maintain Ledgers task. The Ledger Descriptions Maintenance window enables you to enter report control codes.
- Select the Maintain Report Control Codes task and enter the ledger code for the ledger for which you want to maintain report control codes.
- Select the Maintain Accounts task. Having selected the appropriate ledger and account and having reached the window requiring input of report control codes, prompt on the report control codes you have set up. A window then appears with the selected code number inserted for the specified control code: If specified within the format of the account's ledger, further report control codes may be input.

Maintain Report Control Codes Ledger Selection Window

To display this window, select the Maintain Report Control Codes task.

You use this window to select the ledger for which report control codes are to be maintained.

Fields

Ledger

Enter the ledger for which you want to maintain report control levels.

You can use the prompt facility to select from the Select Ledger pop-up.

Press Enter to confirm your selection and display the Report Control Codes Selection window.

Report Control Codes Selection Window

To display this window, enter the ledger code and then press Enter on the Report Control Codes Ledger Selection window.

This window displays report levels available to be selected for maintenance.

Fields

Level

Enter the letter of the report control level you want to maintain.

Note: *You can enter only those report control code levels that reflect the level code structure of the ledger.*

Press Enter to display the Report Control Codes Maintenance window.

Report Control Codes Maintenance Window

To display this window, press Enter on the Report Control Codes Selection window.

Use this window to select a reference in order to amend or delete report control accounts, or to create a new report control code.

Fields

Ref

This reference number is generated sequentially. Where a level code is being amended or deleted, the code is selected by this reference. A code may not be deleted if it is used for a total description.

Code

Enter a code for this report control code, using up to three characters. It must be unique for this level.

Description

Enter a description for the report level code, using up to twenty characters.

Note: *The descriptions of the report codes will appear as in the generated reports.*

Maintain Accounts [1/GLM]

You use this task to create accounts for each of your existing ledgers for this company. You can then use this to maintain the accounts created.

Ledger Selection Window

To display this window, select the Maintain Accounts task.

You use this window to select the ledger in which the accounts are to be maintained.

Fields

Ledger

Enter the ledger in which the accounts are to be maintained.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Press Enter to display the Maintain Chart of Accounts window.

Maintain Chart of Accounts Window

To display this window, enter the relevant ledger and then press Enter on the Accounts Maintenance Ledger Selection window.

You use this window to select the account levels that are to be used to form the account.

Fields

The fields displayed depend on how you created your level codes.

Only the first four account level codes are displayed on this window; because many combinations of extension level codes can be set up for one account, whereas only one combination of account codes is permitted.

Level 1

For the first level displayed, enter an existing account level code.

Note: *Levels used are entered in the Maintain Ledgers task and the structure of the account is displayed at the top of the window.*

Level 2

Enter level 2 (if set up) and any subsequent levels to display (up to level 4). See the Account Sequence Example for more information.

You can use the prompt facility on these fields to select from the Select Level Code pop-up.

Sequence Accounts

Note: *This field is only displayed if Allow Account Sequencing is checked on the Maintain GL Company Profile Name and Currency Details window.*

You can sequence the account levels in the order in which you want to create them. Enter **1** for the first account level to be used in the sequence, **2** for the next level, and so on.

When entering the account details using account sequencing, the software completes the level code fields on this window each time it is re-displayed following the update of the details on the Maintain Chart of Accounts window. The level code fields are completed in order of the combination of

account level codes selected for account code sequencing. You can then just press Enter to confirm the selection and display the Maintain Chart of Accounts window for the new account code combination.

Note: *By using account sequencing, you can save a lot of time spent typing account codes.*

Account Sequence Example

Ledger	TRV Travel Sub-ledger	Sequence Accounts (Optional)
Level 1 Expense type	62 (Travel Costs)	1
Level 2 Travel cost	5101 (Hotels)	2
Level 3 Employee	012 (M Jones)	3

All the employees will be run through against the first travel cost code. Once they are exhausted, the system will run through the employees again against the next travel cost code, and so on. Creation of accounts will only stop when all travel cost codes, with their respective employees, have been exhausted. Accounts can now be created semi-automatically.

Press Enter to confirm your selection and display the Maintain Ledger Accounts window or the Select Default Extension Code pop-up.

Select Default Extension Code Pop-up

To display this pop-up, press Enter on the Update Chart of Accounts window (if you are using extension codes).

Extension codes selected on this pop-up will be created as defaults for the account levels entered on the previous window. Default codes may then be accepted or changed when the account is being processed. The correct length of each extension level is displayed. Select only those extension codes appropriate for the account. The default may be partial, meaning that you do not need to set up all extension codes as defaults.

Fields

Extension Level Codes

Your level codes are displayed as you defined them in the Maintain Ledgers task.

Note: *Extension level codes are created at levels 5 to 9 on the Maintain Ledger Descriptions window.*

Press Enter to validate your extension codes and display the Maintain Chart of Accounts window.

Maintain Ledger Accounts Window

To display this window, press Enter on the Select Default Extension Code pop-up.

This is the main window for entering the details of your General Ledger accounts.

Fields

Report Control Codes

Enter the relevant report control codes for the account. They must be valid codes as set up in Chart of Accounts. Five sections are available to select control codes for Level A to level E.

These codes are used to group accounts for reporting purposes.

You can use the prompt facility on these fields to select from the Select Level Code pop-up.

Note: *As a reminder, report level 5 is used to format and sequence the standard Profit and Loss and Balance Sheet reports.*

Account Description

The account description is derived from the account level codes, but you can change it by entering a new description, using up to 50 characters.

Short Description

Enter an abbreviated description of the account, using up to 20 characters. The description will default to the prime account level description as specified for the ledger for which the account is defined.

Memo Account

The General Ledger may also hold memorandum accounts that can be used for statistical purposes. Such accounts do not appear in the Trial Balance.

Select one of the following:

Memo (M) - To indicate a memorandum account

Blank - For fiscal accounts

Posting Inhibit

This field is used to specify whether postings of journals to this account are permitted.

If this field is blank, postings are permitted.

Enter **U** to prevent direct posting of journals to this account. Validation will ensure the account is not:

• An AFI default posting or suspense account

• A GL company profile account

• A GL tax code account

• A GL intercompany account

• An AR default discount account

• An AR recurring charges account

• An AR reason code account

• An AR provision account

• An AP company profile account

• A CS currency trading account

• A CS bank account collection document account

• An IN company profile price variance account

• An Item master price variance account

If it is, then a warning will be displayed listing all the warnings applicable for the account

This field may also be set automatically to one of the following values. If it is, the field value may not be changed.

A - If the account is a Cash Management bank suspense account

B - If the account is a Cash Management bank account

C - If the account is a control account for another module such as Accounts Receivable or Accounts Payable

D - If the account is a Cash Management collection document control account

G - If the account is used to hold the value of unrealised currency gains and losses

S - If the account is a hierarchy control account

Y - If the account is a sub-ledger control account

Maintain Prime Balances

Check this if this account is to build prime value balances. The default for this account is taken from the ledger profile, which in turn comes from the company profile.

Summarise Postings

This field is used to specify the level of detail of this account to be printed in reports.

Select one of the following:

Print all transactions (0) - To print all transaction details in reports

Print only summarised transactions (1) - To print only summary details in reports

Print transactions summarised by doc ref (2) - To print one line per journal

This setting is relevant if you are using French statutory reports, and should be used in France.

Translation Method

Use this to specify the method by which values on this account are translated into a different currency.

Select one of the following:

Current - To translate cumulative values as at the end-of-period rate for the translation period

Historical - If the translation method depends on the setting of the Historical Translation Details indicator for this company

Tax Code

Note: *This field is only displayed if Country-specific Parameter 031 (Tax Reconciliation) by GL Account) is set to 1 or 2.*

You can optionally specify a tax code against the account. You must then specify whether the tax is for inputs or outputs. This will enable you to produce a tax reconciliation report.

You can use the prompt facility to select from the Select tax Code pop-up.

Transfer Jnl Details?

This field is used to specify the level of detail of this account to be transferred during company consolidation.

Use this checkbox as follows:

Unchecked - To transfer period values only (separately for debits and credits)

Checked - If details of individual transactions are to be transferred to the target company by company consolidation

Note: *If the Country-specific Parameter to translate and consolidate by date (parameter 045) is checked, the consolidation batch job presumes that this flag is set to transfer journal details. This ensures that this flag can be set for other consolidations being done as required, but will also ensure that no mistakes are made in its setting.*

Input/Output

Note: *This field is only displayed if Country-specific Parameter 031 (Tax Reconciliation) by GL Account) is set to 1 or 2.*

Enter one of the following:

Blank - Purchase or Sales

The Tax Code selected will be validated in the posting tasks to ensure that only the tax code entered above is used. No check will be made on the tax type.

Note: *The blank option is only displayed if Country-specific Parameter 031 is set to 2.*

1 - Purchase only

The Tax Code selected will be validated in the posting tasks to ensure that only the tax code entered above is used. The tax type must be Purchase (Input).

2 - Sales only

The Tax Code selected will be validated in the posting tasks to ensure that only the tax code entered above is used. The tax type must be Sales (Output).

Account Type

This two-character field may be used for any appropriate classification of the account. Note, however, that the code 01 is used by certain tax procedures to indicate an Asset account, and should therefore be reserved for that purpose.

Note: If Country-specific Parameter 054 is on, this field will allow prompting against a list of valid account types in the GL Parameter file.

Transaction Match?

This field is used to specify whether the automatic matching of journal lines with a common matching reference should take place.

The matching reference is set on journal lines via AFI from selected source applications, an example being the original cost and billing references for movements from the Equipment Servicing application.

The batch transaction matching process then flags journal lines with the same matching reference where the debits and credits sum to zero.

These matched transactions can then be excluded on enquires and reports, facilitating reconciliation of the outstanding balance on the account.

Note: *See the Batch Match task (42/GLP), which performs the actual matching for accounts flagged here.*

Note: *See also the Interactive Match task, (41/GLP), which performs a similar function, but manually for a selected account.*

B/M Worksheet

This field is provided in order to enable an interface to the Business Modeller Financial Planning product. Any entries made are not validated.

Row (untitled)

This field is provided in order to enable an interface to the Business Modeller Financial Planning product. Any entries made are not validated.

Note: *If one has been set up, a default extension code will be displayed on the window beneath the account.*

If an existing account code is being maintained, the window will display the data held for the account, which may be altered.

Enter or amend the data for this account and then press Enter to accept the data and return to the initial window.

If the company profile is set to check new accounts against hierarchies, the system finds any hierarchies and displays them. Enter details if the account is to form part of a hierarchy structure.

Maintain Linked Levels [5/GLM]

This task allows you to set up relationships between level codes in order to have greater control over the input and processing of accounts and their extension codes. Links may be made between account codes and extension codes, or between extension codes and extension codes, but may not be maintained for account codes exclusively.

When postings are made, those level codes defined on the ledger structure as linked will have the entered combination validated against the valid combinations maintained through this task.

Level Code Linkages Selection Window

To display this window, select the Maintain Linked Levels task.

You use this window to select the ledger in which you want to maintain the level code linkages.

Fields

Ledger

Enter the ledger code of the ledger in which you want to maintain the level code linkages. The code must be a valid ledger code as set up in the Chart of Accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Press Enter to display the Maintain Level Code Linkages window, which lists any existing linked levels.

Maintain Level Code Linkages Window

To display this window, enter the ledger code and then press Enter on the Level Code Linkages Selection window.

You use this window to link different extension codes or to link account codes and extension codes. A list of the account level code numbers that make up the structure of the accounts within the ledger are displayed at the base of the window, along with the level code descriptions.

Fields

Level Codes

Enter the level codes that you want to be linked.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

You can only maintain level codes with an input field.

Options

Delete

Use this to delete a linked level combination. A confirmation window is displayed. Select **Confirm Deletion (F11)** to confirm.

Functions

Position To (F21)

Use this to position the list of linked levels to the linked level that you require.

Enter a combination of valid level codes to be linked and then press Enter. The window is re-displayed with the link that you have just created shown in the list of links.

Select **Exit (F3)** to leave the task.

Left to Right Accounts Copy [11/GLM]

Use this task to copy whole sections of the Chart of Accounts (for a ledger) and so quickly create new accounts (in the same ledger). This facility allows flexibility in copying ranges of accounts at selected levels. This procedure can reduce the amount of time needed to define the whole Chart of Accounts.

For example, expense accounts linked to a new branch or department can be created, by copying accounts linked to an existing branch or department.

Note: *This facility can only be used if you are using level codes (the Use Level Codes? field is checked in your company profile).*

Ensure that all valid level codes needed have been created prior to copying.

Example Left to Right Accounts Copy

The two examples that follow are based on a set of accounts within a ledger which uses four account level codes:

Level Code 1	001 (Cost Centre)
Level Code 2	D1 (Department)
Level Code 3	EXP (Expense)
Level Code 4	0123 (Product)

Example 1

The New Accounts column shows a new cost centre 002 copied from all accounts within the existing cost centre 001. To do this, specify all accounts beginning with level code 001 to be duplicated into a new set of accounts with level code 002:

Existing Accounts	New Accounts
001D1EX11005	002D1EX11005
001D1EX11006	002D1EX11006
001D1EX11007	002D1EX11007
001D1EX21005	002D1EX21005
001D1EX21006	002D1EX21006
001D2EX11006	002D2EX11006
001D2EX31005	002D2EX31005

Example 2

This example limits the copy from 001D2 to 002D3 so that only accounts existing for department 2 of cost centre 001 are copied.

Existing Accounts	New Accounts
001D2EX11006	002D3EX11006
001D2EX31005	002D3EX31005

An audit listing showing the new accounts and the number of accounts created will be produced automatically from this copy job.

Note: *This copy task is only available within ledgers. For example, copy P/L accounts to P/L accounts or B/S accounts to B/S accounts.*

Left to Right Copy Ledger Selection Window

To display this window, select the Left to Right Accounts Copy task.

You use this window to select the ledger in which you want to copy the accounts.

Fields

Ledger

Enter the ledger code of the ledger whose accounts are to be copied. The code must be a valid ledger code as set up in Chart of Accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Wildcard Add

Use this checkbox as follows:

Unchecked - Not to use the wildcard task of accounts selection

Checked - To enable you to use the wildcard character * when you specify the account levels that are to be copied to on the next window

This means that each level does not have to be copied individually, but can instead be submitted as one job.

Press Enter to display the Copy Chart of Accounts window.

Copy Chart of Accounts Window

To display this window, press Enter on the Left to Right Copy Ledger Selection window.

You use this window to select the range of account level codes to be copied.

Fields

Account Level From/To

Enter the account level code range to be copied.

You can use the prompt facility on these fields to select from the Select From Level Code and Select To Level Code pop-ups.

Note: *If the Wildcard Add field on the previous window has been checked, asterisks can be used as wildcards to enter partial codes in the To fields.*

Copy Report Control Codes

You use this field to indicate whether or not you want to copy across the report control codes.

Use this checkbox as follows:

Unchecked - If you do not want to copy across any report control codes

Checked - If you want to copy across the report control codes

Copy Default Extension Codes

You use this field to indicate whether or not you want to copy across any default extension codes.

Use this checkbox as follows:

Unchecked - If you do not want to copy across the default extension codes set up against accounts

Checked - If you want to copy across the default extension codes

Note: *This field is only displayed if extension codes are used in this ledger.*

Press Enter to confirm your selection and submit the accounts copy job for processing.

Right to Left Accounts Copy [12/GLM]

Use this task to copy whole sections of the Chart of Accounts and so create new accounts. For example, you may add accounts for a new branch or department, based on an existing branch or department.

This task can reduce the amount of time needed to define the whole Chart of Accounts.

Note: *This task can only be used if you are using level code checking*

Note: *See the Left to Right Accounts Copy section for more information.*

The Right to Left Accounts Copy task copies across accounts beginning with the higher-level account codes and working back to the lower-level account codes.

Example

A ledger has four account level codes:

Level Code	Account
1	Division
2	Cost Centre
3	Expense
4	Department

Several accounts are already set up for Department P01. A new department P03 is formed within a company and requires identical accounts to those of department P01. The Department is the right hand level of the code.

Copy From ..... P01 To .....P03.

The result of the copy would be:

Existing Accounts	New Accounts
D01C01E01P01	D01C01E01P03
D01C01E02P01	D01C01E02P03
D01C02E01P01	D01C02E01P03

Right to Left Copy Ledger Selection Window

To display this window, select the Right to Left Accounts Copy task.

You use this window to select the ledger in which you want to copy the accounts.

Fields

Ledger

Enter the ledger code of the ledger whose accounts you want to copy. The code must be a valid ledger code as set up in Chart of Accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Wildcard Add

Use this checkbox as follows:

Unchecked - Not to use the wildcard option to select accounts

Checked - To enable you to use the wildcard character * when you specify the account levels to be copied on the next window

This means that the copying of each account level, where appropriate, may be submitted as one job.

Press Enter to display the Copy Chart of Accounts Right to Left window.

Copy Chart of Accounts Right to Left Window

To display this window, press Enter on the Right to Left Copy Ledger Selection window.

See the Left to Right Accounts Copy section for an explanation with examples of this copying task.

You use this window to select the range of account level codes to be copied.

Fields

Account Level From/To

Enter the range of account level codes (right hand level of the code) to be copied.

You can use the prompt facility on these fields to select from the Select Level Code From and Select Level Code To pop-ups.

Note: *Asterisks can be used as wildcards to enter partial codes if the Wildcard Add field on the previous window was checked.*

Copy Report Control Codes

You use this field to indicate whether or not you want to copy across the report control codes.

Use this checkbox as follows:

Unchecked - If you do not want to copy across the report control codes

Checked - If you want to copy across the report control codes

Copy Default Extension Codes

You use this field to indicate whether or not you want to copy across any default extension codes.

Use this checkbox as follows:

Unchecked - If you do not want to copy across the default extension codes set up against accounts

Checked - If you want to copy across those default extension codes

Press Enter to confirm your selection and submit the accounts copy job for processing.

Sub-ledger Copy [13/GLM]

This task enables you to create a new sub-ledger based on an existing one. You can create a new level code for the target sub-ledger during sub-ledger copying.

Copy Sub-ledger Selection Window

To display this window, select the Sub-ledger Copy task.

You use this window to select the sub-ledger to be copied and enter the ledger code, description and control account for the new sub-ledger.

Fields

Existing Sub-ledger to Use as a Base

Enter the ledger code of the sub-ledger you want to use as the base for the sub-ledger copy. The code must be a valid ledger code as set up in Chart of Accounts and not one of the top-level ledgers, that is, not the Balance Sheet or the Profit and Loss ledger.

You can use the prompt facility to select from the Select Ledger pop-up.

New Sub-ledger

Enter the ledger code for a new sub-ledger.

The new sub-ledger need not exist on the system. If it does, make sure its account structure is of the same length as that of the base ledger.

You can use the prompt facility to select from the Select Ledger pop-up.

Description for New Sub-ledger

Enter a suitable description for the new sub-ledger, using up to thirty characters.

Control Account for New Sub-ledger

Enter the control account to receive values from the new sub-ledger you are creating.

If the ledger is type 3, you should enter an account in a Balance Sheet ledger of type 1 or 3.

If the ledger is type 4, you should enter an account in a Profit and Loss ledger of type 2 or 4.

The account must be a valid account set up in the Chart of Accounts and may not be a control account of another sub-ledger of a hierarchy summary account.

You can use the prompt facility to select from the Select Possible Sub-ledger Control Account pop-up.

You may have to accept extension codes for the control account if they have been set up. Press Enter to confirm your selection and display the Copy Sub-ledger Level Codes window.

Note: *The sub-ledger to which you are copying may already exist. In this case, a pop-up is displayed, warning you that the sub-ledger to be created already exists.*

If you do not want to copy to an existing sub-ledger, select **Previous (F12)** to re-display the Copy Sub-ledger Selection window with the fields completed as they were. No change will be made to existing accounts.

If you are happy with your selection, press Enter. The Copy Sub-ledger Level Codes window is displayed with the word Update shown in the upper right area of the window and with the original description of the new sub-ledger. The software will access the overriding level codes and descriptions, and will create accounts only if they do not exist, effectively adding to the selected sub-ledger.

Note: *This facility may be used, therefore, for copying accounts that have been added to the base ledger subsequent to the initial set up of the individual ledgers.*

Copy Sub-ledger Level Codes Window

To display this window, enter the sub-ledgers to be copied and then press Enter.

You use this window to enter details of the sub-ledger copy.

Fields

Overriding Value

Enter the overriding level code you want to use for the new sub-ledger.

The copy procedure will pick up every account it finds in the base sub-ledger and copy it to the new sub-ledger, transferring the base sub-ledger level code with the new one you enter here.

You must enter at least one overriding level code for the copy to work. This avoids a total duplication of data.

Overriding Description

Enter the overriding description for the corresponding overriding level code you have entered. A new level code will be created in the new sub-ledger with this description.

Extension Codes to be Copied?

You use this field to indicate whether or not you want to copy across the extension codes for the accounts in this ledger.

Use this checkbox as follows:

Unchecked - If you do not want to copy extension codes across to the new sub-ledger

Checked - If you want to copy across the extension codes

Memo Accounts to be Copied?

You use this field to indicate whether or not you want to copy across the memorandum accounts.

Use this checkbox as follows:

Unchecked - If you do not want to copy memo accounts across to the new sub-ledger

Checked - If you want to copy memo accounts across

Report Codes to be Copied?

You use this field to indicate whether or not you want to copy across the report codes.

Use this checkbox as follows:

Unchecked - If you do not want to copy report codes across to the new sub-ledger

Checked - If you want to copy report codes across

Linkages to be Copied?

You use this field to indicate whether or not you want to copy across the level code linkages.

Use this checkbox as follows:

Unchecked - If you do not want linked levels, which have been applied to level codes in the base sub-ledger, to be copied across to the new sub-ledger

Checked - If you want to copy the linkages across

Press Enter. A batch job is submitted to create the new accounts and an audit report generated of those accounts that are created.

Note: *If bank accounts are contained within the copied sub-ledger, they will not be created as bank accounts in the new ledger.*

Report Control Codes Mass Maintenance [14/GLM]

This task enables you to change the report control codes to any other report control code existing in the same ledger. Report control codes are held against a range of accounts (or all accounts in a ledger).

Report Control Codes Ledger Selection Window

To display this window, select the Maintain Report Control Codes task.

Use this window to select a particular set of report level codes by ledger, report level, and values. The report level code will be applied to the selected range of accounts that you specify on the next window.

Fields

Ledger

Enter the ledger in which the control codes are to be maintained. The code must be a valid ledger code, as set up in Chart of Accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Report Level Code

Where the ledger selected has a reporting level set up, enter the appropriate code (A-E).

Change Value From

Enter the report code to be changed.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Alternatively, enter *** to select all codes at the report level entered.

To

Enter the report code to be applied. This must be a valid report code defined for this ledger.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Press Enter to validate your selection and display the Report Control Codes Account Selection window.

Report Control Codes Account Selection Window

To display this window, press Enter to validate your selection on the Report Control Codes Ledger Selection window.

Use this window to select the range of accounts for which the report control code change (entered on the previous window) is to be applied.

Fields

Document From/To

Select a range of existing accounts at the level displayed.

You can use the prompt facility on these fields to select from the Select Level Code pop-up.

Press Enter to validate your selection and submit the job for processing.

Maintain User-defined Keys [21/GLM]

You use this task to define and maintain your User-defined Views. A view is a combination of account levels and/or extension levels defined by the user in any sequence. Views are used to report balances held against accounts within the same ledger or across-ledgers.

The following two sections demonstrate how to maintain ledger-specific user-defined views, and X-ledger user-defined views.

Maintain User-defined Views Selection Window

To display this window, select the Maintain User-defined Keys task.

You use this window to see the list of the views already defined to the system. All views are listed in order of the ledger to which they are defined, with X-ledger views listed first, with the Lgr field blank. The C field shows the year-end clear down status:

1 means the view is cleared down at year-end.

2 means it is not.

Fields

Position to Ledger

Enter the ledger code of the ledger from which you want the list of views to be displayed. Press Enter to re-display this window showing the list of views from the selected ledger.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Options

De-select

Use this to de-select any views that you have previously selected to build or delete, or to have balances or transactions deleted. The window is re-displayed with the identifying number from the left-hand field.

Build

Use this to select the view to build. Alternatively, select **Build All (F15)** to select all views. After selection, use **Confirm (F8)** to build the user-defined balances.

A view that is to have its balances built is identified by a **1** in the left-hand field.

Change

Use this to make amendments to cross-ledger reference periods. Alternatively, use it to keep links until an archive task is taken.

Delete-view

A pop-up is displayed with a warning about the balance/view deletion. Select **Delete (F11)** to confirm the deletion or press Enter to retain the view.

A view that is to be deleted is identified as selected for deletion by a **4** in the left-hand field.

Enquire (X-ledger only)

A pop-up is displayed, showing details of the cross-ledger level accounts for the view. You can only enquire on cross-ledger views.

Delete Balances

Balances built for the view will be deleted. Budget balances may also be deleted. The view itself will not be deleted. A pop-up is displayed, with a warning about the balance/view deletion. Use **Delete (F11)** to confirm the deletion.

A view that is to have its balances deleted is identified by a **6** in the left-hand field.

Delete Transaction X-references

A pop-up is displayed, with a warning that if you continue you will delete all transactions underlying the view balances: you will not be able to drill down from the period balances to those supporting transactions. Select **Delete (F11)** to confirm the deletion or press Enter to cancel the deletion request.

A view that is to have its balances deleted is identified by a **7** in the left-hand field.

Functions

Confirm (F8)

This is not displayed until you select at least one view that is to be built, deleted, have its balances deleted, or have its links deleted.

Add View (F10)

Use this to add a new view. The Add a User-defined View Selection pop-up is displayed.

Build All (F15)

Use this to select all the views for building. All views have a **1** in the left-hand field.

De-select All (F16)

Use this to remove the **1** against any views which have been selected for build.

This selection window is re-displayed when you have selected the required options for your views.

When you have selected at least one view that is to be built, deleted, have its balances deleted, or have its links deleted, then you can confirm the views to be actioned.

Select **Confirm (F8)** to update your selections and leave the task. If you have selected a view to be built, the Build User-defined Balances pop-up is displayed for you to enter the period range for which balances are to be built for that view.

Change a User-defined View Pop-up

To display this pop-up, select Change against a view in the Maintain User-defined Views Selection window.

You use this pop-up to set or amend the number of periods for which the balance-to-transactions links should be held. You may set the view to keep its links until an archive is run.

The year end clear down status is displayed but is not maintainable. This was selected when the view was created.

Fields

X-Reference Periods

Enter one of the following:

1-98 - To indicate the number of periods for which to retain your balance to transaction links (for the cross-ledger view)

99 - To keep the links until archived

Cross-referenced links will be retained for this user view until an archive task is run.

Note: *User-defined views are archived via the Reorganise User View tasks and the Reorganise Transaction X-Ref task.*

Press Enter to confirm your amendment then select **Confirm (F8)** to update the view.

Display a User-defined View Pop-up

Note: *This task is available for Cross-Ledger Views only.*

To display this pop-up, select Enquire against a cross-ledger view in the Maintain User-defined Views Selection window.

This enquiry window displays details of the selected user-defined view, including year-end clear down status, X-ledger periods, and code lengths.

Select Previous (F12) to re-display the Maintain User-defined Views Selection window, or select Exit (F3) to leave the task. If build or delete requests are outstanding you will be asked whether you want to confirm your exit or proceed with the build process.

Balance Deletion Requested Pop-up

To display this pop-up, select Delete Balances against a view on the Maintain User-defined Views Selection window.

You use this pop-up to delete all balances for the view, although the view definition is retained.

This pop-up displays details of the selected ledger key (view). The options available after deletion are:

- New balances could be built for transactions posted in the future.
- Balances could be rebuilt from historical transaction information (using the **Build** option).

The option to delete budgets held for the view is also available.

Note: *Budgets for a budget entry-level view may not be rebuilt after deletion.*

Fields

Delete Budgets

Use this checkbox as follows:

Unchecked - To retain budgets held against the selected view

Checked - To delete any budgets held against the view

Note: *Entry-level budgets may not be rebuilt after deletion.*

Select **Delete (F11)** to confirm deletion of your selection and re-display the Maintain User-defined Views Selection window. When you leave the task, you may be prompted to confirm outstanding deletions.

Transaction Link Deletion Requested Pop-up

To display this pop-up, enter Delete Transaction X-references against a view in the Maintain User-defined Views Selection window.

You use this option to delete the links if you do not need to enquire on user-view data at the transaction level. It deletes all user-view balance-to-transaction links for the displayed ledger key (view). Enquiry on current balances for the view will still be available.

The pop-up warns you that if you delete these links you will not be able to drill down from the period balances to the supporting transactions.

Note: *These links can be rebuilt if required. Select the line with Build on the Maintain User-defined Views selection window and then select* ***Confirm (F8).***

Select **Delete (F11)** to confirm the deletion, or press Enter to cancel the deletion request and leave the pop-up. The Maintain User-defined Views Selection window is re-displayed.

Add a User-defined View Selection Pop-up

To display this pop-up, select Add View (F10) on the User-defined Views Maintenance Selection window.

This pop-up allows you to create a new user-defined view. You can select a ledger for the view, or leave the ledger blank for a cross-ledger view.

Fields

Ledger

Enter the ledger code of the ledger for which you want to define a view. The code must be a valid ledger code as set up in Chart of Accounts.

Leave this field blank if you want to define an X-ledger view.

You can use the prompt facility to select from the Select Ledger pop-up.

Caution: There are only 36 X-ledger levels available on the system.

View Description

Enter a description for the user-defined view, using up to 45 characters.

Note: *The description should follow the order of level codes included and sequenced within the view.*

Press Enter to confirm your selection. If you have selected a ledger, the Add a User-defined Key pop-up is displayed. If you have not selected a ledger, the Add a X-ledger User-defined Key pop-up is displayed.

Add a User-defined Key Pop-up

To display this pop-up, type a Ledger and Description and then press Enter on the Add a User-defined View Selection pop-up.

You use this pop-up to select the sequence of account levels to be used in the view. The pop-up shows the account levels defined to the ledger specified on the previous window.

Fields

Year End Cleardown

You use this field to specify whether or not balances in the user-defined view should be cleared down at the end of the year.

Use this checkbox as follows:

Unchecked - If the balances in the user-defined view should not be cleared down at the year end

Checked - If the balances in the user-defined view should be cleared down at the year end

Seq(1-9)

The structure of the ledger is displayed on the window. Select the levels that are required to form the view, specifying the order in which they should appear. One or more levels may be chosen. Allocate the appropriate number in sequence, where 1 is the first level in the sequence and 9 is the last sequence level.

Note: *You may want the sequence to match any sequence indicated in your view description.*

Press Enter to accept the details and then select **Update (F8)** to confirm. The Maintain User-defined Views Selection window is re-displayed with the view you have just defined shown in the list of views.

Add a X-ledger User-defined Key Pop-up

To display this pop-up, leave the Ledger field blank, type a Description and press Enter in the Add a User-defined View Selection pop-up.

You use this pop-up to select and sequence those X-ledger levels that you want to include in the view. The list of X-ledger levels displayed is all the X-ledger levels that have been set up in the company's Chart of Accounts.

Note: *A X-ledger user-defined view can only hold X-ledger levels.*

Fields

Year End Cleardown

You use this field to specify whether or not balances in the user-defined view should be cleared down at the end of the year.

Use this checkbox as follows:

Unchecked - If balances in the user-defined view should not be cleared down at the year end

Checked - If balances in the user-defined view should be cleared down at the year end

X-reference Periods

Enter the number of periods as follows:

1-98 - To specify the number of periods to retain your balance to transaction links (for the cross-ledger view)

99 - To keep the links until they have been archived

In this case, cross-referenced links will be retained for this user view until an archive task is run.

Seq(1-9)

The structure of the ledger is displayed on the window. Select the levels that are required to form the view, specifying the order in which they should appear. One or more levels may be chosen. Allocate the appropriate number in sequence, where 1 is the first level in the sequence and 9 is the last sequence level.

Note: *You may want the sequence to match any sequence indicated in your view description.*

Select and sequence those X-ledger levels you want to include in the view and press Enter to accept the details. The pop-up is re-displayed, with the fields non-maintainable and **Update (F8)** displayed. Select **Update (F8)** to confirm your selection. The Maintain User-defined Views Selection window is then re-displayed with the view you have just defined shown in the list of views.

Build User-defined Balances Pop-up

To display this pop-up, select at least one view to be built and then select either **Confirm (F8)** or **Exit (F3)** on the Maintain User-defined Views Selection window. You may have selected all views for rebuild, with **Build All (F15).**

This pop-up is displayed when you have selected views to be built, or rebuilt, and have chosen to update or to leave the task. One or more views must have been selected either using **Build** or using **Build All (F15)** to select all views to be built.

The system will build period balances for all views identified with a **1** in the selection field on the left on the Maintain User-defined Views Selection window.

Note: *Enquiries and reports on user-defined views may be carried out or printed once the views have been built.*

Fields

From Period

Enter the start period from which you want the view to be built.

To Period

Enter the end period to which you want the view to be built.

Enter the From and To periods and then press Enter to confirm your selection and leave the task.

Maintain Hierarchy Rules [31/GLM]

The hierarchy rules enable you to specify an account or range of accounts, the period, the company and the percentage of the account values to be selected for a hierarchy.

The rules, therefore, allow you either to create accounts for a hierarchy en masse, or to enter them one by one for a specific hierarchy. Having created the rule for the hierarchy, any new accounts added to the Chart of Accounts will be included within the hierarchy unless you decide otherwise.

Changing Company within a Hierarchy

When you are specifying a single account or a range of accounts to be aggregated into the hierarchy control account, you may find a Company field displayed if you are using a cross-ledger hierarchy.

This field enables you to select accounts from a company other than the current one.

Maintain a Hierarchy's Rules Account Selection Window

To display this window, select the Maintain Hierarchy Rules task.

You use this window to select an account for which hierarchy rules are to be created or maintained.

Fields

Hierarchy

Enter an existing memo account which has had no postings made to it. Once entered, this will become a hierarchy control account, and will automatically be post-inhibited. If extension codes have been specified for the account you must enter them.

You can use the prompt facility to select from the Control Account Prompt pop-up.

Press Enter to confirm your selection.

If the account has already been defined as a hierarchy account, the Maintain a Hierarchy's Rules window is displayed.

If the account has not been defined as a hierarchy account, the Maintain a Hierarchy's Rules Ledger Selection window is displayed.

Maintain a Hierarchy's Rules Ledger Selection Window

To display this window, enter an account that has not been defined as a hierarchy account and then press Enter on the Maintain a Hierarchy's Rules Account Selection window.

You use this window to select a ledger for which hierarchy rules are to be created or maintained.

Fields

Hierarchy

The memo account that you selected is displayed here.

Ledger

Enter the ledger code for the hierarchy rule that you are creating.

Alternatively, leave this field blank to create a cross-ledger hierarchy rule.

You can use the prompt facility to select from the Select Ledger pop-up.

Note: *This field is only displayed when you first create a hierarchy.*

Functions

Alias Method (F14)

Use this to display a pop-up on which you can select an alias type.

Note: *This field is only displayed when you are creating a new hierarchy.*

Press Enter to confirm your selection.

The window that is displayed next depends on the alias method selected. If you did not use **Alias Method (F14)** to select a different method, the default method of Text will be used and a window will be displayed with a blank field for you to enter a description. Enter the text description and press Enter to display the Maintain a Hierarchy's Rules Account or Rule Selection window.

Alias Method Pop-up

To display this pop-up, select **Alias Method (F14)** on the Maintain a Hierarchy's Rules Ledger Selection window.

Hierarchy control account codes consist of up to twelve characters as set up in the Chart of Accounts. If required, you may re-name each account to allow you to extract information from the alias account instead of being restricted to the hierarchy code itself.

There are four ways of defining the alias structure, three of which base the alias on a view of an account as defined in the Chart of Accounts.

The method of defining an alias is the same whether you are adding a single account or a range of accounts.

Fields

Select Method

You use this field to define the hierarchy's alias.

Select one of the following:

Hierarchy view - If any view (combination of account levels) in the original ledger can be used to format the alias of the top level of the hierarchy

This same format will be used for aliases in the lower levels in the hierarchy.

Ledger view - If any view in the original ledger may be used to format the alias of the top level of the hierarchy

Any view in the original ledger can be used to format the alias of the lower levels in the hierarchy. The alias format of the top level can be different from the lower level.

Selected view - If the format of the top-level alias can be based on a user-defined view in any ledger, while the format of lower levels is based on any view in the original ledger

Text - If the alias is a text description, and is not based on a view format

This is displayed as the default as this is the most commonly used method.

The alias for a top-level hierarchy will be entered immediately (according to the method chosen). From then on, the values cannot be amended, and the alias fields displayed will be those associated with the lower-level accounts, as they are added to the hierarchy.

Select an alias method and then press Enter. The Maintain a Hierarchy's Rules window will be re-displayed. Enter a ledger or leave the Ledger field blank for cross-ledger rules and then press Enter.

The window that is displayed next depends on the alias method selected:

Text - Enter an alias description in the blank field to the right of the Hierarchy Account. Enter the text description and then press Enter.

Hierarchy View or Ledger View - Enter a combination of account level codes and then press Enter.

Selected View - Select a ledger and user-defined view, enter a combination of account level codes and then press Enter.

The Maintain a Hierarchy's Rules Account or Rule Selection window is displayed.

Maintain a Hierarchy's Rules Text Alias Window

To display this window, select an alias method of text, enter a ledger (if required) and then press Enter on the Hierarchy's Rules Maintenance Selection window.

Note: *This is the default window if Alias Method is not specifically selected.*

Field

(Untitled)

Enter the description required.

Functions

Change User Key (F16)

Use this to select a user view, if required.

Press Enter to save the alias description. The Maintain a Hierarchy's Rules Account or Rules Selection window is displayed.

Maintain a Hierarchy's Rules Hierarchy or Ledger View Alias Window

To display this window, select an alias method of Hierarchy View or Ledger View. Enter a ledger (if not cross-ledger) and then press Enter on the Hierarchy's Rules Maintenance Selection window.

Field

Description Levels

Enter the level codes for the description.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Functions

Change User Key (F16)

Use this to select a user view, if required.

Press Enter to save the alias description. The Maintain a Hierarchy's Rules Account or Rules Selection window is displayed.

Maintain a Hierarchy's Rules Selected View Alias Window

To display this window, select an alias method of Selected View. Enter a ledger (if not cross-ledger) and then press Enter on the Hierarchy's Rules Maintenance Selection window. You will be prompted to choose a ledger and a user-defined view. A window similar to the one below (depending on the view selected) is then displayed.

Field

Description Levels

Enter the level code for the description.

Alternatively, use the prompt facility to select from the Select Level Code pop-up.

Functions

Change User Key (F16)

Use this to select a user view, if required.

Press Enter to save the alias description. The Maintain a Hierarchy’s Rules Account or Rules Selection window is displayed.

Maintain a Hierarchy's Rules Account or Rule Selection Window

To display this window, press Enter on the Hierarchy's Rules Maintenance Selection window.

You use this window to maintain the rules for the hierarchy selected. Any existing rules are displayed on the window. For a new hierarchy, no rules will exist.

Note: *The description of the hierarchy relating to the parent account is displayed at the top of the window.*

Fields

Position to Sequence Number

Enter a number in this field to position the display at the number entered.

Options

Amend

Use this to select an individual rule to be amended.

Copy

Use this to make a copy of an individual rule.

This is useful if you want to set up two or more rules which are similar in their parameter definition.

Delete

Use this to select and delete individual rules.

Functions

Resequence (F5)

The sequence of the rules listed here is significant in that it is used in the hierarchy enquiry.

Use this to change the sequence by amending the sequence numbers and then selecting **Resequence (F5)**.

Add a Rule (F10)

Use this to add a range of new accounts to the hierarchy. The maximum number of accounts is 9999.

Delete (F11)

Use this to delete the rules. A warning pop-up is displayed. Select **Delete (F11)** to confirm the deletion and re-display the Maintain a Hierarchy's Rules Ledger Selection window.

Single Account (F13)

Use this to add a single account to the hierarchy. The Add Single Account pop-up is displayed.

Copy Rules (F15)

Use this to copy rules from one or more other accounts. A series of pop-ups are displayed, allowing you to copy rules from other hierarchies into this one.

Select a function or option to amend the hierarchy rules.

Add Single Account Pop-up

To display this pop-up, select **Single Account (F13)** on the Maintain a Hierarchy's Rules Account or Rule Selection window.

You use this pop-up to include a single account in this hierarchy by selecting the sequence number, company and account.

Fields

Sequence Number

Enter the sequence number to place the rule in order as required in the list displayed. This field defaults to a sequence setting of 10 after the previous rule but can be amended if necessary.

Company

Enter the company code of the company whose chart of accounts contains the account to be selected for the hierarchy.

Alternatively, use the prompt facility to select from the General Ledger Company Selection pop-up.

Account

Enter the short account code of the account to be selected for the hierarchy. This may be up to 12 characters.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Percentage

Enter the percentage of the account balance to be aggregated into the hierarchy control account.

Period Lag

If you want to pick up balances from an earlier period and not from the current period, enter the period lag here. You may want to use this if the hierarchy is used to hold rolling quarterly figures, for example.

For example, to aggregate the balances from the last period, enter **01**; to aggregate the balances from the period before that, enter **02**.

Enter the single account details as required and then press Enter. Then select **Update (F8)**. The details you have entered will appear on the Maintain a Hierarchy's Rules Account or Rule Selection window beneath the pop-up, but the pop-up will remain so that you can continue to enter accounts.

When you have added all the accounts required, select **Previous (F12)** to re-display the Maintain a Hierarchy's Rules Account or Rule Selection window.

Range of Accounts Ledger Selection Window

To display this window, select **Add a Rule (F10)** on the Maintain a Hierarchy's Rules Account or Rule Selection window.

You use this window to select a range of accounts to be added for the rule.

Fields

Sequence

Enter the sequence number to place the rule in order as required in the list displayed. This field defaults to a sequence setting of 10 after the previous rule but can be amended if necessary.

Description

A description is allocated to the rule by the software. You can accept this description or amend it as required.

Company

This defaults to the company for which the hierarchy has been created. You can accept the company or enter a different company code, which you might do for the creation of consolidated accounts.

This is only displayed for cross-ledger hierarchies.

Ledger

Enter the ledger code of a valid ledger set up on the Chart of Accounts, or leave this field blank to accept all ledgers.

If you specify a particular ledger, the accounts selected for this hierarchy rule will originate only from that ledger. If you leave this field blank, accounts for the hierarchy will be selected across all ledgers for the company.

This is only displayed for cross-ledger hierarchies.

You can use the prompt facility to select from the Select Ledger pop-up.

Functions

Aliases (F14)

Use this to select a user-defined view for the structure of the account code ranges.

Press Enter to display the Range of Accounts Selection window.

Range of Accounts Selection Window

To display this window, press Enter on the Add a Range of Accounts window.

You use this window to select a range of accounts level codes and the number of lag periods for the rule. The selection fields displayed on this window are dependent on the account code and ledger.

Fields

Level Code From

Enter the first level code in the range of level codes you want to be selected for this hierarchy, or leave this and the To field blank to accept all codes at this level.

You can use an asterisk (*) as a wildcard to specify one part of a level code.

The system will select only those accounts that comply with the level code specifications set here.

You can use the prompt facility to select from the Select From Level Code pop-up.

Level Code To

Enter the last level code in the range of level codes you want to be selected for this hierarchy, or leave this and the From field blank to accept all codes at this level.

You can use an asterisk (*) as a wildcard to specify one part of a level code. The system will select only those accounts that comply with the level code specifications set here.

You can use the prompt facility to select from the Select To Level Code pop-up.

Report Code

Enter ranges of report codes for the displayed levels.

These fields will only be displayed if report codes are used in the selected ledger.

You can use the prompt facility on these fields to select from the Select From Level Code and Select To Level Code pop-ups.

Type of Account

Select one of the following to indicate the type of account to be selected for this hierarchy rule:

Fiscal

Memo

Both

Values from these child accounts will be used to write a table of accounts that are entered into the hierarchy control account.

This field will not be displayed if **Alias (F14)** is used to select the ranges.

Percentage

Enter the percentage of the value you want to be included in the hierarchy. You can enter any value from 0.01% to 99.99%, or accept the default of 100%.

This field will be displayed only if the full short account code is used for the hierarchy.

Period Lag

Enter the number of periods you want to lag. Enter 00 for the current period, 01 for the previous period, and so on.

This field will be displayed only if the full short account code is used for the hierarchy.

Enter the range of accounts as required and then press Enter. Select **Confirm (F8)** to confirm the entries. The Account or Rule Selection window will be re-displayed with the new rules listed.

Maintain a Hierarchy's Rules Account or Rule Selection Window

To display this window, press Enter on the Hierarchy's Rules Account Range Selection window and then select Confirm (F8) to confirm the entries.

This window lists details of your newly created hierarchy rules.

Once you have made any amendments to the hierarchy, select **Update (F8)** to update the hierarchy with the new or amended rules. The Enter Details of Hierarchy Creation pop-up will be displayed.

Enter Details of Hierarchy Creation Pop-up

To display this pop-up, select **Update (F8)** on the main Maintain a Hierarchy's Rules window.

You use this pop-up to decide on accumulation of budgets/forecasts.

Fields

Accumulate Budgets and Forecasts

Use this to specify whether or not you want to accumulate budgets and forecasts for this hierarchy.

Use this checkbox as follows:

Unchecked - If you do not want to accumulate budgets and forecasts for this hierarchy

Checked - If you want to accumulate budgets and forecasts, in which case values will be accumulated for each budget/forecast record for each account within this hierarchy

Values will be accumulated whenever you create or amend a budget or forecast for an account within this hierarchy. If you accumulate values for a higher hierarchy, make sure that you do so at lower levels down to the level at which you intend to post individual account budgets or forecasts.

Print All Levels of New Hierarchy?

Use this to specify whether or not you want to print all levels within the hierarchy.

Use this checkbox as follows:

Unchecked - Not to print all levels within the hierarchy

Checked - To print all hierarchy levels

Enter your selections and then press Enter. The Maintain a Hierarchy's Rules Account Selection window is re-displayed. Select **Exit (F3)** to leave the task. The Period Range for Hierarchy Updates pop-up is displayed.

Period Range for Hierarchy Updates Pop-up

To display this pop-up, select **Exit (F3)** to leave the task after updating a hierarchy's rules.

You use this pop-up to enter the range of periods over which the balance of the hierarchy is to be rebuilt.

Fields

From Period/To Period

Enter the range of periods over which the hierarchy should be rebuilt. This defaults to the previous system year.

Enter the range of periods and then press Enter to submit a batch job and leave the task.

Note: *Wait until the job has completed before enquiring on the hierarchy you have set up.*

Rebuild Hierarchies [32/GLM]

You use this task to:

- Build an existing hierarchy over a different year
- Correct a hierarchy in which the parent is out of balance with its children

Rebuild a Hierarchy Window

To display this window, select the Rebuild Hierarchies task.

Fields

Hierarchy

Enter the hierarchy you want to rebuild.

Alternatively, use the prompt facility to select from the Select Hierarchy Control Account pop-up.

Period Range

Enter the period range over which the hierarchy is to be rebuilt.

Select **Submit (F8)** to confirm your selection and submit a job to perform the rebuild. A message is displayed at the foot of the window. Once you have rebuilt all the hierarchy balances that you require, select **Exit (F3)** to leave the task.

Report on Chart of Accounts [41/GLM]

You use this task to produce reports of the chart of Accounts.

There is a choice of:

- A report listing the account codes and default extension codes within the Chart of Accounts
- A report listing the account codes and report levels within the Chart of Accounts
- A report listing the consolidation target accounts. This option only appears for companies that have been set up as consolidated companies.

The value of the Transaction Match flag is printed.

Note: *Reports of account level code changes and additions are available for your audit trail; see the Report on Account Level Codes section for further details.*

Chart of Accounts Reports Report Selection Window

To display this window, select the Report on Chart of Accounts task.

You use this window to select the report that you want to produce.

Fields

Option

Enter one of the following:

1 - To produce a report listing the account codes and default extension codes within the Chart of Accounts

2 - To produce a report listing the account codes and report levels within the Chart of Accounts

3 - To produce a report listing the consolidation target accounts

This option only appears if the company within which you are working has been consolidated.

Select the report to be produced and then press Enter to display the Chart of Accounts Reports Ledger Selection window.

Chart of Accounts Reports Ledger Selection Window

To display this window, select the report to be produced and then press Enter on the Chart of Accounts Reports Report Selection window.

You use this window to specify whether to produce the report selected for a single ledger or for all ledgers in the Chart of Accounts.

The title of the report to be produced is displayed at the top of the window.

Fields

Ledger

Enter the ledger code of the ledger for which this report is to be produced, or leave this field blank to produce the report for all ledgers in the Chart of Accounts.

You can use the prompt facility to select from the Select Ledger pop-up.

Enter the ledger code required and then press Enter to confirm your selection. This window is re-displayed with the Ledger field non-maintainable and **Confirm (F8)** will be displayed at the foot of the window. Select **Confirm (F8)** to leave the task and submit a job to produce the report.

Report on Account Level Codes [42/GLM]

This task produces a report of changes made to the account level codes.

List Account Level Codes Window

To display this window, select the Report on Account Level Codes task.

You use this window to specify whether to produce the report selected for a single ledger or for all ledgers in the Chart of Accounts.

Fields

Ledger

Enter the ledger code of the ledger for which this report is to be produced, or leave this field blank to produce the report for all ledgers in the Chart of Accounts.

You can use the prompt facility to select from the Select Ledger pop-up.

Enter the ledger code required and then press Enter to confirm your selection. This window is re-displayed with the Ledger field non-maintainable and Confirm (F8) will be displayed at the foot of the window. Select Confirm (F8) to leave the task and submit a job to produce the report.

Report on Report Control Codes [43/GLM]

This task produces a report of changes made to the report control codes.

List Report Control Codes Window

To display this window, select the Report on Report Control Codes task.

You use this window to specify whether to produce the report selected for a single ledger or for all ledgers in the Chart of Accounts.

Fields

Ledger

Enter the ledger code of the ledger for which this report is to be produced, or leave this field blank to produce the report for all ledgers in the Chart of Accounts.

You can use the prompt facility to select from the Select pop-up.

Enter the ledger code required and then press Enter to confirm your selection. This window is re-displayed with the Ledger field non-maintainable and **Confirm (F8)** will be displayed at the foot of the window. Select **Confirm (F8)** to leave the task and submit a job to produce the report.

Report on Ledger Descriptions [44/GLM]

This report lists a history of changes made to the ledger records.

Select **Confirm Submit (F8)** to leave the task and submit a job to produce the report.

Report on Linked Levels [45/GLM]

This task produces a report giving details of linked levels between your account codes and extension codes and extension linked to extension codes.

Print Linked Levels Window

To display this window, select the Report on Linked Levels task.

Fields

Ledger

Enter the ledger code of the ledger for which this report is to be produced, or leave this field blank to produce the report for all ledgers in the Chart of Accounts.

You can use the prompt facility to select from the Select Ledger pop-up.

Enter the ledger code required and then press Enter to confirm your selection. This window is re-displayed with the Ledger field non-maintainable and **Confirm (F8)** will be displayed at the foot of the window. Select **Confirm (F8)** to leave the task and submit a job to produce the report.

Report on Hierarchy Structure [51/GLM]

Print Hierarchies Window

To display this window, select the Report on Hierarchy Structure task.

You use this window to select the hierarchies and the level of detail to be included in the report.

Fields

From Hierarchy

Enter the first hierarchy in the range of hierarchies you want to appear in the report. Leave this field blank to start from the first hierarchy on the system.

You can use the prompt facility to select from the Select From Hierarchy pop-up.

To Hierarchy

Enter the last hierarchy in the range of hierarchies you want to appear in the report. Leave this field blank to end at the last hierarchy on the system.

You can use the prompt facility to select from the Select To Hierarchy pop-up.

Print All Levels?

You use this field to specify the level of detail to be printed on the report.

Use this checkbox as follows:

Unchecked - To limit the print to extended codes

Checked - To print all levels

Enter your criteria and then press Enter to confirm your selection. This window is re-displayed with the fields non-maintainable and Confirm (F8) will be displayed at the foot of the window. Select Confirm (F8) to leave the task and submit a job to produce the report.

Report on Hierarchy Rules [52/GLM]

Print Hierarchy Rules Window

To display this window, select the Report on Hierarchy Rules task.

You use this window to select the hierarchies to be included in the report.

Fields

From Hierarchy

Enter the first hierarchy in the range of hierarchies you want to appear in the report.

Leave this field blank to start from the first hierarchy on the system.

You can use the prompt facility to select from the Select From Hierarchy pop-up.

To Hierarchy

Enter the last hierarchy in the range of hierarchies you want to appear in the report.

Leave this field blank to end at the last hierarchy on the system.

You can use the prompt facility to select from the Select To Hierarchy pop-up.

Enter your criteria and then press Enter to confirm your selection. This window is re-displayed with the fields non-maintainable and **Confirm (F8)** will be displayed at the foot of the window. Select **Confirm (F8)** to leave the task and submit a job to produce the report.

Chapter 5 Currency

Introduction to Currency in General Ledger

To access the facilities to set up and maintain currency details, select the GL Currency tasks. Currency enquiry and report tasks are also available.

You can process sales and purchase orders and invoices in any currency, with consequential postings to Accounts Receivable and Accounts Payable. Bank accounts may be held in any currency, each account receiving cash and making payments in its own currency or in any other currency. You can post transactions and hold accounts with currency balances in several currencies within General Ledger, and translate ledger balances into other currencies within company consolidation.

Currency and exchange rate records for use throughout System21 are created and held within the General Ledger.

System21 currency tasks are Euro compliant.

Exchange Differences

Realised Currency Gain/Loss

This is the profit or loss made when an invoice or other document was posted at one rate and subsequent payment was made or received at a different rate.

An example of this would be:

- A purchase invoice of 1000.00 @ 7.5=7500
- A supplier payment of 1000.00 @ 6.8=6800
- The base currency difference=700

Translation Gain/Loss

A difference may be created when accounts in one company are translated into another company's accounts using different exchange rates during the company consolidation process. Typically, the

difference will occur when profit and loss balances are valued at a mid-month conversion rate and balance sheet balances are re-valued at an end-of-month rate.

The total in the example that follows represents a currency loss of 140.35:

Shareholders funds	(18,800.00)	1.5	(12,533.33)
Bank A/Checked	5,800.00	1.5	3,866.67
Net debtors/creditors	14,000.00	1.5	9,333.33
Sales	(22,000.00)	1.9	(11,578.95)
Cost of Sales	14,000.00	1.9	7,368.42
Overheads	7,000.00	1.9	3,684.21
Translation Variance	0.00		(140.35)

Further Detailed Analysis

Unrealised Currency Gain/Loss

A potential profit or loss occurs when, for example, an invoice is posted at a rate of 7.5. With the debt outstanding and a rate change to 6.8 there is an unrealised gain of 700.00.

This unrealised gain or loss is calculated when processing currency re-valuation, and may be posted to GL accounts during the re-valuation run. Any unrealised gain or loss posted for a particular invoice is reversed out when the invoice is paid, as the realised gain or loss is then calculated.

Currency Trading Account

A separate General Ledger account is used as a system-maintained suspense account, to provide a control for transactions where there are two different transaction currencies. This is typically where cash is received in one currency and paid into a bank account in a different currency.

For example, 10,000.00 AAA received from a customer at 2.5(D) to base, paid into a BBB bank account at 0.8(D) to base. Two General Ledger postings are created:

	Account	Currency	Value	Base Value
1	Debtors	AAA	(10000.00)	(4000.00)
	Curr. Trading	AAA	10000.00	4000.00

2	Bank	BBB	3000.00	3750.00
	Curr. Trading	BBB	(3200.00)	(4000.00)
	Realised Loss	BBB	200.00	250.00

Note: *The net balance in base on the currency trading account is now zero.*

Multi-currency Tasks

Maintain Currencies

Use this to create a code to represent each currency in which you expect to trade or keep bank accounts. This includes your own base currency. These currencies are then available for each multi-currency application in each company linked to this General Ledger. (Exchange rate codes and exchange rates are maintained separately.)

Maintain Rate Codes

A rate code is created to link to a table of exchange rates for currency conversions within different dates. A rate code may encompass several currencies and be valid for a wide range of dates or periods.

You may only require a single rate code, covering all the currencies and exchange rates you want to use. You can then update the rates within this single rate code as required.

Alternatively, a separate rate code may be created and applied to individual applications as a default.

Maintain Currency Rates

For each rate code, you need to set up exchange rates for each pair of currencies for which conversion or translation may be required.

You will almost certainly need rates between each transaction currency and base currency.

Maintain Gain and Loss Accounts

When dealing with multi-currency transactions, movements in exchange rates will create exchange gains and losses. This task enables General Ledger accounts to be defined, both for realised and unrealised gains and losses, for each application/company/currency combination. (If this level of detail is not required, global accounts may be defined to cover all applications, companies and currencies.)

Revalue Currencies

Currency exchange rate fluctuation results in ledger items and balances held on the financial ledgers potentially having different base values to those from when they were first created. This task enables

you to re-calculate the base value of currency balances using the prevailing exchange rates. Differences can be automatically posted to the defined unrealised currency gains and losses accounts.

Euro Conversion Rates

The fixed exchange rates between the currencies of all EU Member States who have opted to join the Euro single currency (also known as IN currencies) and the Euro currency itself, must have the same definition on each rate code table used. The conversion rate must be defined to the system with the Euro as the source and the IN currency as the target, with the modifier set to multiply.

Conversion between IN currencies will be made by converting the source currency value to a Euro currency value, and then converting the Euro currency value to the target currency value. This is known as triangulation.

Where conversion is required between currencies that are both outside the Euro, the exchange rates will be defined as a direct conversion rate, with the modifier set to multiply or divide as appropriate. There will be no reference to the Euro currency in these conversion calculations.

Where conversion is required between currencies that are outside the Euro (OUT) and those that are IN, the definition of exchange rates will depend on the setting of the Rate to Euro flag in the Maintain Euro Currencies task.

The following is a guide:

If the Rates to Euro field (see Maintain Euro Currencies) is checked:

- You must define rates from the Euro currency to all the required OUT currencies, with a modifier to multiply.

This setting is mandatory for all EU member states, and optional for companies outside the EU.

If the Rates to Euro field is unchecked:

- You must define direct rates from OUT currencies to IN currencies or, from IN currencies to OUT currencies, with the appropriate modifier to multiply or divide
- You must define direct rates from OUT currencies to OUT currencies, with the appropriate modifier to multiply or divide.

Eurocurrency: Phase 1: Illustration of Conversions

Examples of Exchange Rates:

Source	Target	Exchange Rate	Modifier
EUR	FRF	6.55957	M
FRF	GBP	10.172	D

USD	GBP	1.65000	D
EUR	USD	0.944445	M
EUR	GBP	0.625514	M
FRF	USD	6.94657	D
DEM	GBP	2.95150	D
DEM	USD	1.79750	D
FRF	DEM	2.62142	D
EUR	DEM	1.95583	M
EUR	ITL	1936.27	M

1. Where the source currency is IN and the target currency is also IN:

Source Currency (IN)		Target Currency (IN)
FRF 10,000	FRF Converted to EUR @ Fixed Rate 6.55957(Divide) = EUR 1,524.49	EUR Converted to DEM @ Fixed Rate 1.95583 (Multiply)
		DEM 2,981.64

Note: *No overrides are allowed, as the currencies involved are both IN currencies.*

2. Where the source currency is IN and the target currency is Euro:

Source Currency (IN)		Target Currency (EUR)
FRF 10,000	FRF Converted to EUR @ Fixed Rate 6.55957 (Divide) = EUR 1,524.49	EUR 1,524.49

Note: *No overrides are allowed, as the currencies involved are an IN currency and the Euro.*

3. Where the source currency is Euro and the target currency is IN:

Source Currency (EUR)		Target Currency (IN)
EUR 1,250	EUR Converted to FRF @ Fixed rate 6.55957(Multiply)	FRF 8,119.46

Note: *Overrides are not allowed, as the currencies involved are the Euro and an IN currency.*

4a. Where the source currency is IN and the target currency is OUT and Rate to Euro is checked:

Source Currency (IN)		Target Currency (OUT)
FRF 10,000	FRF Converted to EUR @ Fixed	EUR Converted to USD @

	rate 8(Multiply) = EUR 1,250.	Variable rate 1.775
		USD 2,218.75

Note: *Override is allowed for the variable rate from EUR to USD with modifier = M (Multiply).*

4b. Where the source currency is IN and the target currency is OUT and Rate to Euro is unchecked:

Source Currency (IN)		Target Currency (OUT)
FRF 10,000	FRF Converted to USD @ Direct rate 4.50704 (Divide)	USD 2,218.75

Note: *Override is allowed for the direct rate from FRF to USD with modifier = D (Divide).*

5a. Where the source currency is OUT and the target currency is IN and Rate to Euro is checked:

Source Currency (OUT)		Target Currency (IN)
USD 2,218.75	USD Converted to EUR @ Variable rate 0.944445 (Divide) = EUR	EUR Converted to FRF @ Fixed rate 8.000 (Multiply)
		FRF 10,000

Note: *Override is allowed for the variable rate from USD to EUR with modifier = D (Divide).*

5b. Where the source currency is OUT and the target currency is IN and Rate to Euro is unchecked:

Source Currency (OUT)		Target Currency (IN)
USD 2,000	USD Converted to FRF @ Direct rate 6.94657 (Multiply)	FRF 13,984.08

Note: *Override is allowed for the direct rate from USD to FRF with modifier = M (Multiply).*

6. Where the source currency is OUT and the target currency is OUT:

Source Currency (EUR)		Target Currency (OUT)
USD 2,218.75	USD Converted to GBP @ Direct rate 1.65 (Divide).	GBP 1,344.70

Note: *Override is allowed for the direct rate from USD to GBP with modifier = D (divide).*

Conversion Rules Using Rate Codes Examples

Assume that you have a base currency and three prime currencies, numbered 1, 2 and 6.

Assume the following:

- To convert prime currency 1 to base, you must multiply by 3.5.

- To convert prime currency 2 to base, you must multiply by 1.8.
- No rate is defined for prime currency 6.

The following rules apply:

If a Rate is Defined

If a rate is defined, use that rate.

500.00 in prime currency 1 is to be converted to base.

500.00 x 3.50000 = 1750.00 base.

If a Rate is Not Defined

If no rate is defined, is there a rate in the opposite direction? If so, use the reciprocal rate.

700.00 in base is to be converted to prime currency 2.

No direct rate is available, so 700.00 / 1.8 = 388.89 prime currency 2.

If There is No Direct Route

If a rate can be derived via the base currency, this will be used.

1000.00 in prime currency 1 is to be converted to prime currency 2.

No direct or reciprocal route is available.

1000.00 prime currency 1 x 3.5 = 3500.00 in base currency.

There is no direct route to convert base to prime currency 2, so 3500.00 base / 1.8 = 1944.44 prime currency 2.

If There is No Available Route

An error condition would exist. In this case, an override rate could be entered.

150.00 in prime currency 6 is to be converted to base. There is no possible route, so an override rate is required.

Maintain Currency Rates [1/GLX]

Use this to set up one or more pairs of exchange rates for every rate code for which conversion or translation is required. You will almost certainly need rates between each transaction currency and your base currency, or bank currency and base currency, or to consolidate or translate between two General Ledger companies.

Maintain Currency Conversion Rates Rate Code Selection Window

To display this window, select the Maintain Currency Rates task.

You use this window to select an existing rate code that was created via the Maintain Rate Codes task. You will then select to view exchange rates used in a selected period.

Fields

Rate Code

Enter a rate code, up to four characters in length, to set up each of the currency exchange rates to be used when the rate code is selected.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Press Enter to display the Maintain Currency Conversion Rates Date Selection window.

Maintain Currency Conversion Rates Date Selection Window

To display this window, press Enter on the Maintain Currency Conversion Rates Rate Code Selection window.

Fields

Effectivity Date or Effectivity Period

Enter the start date or period from which you want the currency rate to become effective. You should use the format YYYYPP if the effectivity type is periodic. The field displayed here depends on the exchange rate being defined as a daily or periodic rate.

Note: *The effectivity type (P or D) is set up in the Maintain Rate Codes task.*

Press Enter to display a list of exchange rates that apply from the effectivity date on the Maintain Currency Conversion Rates Currency Selection window.

Maintain Currency Conversion Rates Currency Selection Window

To display this window, complete the Maintain Currency Conversion Rates Date Selection window and then press Enter.

You use this window to maintain your currency conversion exchange rates to be effective from the date or period selected at the first window. The source and target currency and exchange rate are

added for the selected rate code. You must specify whether the rate is to be multiplied or divided for the conversion.

The message "No Rates Set Up Yet - Enter the First Below" is displayed when you add the first currencies to a rate code.

You can either select a currency exchange rate to update the details or add a new currency exchange rate by completing the fields at the top of the window.

Note: *When you are amending currency rates, only those which were originally entered with an effective date or period on or prior to the date or period requested will be displayed on this window. To display all the rates for a given code, enter the current date or period or an earlier one.*

Fields

Add or Update Rate

Note: *The fields referred to below are shown above their respective column headings.*

Source

Enter the currency code of the currency from which the conversion is to be made.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Target

Enter the currency code of the currency to which the conversion is to be made.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Note: *The currency codes must already have been set up in the Maintain Currencies task.*

From

This is the date or period from which the exchange rate is to take effect. This field is not maintainable.

To

Enter the date or period when the exchange rate is to expire. If the exchange rate is to be effective until further notice you could enter 9999 for periods and 999999 for dates.

Rate

Enter the exchange rate to be used to convert values held in the source currency to the target currency.

You can enter up to five decimal places for currencies that are OUT of the Euro zone. You can *enter up to six decimal places for currencies that are IN the Euro zone.*

Note: *The number of decimals entered at this task is for conversion calculation only. Currency values display, throughout your application, with the number of decimals set up in the Maintain Currencies task.*

Note: *It is only on this window that the six decimal places are visible. If six decimal places are used, values will be truncated to five on other windows in System21 where an exchange rate is displayed or entered.*

Multiply/Divide

You use this field to specify whether the source currency is to be multiplied by or divided by the rate specified in order to calculate the target currency value.

Select one of the following:

Multiply - To multiply the values held in the source currency by the exchange rate to calculate the target currency values

Note: *When converting from the Euro to target IN currencies, you must use Multiply here. No override of these rates will be permitted on other windows.*

Divide - To divide the values held in the source currency by the exchange rate to calculate the target currency values

Options

Display Rate Code History

Use this to display the Rate Code History pop-up.

Delete Euro Rate

Use this to delete a Euro Rate code for an IN currency.

A warning pop-up is displayed. Select **Delete (F11)** to confirm the deletion or select **Previous (F12)** to cancel the deletion and re-display this window.

Press Enter to confirm your selection. This window is re-displayed with the new currency rate updated or added to the list.

When you have made your amendments select **Exit (F3)** to leave the task, or select **Previous (F12)** to re-display the Maintain Currency Conversion Rates Rate Code Selection window and enter another rate code to maintain.

Rate Code History Pop-up

To display this pop-up, select Display Rate Code History against a line on the Currency Conversion Rates Maintenance window.

This pop-up displays the rate, source and target currencies and lists the changes made to the rate code over the period selected.

Each time a conversion rate is changed, the alteration is recorded on the system. The movement history is displayed in descending date sequence and you can use **Page Up and Page Down** to display additional lines.

Select Previous (F12) to re-display the Maintain Currency Conversion Rates Currency Selection window.

Maintain Rate Codes [2/GLX]

You create a rate code to hold a set of exchange rates between currencies. It is not necessarily specific to a currency.

A single rate code that covers all the currencies and exchange rates you want to use may be all you need, and you could update the rates within this single rate code when required.

You can create a number of different rate codes; for example, you may choose to set up a rate code that contains the standard translation rates for each accounting period. Alternatively, you may decide to create a set of rate codes by application: one for Cash Management transactions, one for Accounts Receivable transactions, one for re-valuation or company translation, and so on.

You must enter a default rate code on the company profile for each application, and it will be displayed on windows where the exchange rate is required. Different default rate codes may be set up for each individual application.

Default exchange rates may be overridden.

Note: *Exchange rate codes are not mandatory in all multi-currency tasks, since you can enter an actual exchange rate, instead of a code, for every transaction. This is not recommended where there are a lot of transactions to process because of the risk of error.*

Rate Code Maintenance Window

To display this window, select the Maintain Rate Codes task.

You use this window to select a rate code to maintain or add to the list defined for this company. A list of the rate codes currently defined is displayed on this window.

Fields

Code to Maintain or Add

Enter the rate code, of up to four characters in length, to be added or amended. Once you have created the code, it cannot be changed, although the description and effectivity type can be changed.

Note: *The fields below are displayed under their respective column headings after a rate code has been selected for maintenance.*

Description

Enter a description for the rate code, up to 35 characters in length.

D/P

This is the effectivity type. This field controls whether, when you set up exchange rates, you enter their effectivity as a calendar date or as an accounting period.

Enter one of the following:

D - For the rate code to be effective from and to a calendar date

P - For the rate code to be effective from and to an accounting period

The actual effectivity dates or periods are entered when you set up the exchange rates themselves.

Options

Select

Use this to select a rate code for amendment. The Description and Effectivity Type fields are displayed at the foot of the window. Enter your amendments and press Enter to update the rate code.

Enter the rate code details and press Enter to confirm your selection. The window is re-displayed with the new details displayed in the list of rate codes.

When you have made all your amendments, select **Exit (F3)** to leave the task.

Maintain Currencies [3/GLX]

This task is used to set up descriptions for each currency in which you expect to trade or intend to keep bank accounts, including your base currency and the Euro if relevant. These currencies will, therefore, be available for each multi-currency application in each company linked to the General Ledger company in which the rates have been defined.

Currency Maintenance Selection Window

To display this window, select the Maintain Currencies task.

You use this window to select an existing currency for maintenance or enter a new currency code to add a new currency.

Fields

Code to Maintain or Add

Enter an existing or new currency code.

Options

Select

Use this to select a currency for maintenance. You can maintain all details except the code itself.

Language Descriptions

Use this to display the language descriptions for this currency. This facility is available only if you have System21 Inventory Management installed on your system. A pop-up is displayed, on which you can enter the language code and the corresponding description in that language.

Select a currency or enter a currency code and then press Enter to display the Currency Description Maintenance window.

Currency Description Maintenance Window

To display this window, select a currency or enter a currency code and then press Enter on the Currency Maintenance Selection window.

You can add new currencies on this window or maintain an existing currency. The window displays existing currency details. The standard and short description can be changed, together with the smallest unit, decimal places and movement percentage allowed.

Once the currency is set up, you can amend or create further currencies and maintain exchange rates against them.

Fields

Description

Enter a full description for the currency.

Short Description

Enter a short description for the currency. This description will appear in the majority of windows and reports that display currencies.

Smallest Unit

Enter a value for the smallest unit of the specified currency.

For example:

The smallest unit of US dollars is one cent, specified as 0.01

The smallest unit of the Japanese yen is one yen, specified as 1.00

Decimal Places

Enter the number of decimals to be used when entering and displaying transactions and balances held in this currency.

Movement Tolerance

Enter the percentage of variation you are prepared to accept in the exchange rate fluctuation between currencies.

Some currency exchange rates fluctuate wildly, whereas others vary within a much smaller band. The movement percentage field allows you to specify a single plus and minus percentage for the exchange rate variation. Movements outside this range will cause a warning to be issued when exchange rate information is entered during maintenance only. No warning is given when overrides are made during processing.

Singular Unit Description

Enter a description of the singular unit of the currency.

Smallest Unit Description

Enter a description of the smallest unit of the currency.

Press Enter to confirm your addition or amendment and re-display the Currency Maintenance Selection window.

Maintain Gain and Loss Accounts [4/GLX]

With multi-currency transactions, movements in exchange rates will create exchange gains and losses. This task enables the General Ledger accounts to be defined for each application, company and currency both for realised and unrealised gains and losses.

Maintain Currency Gain and Loss Accounts Application Selection Window

To display this window, select the Maintain Gain and Loss Accounts task.

The first time this task is used, you must set up default accounts for all applications, companies and currencies. It is important that these generic accounts are entered correctly, as they cannot be modified without assistance from your software supplier.

Fields

Application

You use this field to specify the financial application module to which these gain and loss accounts are to apply.

Leave this field blank if these gain and loss accounts are to apply to all financial application modules. If you do so, the other two fields must also be left blank.

Otherwise, enter one of the following modules to which these gain and loss accounts are to apply:

CS - Cash Management

GL - General Ledger

PL - Accounts Payable

SL - Accounts Receivable

WT - World Trade

Company

If an application code has been entered, enter a valid company code for that application. If this is left blank, the account applies to all companies linked to this General Ledger and the currency code must also be left blank.

Currency

If a company code has been entered, you may also enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Press Enter to display the Maintain Currency Gain and Loss Accounts window.

Maintain Currency Gain and Loss Accounts Window

To display this window, press Enter on the Maintain Gain Loss Accounts Application Selection window.

You use this window to specify your GL accounts to be used for currency gain and loss values. You can create realised and unrealised gain and loss accounts depending on the application. For GL and CS applications, only realised gain and loss accounts are allowed.

Fields

Realised Gains Account

This account and the next one may be the same. This is not recommended under normal circumstances. It must be a fiscal profit and loss account. (The contra value is included in the appropriate control account.)

You can use the prompt facility to select from the Select Realised Gain Account from Potential Gain & Loss Accounts pop-up.

Realised Loss Account

This account may be the same as the previous one. This is not recommended under normal circumstances. It must be a fiscal profit and loss account. (The contra value is included in the appropriate control account.)

You can use the prompt facility to select from the Select Realised Loss Account from Potential Gain & Loss Accounts pop-up.

Unrealised Gain Account

This account and the next one may be the same. This is not recommended under normal circumstances. It may be either a Balance Sheet account or a Profit and Loss account, and either fiscal or memo, but both must be of the same type.

You can use the prompt facility to select from the Select Unrealised Gain Account from Potential Gain & Loss Accounts pop-up.

Unrealised Loss Account

This account may be the same as the previous one. This is not recommended under normal circumstances. It may be either a Balance Sheet account or a Profit and Loss, and either fiscal or memo, but both must be of the same type.

You can use the prompt facility to select from the Select Unrealised Loss Account from Potential Gain & Loss Accounts pop-up.

Unrealised Contra Account

This must be a Balance Sheet account, and different from the unrealised gains and loss accounts, but of the same type (fiscal or memo).

The contra account will hold the net difference between the unrealised gain and the unrealised loss.

You can use the prompt facility to select from the Select Unrealised Contra Account from Potential Gain & Loss Accounts pop-up.

Caution: Do not allocate the same account number to realised accounts and the unrealised accounts. The unrealised gain/loss accounts are flagged as post inhibited with G. If you use the same account for realised gain/loss, you will encounter problems posting from suspense in Cash Management and cash allocation in Accounts Receivable.

Enter your selections and then press Enter to update the gain and loss accounts. The Maintain Currency Gain and Loss Accounts Application Selection window is re-displayed.

Maintain Default Bank Accounts [5/GLX]

The purpose of setting up default bank accounts is to link payments in a specific currency back to chosen accounts in a Cash Management company.

If a default bank account is not specified for a particular currency, or customer or supplier, the default bank account will be retrieved from your company profile.

Maintain Default Bank Account Window

To display this window, select the Default Bank Accounts task.

You use this window to select the currency for which the default bank account is to be maintained.

Fields

Position to Currency

You use this field to position the list of currencies to the currency to be maintained. Enter the currency code and then press Enter to re-display the window with the selected currency displayed at the top of the list.

Options

Amend

Use this to select an existing currency for maintenance.

Select the currency to be maintained. The Change Default Bank Account pop-up is displayed.

Change Default Bank Account Pop-up

To display this pop-up, select a currency on the Maintain Default Bank Account window.

You use this pop-up to select an existing GL bank account code as the default for payments in the selected currency. This account will be used if it is not overridden at a lower level (at supplier level or at data entry). Leave the Default Bank Account field blank to use the default bank account set up in your company profile.

Fields

Default Bank Account

Enter the GL account code of the bank account to serve as the default for this CS company and currency.

If you leave this field blank, the bank account on the CS company profile will be used as the default.

You can use the prompt facility to select from the Select Bank Account pop-up.

Enter the bank account and then press Enter. Select **Confirm (F8)** to update the default bank account. The Maintain Default Bank Account window is re-displayed, with the default bank account number shown in the list.

Maintain Euro Currencies [6/GLX]

Use this task to set up the currency code that will represent the Euro currency on the system.

You must record all the currencies that have joined, or are intending to join, the Euro zone. Against each currency (INs), the joining date and period are entered.

EUR is now the accepted international standard code for the Euro, although any code may be entered here.

Euro Currency Maintenance Selection Window

To display this window, select the Maintain Euro Currencies task.

Use this window to define whether the conversion between Euro IN to OUT or OUT to IN currencies is to be calculated via the Euro or directly. Conversion via the Euro is known as triangulation. Triangulation is mandatory or optional as follows:

Source Currency	Target Currency	Conversion	
IN	IN	Triangulation must be used.	
IN OUT	OUT IN	Use of triangulation is optional.	For companies in countries outside of the EU.
IN OUT	OUT IN	Triangulation must be used.	For companies in countries inside the EU.

The Rates to Euro field on this window is a key field. It sets the conversion of IN/OUT currencies either to use triangulation or to be converted directly from source to target.

The Euro Roundings field on this window is used for the posting of rounding differences, created when converting between IN currencies, to a designated GL account.

Separate accounts can be entered here to segregate Rounding Debit and Rounding Credit values, or a single account could be used for both types.

Fields

Euro Currency Code

Enter the currency code to be used to identify the Euro currency in your System21 financial application modules.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rates to Euro

You use this field to specify whether or not triangulation is to be used.

Use this checkbox as follows:

Unchecked - Not to use triangulation

Conversion will not be via the Euro currency for IN to OUT or OUT to IN currencies. Exchange rates will be converted directly between source and target currencies. This is not an option for countries that have opted IN.

Checked - If triangulation is to be used

Conversion from the source currency to the target currency when converting IN to OUT or OUT to IN will be via the Euro currency. This setting is mandatory for countries that have opted IN, but optional for others.

Once set, the value of this field should not be changed.

Note: *Triangulation (making use of an intermediate Euro value when converting between an IN and OUT currency) is recommended by the EU accounting body (FEE) for a company based in an IN country. It is optional for other countries.*

Euro Roundings

You use this field to specify whether or not specific GL roundings accounts are required to hold rounding differences resulting from conversions between IN currencies.

Use this checkbox as follows:

Unchecked - If specific GL Roundings accounts are not required

Checked - If you are using Fiscal GL Euro Roundings accounts for posting rounding differences resulting from conversions between IN currencies

Rounding DR Account

Debit rounding differences resulting from conversion between IN currencies will be posted to this account. You must enter a valid General Ledger account, if you **checked** the Euro Roundings field.

You can use the prompt facility to select from the Select Rounding Account pop-up.

Note: *If you do not want to segregate rounding debits and credits, you can enter the same account in both fields.*

Rounding CR Account

Credit rounding differences as a result of conversion between two IN currencies are posted to this account. You must enter a valid General Ledger account, if you **checked** in the Euro Roundings field.

You can use the prompt facility to select from the Select Rounding Account pop-up.

Press Enter to accept your entries and display the Euro Currency Maintenance Joining window.

Euro Currency Maintenance Joining Window

To display this window, press Enter on the Euro Currency Maintenance Selection window.

You use this window to enter the currencies that you trade with that are classified as IN currencies, that is, whose countries have joined the European single currency.

You also enter the period and date when each currency joins the European single currency. Prior to this date the currency is considered as an OUT currency.

Note: *Euro IN currencies are entered here, irrespective of your entries on the previous window.*

Fields

Code to Maintain, Add or Delete

Enter a currency that has joined or is scheduled to join the Euro. The currency code entered must already exist in the Currency file.

You can use the prompt facility to select from the Select Currency pop-up.

Options

Select

Use this to select the currency to amend the period and date joined.

Note: *You cannot enter the Euro as a currency on this window.*

Enter or select a code and then press Enter. The window is re-displayed with the following three fields.

Description

The currency description is displayed and is not maintainable.

Period Joined

Enter the period in your company's financial year when the selected currency joins the European single currency.

Date Joined

Enter the actual joining date for the selected currency. The currency will not be considered to be an IN currency in the European single currency until this date.

When you have added or amended the IN currencies, select **Previous (F12)** to return to the Euro Currency Maintenance Selection window or select **Exit (F3)** to leave the task.

Office Integrator Currency Rates (7/GLX)

Use this task to process currency rates transferred by Office Integrator.

Refer to the Office Integrator product guide for details of how spreadsheets can be imported and how they should be formatted for Currency Rates.

Office Integrator Currency Rates Window

To display this window, select the Office Integrator Currency Rates task.

Use this window to select the worksheet name and define the data to be uplifted

Fields

Worksheet

Enter the name of the worksheet to be transferred.

Alternatively, use the prompt facility to select from the Worksheet Prompt pop-up

Rate code

Enter a rate code, up to four characters in length, for which the currency exchange rates are to be updated.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Target currency code

Enter the target currency code of the currency for which the currency exchange rates are to be updated

Alternatively, use the prompt facility to select from the Select Currency pop-up

Press Enter to confirm your selection. The window is re-displayed with the descriptions and the ability to enter the dates/period applicable:

Fields

Effectivity date/period from and to

Enter the start/end date or period for which the currency rate is effective.

Review required

Use this checkbox as follows:

Unchecked - If you do not want to review the exchange rates

The rates will be added automatically unless an error is found, in which case the Office Integrator Currency Rates Details window will be displayed.

Checked - If you want to review the exchange rates before updating

In this case, the Office Integrator Currency Rates Details window will enable you to review the exchanges rates before they are added

Note. When updated either with or without review the rates will override any existing rates for date/period if they already exist

Press ENTER to confirm your selection and process the rates within the Office Integrator Worksheet

Office Integrator Currency Rates Details Window

To display this window, press Enter on the Office Integrator Header window, if there is an error or you have checked the Review Required field.

Where currencies are invalid or the tolerance has been exceeded for the rate change or the number of decimals exceeds that allowed for the currency or the rate is invalid, then the line will be highlighted and will need to be amended/deleted before an update can take place

Options

Display rate code history (1)

Use this to display the Rate Code History pop-up.

Amend (2)

Use this to amend the rate

Delete Rate (4)

Use this to delete a rate.

A warning pop-up is displayed. Select **Delete (F11)** to confirm the deletion or select **Previous (F12)** to cancel the deletion and re-display this window.

Press Enter to confirm your selection. This window is re-displayed with the new currency rate updated or added to the list.

Functions

Update (F8)

Use this to update the exchange rates and return to the Office Integrator Currency Rates window

Enquire on Rate Codes [31/GLX]

You use this task to enquire on the currency rates held by a rate code at a particular date or period.

Enquire on Currency Conversion Rates Selection Window

To display this window, select the Enquire on Rate Codes task.

You use this window to select the rate code on which you want to enquire.

Fields

Rate Code

Enter the name of the rate code on which you want to perform your enquiry.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Press Enter to display the Enquire on Currency Conversion Rates Date window.

Enquire on Currency Conversion Rates Date Window

To display this window, press Enter on the Enquire on Currency Conversion Rates Selection window.

Use this window to enter the date from which you wish to view rates.

Fields

Effectivity Start Date/Period

Enter the date or period from which you want the enquiry to start.

Enter the effectivity start date or period and then press Enter to display the Rate Codes Enquiry Conversion Rates window.

Rate Codes Enquiry Conversion Rates Window

To display this window, enter the effectivity start date or period and then press Enter on the Enquire on Currency Conversion Rates Date window.

This window displays a list of rate codes showing the rate codes set up for different currencies at the date or period specified.

Once you have finished your enquiry, select **Previous (F12)** to re-display the Rate Codes Enquiry Selection window or select **Exit (F3)** to leave the task.

Report on Rate Codes/Rates [41/GLX]

Currency Rate Codes Report Window

To display this window, select the Report on Rate Codes/Rates task.

You use this window to produce a report of the currency rate codes over a period of time. You can select a detailed or summary report for a range of codes over a range of dates or periods.

Fields

Do You Require a Detailed Report

You use this field to specify whether or not you want the report to be detailed, or simply a summary of the rate codes in use.

Use this checkbox as follows:

Unchecked - For a summary report

This lists the rate codes in use, with no exchange rate details

Checked - For a detailed report

This lists all exchange rates set up for the required rate codes and dates

Currency Rate Code Range

Enter the range of rate codes that you want to include in the report.

To obtain a report for a single rate code, enter the code in both fields.

Leave both fields blank to obtain a report for all rate codes.

Do You Require Currency History

You use this field to specify whether or not you want the report to be a currency history or a list of the current rates only.

Use this checkbox as follows:

Unchecked - If you require current rates only

Checked - If you require a currency history

Effectivity Date Range/To

You should enter an effectivity date range to limit the currency history to that period of time. If these fields are left blank, the entire history will be reported. This will apply only to date-based rate codes.

Effectivity Period Range

You should enter an effectivity period range to limit the currency history to that period of time. If these fields are left blank, the entire history will be reported. This will apply only to period-based rate codes.

Once you have entered the parameters, press Enter to leave the task and submit a job to produce the report.

Report on Currencies [42/GLX]

The report will show a list of the currencies you have set up on the system, detailing the following information for each one:

- Currency code
- Description
- Short description
- Number of decimal places
- Movement tolerance

Select **Confirm Submit (F8)** to submit a job to produce the report.

Revalue Currencies [43/GLX]

Currency exchange rate fluctuations result in AR and AP items and Bank and GL Balance Sheet account balances having a different base value from that calculated when they were first created.

You use this task to re-calculate the current base equivalent value of prime currency open items and prime currency balances and, if required, post exchange variances to the defined currency gain and loss accounts.

- Accounts Payable and Accounts Receivable variances are posted to the unrealised gain/loss accounts, with a compensating entry against the unrealised contra account.
- Bank account variances are posted to the realised gain/loss accounts.
- GL Balance Sheet account balance variances are posted to the realised gain/loss accounts.

You may also request a report only, in which case no GL postings will be made.

The report will show the results of the re-valuation for each application, company and currency. For example, for each such combination and for each account it will print:

Balance in original currency	**21,200.00**
Original or previously re-valued Base equivalent	4,550.00
Latest re-valued Base equivalent	5,150.00
The gain or loss	600.00

A summary is printed for each combination, with the total gains, total losses and a General Ledger reference, if it is required. For unrealised gains and losses, the details of the reversing journal are also printed.

Revaluation Procedure

You can re-value one or more applications for one or all currencies. If you choose to report only, no General Ledger postings will be made.

If a rate code is specified, and no appropriate exchange rate can be found for a currency against that rate code, an error line is printed for each item that would otherwise be eligible for re-valuation.

Euro

If the currency being re-valued is in a Euro situation, the exchange rates will be fixed. No gains or losses will arise for Accounts Receivable and Accounts Payable transactions posted after the currency joined the Euro. Similarly, for General Ledger and Cash Management balances, if the prime and base currency balances are in a Euro situation, no realised gains and losses will arise after the joining date.

Where items or prime currency balances existed on the ledgers prior to the IN currency's date of joining the Euro, running the re-valuation routines may result in gains and losses being calculated. Such gains and losses should be crystallised at the date of joining and taken as realised, or a reserve established.

All Applications

If ledger postings are required, the following processes are common to all applications.

- An initial check confirms that default gain and loss accounts have been set up. If not, an error message is printed on the report and the task is terminated.
- Separate journals are created for each:
  - Accounts Receivable company and currency combination, but otherwise summarised

  - Accounts Payable company and currency combination, but otherwise summarised
  - Cash Management company and currency combination, with separate lines per bank account
  - General Ledger company and currency combination, with separate lines per account
- The journal type is RV, to distinguish it from other journal types.
- As it is possible to run the re-valuation job whether the exchange rate has changed or not, a check is made that journals are created only when an exchange variance has been calculated.
- In Accounts Payable and Accounts Receivable, any unrealised re-valuation journal posted previously is reversed, and a new journal is created for the new variance.
- General Ledger re-valuation is different, as the original posting account balance has the difference (either a realised gain or loss) posted directly to it, with a contra posting to the realised gain or loss accounts. Consequently, the next re-valuation routine does not reverse out the previously posted journal but posts a new additional journal for the new variance.
- Re-valuation journals are written in base value only. The appropriate currency code is, however, held on the journal details, together with the period number (effectivity date).

Accounts Payable and Accounts Receivable Re-valuation

Processing routines for re-valuation in both Accounts Payable and Accounts Receivable are similar.

The Revaluation flag must be set to active in the Accounts Payable and Accounts Receivable company profiles.

Note: *In Accounts Payable, all log items are ignored, as they are not yet reflected in the General Ledger. However, the log items can be included in the re-valuation report if they are selected on the Currency Revaluation window.*

For each selected AR and AP company, all open items in the selected currencies are re-valued. Gains and losses are unrealised.

If the currency being re-valued is in a Euro situation, no unrealised gains and losses will arise, unless the transactions existed on the ledger prior to the Euro joining date of the IN currencies.

The processes unique to Accounts Payable and Accounts Receivable are as follows:

- The new re-valued base currency amount from each outstanding item balance in the transaction currency is calculated, using the appropriate exchange rate. A line is printed on the report.
- The previous unrealised gain or loss and the new unrealised gain or loss are calculated and accumulated separately.
- On change of currency, the journal details are written by reversing the values (if any) previously posted to the unrealised gain and loss accounts. New journals reflect the new gains and losses values, and the net difference is posted to the unrealised contra account.
- The re-valued base values on the Accounts Receivable or Payable period and account summary records are adjusted accordingly.

Bank Account Re-valuation

For each selected Cash Management company, and for all selected currencies, all bank account balances are re-valued. Gains and losses are realised.

- The new re-valued value is calculated as the balance in the bank currency at the appropriate exchange rate. The variance is calculated as the new value minus the previous value. A line is printed on the report.
- After all bank accounts have been processed, General Ledger journals are created, with a separate journal for each Cash Management company and currency combination. The variance is posted to the bank account, with the contra value posted to the realised gain or loss account.

General Ledger Account Re-valuation

For each selected General Ledger company, and for all selected currencies, all GL account prime currency balances are re-valued. Gains and losses are realised.

Note: *For re-valuation to be active for a GL account, the Maintain Prime Balances and Revalue fields on the GL account record must both be checked.*

- The new base value is calculated as the balance in each prime currency held against the account, at the appropriate exchange rate. The variance is calculated as the new value minus the previous value. A line is printed on the report, for each account and each currency converted.
- After all GL accounts have been processed, General Ledger journals are created, with a separate journal for each GL company and currency combination. The variance is posted to the re-valued GL account, with the contra value posted to the realised gain or loss account.

Re-value Currencies Selection Window

To display this window, select the Revalue Currencies task.

You use this window to select the application modules for which you want to run the re-valuation report. You must enter at least one module.

Fields

Sales Ledgers

Check this to re-value the Accounts Receivable item balances.

Otherwise, leave this box unchecked.

Sales Ledger Company

Enter a company code to limit re-valuation to that particular company.

Leave this field blank to include all eligible AR companies linked to the GL company.

Purchase Ledger

Check this to re-value the Accounts Payable item balances.

Otherwise, leave this box unchecked.

Purchase Ledger Company

Enter a company code to limit re-valuation to that particular company.

Leave this field blank to include all eligible AP companies linked to the GL company.

Include Log Items?

You use this field to specify whether or not you want the re-valuation to include items on the AP log.

Use this checkbox as follows:

Unchecked - To exclude log items from currency re-valuation

Checked - To include log items in the currency re-valuation

Note: *All gains and losses will be posted to the specified unrealised gain and loss accounts of the appropriate company, with an equal and opposite net value posted to the unrealised contra account.*

Bank Accounts

You use this field to specify whether or not you want the re-valuation to include bank accounts.

Use this checkbox as follows:

Unchecked - If bank accounts for the Cash Management companies dependent on this General Ledger company should be excluded from the re-valuation run

Checked - If bank accounts for the Cash Management companies dependent on this General Ledger company should be included in the re-valuation run

Note: *Outstanding collection documents held at an appropriate status in AR and AP will be included in the currency re-valuation, when AR, AP and CS are selected for re-valuation.*

Cash Book Company

Enter the name of the particular Cash Management (cash book) company whose bank accounts or collection documents you want to re-value.

Leave this field blank to re-value bank accounts or collection documents for all dependent companies.

Note: *Bank account gains and losses will be posted to the realised gain and loss accounts for the appropriate Cash Management company, and the base value of each bank account will be adjusted.*

General Ledger

You use this field to specify whether or not you want the re-valuation to include GL accounts.

Use this checkbox as follows:

Unchecked - If no GL accounts are to be included in the re-valuation

Checked - To include any GL accounts available for re-valuation in the run

Currency Code

Enter the currency code of the currency to be re-valued.

Leave this field blank for all currencies to be re-valued.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

Enter the rate code set up for the re-valuation.

If you have requested all currencies for re-valuation, the rate code must be supplied.

You can use the prompt facility to select from the Select Currency Rate Code pop-up.

Or

Rate

Enter the rate at which the re-valuation is to be calculated. You must also enter a single currency code.

If you have requested all currencies for re-valuation, you must enter a rate code and leave this field blank.

Note: *Only the variable part of the rate (that is Euro to OUT (Multiplied) or OUT to Euro (Divide)) should be entered if the source/target currencies are OUT/IN or IN/OUT. If both source and target currencies are INs, any rate entered here will be ignored.*

Note:*/-For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation see the Eurocurrency: Phase 1: Illustration of Conversions section.*

Multiply or Divide (Untitled)

The rate entered should be expressed as a conversion factor and a modifier.

Enter one of the following:

M - To multiply

D - To divide

For example, for the rate to convert £1.00 into $1.35 the modifier might be either M 1.350 or D 0.74074.

Note: *For Euro conversion, the system holds Euro/IN currency fixed rates.*

Note: *For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation see the Eurocurrency: Phase 1: Illustration of Conversions section.*

Report Only or Update Too

You use this field to specify whether or not you want to print the revaluation report without posting the variances reported.

Select one of the following:

Report only - To print the report without posting variances

Report and update - To print the report and also post GL journals for the variances

Document Date

This is the GL Document date for re-valuation postings.

Euro:

- Where a periodic rate code is used in conjunction with a single currency (or all currencies)
- Or where a single currency is entered with an override rate (multiply or divide)

This date is used to determine whether the currencies included in the revaluation are IN or OUT of the Euro zone.

The document date is compared with the Euro joining date for IN currencies and the fixed exchange rate to the Euro is used.

Note: *For a re-valuation run where a date-based rate code is used in conjunction with a single currency or all currencies, the document date is not used to determine whether the currencies are IN or OUT. In this situation the Effective Date (displayed when Enter is pressed after setting the required parameters on the re-valuation selection window) is used for this purpose.*

Accounting Calendar:

The document date is also used to derive the GL posting period by referring to the GL calendar.

- If the accounting calendar is active, re-valuation journals will be posted to the calendar period containing the document date
- If the accounting calendar is not active, the postings will be made to the current GL period

Effectivity Date/Period

These fields are only displayed after you have set the required parameters on this window and pressed Enter.

Effective Date

This field is displayed when a date-based rate code has been selected. This date is used to determine whether the currencies included in the re-valuation are IN or OUT of the Euro zone. It is also used to retrieve the exchange rates prevailing for the selected rate code at that date.

Effective Period

This field is displayed when a period-based rate code has been selected. It is used to retrieve the exchange rates prevailing for the selected rate code as at that period.

No unrealised gains and losses will arise in a Euro situation where the transactions in the IN currencies have been posted to the ledgers after the Euro zone joining date (that is, at the fixed exchange rates).

Press Enter to validate the selection parameters and display the Effectivity Date or Effectivity Period field, where relevant. Check your entries and if they are correct, select Submit (F8) to submit a job to carry out the re-valuation procedure and leave the task.

Reset Unrealised Gain/Loss Utility

This utility task is designed to be run if a processing malfunction occurs. It will re-set any AR and AP re-valued records to the original base value. Bank account and GL account re-valuations will be unaffected by this utility. For more information, see the Re-set Unrealised Gains/Losses section in the Company Maintenance and Other Utilities chapter of this product guide.

Chapter 6 Budgets Maintenance

Introduction to GL Budgets Maintenance

There are many different ways of entering budgets and forecasts, to suit a wide diversity of business requirements. Review these various methods to see which best suits your organisation. It is unlikely that you will use all the available tasks, since just one or two will probably be sufficient to meet your requirements.

To set up or maintain budget and forecast details, select either the GL Budgets Maintenance or the GL Budgets Processing tasks.

Budgets Processing Tasks

The purpose of the budgeting tasks is to enable you to:

- Specify period budgets for General Ledger accounts
- Roll budget values up from a lower-level, detailed view to a higher-level, less detailed view
- Use rules to create new budgets based on existing budgets and previous period balances
- Download data from a PC and create budgets from it, via Office Integrator
- Produce reports of the budgeting figures

Budget Rule Types

Generation

This method copies a budget, actuals, or a combination of the two (the source) to a range of accounts defined as the targets. You can specify a factor, so that each source value increases or decreases by a percentage before it is received into the target budget.

For example, you can create a set of budgets for pension contributions to be 10% of the salary budgets.

Apportionment

This method takes a source budget for a single account, and applies factors to it, apportioning it across target accounts. You might choose, for example, to apportion the total electricity budget across departments depending on the departmental head count.

Spreading

This method takes the budgets already existing over the target accounts, and spreads them across the year according to defined factors.

For example, this facility could be used to reflect seasonal business trends.

Basic Concepts

The source account and source budget provide the initial values used. These values are operated on by a factor or a ratio. A factor will multiply or divide each value before it goes into the target account. A ratio will divide the total source value into certain proportions. The result is put into the target accounts.

Familiarity with the concept of user-defined views (if your company uses them) and the structure of your company's chart of accounts is assumed in all budgeting sections. This familiarity is essential both in setting up budgets and in interpreting results.

Note: *For further information on the use of user-defined views, refer to the Maintain User-defined Budget Links section.*

Each of the three budget rules involves two stages:

1. Define the rule, which means specifying the source, the targets and any calculations to be done.
2. Once the rule exists, go to the relevant Rule Processing task, select the rule, and submit a job to produce the budgets.

Points to Remember

Using source account values in calculation does not clear the values down in the source account, so it is possible to have the same value appearing in both source and target budgets.

All budgeting operations work within a specified ledger and view. You cannot create a budget from source in another ledger, nor can cross-ledger views be used in creating budgets. (You can, however, roll up to a cross-ledger view.) Budgets can be defined for the same ledger code in different companies.

Throughout these sections, the references to budget will apply equally to forecast. Processing is the same for both.

Rolling Up

Using the Maintain User-defined Budget Links task, you can link detailed, low-level views to higher-level views. Any update to budgets in the low-level view will automatically update the budgets higher up. This is called rolling up.

For example, assume that budgets are entered for accounts in a view with levels 1, 2, 3, and 5. You set up links between this view, one using levels 1, 2, and 3, and another using levels 3 and 2 only. Budgets generated automatically for the lower-level view will update budgets in the other two.

The updating of views at a higher level with views of a lower level is not mandatory. Updating will only take place if links have been set up for these views.

Understanding the Budgeting Diagrams

Several diagrams are used in the budgeting sections to clarify the workings of the budgeting module. These diagrams use the following standards:

Accounts and budgets are represented by a row of six joined boxes, each box representing one period. Six are used, rather than twelve (which would be a more usual number of periods for a company), in order to simplify the diagrams.

Each set of boxes is labelled. Account numbers are ACn, budget codes BUDn, where n is a number.

Elements of the label in bold type are specified when defining the rule. Elements not in bold type are specified when running the job.

Maintain Spread Profiles [1/GLG]

Use this task to set up profiles to enable you to spread annual budget and forecast values over accounting periods. You can set pre-determined ratios for the spread.

Maintain Spread Profiles Selection Window

To display this window, select the Maintain Spread Profiles.

This displays any profiles that have already been set up. Amend a profile by entering its code and pressing Enter.

Alternatively, add a new profile by entering a three-character code and pressing Enter.

Fields

Enter the Code of the Profile to be Maintained

To add, maintain or delete a profile, enter the code in this field.

Enter a code and then press Enter to display the Maintain Spread Profiles Details window.

Maintain Spread Profiles Details Window

To display this window, enter a code and then press Enter on the Maintain Spread Profiles Selection window.

Fields

Profile Description

You can enter or amend the description, using up to 20 characters.

Total

This must be the sum of all the period values.

Period Value

This is the spread proportion value for each period. The sum of all period values must equal the total. A period need not have a value. Decimal places are not allowed.

Functions

Delete Profile (F11)

Use this to delete an existing code.

Press Enter to confirm your selection and re-display the Maintain Spread Profiles Selection window.

Maintain Budget Codes [2/GLG]

Use this task to set up codes for budgets and forecasts.

Maintain budget values for any account. Budget codes distinguish the values.

- A budget or forecast is identified by its code and type. You may use the same code for a budget and a forecast.
- You can define budgets and forecasts for quantities as well as values.
- You can enter budgets in prime currency where the company is a multi-currency company.

Maintain Budget and Forecast Codes Window

To display this window, select the Maintain Budget Codes task.

You use this window to select a budget for amendment or deletion, or to add a new budget code.

Note: *Two codes, budget or forecast, are available as defaults on enquiry windows. The defaults are pre-defined on the company profile, but can be overridden at enquiry time. For example, you may change the default on a long-term basis (6 months original budget, then 6 months revised budget). Change this on the company profile.*

Fields

Position To

In the first field, enter the budget code from which you want the list to start.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

In the second field, select one of the following to indicate the budget type from which you want the list to start:

Forecast (0) - A forecast to be held in the base currency of the company

Budget (1) - A budget to be held in the base currency of the company

Quantity forecast (2) - A forecast of quantities

Quantity budget (3) - A budget of quantities

Currency forecast (4) - A forecast to be entered in a prime currency, but to be converted and stored with prime and base values

(This type is not valid if you are working in a single-currency General Ledger.)

Currency budget (5) - A budget to be entered in a prime currency, but to be converted and stored with prime and base values

(This type is not valid if you are working in a single-currency General Ledger.)

Options

Amend

Use this to select a budget or forecast for amending.

Delete

Use this to delete a budget or forecast. A confirmation pop-up will be displayed. Select **Confirm Delete (F11)** to confirm the deletion.

Functions

Add a Budget or Forecast (F10)

Use this to add a new code.

Select a budget or forecast to display the Change a Budget Code pop-up.

Change a Budget Code Pop-up

To display this pop-up, select Amend against a budget code on the Maintain Budget and Forecast Codes window.

You use this pop-up to change the description of a budget code. The budget code and type are displayed for your information.

Fields

Description

Amend the current description of this budget/forecast code.

Press Enter and then select **Confirm (F8)** to accept the amendments. The Maintain Budget and Forecast Codes window is re-displayed with your amendments.

Add a Budget or Forecast Code Pop-up

To display this pop-up, select **Add a Budget or Forecast (F10)** on the Maintain Budget and Forecast Codes window.

Use this pop-up to add a new budget or forecast code. Select one of six types of budget or forecast code and add a description.

Note: *Two budget/forecast codes are available as defaults on enquiry windows; the defaults are pre-defined on the company profile, but can be overridden at enquiry time. Should you need to change the default on a long-term basis (for example, first 6 months original budget, next 6 months revised budget) this can be changed on the company profile.*

Fields

Budget Code

Enter a three-character code to create a new budget or forecast code.

Budget Type

Select one of the following:

Forecast (0)

Budget (1)

Quantity forecast (2)

Quantity budget (3)

Currency forecast (4)

Currency budget (5)

Description

Enter a description for this budget/forecast code.

Press Enter and then select **Confirm (F8)** to accept the new code and re-display the Maintain Budget and Forecast Codes window with the new code.

Maintain User-defined Budget Links [3/GLG]

Using this task to link detailed low-level views to higher-level views. Any update to budgets in the low-level view will automatically update the budgets higher up. This is known as rolling up.

Before using this task, you must set up some user-defined views.

Note: *For details, see the Maintain User-defined Keys section in the Chart of Accounts Maintenance chapter of this product guide.*

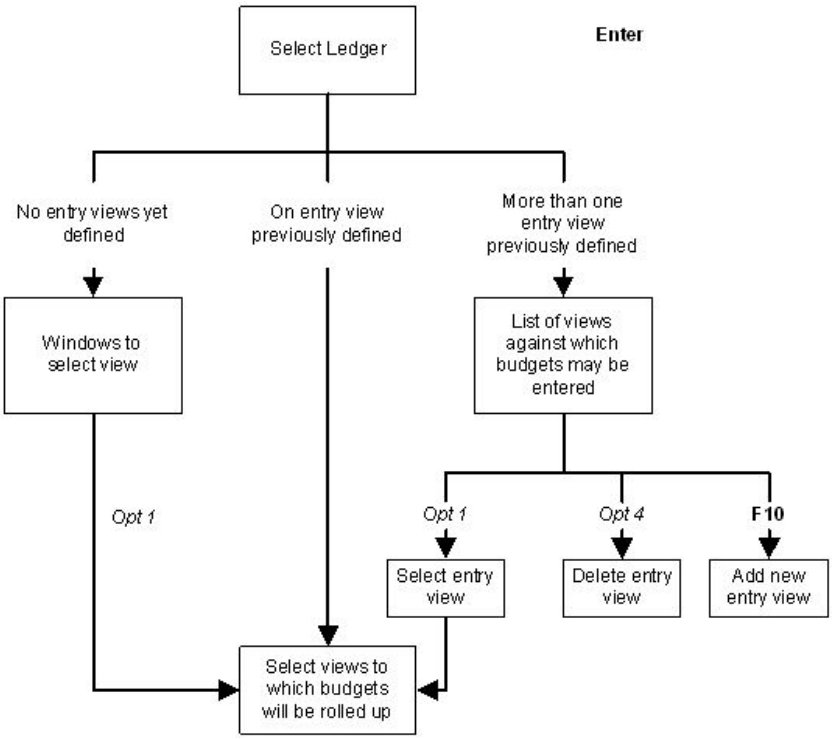
You can define more than one entry-level view for a ledger, but in most situations there will be a one ledger to one entry-level view relationship.

A cross-ledger view may not be an entry-level view, but may be a higher-level view. If you want to maintain a budget for a cross-ledger view, you will need to specify it as a higher-level view in all ledgers that contribute to it.

You can enter budgets directly into views specified as higher-level views. However, this may result in the budget for that view not reconciling to the budget for the entry-level view.

Sequence of Windows Diagram

This task is a complex one. The following diagram illustrates the sequence of windows, and will make the next section easier to understand.



User-defined Links Select Ledger Window

To display this window, select the Maintain User-defined Budget Links task.

You use this window to select the ledger for which links are to be maintained.

Fields

Ledger

Enter the ledger code of the ledger for which user-defined links are to be maintained.

Alternatively, use the prompt facility to select from the Select pop-up.

Select a ledger or enter the ledger code and then press Enter to display the next window.

Select User-defined View Pop-up

The next window that is displayed depends on whether the ledger you have selected has any entry/low-level views set up for it:

- If none have been set up, the Select User-defined View pop-up will be displayed for you to set one up.
- If an entry-level view has been set up, the Maintain Links for Rolling Up Budgets Higher-level Views window will be displayed, to link that view to a high-level view.
- If several entry-level views exist, the Maintain Links for Rolling Up Budgets View Selection window will be displayed, to enable you to choose which entry-level view you want to link.
- If no entry-level views have yet been set up for the ledger you select, the Select User-defined View pop-up is displayed, for you to select an existing view to become an entry-level view. Once you have selected a view, the Maintain Links for Rolling up Budgets Higher-level Views window will be displayed, in order to link it to a higher-level view.

Maintain Links for Rolling up Budgets View Selection Window

To display this window, enter a ledger on the User-defined Links Select Ledger window, if the ledger has more than one entry-level view.

You use this window to select the view to be maintained.

Fields

Key Description

This field shows the description of the user-defined view.

Key Account Level

These fields show the level codes that form the view and the order in which they are used.

Options

Maintain Roll-up Keys

Use this to set the view up as an entry-level view. The Maintain Links for Rolling Up Budgets Higher-level Views window will be displayed.

Remove

Use this to delete the view. A confirmation pop-up will be displayed.

Functions

Add a New Budget Entry Key (F10)

Use this to add a new budget entry view. The Select User-defined View pop-up is displayed for you to select the view to be added.

Select a view for maintenance or select **Add a New Budget Entry Key (F10)** to add a new budget entry view.

Maintain Links for Rolling up Budgets Higher-level Views Window

To display this window, enter a ledger with an entry-level view on the User-defined Links Select Ledger window, or enter a ledger and then set up the view using the Select User-defined View pop-up.

You use this window to assign higher-level views to your entry-level view.

Note: *This window looks like the previous window, but the list of views is called Keys (that is, views) to which budgets may be rolled up.*

If the ledger you select on the first window already has one and only one entry-level view set up, this window will be displayed.

Options

Select

If you select a view shown on the third Maintain Links for Rolling Up Budgets window, you will link it to the entry-level view towards the top of the window. This means that the entry-level budget values will from now on be automatically rolled up to the linked view.

Remove

Use this to remove the link.

Functions

Add a Budget Entry Key (F10)

Use this to define a new entry-level view. You could use this if you do not want to select higher-level views for this entry level.

Press Enter and then select Confirm (F8) to accept the new code. You are returned to the previous window, which includes the new code.

Budget Locking Maintenance [4/GLG]

This task enables you to select any budget for any specific year and lock it so that it cannot be maintained. Alternatively, you can unlock a budget to enable maintenance.

Lock Budgets and Forecasts Selection Window

To display this window, select the Budget Locking Maintenance task.

Fields

Budget Code & Type

In the first field, enter the budget you want to lock or unlock.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

In the second field, select one of the following:

Base forecast (0)

Base budget (1)

Quantity forecast (2)

Quantity budget (3)

Currency forecast (4)

Currency budget (5)

Year

Enter the particular year for the budget you are maintaining.

Press Enter to confirm your selection and display the Lock Budgets and Forecasts window.

Lock Budgets and Forecasts Window

To display this window, press Enter on the Lock Budgets and Forecasts Selection window.

Fields

Locked

The current status of the budget lock is displayed and can be amended.

Use this checkbox as follows:

Unchecked - To unlock the budget

Checked - To lock the budget

When you have entered the Locked value, press Enter to re-display the Lock Budgets and Forecasts Selection window. You can make more changes to budget locking or select Exit (F3) to leave the task.

Rule Maintenance

Once budget types are created, four tasks are available for creating your budget rules:

- Maintain Budget Generation Rule
- Maintain Budget Apportionment Rule
- Maintain Budget Spreading Rule
- Maintain Office Integrator Budget Rule

Full explanation and examples are given for each task. The option to select individual rules/users or all rules/users is available.

Maintain Budget Generation Rule [11/GLG]

This task enables you to set up definitions that use existing budgets and actuals to create a new budget for a set of accounts.

The new budget can be a simple copy of the source data, or you can use factors to modify the values.

This task does not create the budgets itself; it simply stores the rule definitions. Once the rule is set up, the budget will be run using the Budget Generation task.

Note: *It is possible to submit a job to create budgets for a large number of accounts. For this reason, a warning message is displayed when you create the rule, giving the upper limit to the number of target accounts involved.*

Budget Generation Rule Maintenance Window

To display this window, select the Maintain Budget Generation Rule task.

Fields

Position to Rule

Use this to position the display to the code selected.

Options

Change

Use this to amend an existing rule.

Copy

Use this to copy a rule.

Delete

Use this to delete a rule. A confirmation window is displayed. Press Enter to confirm the deletion.

Functions

Add (F10)

Use this to add a new rule.

Select a rule for amendment on the Change Rule pop-up or select **Add (F10)** to display the Add Rule pop-up.

Add Rule Pop-up

To display this pop-up, select **Add (F10)** on the Budget Generation Rule Maintenance window.

Fields

Rule Code

Enter the rule code for your new rule.

Rule Description

Enter the rule description for your new rule.

Press Enter to confirm the new rule and display the Generation Define Target Accounts window.

Change Rule Pop-up

To display this pop-up, select an existing rule to maintain on the Budget Generation Rule Maintenance window.

Use this pop-up to change the rule description.

Fields

Rule Code

The rule code is displayed but cannot be amended.

Rule Description

The rule description is displayed for amendment.

Press Enter to display the Generation Define Target Accounts window.

Copy Rule Pop-up

To display this pop-up, select an existing rule to copy on the Budget Generation Rule Maintenance window.

Use this pop-up to copy the rule.

Fields

Rule Code

Enter the new rule code required.

Rule Description

Enter the new rule description.

Press Enter to display the Generation Define Target Accounts window.

Generation Define Target Accounts Window

To display this window, press Enter on the Add Rule pop-up, Change Rule pop-up or Copy Rule pop-up.

This window specifies the accounts for which a budget will be created using the rule.

If you are creating a new rule, this window first displays the default view of the profit and loss ledger. If you are maintaining a rule, the window displays the ledger and user-defined views that were set up for this rule. You can change the ledger or view by selecting **Change Ledger/View (F16)**.

Each budget generation rule works within a single ledger and view. You cannot create budgets for accounts in many ledgers with a single rule. Normally, you will select your view to be an entry-level view for the ledger.

Fields

Target Accounts From/To

These fields display the levels of the selected view, in view sequence. The rule will create a budget for accounts that are within the specified range. The company level is a mandatory entry, while for the other fields, four types of entry are valid:

An entry in From and To selects a straightforward range.

An entry in From only selects a single value.

Leaving both From and To blank picks up all values.

Used in conjunction with 1 and 2 above, the * character can be used as a wildcard. The selection A* to C*, for example, will pick up all values starting with A, B or C. The * must be in the same positions in both the From and the To fields.

You can use the prompt facility on these fields to select from the relevant pop-up.

Note: *If you specify more than one target company, the selected ledger and view must exist in all the target companies, with the same structure. If, for a particular company, this is not the case, that company will be excluded when the rule is run.*

Base on Values or Qty

When you submit the job to create the budgets, you can choose to create the values from existing budget figures, from actuals, or from a mixture of the two. This field is relevant only if you choose to include actuals in the source of the new budgets.

If you decide to use the actuals, this field enables you to specify whether actual values (**Value**) or actual quantities (**Quantity**) should be used. By default, the actual figures will come from the target accounts.

Source Budget

You must enter an existing budget code here.

This budget will be the source for any budget figures required. By default, the budget figures will come from the target accounts.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the budget type is **4** or **5**, enter the budget currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Functions

Source Accounts (F13)

Use this to specify accounts to be used instead of the target accounts as the source of information by the rule.

Dynamic Factor Account (F14)

Use this to specify accounts to be used as factors for the budget.

Change Ledger/View (F16)

Use this to change the ledger or view to be used.

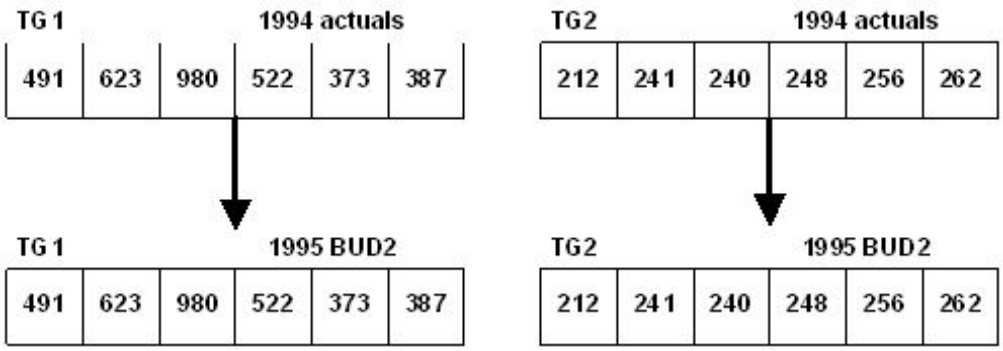
Select **Update (F8)** to save the changes.

Simple Budget Generation Example

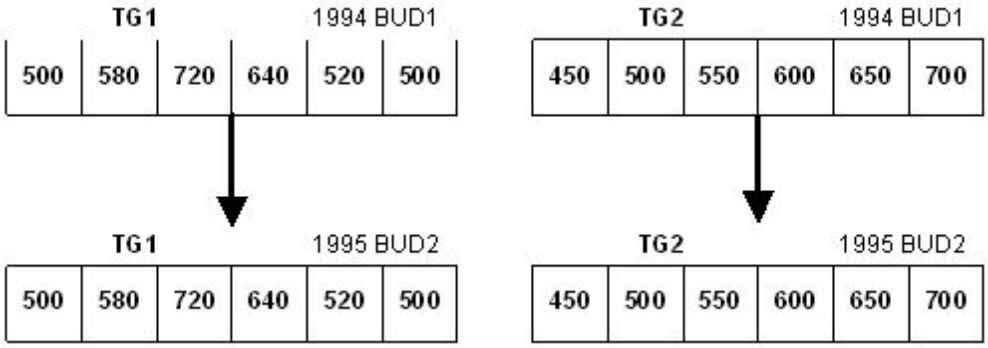
Note: *Please refer to the Introduction for details of the notation standards used in the diagrams which follow.*

The following diagram shows the result of the simplest type of budget generation. The target accounts are TG1 and TG2, and the Base on Values or Qty field is set to **Value**.

When the job was run, it was decided that actuals would be used, not budget values, so the source budget in this case can be any existing budget, as its figures are not used:



The target accounts are again TG1 and TG2, and the Base on Values or Qty field again **Value**, but this time use of all-budget values is specified at runtime. The picture is as follows:



Generation Define Window Source Account Window

To display this window, select **Source Accounts (F13)** on the target accounts window.

When no source account is specified, the target accounts are used to provide any actuals and budgets required. For example, create a new budget (for a set of accounts) that is 10% more than the old budget.

Specify a source account (**Source Accounts (F13)**) to become the source for the actuals. It is then the account associated with the defined source budget.

The target details are displayed at the top of the window as a reminder.

Fields

Source Account Overrides

Descriptions are displayed as previously defined.

The level values entered are used to override those found on each target account to form the corresponding source account.

If you leave a level blank, the original target level will be used. See the Source Account Budget Generation Example section for more information.

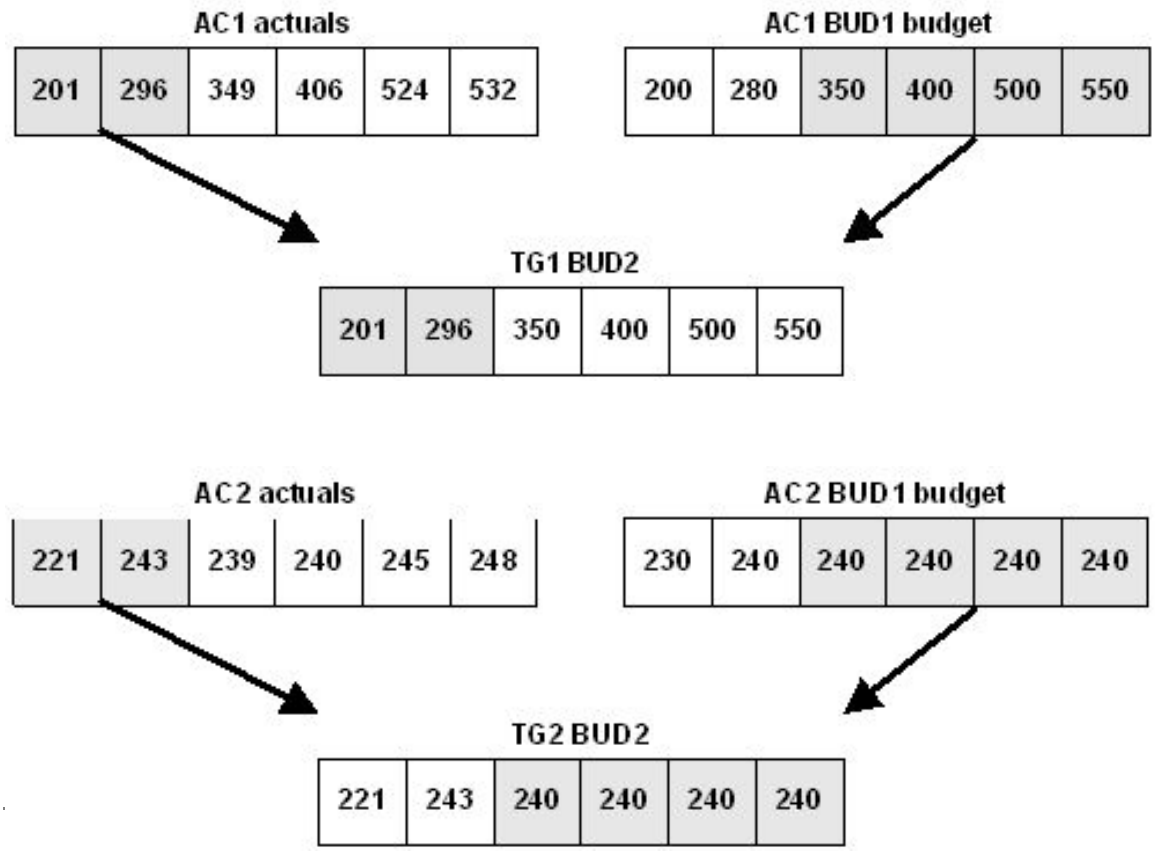
You can use the prompt facility on these fields to select from the relevant pop-up.

Press Enter to re-display the Generation Define Target Accounts window.

Source Account Budget Generation Example

Note: *Please refer to the Introduction for details of the notation standards used in the diagrams which follow.*

The following diagram shows how defining a source account affects budget generation. The target accounts defined are TG1 and TG2, and the source budget is BUD1. The source account defined as the override means that AC1 and AC2 are picked up to provide the source values. Actuals are being used to provide the first two periods' values; BUD1 is used for the rest:



Generation Define Dynamic Factor Accounts Window

To display this window, select **Dynamic Factor Accounts (F14).**

Use this window when the source and target accounts have been defined for your rule. The **Dynamic Factor Accounts (F14)** function enables you to specify a separate set of accounts.

Actual or budget values for these accounts can be used in a mathematical operation with the corresponding source account values to produce a modified set of target values.

Example

Form a sales value budget:

Price information (memo set) * quantity information (other accounts)

Fields

Dynamic Factor Level Overrides

Enter the account or level code overrides to define the factoring accounts. As with defining source account overrides, any level left blank will cause the target level to be used in defining the factor accounts.

You can use the prompt facility on these fields to select from the relevant pop-up.

Arithmetic Operation

Enter ***** if you want each source value to be multiplied by the factor, **/** if you want it to be divided, **+** to add, or **-** to subtract.

Ratio on Val, Qty or Bud

This field determines the factor to be used.

Select one of the following:

Value - To use the actual value as the factor

Quantity - To use the actual quantity

Budget - To use a budget value

Note: *For a new override, if you select Budget and then press Enter, the extra fields described below are displayed, in which you can enter the budget details. For an existing override where Budget has already been selected, the extra fields will automatically be displayed.*

Factor on Source Budget

Enter the code of the budget to be used for the factor values.

You can use the prompt facility to select from the Select Budget or Forecast pop-up.

Type

Enter one of the following:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

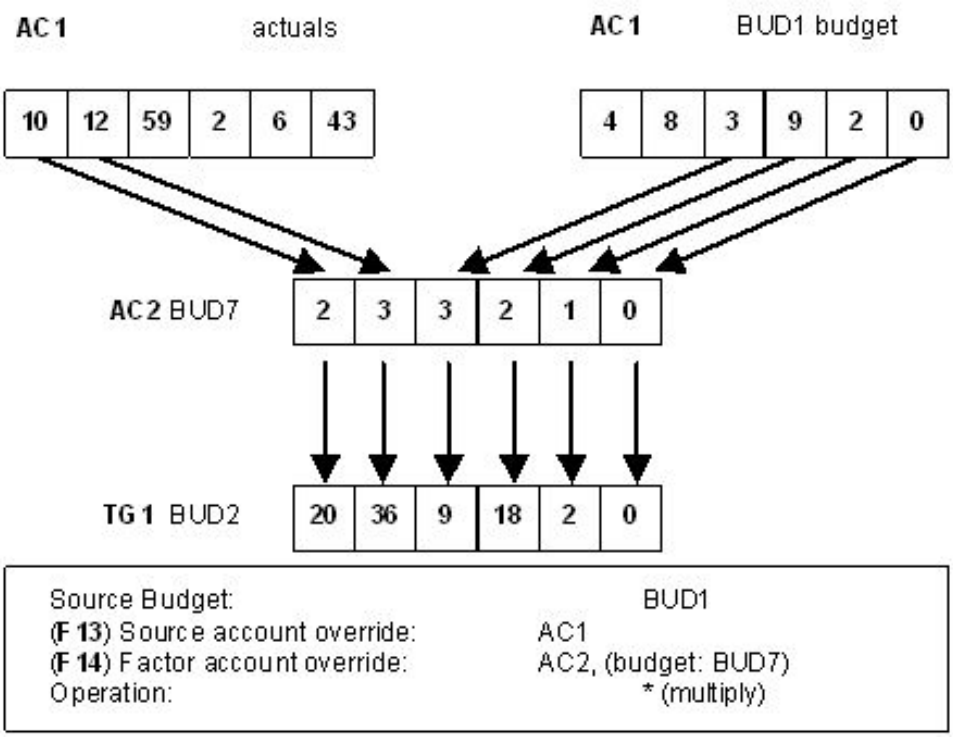
If the type is **4** or **5**, enter the budget currency. This field will default to the base currency if left blank.

You can use the prompt facility to select from the Select Currency pop-up.

Factor Account Example

Note: *Please refer to the Introduction for details of the notation standards used in the diagrams which follow.*

The following diagram illustrates the use of a factor account. The target account is TG1, the source account AC1, the source budget BUD1, the factor account override AC2 with BUD7. Actuals are used as the source for periods 1 and 2; budgets for periods 3 to 6. This is specified at runtime.



This rule can be used only by selecting the Budget Generation task.

Maintain Budget Apportionment Rule [12/GLG]

This task enables you to create a budget in target accounts by applying a ratio to a source budget in a single account. The ratio can be derived from posting values, from quantities, or from an existing budget.

One example of the use of this feature is to apportion an overhead expense between departments according to department head count.

This section explains in detail how budget apportionment works. There are two ways of defining an apportionment rule. The first uses data from the target accounts as its ratio figures, while the second specifies separate source accounts for the ratio. Each is examined in turn.

This task does not create the budgets itself; it simply stores the rule definitions. Once the rule is set up, the budget will be run using the Budget Apportionment task.

Note: *It is possible to submit a job to create budgets for a large number of accounts. For this reason a warning message displays when you create the rule, giving the upper limit to the number of target accounts involved.*

Budget Apportionment Rule Maintenance Window

To display this window, select the Maintain Budget Apportionment Rule task

A list of existing rules is displayed. Select a rule to amend, copy or delete.

Fields

Position to Rule

Use this to position the display at the rule entered.

Options

Change

Use this to amend an existing rule. You can amend the description as required.

Copy

Use this to copy a rule. Enter the new rule and the description.

Delete

Use this to delete a rule. A confirmation window is displayed. Press Enter to confirm deletion.

Functions

Add (F10)

Use this to add a new rule.

Select **Add (F10)** to create a new rule or select either the Change or Copy option. Enter or amend the rule's description on the pop-up displayed. Press Enter to display the Apportionment Define window.

Apportionment Define Window

To display this window, press Enter on the Add Rule, Change Rule or Copy Rule pop-up.

If you are creating a new rule, this window first displays the default view of the profit and loss ledger, which can be changed using **Change Ledger/View (F16)**. If you are maintaining a rule, the window displays the ledger and user-defined view selected for this rule.

Each budget apportionment rule works in a single ledger and view. You cannot create budgets for many accounts with a single rule. Normally, you will select your view to be an entry-level view for the ledger (see the Maintain User-defined Budget Links section).

Fields

Source Apportion Account

Enter the level codes to be used to form the account that is to provide the source value to be apportioned into the target accounts' budgets. The budget codes are specified when submitting the job, using the Budget Apportionment task.

You can use the prompt facility on these fields to select from the relevant pop-up.

The level codes entered here must combine to form a valid account, as follows:

- Each individual code must be valid.
- If, for the ledger being processed, each active level in the range 1 to 4 is in the selected view, those levels must combine to form an entry on the chart of accounts.
- If, for the ledger being processed, links are active and each level in the link is in the selected view, those levels must combine to form an entry on the links table.

Note: *The values in the account entered here will not be cleared down after the new budgets are created, so if you do not want the budget left in the source account, enter a zero budget for it after you have run the rule.*

Enter the source apportion accounts and then press Enter to display the Apportionment Define Target Accounts window.

Apportionment Define Target Accounts Window

To display this window, press Enter on the Apportionment Define window.

This window specifies the accounts for which a budget will be created using the rule.

Fields

Target Accounts From/To

These fields display the levels of the selected view, in view sequence. The rule will create a budget for accounts that are within the specified range. The company level is a mandatory entry, while for the other fields, four types of entry are valid:

An entry in From and To selects a straightforward range.

An entry in From only selects a single value.

Leaving both From and To blank picks up all values.

Used in conjunction with 1 and 2 above, the * character can be used as a wildcard. The selection A* to C*, for example, will pick up all values starting with A, B or C. The * must be in the same positions in both the From and the To fields.

You can use the prompt facility on these fields to select from the relevant pop-up.

If you specify more than one target company, the selected ledger and view must exist in all the target companies, with the same structure. If, for a particular company, this is not the case, that company will be excluded when the rule is run.

Ratio on Val, Qty or Budget

Select one of the following:

Value - To take the actual values in the ratio source accounts and use them to apportion the value in the source account

Quantity - To take the actual quantities in the ratio source accounts and use them to apportion the value in the source account

Budget - To display fields enabling you to specify the budget to use for the ratio figures

Note: *The ratio source accounts will be the target accounts unless Ratio on* ***Accounts (F13)*** *is used to define a different ratio source.*

Enter the accounts for which a budget will be created using this rule and enter the ratio to be used. Press Enter to validate your selection.

If you entered Value or Quantity for the ratio, you can select **Update (F8)** to update the apportionment.

If you entered Budget for the ratio, three more fields are displayed as described below.

Ratio on Source Budget

Enter the code of the budget to be used for apportioning. This will relate to the target accounts defined on this window unless you use **Ratio on Accounts (F13)** to define override accounts, in which case it will relate to those accounts. This field appears as a default on the window which submits the job, but it can be changed.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the budget type is **4** or **5**, enter the budget currency code.

You can use the prompt facility to select from the Select Currency pop-up.

Enter the appropriate values and select **Update (F8)** to update the apportionment.

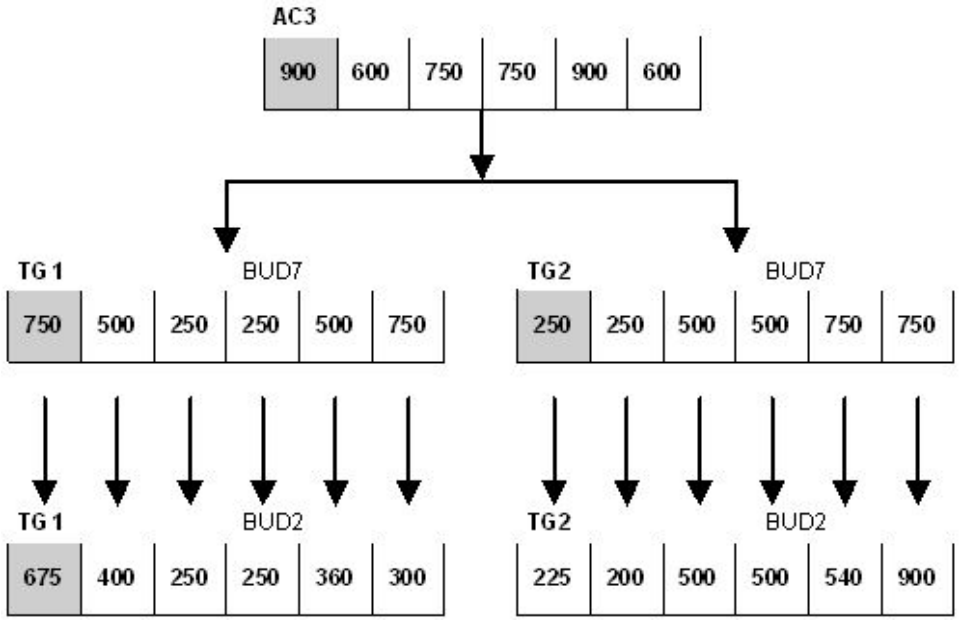
Example of Budget Apportionment

Note: *Please refer to the Introduction for details of the notation standards used in the diagrams which follow.*

The target budget (BUD2) is specified at runtime. The following diagram shows budget apportionment using a budget as the source of the ratio figures.

The source account is AC3. The target accounts are TG1 - TG2, with BUD7 entered as the ratio source.

The **Ratio on Accounts (F13)** key is not used, so the target accounts themselves provide the ratio information.



An example of the calculation method follows, using the figures in the previous shaded boxes:

750 + 250 = 1000

(750 / 1000) x 900 = 675

Apportionment Define Ratio on Accounts Window

To display this window select **Ratio on Accounts (F13)** on the Apportionment Define Target Accounts window.

This method of apportionment follows the same route as the previous one until **Ratio on Accounts (F13)** is selected on the targets window, when the Apportionment Define Ratio on Accounts window is displayed and you can specify different accounts to supply the ratio.

Example Target Budget

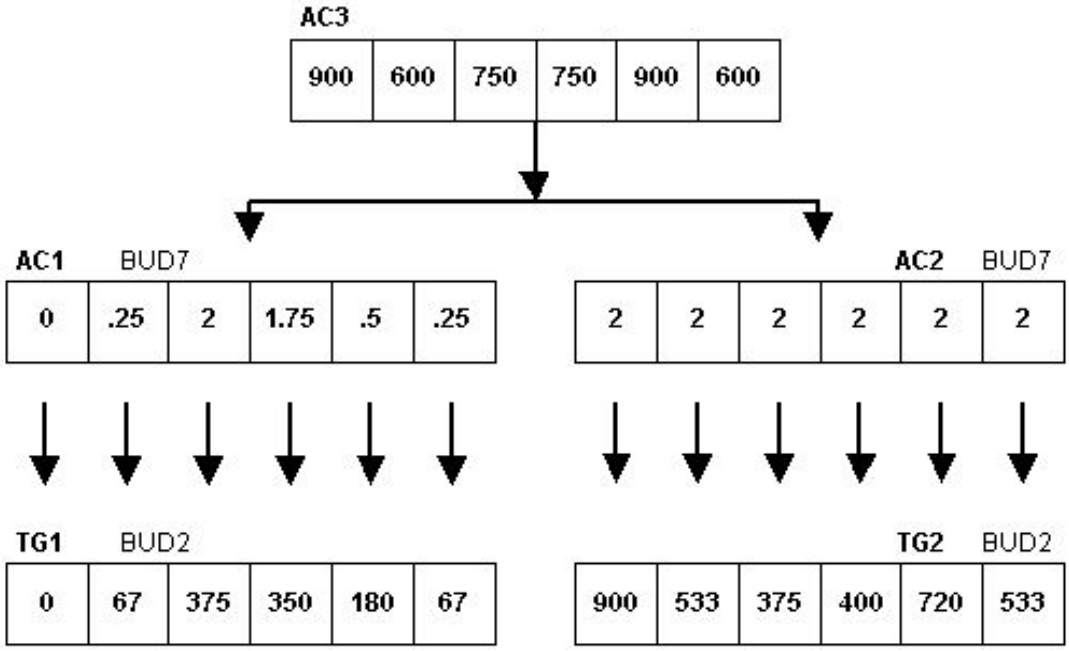
Note: *Please refer to the Introduction for details of the notation standards used in the diagrams which follow.*

As in the previous example, the following diagram shows budget apportionment using a budget as the source of the ratio figures.

The source account is again AC3, and the target accounts are TG1 - TG2, with the ratio source budget BUD7.

This time, **Ratio on Accounts (F13)** is used to specify accounts AC1 - AC2 as the ratio source accounts.

The target budget (BUD2) is specified at runtime:



The level values entered are used to override those found on each target account to determine the corresponding ratio account.

If you leave a level blank, the original level will be used.

Note: *The ratios are determined separately for each period in the year.*

Maintain Budget Spreading Rule [13/GLG]

A budget spread rule takes the existing budget for a range of accounts and re-distributes it across a range of periods. The total budget for the accounts is unchanged.

There are two steps in creating the rule:

1. Specify target accounts (no source account is specified, because the accounts used as the source are the target accounts themselves).
2. Specify the spread over the target period range.

This task does not modify the budgets itself; it simply stores the rule definitions. Once the rule is set up, the job can be run using the Budget Spreading task.

Note: *It is possible to submit a job to create budgets for a large number of accounts. For this reason a warning message displays when you create the rule, giving the upper limit to the number of target accounts involved.*

Budget Spreading Rule Maintenance Selection Window

To display this window, select the Maintain Budget Spreading Rule task.

A list of existing rules is displayed. Select a rule to amend, copy or delete from the list of existing rules.

Fields

Position to Rule

Use this field to position the display at the required rule.

Options

Change

Use this to amend an existing rule.

Copy

Use this to copy a rule.

Delete

Use this to delete a rule. A confirmation window will be displayed. Press Enter to confirm the deletion.

Functions

Add (F10)

Use this to add a new rule.

Select **Add (F10)** or select Copy to create a new rule or select Change to modify a rule's description. Enter or amend the description on the pop-up and then press Enter to display the Budget Spread Define Accounts Selection window.

Budget Spread Define Accounts Selection Window

To display this window, press Enter on the Add Rule, Change Rule or Copy Rule pop-up.

This window specifies the accounts for which budgets will be modified using the rule.

If you are creating a new rule, this window first displays the default view of the Profit and Loss ledger. If you are maintaining a rule, the window displays the ledger and user-defined views that were set up for this rule.

You can change the ledger or view by selecting **Change Ledger/View (F16)**.

Note: *Each budget spread rule works within a single ledger and view. You cannot create budgets for accounts in many ledgers with a single rule. Normally you will select your view to be an entry-level view for the ledger. See the Maintain User-defined Budget Links section.*

Fields

Target Accounts From/To

These fields display the levels of the selected view, in view sequence. The rule will create a budget for accounts that are within the specified range. The company level is a mandatory entry, while for the other fields, four types of entry are valid:

An entry in From and To selects a straightforward range.

An entry in From only selects a single value.

Leaving both From and To blank picks up all values.

Used in conjunction with 1 and 2 above, the * character can be used as a wildcard. The selection A* to C*, for example, will pick up all values starting with A, B or C. The * must be in the same positions in both the From and the To fields.

You can use the prompt facility on these fields to select from the relevant pop-up.

Note: *For the spreading rule, the target accounts and budgets are also the source accounts and budgets.*

Press Enter when you have entered the target accounts. The Mass Budget Spread Define window is displayed for you to specify the ratio to be used for spreading the budgets.

Mass Budget Spread Define Window

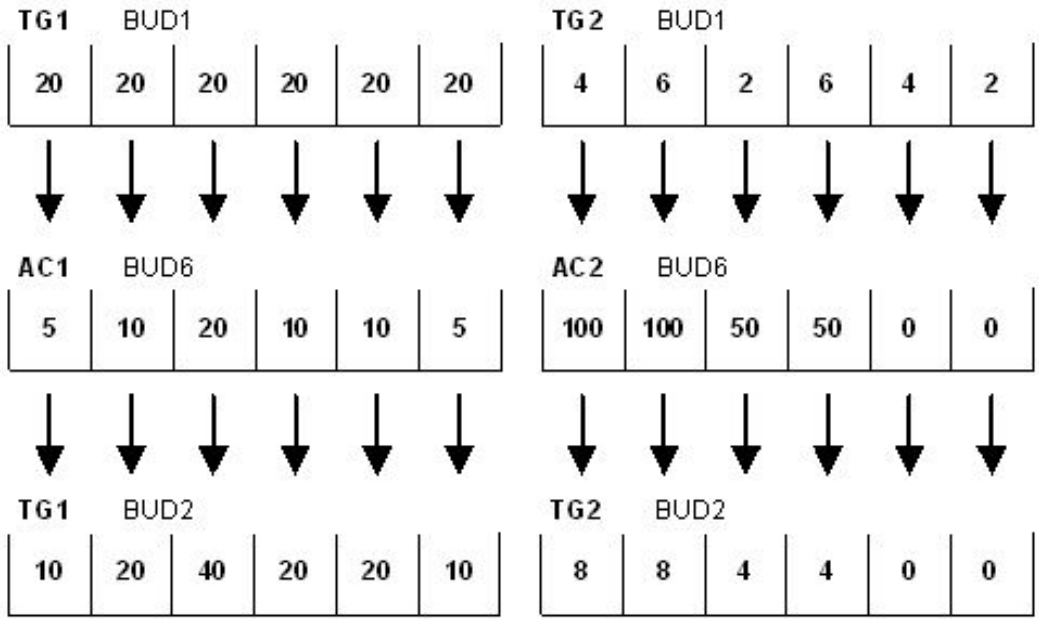
To display this window, enter a target and then press Enter on the Budget Spread Define Accounts Selection window.

Use this window to specify the ratio to be used for spreading the budgets.

Example Spread Definition

Note: *Please refer to the Introduction for details of the notation standards used in the diagram which follows:*

Define TG1 and TG2 as the target accounts, and AC1 and AC2 for the override, using BUD6 for the



spread:

The target budget and the budget to supply the figures to be spread are defined at runtime.

Fields

Ratio on Spread Profile

If you want to use an existing spread profile as the ratio for the spread, enter the code here.

Alternatively, you can spread based on actual or budget information held about the target, or a related set of accounts. To do this, enter a value in the Spread On field at the bottom of the window.

You can use the prompt facility to select from the Select Spread Profile pop-up.

Spread on Account Level Overrides

For each target account, the spread information will be found by using the override levels entered here.

You can use the prompt facility on these fields to select from the relevant pop-up.

Spread on Val, Qty or Bud

Select one of the following:

Value - To use actual values for the ratio

Quantity - To use actual quantities for the ratio

Budget - To bring up fields enabling you to specify the budget to be used for the ratio figures

If you select this and then press Enter, the Source Budget, Type and Currency fields will be displayed as described below.

Source Budget

You must enter an existing budget code here.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following source budget types:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the budget type is **4** or **5**, enter the budget currency code.

You can use the prompt facility to select from the Select Currency pop-up.

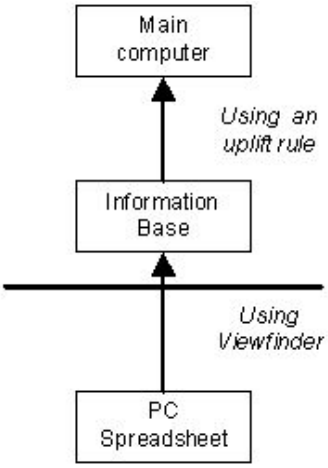
When you have entered the ratio to be used, select **Update (F8)** to update the rule. The Budget Spreading Rule Maintenance Selection window is re-displayed. You can maintain more budget spreading rules or select **Exit (F3)** to leave the task.

Maintain Office Integrator Budget Rule [21/GLG]

If you use a PC task to create budgets, you can transfer these budgets to a General Ledger company on your main system using the Office Integrator feature. Office Integrator transfers spreadsheet data to a location on your main system known as worksheets. To use the data for budgets, your transfer must follow the rules specified below.

Once the data is in the information base, the rules you set up in this task enable the system to add the essential information (company code, budget, budget type) to the raw data and to create the General Ledger records.

The following diagram illustrates the procedure:



As mentioned earlier, the PC spreadsheet data must conform to certain rules if a successful upload is to take place.

These rules are explained in reference to the following example spreadsheet.

Spreadsheet Data Rules – Example

	A	B	C	D	E
1		Example Budget Upload			
2					
3		Final	Final	Final	Final
4		Budget	Budget	Budget	Budget
5		9401	9402	9403	9404
6	001AA				
7	002AA				
8	001BB				
9	001BB				

- There must be at least some data in column A, for example the spreadsheet title in cell A1.
- The column containing the account numbers must be defined as the row descriptor. This need not be column A, but can be any column.
- The area holding the budgets must be defined as the details area. There can be up to 13 columns of budgets. The columns need not be columns B-N. Note that if your General Ledger is

defined with more than 13 periods, you do not need to set up separate spreadsheets. Simply define a new set of parameters stored in a separate export file over the same spreadsheet to reference the remaining columns.

- The account code format depends on the rules defined on the host:

  Where the user-defined view in the rule is an asterisk (*), the account entered is the 12-character fiscal account code.

  Where you have used a specific view in the rule, the account you enter is in the format of this view (for example, 6512).

  Do not use separators.

Once the data is set up in accordance with these rules, you can run Office Integrator Budgets to transfer the data to the information base.

It is then that you use this task, Maintain Office Integrator Budget Rule, to define the rules which will govern the transfer of the data from the information base.

Office Integrator Budgets Define Window

To display this window, select the Maintain Office Integrator Budget Rules task.

Use this window to select a data transfer rule to copy, delete or maintain.

Fields

Position to Rule

Use this field to position the display at the required rule.

Options

Change

Use this to amend an existing rule.

Copy

Use this to copy a rule.

Delete

Use this to delete a rule. A confirmation window will be displayed. Press Enter to confirm the deletion.

Functions

Add (F10)

Use this to add a new rule.

Select **Add (F10)** or select Copy to create a new rule or select Change to modify a rule's description. Enter or amend the description on the pop-up. Press Enter to display the Office Integrator Budget Uplift Rules Definition window.

Office Integrator Budget Uplift Rules Definition Window

To display this window, press Enter on the Add Rule pop-up, Change Rule pop-up or Copy Rule pop-up.

If you are creating a new rule, this window first displays the default view of the Profit and Loss ledger, which can be changed using **Change Ledger/View (F16)**.

Fields

Company

Enter the target company code for the spreadsheet data which is to be uploaded.

Budget

Enter the target budget code for the spreadsheet data to be uploaded.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Type

Select one of the following to indicate the type of target budget that is to be uploaded from the spreadsheet data:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the budget type is 4 or 5, enter the currency code of the budget.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Roll to Base

Check this field if you want base values to be calculated from the prime values in the budget.

This is used only with budget types 4 or 5.

This field must be left unchecked if your budget is in base currency.

Rate Code

Enter the rate to be used for prime to base conversion. This is used only with budget types 4 or 5.

You can use the prompt facility to select from the Select Rate Code pop-up.

Currency Rate

Enter a currency rate for prime to base conversion. This will override the rate_code value.

This is used only with budget types 4 or 5.

Multiply/Divide

Select the operation to be applied to the currency rate entered above.

* None *

Multiply

Divide

This field is only used with budget type 4 or 5.

Year

Enter the year to which the budget applies.

Period Range

Enter the range of periods covered by the budget being uploaded.

Column B on your spreadsheet corresponds to the first period in this range, and so on.

Functions

Update (F8)

Use this to add or update the current rule.

Change Ledger/View (F16)

Use this to select an alternative ledger and view.

When you have completed the entries, select **Update (F8)** to save the rule you have defined. The actual data transfer will not take place until you select the Office Integrator Budgets task.

Report on Spread Profiles [31/GLG]

Use this task to produce a report of all spread profiles for the company.

Select **Confirm Submit (F8)** to submit the job to generate the report.

Report on Budget Codes [32/GLG]

Print Report on Budget and Forecast Codes Parameter Window

To display this window, select the Report on Budget Codes task.

You use this window to select a range of budgets and options of base, quantity or prime budgets and forecasts for the report.

Fields

Print Base Forecasts?

Use this checkbox as follows:

Unchecked - Not to print forecasts

Checked - To print forecasts

Print Base Budgets?

Use this checkbox as follows:

Unchecked - Not to print budgets

Checked - To print budgets

Print Quantity Forecasts?

Use this checkbox as follows:

Unchecked - Not to print quantity forecasts

Checked - To print quantity forecasts

Print Quantity Budgets?

Use this checkbox as follows:

Unchecked - Not to print quantity budgets

Checked - To print quantity budgets

Print Prime Forecasts?

Use this checkbox as follows:

Unchecked - Not to print prime forecasts

Checked - To print prime forecasts

Print Prime Budgets?

Use this checkbox as follows:

Unchecked - Not to print prime budgets

Checked - To print prime budgets

From Budget

Enter the code of the first budget in the range of budgets you want to see on the report.

Leave this field blank to accept all budgets.

You can use the prompt facility to select from the Select Budget pop-up.

To Budget

Enter the code of the last budget in the range of budgets you want to see on the report.

Leave this field blank to accept all budgets.

You can use the prompt facility to select from the Select Budget pop-up.

Print Accounts to Which Budget Applies

Use this checkbox as follows:

Unchecked - Not to print the accounts which have a budget specified

Checked - To print the accounts which have a budget specified

Press Enter to confirm your selection. Select **Confirm (F8)** to submit the job to create the report and leave the task.

Report on User-defined Budget Links [33/GLG]

You use this task to create a report of the specified paths for rolling up budgets, either based on the views that are rolled to from an entry-level view or the views that roll to a target view. It does not provide an audit trail of rolled-up budgets.

Print User-defined Budget Links Window

To display this window, select the Report on User-defined Budget Links task.

Fields

Print Entry-Level Keys and the Keys to Which They Are Rolled

Use this checkbox as follows:

Unchecked - Not to print entry-level views

Checked - To print entry-level views

Print Calculated Keys and the Keys from Which They Are Rolled

Use this checkbox as follows:

Unchecked - Not to print calculated views

Checked - To print calculated views

Press Enter to confirm your selection. Select **Confirm (F8)** to submit the job to create the report and leave the task.

Rule Reporting

Once your budget rules are created, four tasks are available to report details:

- Report on Budget Generation Rule
- Report on Budget Apportionment Rule
- Report on Budget Spreading Rule
- Report on Office Integrator Budget Rule

The option to select individual rules/users or all rules/users is available.

Report on Budget Generation Rule [41/GLG]

Budget Generation Rule Report Window

To display this window, select the Report on Budget Generation Rule task.

You use this window to select the rule that you want to print.

Fields

Rule

Enter the rule code of the rule that you want to print.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Leave this field blank to produce a report of all generation rules.

When you have entered or selected the rule code, press Enter. A message is displayed at the bottom of the window to tell you that the print has been generated. You can enter another rule code to be printed or select **Exit (F3)** to leave the task.

If you have left the Rule field blank to produce a report of all generation rules and pressed Enter, a warning message is displayed to tell you that the report may be large. You can confirm that you want to produce this report by pressing Enter again or you can select **Previous (F12)** if you do not want to produce the report.

Report on Budget Apportionment Rule [42/GLG]

Budget Apportionment Rule Report Window

To display this window, Report on Budget Apportionment Rule task.

Use this window to select the rule you want to print.

Fields

Rule

Enter the rule code of the rule that you want to print.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Leave this field blank to produce a report of all apportionment rules.

When you have entered the rule code, press Enter. A message is displayed at the bottom of the window to tell you that the print has been generated. You can enter another rule code to be printed or select **Exit (F3)** to leave the task.

If you have left the Rule field blank to produce a report of all generation rules and pressed Enter, a warning message is displayed to tell you that the report may be large. You can confirm that you want to produce this report by pressing Enter again or you can select **Previous (F12)** if you do not want to produce the report.

Report on Budget Spreading Rule [43/GLG]

Budget Spread Rule Report Window

To display this window, select the Report on Budget Spreading Rule task.

Use this window to select the rule you want to print.

Fields

Rule

Enter the rule code of the rule that you want to print.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Leave this field blank to produce a report of all spreading rules.

When you have entered the rule code, press Enter. A message is displayed at the bottom of the window to tell you that the print has been generated. You can enter another rule code to be printed or select **Exit (F3)** to leave the task.

If you have left the Rule field blank to produce a report of all generation rules and pressed Enter, a warning message is displayed to tell you that the report may be large. You can confirm that you want to produce this report by pressing Enter again or you can select **Previous (F12)** if you do not want to produce the report.

Report on Office Integrator Budget Rule [51/GLG]

Office Integrator to GL Budget Uplift Rule Report Window

To display this window, select the Report on Office Integrator Budget Rule task.

You use this window to select the rule you want to print.

Fields

Rule

Enter the rule code of the rule that you want to print.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Leave this field blank to produce a report of all Office Integrator rules.

When you have entered the rule code, press Enter. A message is displayed at the bottom of the window to tell you that the print has been generated. You can enter another rule code to be printed or select **Exit (F3)** to leave the task.

If you have left the Rule field blank to produce a report of all generation rules and pressed Enter, a warning message is displayed to tell you that the report may be large. You can confirm that you want to produce this report by pressing Enter again or you can select **Previous (F12)** if you do not want to produce the report.

Chapter 7 Budgets Processing

Introduction to GL Budgets Processing

Generally speaking, the Budgets maintenance tasks enable you to define the rules according to which budgets should be created, while the Budgets processing tasks submit the jobs which actually create the budgets.

The first of the tasks enables you to create a budget without first creating a rule, and can be the method you use to create the first budgets on your system, before going on to the more flexible rule-based budget creation tasks. A report of a budget can be produced using the Budgets report tasks.

The total budget entry tasks use a spread rule to create budgets using variance analysis, but stop the job during creation to enable you to review the recommended figures.

The rule processing tasks correspond to the rule definition tasks in the Budgets maintenance tasks. The processing tasks submit a job to create the budgets using the relevant rule.

The Office Integrator Budgets task performs a similar task for the Office Integrator budget rule defined in the Budgets maintenance tasks.

The Calculate Ledger Budgets task calculates the budget for a sub-ledger control account, based on the budgets for the accounts in the sub-ledger.

The Rebuild User-Defined Budgets task calculates the budgets for high-level views based on user-defined links.

Period Budget Entry [1/GLF]

You use this task to create a budget or a forecast for any year.

The processing is the same for both budgets and forecasts.

Budgets Maintenance - Standard View

If you select the standard view as the view against which you will enter budgets, the appearance of the budget entry window changes.

Note: *If you have no user-defined views for the ledger you must enter budgets against the standard key. In this case, the Select Key pop-up is not shown and the next window is displayed.*

If you did not choose automatic sequencing, you will be required to select an account. Otherwise, this window is not shown and the account for which you will enter a budget is chosen for you.

Enter the account code for which you want to budget.

Enter the budget or forecast details.

Hierarchy Budgets

If this account is part of a hierarchy, and if the hierarchy requires that budgets or forecasts be accumulated, the hierarchy values are accumulated with no intervention. This process is carried out as a batch job when you have completed the entry of budgets or forecasts.

Budgets and Forecasts Selection Window

To display this window, Period Budget Entry task.

You use this window to select the budget to be maintained.

Fields

Budget Code & Type

Enter a budget code of up to three characters in length in the first field.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Select the type of the budget in the second field:

0. Base forecast
1. Base budget
2. Quantity forecast
3. Quantity budget
4. Currency forecast
5. Currency budget

Note: *If this budget or forecast code and type have not yet been set up, a pop-up is displayed, allowing you to create them.*

Ledger

Enter the code of the ledger for which budgets/forecasts are to be maintained.

The ledger must be set up on the chart of accounts.

You can use the prompt facility to select from the Select Ledger pop-up.

Year

Enter the year for which the budget is to be created.

Year Type

Select one of the following:

Fiscal

Alternative

In this case, the start period will be obtained from the company profile.

Automatic Sequencing

Use this checkbox as follows:

Unchecked - To select accounts to be processed manually

Checked - To process accounts by bringing them up automatically in alphanumeric sequence

With careful preparation, a great deal of time can be saved entering budgets in this way. By printing a sequential list of account codes with annual budgets and spread profiles written by the side, you will then only need to enter the first account code. The system will automatically give you the next account, and all you have to enter is the annual budget and spread profile.

- If you opt to maintain a currency budget or forecast, further fields are displayed at the base of the window where you must enter currency details.
- If you are not maintaining a currency budget or forecast, the currency details are not displayed and you are taken to the Select User-defined View stage.

Press Enter to display the next window.

Budgets and Forecasts Selection Currency Window

To display this window, press Enter on the Budgets and Forecasts Selection window when a currency budget or forecast has been selected.

You use this window to enter the currency, the rate code details and the prime and base currency details for the view.

Fields

Currency

Enter a valid currency code for this budget or forecast. The budget or forecast will hold values in this prime currency and in the company's base currency separately, and they will appear separately in printouts.

You can enter as many prime currencies for a budget or forecast as you like.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

Enter a rate code for converting this prime currency to the company's base currency. This field cannot be used if the Rate field is used.

You can use the prompt facility to select from the Select Currency Rate pop-up.

Rate

Enter an exchange rate for the conversion of prime to base currency in the first field, and the letter **D** or **M** in the second field, depending upon whether you want to divide or multiply by the rate. This field cannot be used if the Rate Code field is used.

Roll Prime Budgets into Base Budgets?

Use this checkbox as follows:

Unchecked - Not to roll prime budgets into base budgets

Checked - To roll prime budgets into base budgets

Press Enter to display the next window.

Select User-defined View Pop-up

To display this pop-up, press Enter on the Budgets and Forecasts User-defined View window.

If you did not choose automatic sequencing on the first window, the Official Budgets Account Selection window will be displayed for you to select the account for which you want to enter a budget. Otherwise, this window is not shown, and the account selection is done automatically.

Select the user-defined view you want to use for budgeting or forecasting purposes.

Select the view to be maintained to display the next window.

Official Budgets Account Selection Window

To display this window, press Enter on the Select User-defined View pop-up with the Automatic Sequencing field unchecked on the Budgets and Forecasts Selection Currency window.

The levels for the view are displayed on the window. You must enter level codes to form an account, and you can prompt on each level.

If, for the ledger being processed, each active level in the range 1 to 4 is in the selected view, these levels must combine to form a valid entry in the chart of accounts.

Fields

Account

Enter the account levels to which this official budget applies.

You can use the prompt facility on these fields to select from the Select Account pop-up.

Enter or select the account code(s) and then press Enter to confirm your entry and display the Official Budgets Value Entry window.

Official Budgets Value Entry Window

On this window, you enter the budget values against each period or enter a spread profile to spread the values.

Once a valid budget value has been accepted, the system will:

- To display this window, press Enter on the Official Budgets Account Selection window if Automatic Sequencing is unchecked or press Enter on the Select User-defined View pop-up if Automatic Sequencing is checked. Call up the next account within the ledger if automatic sequencing has been selected. When the system has called the last valid account, the selection window is re-displayed.
- Allow you to enter a new account of your choice if automatic sequencing has not been selected.

A currency budget or forecast can have many currencies attached to it. When a report is printed, you will see the currencies listed in turn, with the base value beneath each one.

Fields

Period Values

Where you are not using a spread profile, you must enter a value against periods. The sum of the period values must equal the annual value.

Annual Budget

The annual budget must be the sum of the period values (if they are entered individually) or the total value to which the spread profile is applied.

Spread Profile

Enter the spread profile code, using up to 3 characters.

Alternatively, use the prompt facility to select from the Select Spread Profile pop-up.

Note: *The system will spread rounding differences across periods rather than posting them all into one period, which would give skewed results.*

Press Enter to confirm your selection.

If you enter the period values separately and the Annual Budget total is incorrect, a warning message is displayed and you must re-enter the budget figures. If, when you press Enter the figures are correct, the Official Budgets Account Selection window is re-displayed.

If a spread profile is used, this window is re-displayed showing the result of the spread calculations on the Annual Budget with the monthly figures to be posted. You can amend the calculated budget or forecast values. Press Enter to re-confirm your selection; the Official Budgets Account Selection window is re-displayed.

You can enter more accounts to enter the period budgets or select Exit (F3) to leave the task. A job is submitted to create the budgets.

Create Total Budget Entry Run [11/GLF]

This task is part of the total entry facility, which consists of two Budget Processing tasks to enable you to create revised forecasts.

You can compare your actuals with an existing budget, and create a new budget based on the variance.

This, the first task of the two, takes the actuals and the budget specified, calculates the variance, and recommends a new budget.

The second task allows you to review and change the recommendations.

The recommendation is made as a total figure for a selected period range. Once accepted, it is spread across that period range using a spread rule. The spread rule is used twice in total entry:

7. To specify the target account range
8. To spread the total value over the target periods

Rule Selection Window

To display this window, select the Create Total Budget Entry Run task.

You use this window to select the spread rule for the total entry to be created.

Field

Spread Rule

Enter the existing spread rule to be used for the total entry.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

This spread rule is used for two main purposes:

1. To provide the range of accounts for which variance calculations are to be made and for which budgets will be created.
2. To provide the spread ratio used to spread the totals entered over the selected period range.

Enter the spread rule and then press Enter to display the Total Budget Entry window.

Total Budget Entry Window

To display this window, enter or select a rule and then press Enter on the Total Budget Entry Selection window.

On this window, you select the definitions for the job submission which will calculate the variances and recommend budgets.

Fields

Target Budget

Enter the code for the budget to be created.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following to indicate the type of budget required:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the currency for the target budget.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Code

If the type is **4** or **5**, enter the currency conversion rate code to convert prime budgets to base.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Target Year

The new budgets can be created either for the current system year, or for the year following the system current year.

Enter the year for which you want to create budgets.

If you enter next year, the value in the Period Range field must be 01, as actuals will not be available.

Target Period Range/To

The entries in these fields define the periods for which the new budget will be generated.

Prior Year Actuals

This field specifies whether the actuals used in the variance analysis are from this year or last year.

Use this checkbox as follows:

Unchecked - To use this year

Checked - To use last year

Source Budget

Enter the budget to be used as the source. The figures from this budget will be compared to the actuals to produce the variance figures.

Leave this field blank for the target is to be used as the source.

You can use the prompt facility to select from the Select Budget pop-up.

Spread Source Year

Where the budget being generated is to be spread according to values, quantities or budgets rather than a spread profile, enter the source year to be use for this spread.

This is not displayed if the spread rule specifies spread by spread profile.

Spread Source Budget

This is only displayed if the spread rule specifies spread by budget.

Enter the budget on which the spread will be based.

Type

Enter the type of spread source budget entered. This will be one of the following:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the currency for the budget.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Projection Method

Select one of the following:

1 - Not to alter the current budget

2 - To adjust for variance

3 - To assume that the current percentage variance will continue

Typically, the method used will depend on the type of account. For example, for an expense account on which the users had under-spent you might want to project that the users would continue under-spending, in which case you would select method **3**. Similarly, for an account on which the users had over-spent, you might want to project that the users would control their future spending and come back to target, in which case select method **2**.

See the Maintain Total Budget Entry Run section for an example of the way in which the projection method works.

Rounding Rule

Select one of the following:

Nearest unit

Nearest ten

Nearest hundred

Nearest thousand

Nearest ten thousand

The entry in this field defines the format of the variance figures displayed in the Maintain Total Budget Entry Run task. It has no effect on the calculation of the recommended budgets.

Define the details of the run and then select **Submit (F8)** to submit the job which will calculate the variances and recommend budgets.

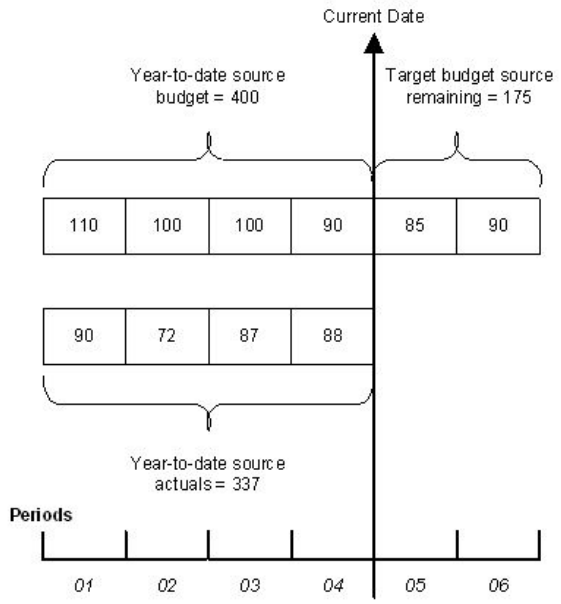
Maintain Total Budgets Entry Run [12/GLF]

The total entry facility, which consists of two Budget Processing tasks, enables you to compare your actuals to an existing budget, and, depending on the variance, to maintain the new budget either to recover or to continue this variance.

This second task:

- Displays the variance figures calculated by the Create task
- Displays and allows you to maintain the total which is to be spread across the target periods
- Submits a job to spread the total across the target periods, using the ratio provided by the spread rule

Note: *The following diagram illustrates the calculation process:*

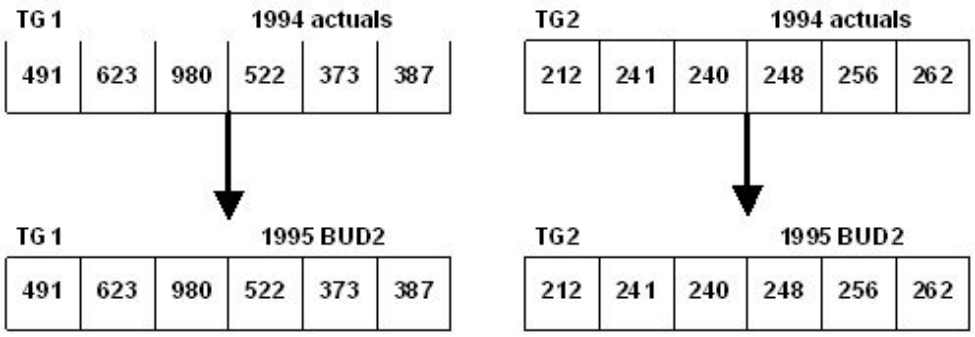


The projected value, calculated by the Create Total Budget Entry Run task, will depend on the projection method chosen when that task was run. The three possible results are shown here:

Projection Method	Calculation	Result
1 – Do not alter current budget	85 + 90	175
2 – Adjust for variance	400 – 337 + 175	238
3 – Assume variance will continue	(175 x 337) / 400	147.44

Spreading the Total

If you decide not to alter the total of, for example, 238 shown above, this becomes the total value to be spread into the new budget when you select **Submit (F8)** to update. The spread ratio is taken from the spread rule, and can be a spread profile or a budget. The following example shows what happens:



Total Budget Entry Run Selection Window

To display this window, select the Maintain Total Budget Entry Run task.

You use this window to select the run to be maintained from the list of runs displayed.

Options

Select

Use this to select a run.

Select the run required. The Total Budget Entry Account Selection window is displayed.

Total Budget Entry Account Selection Window

To display this window, select a run on the Total Budget Entry Run Selection window.

You use this window to select the accounts from the listing of available accounts for which you want a budget created.

Fields

Select

Use this to select any account for which you want a budget created in the submitted job.

Note: *Any account for which you amend the total will be automatically selected.*

Note: *Any selected account can be de-selected by blanking out the select field.*

Ytd Actual

This field displays the total of the actuals in the period range selected to provide actual figures.

Ytd Src Budget

This field displays the total of the budget figures over the period range selected to provide the actuals.

Target Bud Src Remain

This field displays the total of the source budget values in the target period range.

Projected

This field initially displays the results of the calculations performed by the Create Total Budget Entry Run task. If these figures are left unchanged, they will be transferred to the target budgets.

If you want to amend these figures, enter the new values in this field for the relevant accounts. The accounts amended in this way will automatically be selected for the submitted job.

Functions

Display Header (F13)

Use this to display the create definitions you entered for this run.

Position (F15)

Use this to position the list to a selected account.

Select All (F17)

Use this to select all the accounts to have their budgets created.

Suspend (F21)

If you have made several amendments but want to leave your work and return later to complete it, select **Suspend (F21)**. The system will note the changes you have made, suspend the run, and leave the task. When you select the run again, you can continue your work from the point at which you left it.

Full Key/Partial Key (F22)

Use this to toggle between the display of the value fields and the display of the full account or user-defined view.

When you have made your amendments select Submit (F8) to submit a job to create the budgets and leave the task.

Rule Processing

The Rule Processing tasks correspond to the equivalent tasks in Budgets Maintenance. The processing tasks submit a job to create the budgets using the relevant rule.

Select from the following four budget creation tasks:

- Budget Generation
- Budget Apportionment
- Budget Spreading
- Office Integrator Budgets

Budget Generation [21/GLF]

When you have defined your budget generation rule, use this task to submit a job to create the budgets.

Budget Generation Submit Selection Window

To display this window, select the Budget Generation task.

Fields

Rule

Enter the rule you want to process.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Press Enter to display the Budget Generation Submit window.

Budget Generation Submit Window

To display this window, enter or select a rule and then press Enter on the Budget Generation Submit Selection window.

Enter the details of generating the budget and submit for processing. The specified budget will be created. The job will produce an audit report and a listing of any errors occurring.

Fields

Target Budget

Enter the code of the budget into which the target figures are to be entered. This will be the same for each target account.

You can use the prompt facility to select from the Select Budget or Forecast pop-up.

Type

Enter one of the following types of target budget:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the budget currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Code

The currency rate code is used for two purposes:

1. Prime to base conversion of a currency budget
2. Base to base conversion if the source and target companies have different base currencies

You must enter a rate code or leave the default from the company profile.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Target Year

Enter the year for which the budgets are to be created.

Target Period Range/To

Enter the range of periods for which the budgets are to be created.

Use Budgets from Period

If you want to create your budgets using actual values from the target accounts, for example, for the first four periods of the year, then switching to using the specified source for the rest of the year, enter 05 in this field.

To base all budgets on actuals, enter 00; to base all budgets on the source budget, enter the From value from the target period range.

Source Year

Enter the year to use for the source values, whether they are actuals or budget figures.

Source Budget

This field will default to the source budget specified in the Source Budget field in rule definition, but it can be changed. This will be the source budget for all source accounts.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following types of source budget:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the source budget currency code, if relevant.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Fixed Factor

To increase or decrease a value by a set factor before it is transferred to the target budget, enter that factor here. The field defaults to **1**, which leaves the values unchanged. Enter **1.1**, for example, to increase each value by 10%.

Multiply/Divide

Select one of the following:

Multiply - To multiply by the factor

Divide - To divide by the factor

Complete the entries and then select Submit (F8) to submit the job for processing.

Budget Apportionment [22/GLF]

Define your budget apportionment rule and enter this task to submit a job to create the budgets themselves. The job will produce an audit report.

Budget Apportionment Submit Selection Window

To display this window, select the Budget Apportionment task.

Fields

Rule

Enter the rule you want to process.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Press Enter to display the Budget Apportionment Submit window.

Budget Apportionment Submit Window

To display this window, press Enter on the Budget Apportionment Submit Selection window.

Fields

Target Budget

Enter the code of the budget that the job is to put its target figures into. This will be the same for each target account.

You can use the prompt facility to select from the Select Budget or Forecast pop-up.

Type

Enter one of the following types of target budget:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the budget currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Code

The currency rate code is used for two purposes:

1 - Prime to base conversion of a currency budget

2 - Base to base conversion if the source and target companies have different base currencies

You must enter a rate code or leave the default from the company profile.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Target Year

Enter the year for which the budgets are to be created.

Ratio Source Year

Enter the year from which the ratio figures are to be taken.

Ratio on Source Budget

Enter the budget that is to supply the ratio figures. The default is the budget entered as the Ratio on Source Budget in the rule definition.

This field is only displayed if the rule specified the use of a ratio on budgets.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following types of ratio source budget:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

This field is only displayed if the rule specified the use of a ratio on budgets.

Currency

If the type is **4** or **5**, enter the budget currency code.

This field is only displayed if the rule specified the use of a ratio on budgets.

You can use the prompt facility to select from the Select Currency pop-up.

Complete your entries and then select Submit (F8) to submit a job to create the specified budget using your selected rule and leave the task.

Budget Spreading [23/GLF]

Once you have defined your budget spreading rule, you use this task to submit a job to spread the selected budgets.

Budget Spreading Submit Selection Window

To display this window, select the Budget Spreading task.

Fields

Rule

Enter the rule you want to process.

Alternatively, use the prompt facility to select from the Rule Prompt pop-up.

Press Enter to display the Budget Spread Submit window.

Budget Spread Submit Window

To display this window, press Enter on the Budget Spreading Submit Selection window.

You use this window to select the target budget, year, period range and currency details to be used when spreading the selected budgets.

Note: *This task simply spreads the existing values into different proportions across the range of periods. The total value of the budget will not change.*

Fields

Target Budget

Enter the code of the budget that the job is to re-spread.

Alternatively, use the prompt facility to select from the Select Budget or Forecast pop-up.

Type

Enter one of the following types of target budget:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Currency

If the type is **4** or **5**, enter the relevant currency.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Code

The currency rate code is used for two purposes:

1 Prime to base conversion of a currency budget

2 Base to base conversion if the source and target companies have different base currencies

You must enter a rate code or leave the default from the company profile.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Target Year

Enter the year for which the budgets are to be spread.

Target Period Range

Enter the range of periods over which the budgets are to be spread.

When you have completed the entries, select Submit (F8) to submit a job to spread the selected budget using the criteria you have selected and leave the task. The job will produce an audit report and a listing of any errors that occurred.

Office Integrator Budgets [31/GLF]

Use this task to post budgets to user-defined views.

Once you have defined your transfer rule using the Maintain Office Integrator Budget Rule task, this task submits a job to transfer the data itself.

Note: *For a detailed explanation of the Office Integrator feature, refer to the Maintain Office Integrator Budget Rule section in the Budgets Maintenance chapter of this product guide.*

Office Integrator Budget Uplift Window

Select the GL Budgets Processing task Office Integrator Budgets.

As explained in the Maintain Office Integrator Budgets Rule section of the Budgets Maintenance chapter, spreadsheets from your PC are stored as worksheets on your main computer.

Use this window to select a worksheet and rule for the uplift.

Fields

Worksheet

Enter the name of the worksheet (spreadsheet) to be transferred.

Alternatively, use the prompt facility to select from the Worksheet Prompt pop-up.

Rule

Enter the rule that is to govern the transfer of the data.

This rule must have been set up already in the Maintain Office Integrator Budgets Rule task.

You can use the prompt facility to select from the Rule Prompt pop-up.

Test Mode

Use this checkbox as follows:

Unchecked - To run the complete job to transfer the data and produce an audit report of the results

Checked - If you want to produce the report for test purposes, but do not want the actual data transfer to take place

Note: *The job validates all the General Ledger accounts specified on your spreadsheet. If any are found to be invalid, the job produces an exception report and performs no updates. In this case, you will need to modify your spreadsheet on your PC and uplift it again via the Office Integrator feature before re-submitting this job.*

Select **Submit Job (F8)** to submit the job.

Report on Budgets [41/GLF]

This task will print a report, sequenced by account number within user-defined view, showing the budget figures for each period for each account.

Print User-defined Budgets Window

To display this window, select the Report on Budgets task.

Fields

Position to Ledger

Enter a ledger code in this field to position the display at the entered code.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Options

Select

Use this to select the view required for the report.

De-select

Use this to de-select any previously selected views.

Functions

Select All (F15)

Use this to select all views.

De-select All (F16)

Use this to de-select all the views previously selected.

Select as many user-defined views as you want to include in the report. Use **Select All (F15)** to select all the views, or select **De-select All (F16)** to de-select the views that you have selected.

When you have made your selections, select **Confirm (F8).** The Print User-defined Budgets pop-up will be displayed.

Print User-Defined Budgets Pop-up

To display this pop-up, select the required views and then select **Confirm (F8)** on the Print User-defined Budgets window.

You use this window to enter the details to be included on the report.

Fields

From Period/To Period

Enter the period range for the report. Leave both fields blank to accept all periods.

Budget Code

Enter the code of the budget or forecast you want to see printed. This will default to the budget or forecast code that has been set up on the company profile.

You can use the prompt facility to select from the Select Budget pop-up.

Budget Type

Use this to specify the type of budget or forecast you want to be printed.

Select one of the following:

Forecast

Budget

Quantity forecast

Quantity budget

Prime forecast

Prime budget

From Account/To Account or From Group/To Group

If the From and To fields are for accounts, enter the range of accounts you want to select for the report. Leave both fields blank to accept all accounts.

If the From and To fields are for groups, see the Calculate Ledger Budgets section for further details. Note that the level numbers of the groups' level codes are shown beneath the input line to make entry easier.

Press Enter to produce the report and leave the task.

Calculate Ledger Budgets [51/GLF]

The budget for a sub-ledger control account is calculated by this task. It is used to ensure that the budget and forecast figures established in a sub-ledger are reflected in the sub-ledger control account.

By accumulating the budget of the accounts in the sub-ledger into the budget for the control account, this task provides an alternative to entering budgets directly at control account level.

Such calculations cannot be made for the two top-level ledgers because they will have no control accounts above them into which they can feed values.

The calculated value will replace any values you can have entered for the control account itself.

Budgets are only calculated for the selected ledger and are not automatically generated throughout the higher levels of a sub-ledger structure until the top-level ledger is reached.

If you leave the ledger blank to calculate budgets for all ledgers, ledger budgets will automatically be calculated from the bottom up.

Budgets for hierarchy control accounts are created automatically as budgets are entered for child accounts, if this was specified when the hierarchy was defined. Budgets will roll automatically through a multi-level hierarchy.

Budgets for views at a higher level than the entry view can be created automatically using the Maintain User-defined Budget Links task.

Calculating Ledger Budgets Window

To display this window, select the Calculate Ledger Budgets task.

Use this window to select the ledger, budget code, budget code type and the year and report type. The budget will be calculated and a report produced.

Fields

Ledger

Enter a sub-ledger code.

Leave this field blank to accept all sub-ledger codes.

You can use the prompt facility to select from the Select Ledger pop-up.

Budget Code/Type

Enter a budget code and type.

Leave these fields blank to accept all budget codes.

You can use the prompt facility on the first field to select from the Select Budget or Forecast pop-up.

Year/Type

Enter the year for which calculations are to be made.

Select one of the following in the second field to indicate the type of year for which the budget is to be calculated:

Fiscal - To perform the calculations for a fiscal year

Alternative - To perform the calculations for an alternative year

Print Report

Use this to specify whether or not you would like a report to be produced with details of the calculations.

Use this checkbox as follows:

Unchecked - Not to print details of the calculations made

Checked - To print a report with details of the calculations made

Press Enter and then select **Confirm (F8)** to submit a job to calculate the budgets and leave the task.

Rebuild User-defined Budgets [52/GLF]

Budgets or forecasts entered for a low-level view will update budgets or forecasts of higher-level views, where a user-defined link has been defined.

If you have entered values for a high-level view which is linked to a lower-level view, you will override the calculated values, causing inconsistencies in your budgets.

The re-build facility will overwrite budget values in high-level views and replace them with values based on lower-level views.

Rebuild User-defined Budgets Selection Window

To display this window, select the Rebuild User-defined Budgets task.

The window displays a list of the user-defined views selected as higher-level views in the user-defined links task. The views are listed in ledger order.

Fields

Position to Ledger

You can position the list of views to the ledger that you enter in this field.

You can use the prompt facility to select from the Select Ledger pop-up.

Options

Select

Use this to select one or more views.

De-select

Use this to de-select previously selected views.

Functions

Select All (F15)

Use this to select all the views.

De-select All (F16)

Use this to de-select all views previously selected.

Selected the required view or views and then select **Confirm (F8)** to display the Select Periods pop-up.

Select Periods Pop-up

To display this pop-up, select a view or views on the Rebuild User-defined Budgets window and then select **Confirm (F8).**

Select the periods for which the re-build is to take effect.

Field

From Period/To Period

Enter the range of periods over which you want the re-build to take place.

Press Enter to submit a job to perform the re-build and leave the task.

Chapter 8 Journal Maintenance

Introduction to GL Journal Maintenance

The majority of transactions which result in updates to General Ledger accounts originate from other linked System21 applications: Accounts Payable and Accounts Receivable, Payroll runs, Fixed Assets acquisitions and depreciation runs. The target company and GL posting accounts are defined in the source module, or by using AFI.

Another method of updating GL account balances is by posting journals directly into the General Ledger. These journals are listed below.

- User journals - The account and value must be entered during processing.
- Semi-automatic journals - You must enter the values, but need not enter the target accounts.
- Automatic journals - You need not enter the value or accounts.

Journal Type	Specific Category	Maintainable	Reversing	Suspendable	Tax
General	User	No	Yes	Yes	Yes
Standing	Semi - automatic	Yes	Yes	No	No
Constant	Automatic	Yes	Yes	No	No
Spread	Semi - automatic	Yes	Yes	No	No
Apportionment	Automatic	Yes	Yes	No	No
Cost allocation	Automatic	Yes	Yes	No	No
Inter - company	User	No	No	Yes	Yes
Prior period	User	No	No	No	Yes
Statistical	No	No	No	Yes	No
Post to post - inhibited accounts	User	No	No	No	Yes

Automatic and semi-automatic journals do not require the posting account to be entered as these are set up during journal maintenance, hence the maintainable column. It is not possible to suspend the maintainable journals, as you should ensure all input is correct at the maintenance stage.

The General Ledger has a separate tax subsystem that is used for tax returns and reporting. Any journal can post to any tax account, but only the general journal updates the tax subsystem, thus appearing on the tax return.

General Journal

The general journal is for direct *ad hoc* postings to the General Ledger.

Standing Journal

A standing journal is a skeleton of account codes to which values can be posted as often as required. No values are entered against standing journals, nor the sign of the posting. Such a journal could be used for posting payroll journals, accruals, pre-payments or salaries.

Constant Journals

A constant journal is a list of account codes to which values are attached. It can be posted as often as required and could be used to transfer a fixed charge each period such as a charge for office rent from head office to operating divisions. Although the values are pre-defined, you can amend them at posting time.

Spread Journals

A spread journal is a list of spread factors set up against specified accounts. When values are posted by way of the spread journal, these factors will be employed to post specific amounts to each chosen account.

Apportionment Journals

The apportionment journal is not unlike the spread journal. It retrieves existing values from a pre-defined control account, and spreads the value into other accounts using a pre-defined ratio.

Cost Allocation Journals

A cost allocation journal is created to allocate the values sent to an account or range of accounts by first apportioning them by factors and then carrying out calculations on these apportioned amounts to obtain values to post to the target accounts.

It is calculated by taking the total value of a range of source accounts, spreading this value by the spread factors in a range of factor accounts, and converting the resultant values within these target accounts to obtain the final figures.

Inter Company Journal

An inter-company journal enables you to post the dissections to other companies defined as inter company companies.

Post to Post Inhibited Accounts Journal

This journal is like a general journal, except that it allows posting to post-inhibited accounts. Its primary use is the loading of opening balances.

This utility task is for security purposes, as misuse can create reconciliation problems. Contact your software supplier before using this task.

Journal Features

- A GL session is created when a journal is completed.
- Enquiries can be made by session.
- Postings are available by session.

Journal features available during journal processing:

- On-line account prompting and validation
- Running balance (cumulative postings)
- Currency selection
- Currency rate overrides
- Supersede quantity option
- Quantity postings
- Suspend option for user journals

Accounting entries:

- Multiple debits and credits
- A control total is required in the header window.
- Debits must equal credits.
- The sum of debits must equal the control total.

Posting Periods

All journals can be posted to the current or a future accounting period except prior period journals, which can be posted to any prior period. Prior period journals should be used with care, as they change the periodic cumulative balances on the system. This may mean that you need to re-run Financial Manager reports, Trial Balance, Profit and Loss and Balance Sheet reports.

If a reversing journal is processed, you can accept the next period as the default reversal period or specify another future period.

Cross Period Journals

The purpose of this function is the posting of accruals and prepayments. You can spread both General Ledger journals and Accounts Payable invoices over several periods. Both prior and future periods can be used, although you will need separate authority to use prior periods. You must also be authorised to the task code to see the necessary fields for posting cross period journals.

You can maintain spread profiles for the dissections using the usual budgeting spread profiles.

This function is controlled by the Cross Period field, displayed at the foot of the first window of the GL General Journal Posting processing task. Check it, and you will see the cross period journal option made available on each dissection you post. When you press Enter, a pop-up will be displayed, asking you to enter the relevant periods. You will enter a range of periods (or a start period only in the case of a spread profile).

Enquiries enable you to drill down to the relevant journal dissections. The function is also available for Accounts Payable invoice posting.

Authorisation is usually applied at task level, but in this case, task authority also has to be specified, as this is an additional function within a task.

Future and prior suspense accounts can be used by this facility.

In a multi-currency General Ledger, the currency of the journal can be specified. However, the default is the base currency.

Free-format text can be associated with a journal.

Note: *If the year-end journal is active, do not post journals to the last period.*

Regularly used journals can be pre-defined. There are five main pre-defined journal types, each of which can be standard or reversal, depending upon how they have been maintained.

Session Control

When you access the General Ledger module to enter journals, you start a system session. Every time you start a session, the system automatically generates a new session number. This number is recorded with every transaction entry you make, until you complete the transaction record for use in session audit reports and for enquiries.

The transactions are posted to the General Ledger accounts at the end of each posting session. This is done through the GL subsystem, and is a utility task that can be started manually in the Subsystem Processing application L1.

If you cancel or interrupt a session, the session number remains assigned, but is identified as a cancelled or incomplete session.

Cancelling a Session

At any time during data entry procedure, the module allows you to cancel all transactions entered during a session.

Caution: Everything you have entered in the current session will be deleted.

Journal Maintenance Automatic Journals

Certain journal types make regular postings with account numbers, or values, or both, set up in advance to simplify posting. They are known as automatic and semi-automatic journals.

The maintenance tasks enable you to set up the account or value details that will be used when posting. It is not possible to suspend the maintainable journals, so you should ensure that all input is correct at the maintenance stage.

The automatic and semi-automatic journal types are:

Standing

A standing journal is a skeleton of accounts to which values can be posted as often as required, normally monthly. Such a journal could be used for posting payroll journals, accruals, pre-payments or salaries, where values vary from period to period.

Constant

A constant journal is a list of accounts to which constant values are posted. A constant journal can be posted as often as required and could be used to transfer a fixed charge each period, such as a charge for office rent from head office to operating divisions.

Spread

A spread journal is a list of spread factors set up against specified accounts. When values are posted by way of the spread journal, these factors will be employed to spread a value at posting time by the amounts you have specified. For example, spread journals might be used to spread the cost of electricity or rates by department within a company.

Apportionment

An apportionment journal is similar to a spread journal. A ratio is set up and is used to spread the total value held in a specified control account. For example, the costs of a central service can be spread over operating divisions in proportion to sales revenue. This can be useful if there are regular postings being made to an account throughout the month, but these are then spread en masse at month end.

Select the appropriate GL Journal Maintenance task to maintain the particular automatic journal that you require.

Maintain Standing Journal [1/GLJ]

See the Journal Maintenance Automatic Journals section for more information on standing journal maintenance.

Maintain Standing Journals Selection Window

To display this window, select the Maintain Standing Journal task.

You use this window to select the standing journal to be maintained. Any journals that have been defined are displayed in a list showing the header details of the journal: the journal name, the journal

description, the account type, whether reversal posting is used, whether a quantity is to be input, the currency and the rate code used.

Fields

Journal

Enter the code of the journal you want to add.

Description

Enter the journal description.

Type

Select the account type used for this journal.

Memo (M)

Fiscal (blank)

This value is displayed in the field headed **T** in the list of journals as either **M** or **blank**.

Reversal

You use this field to specify whether reversal posting is used.

Use this checkbox as follows:

Unchecked - If a normal journal posting is made to the applicable period only

Checked - If a journal posting is made to the applicable period and a reverse posting is made to a subsequent period

This value is displayed as either **0** or **1** in the field headed **R** in the list of journals.

Quantity

You use this field to specify whether a quantity is to be posted for this journal.

Use this checkbox as follows:

Checked - If quantities are to be posted

Unchecked - If quantities are not to be posted

This value is displayed as either **0** or **1** in the field headed **Q** in the list of journals.

Curr

Enter the currency of the posting.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

IC

You use this field to specify whether the inter-company facility is to be used for this journal.

Use this checkbox as follows:

Checked - If the inter-company facility is to be used for this posting

Unchecked - If this journal does not use the inter-company facility

Start Period

If the posting of the journal is to commence in a specific period, enter that period.

End Period

If the posting of the journal is to end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post in every third period, for example, enter **3**.

Options

Select

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

To create or amend a journal, enter the necessary details and then press Enter.

Maintain Standing Journals Line Detail Window

To display this window, enter the journal details and then press Enter on the Maintain Standing Journals Selection window.

You use this window to maintain the posting account details for the automatic journal.

Fields

Account Code

Enter the account that you want to add as a posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

The description associated with the account code that you enter is displayed automatically, but can be changed.

Line No

Enter the line number as required. A default is entered, but can be changed if necessary. You cannot enter an existing number.

Options

Select

Use this to amend a line.

Delete

Use this to delete a line. A confirmation pop-up will be displayed.

Functions

Resequence (F5)

Use this to re-sequence the line number in intervals of 10.

Accept (F8)

Use this to accept and update the accounts entered.

Delete Journal (F11)

Use this to delete the journal. A confirmation pop-up will be displayed.

Update Line Descs (F16)

Use this to update all existing journal line details to the current value held in the Description field. The descriptions will then be re-displayed to allow you to review the updated line descriptions prior to writing the changes to the file.

Extension Code (F22)

Use this to toggle the Description field between the description entered and the extension code selected for the account.

When you have added or amended a line and then pressed Enter, you will see the posting details transferred to the list at the top of the window.

Once all entries have been made, select **Accept (F8)** to accept the journal.

Constant Journal Maintenance [2/GLJ]

See the Journal Maintenance Automatic Journals section for more information on constant journal maintenance.

Maintain Constant Journals Selection Window

To display this window, select the Maintain Constant Journal task.

Fields

Journal

Enter the code of the journal you want to add.

Description

Enter the journal description.

Type

Select one of the following to indicate the account type used for this journal:

Memo (M)

Fiscal (blank)

This value is displayed in the field headed **T** in the list of journals as either **M** or **blank**.

Reversal

You use this field to specify whether reversal posting is used.

Use this checkbox as follows:

Unchecked - If a normal journal posting is made to the applicable period only

Checked - If a journal posting is made to the applicable period and a reverse posting is made to a subsequent period

This value is displayed as either **0** or **1** in the field headed **R** in the list of journals.

Quantity

You use this field to specify whether a quantity is to be posted for this journal.

Use this checkbox as follows:

Checked - If quantities are to be posted

Unchecked - If quantities are not to be posted

This value is displayed as either **0** or **1** in the field headed **Q** in the list of journals.

Curr

Enter the currency of the posting.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Ctl. Value

Enter the control value for the postings.

IC

You use this field to specify whether the inter-company facility is to be used for this journal.

Use this checkbox as follows:

Checked - If the inter-company facility is to be used for this posting

Unchecked - If this journal does not use the inter-company facility

Start Period

If the posting of the journal is to commence in a specific period, enter that period.

End Period

If the posting of the journal is to end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post in every third period, for example, enter **3**.

Options

Select

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

To create or amend a journal, enter the necessary details and then press Enter.

Maintain Constant Journals Line Detail Window

To display this window, enter the journal details and then press Enter on the Maintain Constant Journals Selection window.

You use this window to maintain the posting account details for the automatic journal.

Fields

Account Code

Enter the account that you want to add as a posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

The description associated with the account code that you enter is displayed automatically, but can be changed.

Value

Enter the value to be posted to this account.

Line No

Enter the line number as required. A default is entered, but can be changed if necessary. You cannot enter an existing number.

Options

Select

Use this to amend a line.

Delete

Use this to delete a line. A confirmation pop-up will be displayed.

Functions

Resequence (F5)

Use this to re-sequence the line number in intervals of 10.

Accept (F8)

Use this to accept and update the accounts entered.

Delete Journal (F11)

Use this to delete the journal. A confirmation pop-up will be displayed.

Update Line Descs (F16)

Use this to update all existing journal line details to the current value held in the Description field. The descriptions will then be re-displayed to allow you to review the updated line descriptions prior to writing the changes to the file.

Change Total (F17)

Use this to change the control total for the postings. The Change Total pop-up will be displayed.

Extension Code (F22)

Use this to toggle the Description field between the description entered and the extension code selected for the account.

When you have added or amended a line and then pressed Enter, you will see the posting details transferred to the list at the top of the window.

Once all entries have been made, select **Accept (F8)** to accept. If the debit values do not add up to the control value, or if the credits do not equal the debits, you will see a warning message, prompting you to go back into the journal maintenance and rectify the problem. The control excludes postings to memo accounts.

Change Total Pop-Up

To display this pop-up, select **Change Total (F17)** on the Maintain Constant Journals Line Detail window.

Use this pop-up to amend the control total for the postings.

Field

Control Value

Enter the control value required.

Press Enter when you have entered the required control value to return to the Maintain Constant Journals Line Detail window.

Maintain Spread Journal [3/GLJ]

See the Journal Maintenance Automatic Journals section for more information on spread journal maintenance.

Maintain Spread Journals Selection Window

To display this window, Maintain Spread Journal task.

Fields

Journal

Enter the code of the journal you want to add.

Description

Enter the journal description.

Type

Select one of the following to indicate the account type used for this journal:

Memo (M)

Fiscal (blank)

This value is displayed in the field headed **T** in the list of journals as either **M** or **blank**.

Reversal

You use this field to specify whether reversal posting is used.

Use this checkbox as follows:

Unchecked - If a normal journal posting is made to the applicable period only

Checked - If a journal posting is made to the applicable period and a reverse posting is made to a subsequent period

This value is displayed as either **0** or **1** in the field headed **R** in the list of journals.

Quantity

You use this field to specify whether a quantity is to be posted for this journal.

Use this checkbox as follows:

Checked - If quantities are to be posted

Unchecked - If quantities are not to be posted

This value is displayed as either **0** or **1** in the field headed **Q** in the list of journals.

Curr

Enter the currency of the posting.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Spread Ctl

Enter the control value for the postings.

IC

You use this field to specify whether the inter-company facility is to be used for this journal.

Use this checkbox as follows:

Checked - If the inter-company facility is to be used for this posting

Unchecked - If this journal does not use the inter-company facility

Start Period

If the posting of the journal is to commence in a specific period, enter that period.

End Period

If the posting of the journal is to end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post in every third period, for example, enter **3**.

Options

Select

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

To create or amend a journal, enter the necessary details and then press Enter.

Maintain Spread Journals Line Detail Window

To display this window, enter the journal details and then press Enter on the Maintain Spread Journals Selection window.

You use this window to maintain the posting account details for the automatic journal.

Fields

Account Code

Enter the account that you want to add as a posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

The description associated with the account code that you enter is displayed automatically, but can be changed.

Factor

Enter the factor as a proportion of the spread control to be posted to this account.

Line No

Enter the line number as required. A default is entered, but can be changed if necessary. You cannot enter an existing number.

Options

Select

Use this to amend a line.

Delete

Use this to delete a line. A confirmation pop-up will be displayed.

Functions

Resequence (F5)

Use this to re-sequence the line number in intervals of 10.

Accept (F8)

Use this to accept and update the accounts entered.

Delete Journal (F11)

Use this to delete the journal. A confirmation pop-up will be displayed.

Update Line Descs (F16)

Use this to update all existing journal line details to the current value held in the Description field. The descriptions will then be re-displayed to allow you to review the updated line descriptions prior to writing the changes to the file.

Change Total (F17)

Use this to change the control total for the postings. The Change Total pop-up will be displayed.

Extension Code (F22)

Use this to toggle the Description field between the description entered and the extension code selected for the account.

When you have added or amended a line and then pressed Enter, you will see the posting details transferred to the list at the top of the window.

Once all entries have been made, select **Accept (F8)** to accept. If the debit values do not add up to the control value, or if the credits do not equal the debits, you will see a warning message, prompting you to go back into the journal maintenance and rectify the problem. The control excludes postings to memo accounts.

Change Total Pop-Up

To display this pop-up, select **Change Total (F17)** on the Maintain Spread Journals Line Detail window.

Use this pop-up to amend the control total for the postings.

Field

Control Value

Enter the control value required.

Press Enter when you have entered the required control value to return to the Maintain Constant Journals Line Detail window.

Maintain Apportionment Journal [4/GLJ]

See the Journal Maintenance Automatic Journals section for more information on apportionment journal maintenance.

Maintain Apportionment Journals Selection Window

To display this window, select the Maintain Apportionment Journal task.

Fields

Journal

Enter the code of the journal you want to add.

Description

Enter the journal description.

Type

Select one of the following to indicate the account type used for this journal:

Memo (M)

Fiscal (blank)

This value is displayed in the field headed **T** in the list of journals as either **M** or **blank**.

Reversal

You use this field to specify whether reversal posting is used.

Use this checkbox as follows:

Unchecked - If a normal journal posting is made to the applicable period only

Checked - If a journal posting is made to the applicable period and a reverse posting is made to a subsequent period

This value is displayed as either **0** or **1** in the field headed **R** in the list of journals.

Quantity

You use this field to specify whether a quantity is to be posted for this journal.

Use this checkbox as follows:

Checked - If quantities are to be posted

Unchecked - If quantities are not to be posted

This value is displayed as either **0** or **1** in the field headed **Q** in the list of journals.

Curr

Enter the currency of the posting.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate Code

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Spread Ctl

Enter the control value for the postings.

Ctl Acct

Enter a control account for the postings.

Alternatively, use the prompt facility to select from the Select Account pop-up.

IC

You use this field to specify whether the inter-company facility is to be used for this journal.

Use this checkbox as follows:

Checked - If the inter-company facility is to be used for this posting

Unchecked - If this journal does not use the inter-company facility

Start Period

If the posting of the journal is to commence in a specific period, enter that period.

End Period

If the posting of the journal is to end in a specific period, enter that period.

Base

Use this checkbox as follows:

Unchecked - If currency postings are to be used

Checked - If the postings are in base currency

In this case, the Curr field must be left blank.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post in every third period, for example, enter **3**.

Ext

This field is only displayed if the Use Account Code Extensions? field is **checked** on the company profile.

Use this checkbox as follows:

Unchecked - If no extension code is required for the control account

Checked - If an extension code is required for the control account

Options

Select

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

To create or amend a journal, enter the necessary details and then press Enter to display the Maintain Apportionment Journals Line Detail window.

Maintain Apportionment Journals Line Detail Window

To display this window, enter the journal details and then press Enter on the Maintain Apportionment Journals Selection window.

You use this window to maintain the posting account details for the automatic journal.

Fields

Account Code

Enter the account that you want to add as a posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

The description associated with the account code that you enter is displayed automatically, but can be changed.

Factor

Enter the factor as a proportion of the spread control to be posted to this account.

Line No

Enter the line number as required. A default is entered, but can be changed if necessary. You cannot enter an existing number.

Options

Select

Use this to amend a line.

Delete

Use this to delete a line. A confirmation pop-up will be displayed.

Functions

Resequence (F5)

Use this to re-sequence the line number in intervals of 10.

Accept (F8)

Use this to accept and update the accounts entered.

Delete Journal (F11)

Use this to delete the journal. A confirmation pop-up will be displayed.

Update Line Descs (F16)

Use this to update all existing journal line details to the current value held in the Description field. The descriptions will then be re-displayed to allow you to review the updated line descriptions prior to writing the changes to the file.

Change Total (F17)

Use this to change the control total for the postings. The Change Total pop-up will be displayed.

Extension Code (F22)

Use this to toggle the Description field between the description entered and the extension code selected for the account.

When you have added or amended a line and then pressed Enter, you will see the posting details transferred to the list at the top of the window.

Once all entries have been made, select **Accept (F8)** to accept. If the debit values do not add up to the control value, or if the credits do not equal the debits, you will see a warning message, prompting you to go back into the journal maintenance and rectify the problem. The control excludes postings to memo accounts.

Change Total Pop-Up

To display this pop-up, select **Change Total (F17)** on the Maintain Apportionment Journals Line Detail window.

Use this pop-up to amend the control total for the postings.

Field

Control value

Enter the control value required.

Press Enter when you have entered the required control value to return to the Maintain Apportionment Journals Line Detail window.

Maintain Cost Allocation Journal [5/GLJ]

Cost allocation journals allow you to allocate costs from an account or a series of accounts (source accounts) to a generated account or set of generated accounts (target accounts) based on the contents of a third account or range of accounts (factor accounts).

Two cost allocation journal tasks are provided. The first, the Maintain Cost Allocation Journal task, sets up and performs a simple allocation. The Maintain Advanced Cost Allocation Journal adds the following facilities:

- The ability to allocate across companies
- The ability to work in a currency other than base
- The ability to link any factorisation level with a different target level
- The ability to use multiple source and factorisation rules

By way of an example, the standard journal can be used to allocate the costs of a marketing department to product costs based on product sales.

An advanced example would be the allocation of head office costs to a series of projects based on the days worked on each project. This could be set up so that no journal maintenance is required when new projects occur or old ones are completed.

For cost allocation journals to be effective, specific account relationships must exist in the Chart of Accounts; relationships between the source, factor and target accounts.

The following example shows how you can set up a simple cost allocation journal. The Head Office of a company receives an invoice for electricity at the end of the quarter, which comes to $1,000.00.

The electricity charge must now be allocated to various departments within the company. However, since each department has a differing number of employees, the electricity charge must be allocated in accordance with the head count of each individual department.

Source Account	Received Value
CAH05021	1000

Factor Accounts	Target Accounts
CAD1HCNT	CAD15022
CAD2HCNT	CAD25022
CAD3HCNT	CAD35022
CAD4HCNT	CAD45022
CAD5HCNT	CAD55022
CAD6HCNT	CAD65022
CAD7HCNT	CAD75022

Factor Accounts	Target Accounts
CAD8HCNT	CAD85022
CAD9HCNT	CAD95022
CAD0HCNT	CAD05022

Assume the following value is posted: $1,000 to the source account CAHO5021 as an electricity charge.

Assume the following head counts are posted:

Factor Accounts	Headcount Value
CAD1HCNT	10
CAD2HCNT	15
CAD3HCNT	8
CAD4HCNT	15
CAD5HCNT	12
CAD6HCNT	5
CAD7HCNT	6
CAD8HCNT	11
CAD9HCNT	4
CAD0HCNT	14
	Total: 100

These accounts are the factor accounts that will be the basis of the allocation.

In addition to the factor accounts, it is also necessary to have target accounts ready to receive the calculated postings. For the purpose of this example, they will be:

Target Accounts	
CAD15022	For department 1
CAD25022	For department 2
CAD35022	For department 3
CAD45022	For department 4

Target Accounts	
CAD55022	For department 5
CAD65022	For department 6
CAD75022	For department 7
CAD85022	For department 8
CAD95022	For department 9
CAD05022	For Head Office

These accounts will receive the allocation of the electricity charge. Note that the target accounts and the factoring accounts have account levels 1 and 2 in common, i.e. a relationship.

Note: *It is important that these relationships or links exist in the Chart of Accounts.*

Set Up Default and Unallocated Accounts

When using the Maintain Cost Allocation Journal task you will notice that you cannot enter default or unallocated accounts for postings while you are setting up the journal itself (unlike the advanced version).

Caution: Because of this, the defaults must be entered in advance. This procedure is mandatory. You cannot use the Maintain Cost Allocation Journal task without completing it.

First, decide on which accounts you want to use as the following:

- Default account for fiscal journals
- Default account for memorandum journals
- Unallocated account for fiscal journals
- Unallocated account for memorandum journals

Make a note of the account numbers, including all extension codes. Then set up those accounts within the Maintain Parameters task **(32/GLA)** under type CSTA. (See the GL Audit and Other Maintenance chapter of this product guide for details.)

Maintain Cost Allocation Journals Selection Window

To display this window, Maintain Cost Allocation Journal task.

The cost allocation journal must be set up, specifying how, from where and to where the calculations are to be made. Any journals already defined to the system are displayed.

Fields

Position to Journal

Use this to position the display at a selected journal.

Options

Maintain

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

Functions

Add a Journal (F10)

Use this to add a new journal.

Select the Maintain option or select **Add a Journal (F10)** to display the Maintain Cost Allocation Journal pop-up.

Maintain Cost Allocation Journal Pop-up

To display this pop-up, either select **Add a Journal (F10**) to create a journal, or select an existing journal to be maintained on the Maintain Cost Allocation Journals Selection window.

You use this pop-up to create a new cost allocation journal or maintain an existing one.

Fields

Journal reference

Enter a unique reference name for the journal, using up to 6 characters.

Description

Enter a description of the journal, using up to 30 characters.

Reversing

Use this checkbox as follows:

Unchecked - For a normal journal that posts to the applicable period only

Checked - For a journal posting to the applicable period and a reverse posting to a subsequent period

Fiscal or Memo

Select one of the following to indicate the type of journal:

Fiscal (blank)

Memo (M)

These display as **blank** and **M** respectively for existing journals

The table below shows, for each type of account, whether the journal type has to be fiscal or memo, or whether it can be either:

Journal Tye:	Memo	Fiscal
Source Accounts	Memo/fiscal	Memo/fiscal
Contra Accounts	Memo/blank	Fiscal/blank
Target Accounts	Memo	Fiscal
Unallocated Accounts	Memo	Fiscal
Default Accounts	Memo	Fiscal
Factor Accounts	Memo/fiscal	Memo/fiscal

Note: *That for source accounts, if the contra account is blank, the journal type must be the same as the source account. If the contra account is not blank, the journal type can be either memo or fiscal.*

Start Period

If the posting of the journal should commence in a specific period, enter that period.

End Period

If the posting of the journal should end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post a journal every three periods, for example, enter **3**.

Contra Account

You can optionally enter the account number of the contra account, up to 12 characters in length. It must be a valid account set up on the Chart of Accounts. If extension codes have been set for the account, you must enter them.

If you specify a contra account, reverse postings will occur to this account and the original value of the source accounts will be left intact. Contra accounts are used by fiscal journals only.

You can use the prompt facility to select from the Select Contra Account pop-up.

Source Rules Basis

Select one of the following:

Value (1) - For apportionment calculations made by value

Qty (2) - For apportionment calculations made by quantity

Both (3) - For apportionment calculations made using both methods

General Ledger accounts can hold quantities and values. For example, a sales account might have the values of the sales you have made and the units sold. The source rules basis facility gives you the choice of whether to apportion figures by value, quantity or both.

Factorisation Rules Basis

Select one of the following:

Value (1) - For factorisation calculations made by value

Quantity (2) - For factorisation calculations made by quantity

Only one method of factorisation may be set up since it is impossible to have two ratios for the processing of values across a range of accounts.

Functions

Update (F8)

This is only displayed after source and factorisation rules have been entered.

Select this to complete the updates to the rule.

After entering or amending the values, press Enter. If this is a new journal, the Maintain Source Rule Ledger Select pop-up is displayed. If this is an existing journal, the Maintain Source Rule pop-up is displayed.

When rules have been entered, select **Update (F8)** to complete the updates to the rules.

Maintain Source Rule Ledger Select Pop-up

To display this pop-up, if you are creating a new rule, enter the details and then press Enter on the Maintain Cost Allocation Journal pop-up.

Field

Ledger

Select the ledger you wish to use.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Press Enter to display the Maintain Source Rule pop-up.

Maintain Source Rule Pop-up

To display this pop-up, if you are adding a new journal, press Enter on the Maintain Source Rule Ledger Select pop-up. If you are maintaining an existing journal, press Enter on the Maintain Cost Allocation journal window.

Fields

Description

Enter the description for the rule's range of accounts, using up to 30 characters.

Percentage

Enter the percentage of the value to be picked up by this journal.

Level Codes

From

Enter the first level code in the range of codes you want to have included for this level. Leave this field and the corresponding To field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select From Level Code pop-up.

To

Enter the last level code in the range of codes you want to have included for this level. Leave this field and the corresponding From field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select To Level Code pop-up.

Functions

Change Ledger (F16)

Use this if you decide to change the ledger. The Maintain Source Rule Ledger Select pop-up is displayed.

Press Enter to validate the entries and then select **Update (F8)** to update the rules. For a new rule, the Maintain Factorisation Rule Ledger Select pop-up is displayed. For an existing rule, the Maintain Factorisation Rule pop-up is displayed.

Maintain Factorisation Rule Ledger Select Pop-up

To display this pop-up, if you are creating a new rule, press Enter on the Maintain Source Rule pop-up.

Field

Ledger

Select the ledger you wish to use.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Press Enter to display the Maintain Factorisation Rule pop-up.

Maintain Factorisation Rule Pop-up

Note: *See the Factorisation Explanation section for more information.*

To display this pop-up, if you are adding a new journal, you select a ledger on the Maintain Factorisation Rule Ledger Select pop-up. If you are maintaining an existing journal, select Update (F8) on the Maintain Source Rule pop-up.

You use this pop-up to add description and factorisation rules details for the selected source rules.

Fields

Description

Enter the description for the rule's range of accounts, using up to 30 characters.

Level Codes

From

Enter the first level code in the range of codes you want to have included for this level. Leave this field and the corresponding To field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select From Level Code pop-up.

To

Enter the last level code in the range of codes you want to have included for this level. Leave this field and the corresponding From field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select To Level Code pop-up.

Target

Enter the level code appropriate to the unallocated target account that you want the factorised values to be sent.

If the level code is to be the same as the code expressed in the level code range, enter **=**. Clearly, one of the target level codes must differ from the level codes specified in the level code range.

You can use the prompt facility to select from the Select Level Code - Level *n* pop-up.

Make any changes required and then press Enter followed by **Update (F8)** to update the journal and return to the Maintain Cost Allocation Journal pop-up. Select **Update (F8)** to complete the update of the journal.

Maintain Advanced Cost Allocation Journal [6/GLJ]

Cost allocation journals allow you to allocate costs from an account or a series of accounts (source accounts) to a generated account or set of generated accounts (target accounts) based on the contents of a third account or range of accounts (factor accounts).

Two cost allocation journal tasks are provided. The Maintain Cost Allocation Journal task sets up and performs a simple allocation. The Maintain Advanced Cost Allocation Journal task adds the following facilities:

- The ability to allocate across companies
- The ability to work in a currency other than base
- The ability to link any factorisation level with a different target level
- The ability to use multiple source and factorisation rules

By way of an example, the standard journal can be used to allocate the costs of a marketing department to product costs based on product sales.

An advanced example would be the allocation of head office costs to a series of projects based on the days worked on each project. This could be set up so that no journal maintenance is required when new projects occur or old ones are completed.

You will find more fields available on the first window than are available using the Maintain Standard Cost Allocation Journal task. This section includes an explanation of these.

Factorisation Explanation

Specified factor accounts will have their results posted to specified target accounts.

The object is to take the values from the source accounts, factorise them using the factor accounts, and post the resultant values to the target accounts.

The system will search down the list of factor accounts for the first account to process. The value against that account will be the numerator for the factorisation.

The denominator is worked out by taking the sub-totals of each combination of accounts with the links.

The first denominator is accessed. Then the first numerator is accessed, with the links to specify its position in the account. Finally the account is accessed.

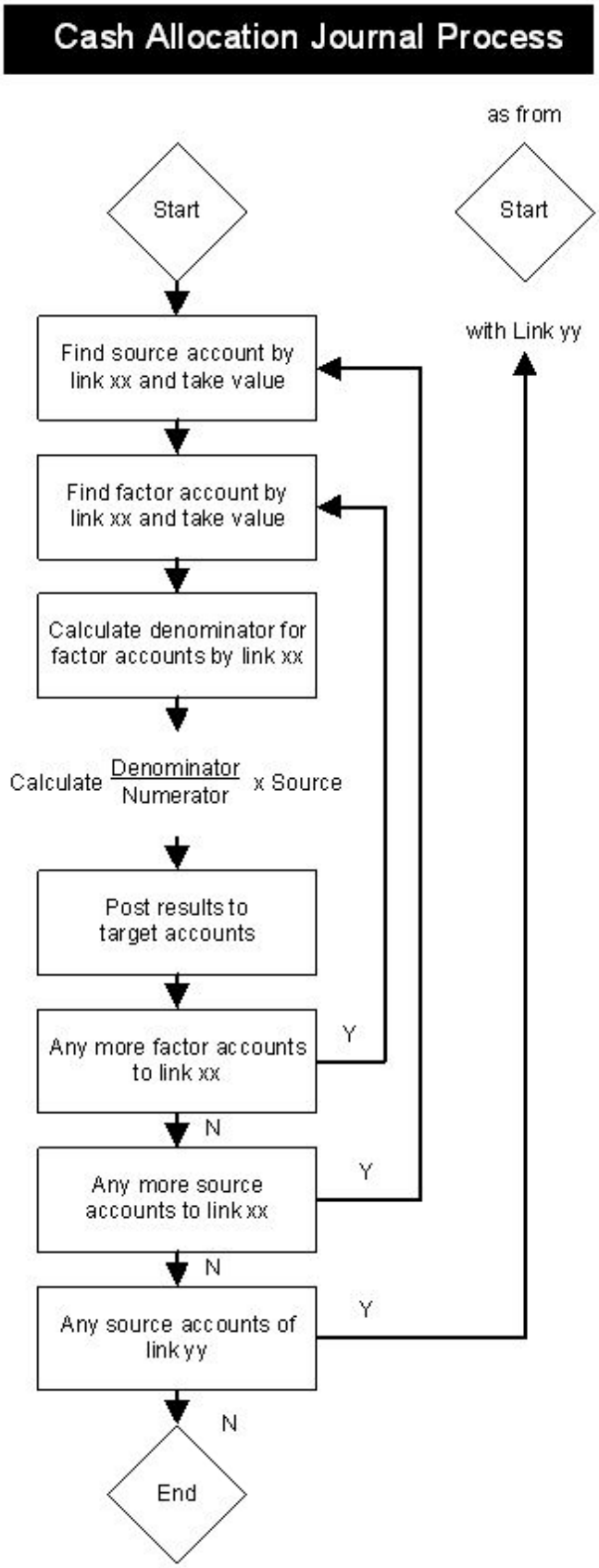
The calculation is then done, and the result posted to the target account specified against the generated factor account.

The next numerator is then processed.

The program will then loop back to process another allocation. It will first look to see if there are any more factor accounts with like links to the previous account.

Once all the accounts have been exhausted, the program will return to the source accounts and search for the next source account with a like combination of links. Calculations are then carried out using all applicable factor accounts until they are exhausted.

When the source accounts with the links are exhausted, it will go on and change the lowest level link and search for the factor accounts with the new combination of links. Were all the lower level links exhausted, the higher-level link would be changed and a search continued on the new combination. The following diagram shows how the process works:


Cash Allocation Journal Process
as from
Start
Start
with Link yy
Find source account by link xx and take value
Find factor account by link xx and take value
Calculate denominator for factor accounts by link xx
Calculate Denominator / Numerator x Source
Post results to target accounts
Any more factor accounts to link xx
Y
N
Any more source accounts to link xx
Y
N
Any source accounts of link yy
Y
N
End

Links and Multiple Rules

The use of linking account level codes across ranges of source and factorisation accounts has been demonstrated in this section, as has the use of multiple source and factorisation rules. However, the two can be used in tandem.

- Source rule #1

Level	Description	Length	Link
1	Department	3	1
2	Expense	5	

- Source rule #2

Level	Description	Length	Link
1	Division	2	
2	Department	3	1
3	Expense	5	

Here links have been set up in two ranges of source accounts. Although they have different levels, the codes are of the same length and refer to the same thing, *i.e.* department. This use of different levels is acceptable, so long as the length of the codes is the same.

- Sub-totals are generated by department and fed into the factorisation accounts.
- Factorisation rule #1

Level	Description	Length	Link
1	Division	2	
2	Department	3	1
3	Expense	5	

Each factorisation rule would cover a different range of accounts.

The link must be set up for level codes of the same length and with the same meaning (i.e. department).

Maintain Cost Allocation Journals Selection Window

To display this window, select the Maintain Advanced Cost Allocation Journal task.

Use this window to add or amend details of cost allocation journals.

Fields

Position to Journal

Use this to position the display at a selected journal.

Options

Maintain

Use this to amend a journal. The current details will be displayed for amendment in the appropriate fields.

Copy

Use this to copy the details of an existing journal.

Delete

Use this to delete a journal. A confirmation pop-up will be displayed.

Functions

Add a Journal (F10)

Use this to add a new journal.

Select Maintain or select **Add a Journal (F10)** to display the Maintain Cost Allocation Journal pop-up.

Maintain Cost Allocation Journal Pop-up

To display this pop-up, either select **Add a Journal (F10)** to create a journal, or select an existing journal to be maintained on the Maintain Cost Allocation Journals Selection window.

Use this pop-up to amend details of a selected cost allocation journal.

Fields

Journal Reference

Enter a unique reference name for the journal, using up to 6 characters.

Description

Enter a description of the journal, using up to 30 characters.

Journal Group

If the journal is part of a group, that group is displayed here.

Inter-company

Check this if the journal is to use inter-company posting.

Reversing

Use this checkbox as follows:

Unchecked - For a normal journal that posts to the applicable period only

Checked - For a journal posting to the applicable period and a reverse posting to a subsequent period

Fiscal or Memo

Select one of the following to indicate the type of journal:

Fiscal (blank)

Memo (M)

These display as **blank** and **M** respectively for existing journals.

The table below shows, for each type of account, whether the journal type has to be fiscal or memo, or whether it can be either:

Journal Tye:	Memo	Fiscal
Source Accounts	Memo/fiscal	Memo/fiscal
Contra Accounts	Memo/blank	Fiscal/blank
Target Accounts	Memo	Fiscal
Unallocated Accounts	Memo	Fiscal
Default Accounts	Memo	Fiscal
Factor Accounts	Memo/fiscal	Memo/fiscal

Note: *That for source accounts, if the contra account is blank, the journal type must be the same as the source account. If the contra account is not blank, the journal type can be either memo or fiscal.*

Currency

Enter the appropriate currency, or leave this field blank for all currencies.

You can use the prompt facility to select from the Select Currency pop-up.

Rate Code

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Currency Rate pop-up.

Start Period

If the posting of the journal should commence in a specific period, enter that period.

End Period

If the posting of the journal should end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post a journal every three periods, for example, enter **3**.

Contra Account

You can optionally enter the account number of the contra account, up to 12 characters in length. It must be a valid account set up on the Chart of Accounts. If extension codes have been set for the account, you must enter them.

If you specify a contra account, reverse postings will occur to this account and the original value of the source accounts will be left intact. Contra accounts are used by fiscal journals only.

You can use the prompt facility to select from the Select Contra Account pop-up.

Default Account

You can optionally enter the account number of the default account, up to 12 characters in length. It must be a valid account set up on the Chart of Accounts. If extension codes have been set for the account, you must enter them.

The default account is the account to which amounts will be posted if the generated target account is invalid (for example, it may not exist).

You can use the prompt facility to select from the Select Default Account pop-up.

Unallocated Account

You can optionally enter the account number of the unallocated account, up to 12 characters in length. It must be a valid account set up on the Chart of Accounts. If extension codes have been set for the account, you must enter them.

The unallocated account will hold posted transactions from those accounts in the range of source accounts that have no specified factorisation accounts with which to link and so cannot be apportioned or factorised.

You can use the prompt facility to select from the Select Unallocated Account pop-up.

Source Rules Basis

Select one of the following:

Value (1) - For apportionment calculations made by value

Qty (2) - For apportionment calculations made by quantity

Both (3) - For apportionment calculations made using both methods

General Ledger accounts can hold quantities and values. For example, a sales account might have the values of the sales you have made and the units sold. The source rules basis facility gives you the choice of whether to apportion figures by value, quantity or both.

Source Rules Period Lag

Enter the number of periods previous to the current period from which values will be reported. It is expected, but not vital, that the number of periods would be less than the number in your financial year.

Factorisation Rules Basis

Select one of the following:

Value (1) - For factorisation calculations made by value

Quantity (2) - For factorisation calculations made by quantity

Only one method of factorisation may be set up since it is impossible to have two ratios for the processing of values across a range of accounts.

Factorisation Rules Period Lag

Enter the number of periods previous to the current period from which values are to be reported. It is expected, but not vital, that the number of periods would be less than the number in your financial year.

Maintain Source Rules

Check this to maintain source rules on the Maintain Source Rules pop-up.

Maintain Factorisation Rules

Check this to maintain factorisation rules on the Maintain Factorisation Rules pop-up.

Press Enter. If you checked the Maintain Source Rules field, the Maintain Source Rules Ledger Select pop-up is displayed.

Maintain Source Rule New Ledger Pop-up

This pop-up is displayed if you have checked the Maintain Source Rules field and then pressed Enter on the Maintain Cost Allocation Journal pop-up and you are creating a new rule.

Fields

Ledger

Select a ledger for the accounts to be used.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Press Enter to display the Maintain Source Rule pop-up.

Maintain Source Rule Ledger Select Pop-up

This pop-up is displayed if you have checked the Maintain Source Rules field and then pressed Enter on the Maintain Cost Allocation Journal pop-up and rules already exist.

Options

Select

Use this to select existing source rules for amendment for a ledger. The Maintain Source Rules pop-up is displayed.

Copy

Use this to copy the details of an existing rule.

Delete

Use this to delete rules. A confirmation pop-up will be displayed.

Functions

Add (F10)

Use this to add a rule. The Maintain Source Rule New Ledger pop-up is displayed.

Select or copy an existing rule or use **Add (F10)** to create a new rule. The Maintain Source Rule pop-up is displayed.

When all rules have been entered, select **Previous (F12)**. The Maintain Cost Allocation Journal pop-up is re-displayed.

Maintain Source Rule Pop-up

To display this pop-up, select or copy an existing rule or use Add (F10) to create a new rule on the Maintain Source Rules Ledger Select pop-up.

Alternatively, press Enter on the Maintain Source Rule New Ledger pop-up.

Fields

Description

Enter the description for the rule's range of accounts, using up to 30 characters.

Percentage

Enter the percentage of the value to be picked up by this journal.

Level Codes

From

Enter the first level code in the range of codes you want to have included for this level. Leave this field and the corresponding To field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select From Level Code pop-up.

To

Enter the last level code in the range of codes you want to have included for this level. Leave this field and the corresponding From field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select To Level Code pop-up.

Link

Enter one of the following:

1 - If you want the code to be linked

Note: *You can link more than one level.*

2 - For the next linked level

3 - For the third linked level, and so on

A linked level code for a range of source accounts will link to a level code within the range of factor accounts. It will also result in a list of subtotals being taken by that level code. Each subtotal will then be factorised by the same level code in the range of factor accounts.

Unalloc. Target

Enter the level code appropriate to the unallocated target account to which you want the factorised values to be sent.

If the level code is to be the same as the code expressed in the level code range, enter **=**. Clearly, one of the target level codes must differ from the level codes specified in the level code range.

You can use the prompt facility to select from the Select Level Code - Level *n* pop-up.

Note: *Two links do not have to be the same type, merely the same length. However, it would be illogical to link and allocate to accounts on the basis of totally different links.*

Press Enter to validate your entries and then select **Update (F8)** to update the rules and re-display the Maintain Source Rules Ledger Select pop-up. Select or add another ledger or select **Previous (F12)** if no more rules are required.

Maintain Factorisation Rule New Ledger Pop-up

This pop-up is displayed if you have checked the Maintain Factorisation Rules field and then pressed Enter on the Maintain Cost Allocation Journal pop-up and you are creating a new rule.

It is also displayed if rules do exist and you select **Add (F10)** to add a new ledger on the Maintain Factorisation Rule Ledger Select pop-up.

Fields

Ledger

Select a ledger for the accounts to be used.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Factor Company

This field is only displayed if the Inter-company field is **checked** on the Maintain Cost Allocation Journal pop-up.

Select the company for the ledger.

Alternatively, use the prompt facility to select from the Select Target Company pop-up.

Press Enter to display the Maintain Factorisation Rule pop-up.

Maintain Factorisation Rule Ledger Select Pop-up

This pop-up is displayed if you have checked the Maintain Factorisation Rules field and then pressed Enter on the Maintain Cost Allocation Journal pop-up and rules already exist.

Options

Select

Use this to select existing factorisation rules for amendment. The Maintain Factorisation Rule pop-up is displayed.

Copy

Use this to copy the details of an existing rule.

Delete

Use this to delete rules. A confirmation pop-up will be displayed.

Functions

Add (F10)

Use this to add a rule. The Maintain Factorisation Rule New Ledger pop-up is displayed.

Select or copy an existing rule or select **Add (F10)** to create a new rule. The Maintain Factorisation Rule New Ledger pop-up is displayed.

When all rules have been entered, select **Previous (F12)**. The Maintain Cost Allocation Journal pop-up is displayed.

Maintain Factorisation Rule Pop-up

To display this pop-up, select or copy an existing rule or select **Add (F10)** to create a new rule on the Maintain Factorisation Rules Ledger Select pop-up.

Alternatively, press Enter on the Maintain Factorisation Rule New Ledger pop-up.

You use this pop-up to add description and factorisation rules details for the selected source rules.

Fields

Description

Enter the description for the rule's range of accounts, using up to 30 characters.

Target Company

This field is only displayed if the Inter-company field is **checked** on the Maintain Cost Allocation Journal pop-up.

Select the company.

Alternatively, use the prompt facility to select from the Select Target Company pop-up.

Level Codes

From

Enter the first level code in the range of codes you want to have included for this level. Leave this field and the corresponding To field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select From Level Code pop-up.

To

Enter the last level code in the range of codes you want to have included for this level. Leave this field and the corresponding From field blank to accept all level codes for this level.

You can use the prompt facility to select from the Select To Level Code pop-up.

Link

Enter one of the following:

1 - If you want the code to be linked

***Note**: You can link more than one level.*

2 - For the next linked level

3 - For the third linked level, and so on

A linked level code for a range of source accounts will link to a level code within the range of factor accounts. It will also result in a list of subtotals being taken by that level code. Each subtotal will then be factorised by the same level code in the range of factor accounts.

Target

Enter the level code appropriate to the unallocated target account to which you want the factorised values to be sent.

If the level code is to be the same as the code expressed in the level code range, enter **=**. Clearly, one of the target level codes must differ from the level codes specified in the level code range.

You can use the prompt facility to select from the Select Level Code - Level *n* pop-up.

***Note:** Two links do not have to be the same type, merely the same length. However, it would be illogical to link and allocate to accounts on the basis of totally different links.*

Press Enter to validate your entries and then select **Update (F8)** to update the rules and re-display the Maintain Factorisation Rules Ledger Select pop-up. You can select or add another ledger or select **Previous (F12)** if no more rules are required.

Maintain Journal Group [7/GLJ]

The posting of series of linked journals can be a complex task. If journals are posted in the wrong sequence, the results will be incorrect. To avoid this possibility, you can use the facility provided here to set up your journals in a group, ensuring that they are processed correctly.

For example, you may want to post a constant journal to an account prior to running an apportionment journal over it.

Journal Group Maintenance Selection Window

To display this window, select the Maintain Journal Group task.

Existing journal groups are displayed. Select a journal group for amendment on this window.

Fields

Journal Group

Enter the code of the new journal group.

Description

Enter the journal group description as required.

Reversing

Enter one of the following:

0 - For a normal journal posting to the applicable period only

1 - For a journal posting to the applicable period and a reverse posting to a subsequent period

Currency

Enter the currency of the posting.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Rate

If this is a currency journal, enter the rate code to be used to decide the base value.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Start Period

If posting should commence in a specific period, enter that period.

End Period

If posting should end in a specific period, enter that period.

Frequency

If the posting of the journal should only occur at periodic intervals, enter the number of periods. To post every three periods, for example, enter **3**.

Options

Select

Use this to amend a journal group.

Delete

Use this to delete a journal group. A confirmation pop-up is displayed.

Select a group to maintain or set up a new group. Press Enter to display the Journal Groups Define Maintenance window, which enables you to define journals to that group.

Journal Groups Define Maintenance Window

To display this window, either select a group to maintain, or set up a new group and then press Enter on the Journal Group Maintenance Selection window.

You use this window to define journals to selected journal groups.

Note: *A journal can belong to only one journal group.*

Fields

Journal

Enter the code for the journal to be added to this group.

Alternatively, use the prompt facility to select from the Predefined Journals pop-up. If you have not selected a journal type in the Type field, you will first be prompted to select the journal type.

Sequence

As long as you enter the journals in the correct sequence, the default value can be left unchanged. Amend this as necessary to re-sequence journals.

Type

Select one of the following to indicate the type of journal being added to the group:

Constant journal (2)

Apportionment journal (4)

Cost allocation journal (5)

The types can be mixed within one journal group.

Options

Select

Use this to amend a journal group.

Delete

Use this to delete a journal group. A warning pop-up is displayed after which **Confirm Delete (F11)** must be taken to complete the deletion.

Functions

Resequence (F5)

Use this to re-sequence the journals in steps of 10.

Accept (F8)

Use this to update the journal group when all changes have been made.

Confirm Delete (F11)

Use this to confirm the deletion of lines already selected for deletion using the **Delete** option.

Select **Update (F8)** when all changes have been made.

Report on Standing Journal [21/GLJ]

Use this task to print a report of all journals of the selected type for this company.

Select Confirm Submit (F8) to submit the batch job to produce the print.

Report on Constant Journal [22/GLJ]

Use this task to print a report of all journals of the selected type for this company.

Select Confirm Submit (F8) to submit the batch job to produce the print.

Report on Spread Journal [23/GLJ]

Use this task to print a report of all journals of the selected type for this company.

Select Confirm Submit (F8) to submit the batch job to produce the print.

Report on Apportionment Journal [24/GLJ]

Use this task to print a report of all journals of the selected type for this company.

Select Confirm Submit (F8) to submit the batch job to produce the print.

Report on Cost Allocation Journal [25/GLJ]

Use this task to print a report of all journals of the selected type for this company.

Print Cost Allocation Journals Window

To display this window, select the Report on Cost Allocation Journal task.

Fields

Opt

Use this to **check** the journals you wish to print.

Functions

Print All (F15)

Use this to select all journals for printing.

De-select All (F18)

Use this to de-select all journals.

Press Enter and then select **Confirm (F8)** to submit a job to print the selected journals.

Chapter 9 Journal Processing

Journal Processing User Journals

This procedure enables you to enter a journal to post transactions to the General Ledger. This procedure is common to the following journals and tasks.

General

This posts journals to the general journal.

Inter-company

This enables you to post values from one company to another.

Prior Period

This enables you to post values to a prior period.

Statistics

As well as for posting quantities, the journal is useful for posting ratio data to memo accounts, which can be used in cost allocation journals. An example of where it can be used is to register departmental floor area for the allocation of rent.

Journal Reversal

This enables you to correct a journal entered in error by entering the document type and journal reference of the incorrect journal. When you press Enter, the system displays a journal that is already completed with the correct entries for reversing out the original entry.

Post Correcting Tax Transactions

This GL utility task enables you to make amendments to GL accounts posted with an incorrect tax code. It is described in the Utilities chapter.

Journal Processing Automatic Journals

Automatic and semi-automatic journals are those which have some posting details (account, value or both) set up in advance, using one of the journal maintenance tasks. This processing task enables you to post an automatic or semi-automatic journal.

This procedure is relevant only for the following journal types:

- Standing
- Constant
- Spread
- Apportionment

Reversing a journal involves the same processes as posting a normal journal, but with an extra field, the reversal period. This field will default to the period immediately after the posting period; the period may, of course, be changed to any future period.

Reversing Journal Extra Field

Reversal Period

This field is only displayed when Journal Reversal is selected. The Reversal Period field enables you to post values within the current period and to reverse those values out again in a subsequent period, for example, accruals or reserves or pre-payments.

The reversed value is posted immediately to the reversal period and is, therefore, available for enquiries and reports.

Reversing journals can be of six journal types:

- General journal
- Standing journal
- Constant journal
- Spread journal
- Apportionment journal
- Cost allocation journal

Post General Journal [1/GLP]

General Journals Header Window

To display this window, select the Post General Journal task.

You use this task to post general journals.

Fields

Journal Reference

Enter the reference name given to the journal, using up to 8 characters.

If a previously suspended general journal reference is entered, that journal will be recalled for completion and no further details are required. A General Ledger period cannot be closed if there are any outstanding suspended journals.

Note: *If journal references are being automatically generated, this field is not displayed. See the Country-specific Parameters section in the Utilities chapter for a more detailed explanation.*

Description

Enter a description for the journal, using up to 30 characters.

Control Value

Enter the control amount for the general journal. This is used to balance the detail debit postings.

Values are only controlled on postings to fiscal accounts, not memorandum accounts. Should you be entering a journal to memorandum accounts only, the control value must be zero.

Currency

For a multi-currency ledger, enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Journal Date

The current date is displayed, but can be overridden.

Tax Content Type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

External Reference

You can optionally enter an external reference as required.

Posting Period

The current period is displayed, but can be overridden. It must be in the format YYYYPP.

Tax Point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If you want the entered quantity to increment this value

Checked - If you want the entered quantity to supersede the existing value

Cross Period

This field will only be displayed if you are authorised to post cross-period journals.

Check this field to enter a period against each dissection line. This will result in the creation of several journals, one for each period, with balancing postings being made automatically to the prior and future suspense accounts defined in the General Ledger company profile.

Functions

Suspended (F16)

Use this to retrieve suspended journals for further processing. The Suspended Journal pop-up is displayed.

***Note**: This is only displayed if Auto-generate General Journal References is set on (see Country-specific Parameter 40).*

Override Rate Code (F17)

Use this to override the exchange rate for the displayed currency with a new rate, or rate code or target value. The Override Conversion Parameters pop-up is displayed.

***Note:** Where the source and target currencies are both Euro currencies, no override is permitted.*

Press Enter to check your entries and to display the General Journals Dissection window, where you enter the item breakdown of the transaction.

Suspended Journal Pop-up

To display this pop-up, select Suspended (F16) on the General Journals Header window.

Field

Enter Reference

Enter the reference of a suspended journal.

Press Enter to display the General Journal Dissections window where the suspended journal may be completed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate Code (F17)** on the General Journals Header window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter any one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided
- The target value: the conversion rate will be calculated by the system

Note: *Where both the source and target currencies are Euro, you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate to achieve the target currency value

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

Note: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.

Source to Euro

Note*: This field is displayed when either the source or target currency is a currency IN the Euro* Zone.

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Target Currency Value

Enter the target currency value. The system will calculate the rate.

Note: *Only the variable part of the rate displays if the currencies are Euro OUT/IN or IN/OUT.*

Press Enter to see the rate applied to the converted currencies.

General Journals Dissection Window

To display this window, press Enter on the General Journals Header window.

For selected accounts, use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been selected in the Tax Content Type field on the General Journals Header window.
- If the GL account has a tax code assigned to it, that code must be used. A tax code is assigned to a GL Account via the Maintain Accounts task.
- In the Post Correcting Tax Transactions task, any combination of tax code and GL Account may be entered. This option is available if the GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the Tax Content Type General Journals Header window and will be blank, P, or S. If the journal has a tax element, but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL account with tax and type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on general journals, a tax code and tax type must be entered. The tax value must be entered into the tax value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the General Journals Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This checkbox is only displayed if the Supersede Quantities field is **checked** on the General Journals Header window. **Check** this field to set the quantity to zero.

Cross Period

If you **checked** this field on the General Journals Header window, it will be **checked** by default on this window but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods, either equally, or based upon the spread profile entered on the pop-up.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Suspend (F16)

Use this to suspend a journal. The details entered are stored by application, but are not posted to the General Ledger.

Control (F18)

Use this to re-display the General Journals Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this to toggle between account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

The software checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Post Standing Journal [2/GLP]

Use this task to post a standing journal.

Post Standing Journal Selection Window

To display this window, select the Post Standing Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate for use by authorised users. You cannot suspend a prior period journal.

Doc Date

The current date is displayed, but can be overridden.

Select your journal and then press Enter to display the Post Standing Journal Value window.

Post Standing Journal Value Window

To display this window, select a journal and then press Enter on the Post Standing Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Line

The default line number is displayed but may be amended.

Value

Enter the amount to be posted in the currency shown against this detail line.

Qty

Enter the quantity against each line.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Standing Journal task. The field is to the right of the Description field and is not displayed above. To view this field, move the display to the right*.

Control Value

Enter the control value for the journal. The total values of both credits and debits must equal the control total.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept any amendments for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure, i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Qty fields and only allowing entries in the Control Value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or Accept **New Value (F10**) to validate the details you have entered and accept the journal. The Journal Selection window is re-displayed for the entry of the next journal. This will also show the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Standing Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

After Line

Specify the line after which this should be positioned.

Press Enter to validate and accept the extra line. The Post Standing Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Post Standing Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro, you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide the values held in the source currency by the exchange rate to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

Note*: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

Note*: This field is displayed when either the source or target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Standing Journal Value window and see the new rate displayed.

Post Constant Journal [3/GLP]

Use this task to post a constant journal.

Post Constant Journal Selection Window

To display this window, select the Post Constant Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate for use by authorised users. You cannot suspend a prior period journal.

Doc Date

The current date is displayed, but can be overridden.

Select your journal and then press Enter to display the Post Constant Journal Value window.

Post Constant Journal Value Window

To display this window, select a journal and then press Enter on the Post Constant Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Value

The previously defined values are displayed against each line and may be amended if required.

Quantity

The previously defined quantities are displayed against each line and may be amended if required.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Constant Journal task.*

Control Value

Enter the control value for the journal. The total values of both credits and debits must equal the control total.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept any amendments for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure, i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Quantity fields and only allowing entries in the Control Value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or Accept **New Value (F10)** to validate the details you have entered and accept the journal. The Journal Selection window is displayed again for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Constant Journal Value window.

Fields

Account Code

Enter the account for the posting.

You may use the prompt facility on this field.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required. This field is only displayed if the Quantity field was **checked** for this journal.

After Line

Specify the line after which this should be positioned.

Press Enter to validate your entries and accept the extra line. The Post Constant Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Post Constant Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro, you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide the values held in the source currency by the exchange rate to achieve the target currency values

***Note**: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is displayed when either the source or target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Constant Journal Value window and see the new rate displayed.

Post Spread Journal [4/GLP]

Use this task to post a spread journal.

Post Spread Journal Selection Window

To display this window, select the Post Spread Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate for use by authorised users. You cannot suspend a prior period journal.

Doc date

The current date is displayed, but can be overridden.

Select your journal and then press Enter to display the Post Spread Journal Value window 1.

Post Spread Journal Value Window 1

To display this window, select a journal and then press Enter on the Post Spread Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Spread Factor

The defined spread factor is displayed and may be amended if required.

Spread Control

The defined spread control is displayed and may be amended if required.

Control Value

Enter the value to be spread and posted to the displayed accounts in the currency shown against this detail line.

Quantity

Enter the total quantity to be spread against each detail line.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Spread Journal task.*

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Spread Factor field and only allowing entries in the Spread Control, Control Value and Quantity fields.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

***Note:** This function is only displayed if The Use Account Code Extensions? field is checked in the company profile.*

Press Enter to validate the details you have entered and display the Post Spread Journal Value window 2.

Post Spread Journal Value Window 2

To display this window, press Enter on the Post Spread Journal Value window 1.

Fields

Value

The shows the spread value based on the spread control and control value previously entered.

Quantity

The shows the spread quantity based on the Spread Control and Quantity (total) previously entered.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Spread Journal task. The field is to the right of the Description field and is not displayed above. To view this field, move the display to the right*.

Control Value

Enter the value to be spread and posted to the displayed accounts in the currency shown against this detail line.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept any amendments for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Quantity (detail) fields and only allowing entries in the Control Value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or Accept **New Value (F10)** to validate the details you have entered and accept the journal. The Spread Journal Selection window is displayed again for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Spread Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required.

(This field is only displayed if the Quantity field was **checked** for this journal.)

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Spread Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override rate (F17)** on the Post Spread Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

Note*: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

Note*: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Spread Journal Value window and see the new rate displayed.

Post Apportionment Journal [5/GLP]

Use this task to post an apportionment journal.

Post Apportionment Journal Selection Window

To display this window, select the Post Apportionment Journal task.

Use this window to select a journal for processing.

Fields

Select (Sel)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate for use by authorised users. You cannot suspend a prior period journal.

Doc Date

The current date is displayed, but can be overridden.

Select your journal and then press Enter to display the Post Apportionment Journal Value window 1.

Post Apportionment Journal Value Window 1

Enter values against accounts for the journal posting.

To display this window, select a journal and then press Enter on the Post Apportionment Journal Selection window.

Fields

Select (Sel)

Use **Toggle (F20)** to allow entries in this field. You may select lines for which you wish to amend the account or spread factor. The Amend Factor window is displayed.

Spread Factor

The defined spread factor is displayed and may be amended if required.

Spread Control

The defined spread control is displayed and may be amended if required.

Quantity

Enter the total quantity to be spread against each detail line.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Spread Journal task.*

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Spread Factor field and allowing entries in the Select field.

The Spread Control and Quantity fields may be amended in either case.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

***Note:** This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Press Enter to validate the details you have entered and display the Post Apportionment Journal Value window 2.

Post Apportionment Journal Value Window 2

To display this window, press Enter on the Post Apportionment Journal Value window 1.

Fields

Select (Sel)

Use **Toggle (F20)** to allow entries in this field. You may select lines for which you wish to amend the account or spread factor. The Amend Value window is displayed.

Value/Qty

The shows the spread value or quantity based on the entered spread control and posted control value.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept the amendment for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value/Qty field and only allowing entries in the Select field.

Select **Accept (F8)** or Accept **New Value (F10)** to validate the details you have entered and accept the journal. The Journal Selection window is displayed again for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Amend Factor Window

Use this to amend account codes and spread factors.

To display this window, select a line for amendment on the Post Apportionment Journal Value window 1.

Fields

Account Code

You can amend the previously defined account code for this line.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

You can amend the description for this line.

Factor

You can amend the spread factor for this line. If you do amend a factor, you must ensure other factors are amended so that debits equal credits, and also amend the spread control.

Line Number

You can amend the line number if necessary.

Functions

Several functions are displayed but only Enter and **Previous (F12)** can be used at this point.

Press Enter to validate the details you have entered and re-display the Post Apportionment Journal Value window 1 with the new spread factors.

Amend Value Window

To display this window, select a line for amendment on the Post Apportionment Journal Value window 2.

Use this window to amend account codes and values.

Fields

Account Code

You can amend the previously defined account code for this line.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

You can amend the description for this line.

Value

You can amend the value to be posted on this line. If you do amend a value, you must ensure other values are amended so that debits equal credits, and also ensure that the total of credits and debits is still equal to the control total.

Qty

You can amend the quantity to be posted on this line.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Apportionment Journal task.*

Line number

You can amend the line number if required.

Functions

Several functions are displayed but only Enter and **Previous (F12)** can be used at this point.

Press Enter to validate the details you have entered and re-display the Post Apportionment Journal Value window 2 with the new values.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Apportionment Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required.

This field is only displayed if the Quantity field was **checked** for this journal.

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Apportionment Journal Value window is re-displayed.

Post Cost Allocation Journal [6/GLP]

This task allows you to post a cost allocation journal which takes values from a range of target accounts, factorises them using values or quantities held in a range of factor accounts and posts them to a range of target accounts.

Post Cost Allocation Journals Window

To display this window, select the Post Cost Allocation Journal task.

A list of journals is displayed. Select journals to post or report. The date or period when the journal was last posted is displayed alongside the journal line details.

Fields

Option (Opt)

Select one of the following:

Post - To select a journal for posting

Report - To select a journal to appear in a report where you can view the posting amounts that would be made

Confirm - To confirm the posting of a journal that you have already viewed in a report

Position to Journal

Enter the code of the required journal.

Date

Enter or select the date on which you want the selected journals to be posted.

Period

Enter the period in which you want the journal to be posted.

Functions

Post All (F15)

Use this to post all the journals in the list displayed on the window.

Report All (F16)

Use this to produce a report of all the journals in the list displayed on the window with calculated values of what the posting would be if sent.

Confirm All (F17)

Use this to confirm all those journals you have viewed in report format for posting.

De-select All (F18)

Use this to de-select all journals you have previously selected.

Press Enter to accept the entries you have made and then select Update (F8) to confirm.

Post Journal Group [7/GLP]

This task enables you to submit a job to post all the journals defined to the group you choose.

Post Journal Groups Window

To display this window, select the Post Journal Group task.

Fields

Posting Period

Enter the period for posting.

Document Date

Enter the date for the journals.

Reversing Period

Enter the reversal period to be used by any reversing journals in the journal group.

Options

Select

Use this to select a group for posting.

Select the group that you want to post and then select **Confirm (F8)** to submit a batch job to process the journals.

Post Inter-company Journal [8/GLP]

You use this task to post intercompany journals.

Inter-company Journals Header Window

To display this window, select the Post Inter-company Journal task.

Fields

Journal Reference

Enter the reference name given to the journal, using up to 8 characters.

If a previously suspended inter-company journal reference is entered, that journal will be recalled for completion and no further details are required. A General Ledger period cannot be closed if there are any outstanding suspended journals.

Note: *If journal references are being automatically generated, this field is not display. See the Country-specific Parameters section in the GL Utilities chapter for a more detailed explanation.*

Description

Enter a description for the journal, using up to 30 characters.

Control Value

Enter the control amount for the inter-company journal. This is used to balance the detail debit postings.

Values are only controlled on postings to fiscal accounts, not memorandum accounts. Should you be entering a journal to memorandum accounts only, the control value must be zero.

Currency

For a multi-currency ledger, enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Journal Date

The current date is displayed, but can be overridden.

Tax Content Type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

External Reference

You can optionally enter an external reference as required.

Posting Period

The current period is displayed, but can be overridden. The format must be YYYYPP.

Tax Point for Vat

The current date is displayed, but can be overridden for lines within this journal.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If you want the entered quantity to increment this value

Checked - If you want the entered quantity to supersede the existing value

Cross Period

This field will only be displayed if you are authorised to post cross-period journals.

Check this to enter a period against each dissection line. This will result in the creation of several journals, one for each period, with balancing postings being made automatically to the prior and future suspense accounts defined in the General Ledger company profile.

Functions

Suspended (F16)

Use this to retrieve suspended journals for further processing. The Suspended Journal pop-up is displayed.

Note: *This is only displayed if Auto-generate General Journal references is set on (see Country-specific Parameter 40).*

Override Rate Code (F17)

Use this to override the exchange rate for the displayed currency with a new rate, or rate code or target value. The Override Conversion Parameters pop-up is displayed.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Press Enter to check your entries and to display the Inter-company Journals Dissection window, where you enter the item breakdown of the transaction.

Suspended Journal pop-up

To display this pop-up, select Suspended (F16) on the Inter-company Journals Header window.

Field

Enter Reference

Enter the reference of a suspended journal.

Press Enter to display the Inter-company Journal Dissections window where the suspended journal may be completed.

Override Conversion Parameters Pop-up

To display this pop-up, select Override Rate Code (F17) on the Inter-company Journals Header window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided
- The target value: the conversion rate will be calculated by the system

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Target Currency Value

Enter the target currency value. The system will calculate the rate.

***Note:** Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.*

Press Enter to see the rate applied to the converted currencies.

Inter-company Journals Dissection Window

To display this window, press Enter on the Inter-company Journals Header window.

For selected accounts, use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been selected in the Tax Content Type.

- If the GL account has a tax code assigned to it, that code must be used. A tax code is assigned to a GL Account via the Maintain Accounts task.
- In the Post Correcting Tax Transaction task, any combination of tax code and GL Account may be entered. This option is available if GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the Tax Content Type entered on the Inter-company Journal Header window, which can be blank, P, or S. If the journal has a tax element but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with tax and Type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on inter company journals, a tax code and tax type must be entered. The tax value must be entered into the Tax Value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the Inter-company Journals Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the Inter-company Journals Header window. **Check** this field to set the quantity to zero.

Inter-company Accounts (IC)

Enter the target company code if you are posting this dissection to another company. The account will be validated against this company.

You can use the prompt facility to select from the Select Inter-company Company pop-up.

Leave this field blank for a dissection posting within the current company.

The relationship between the current General Ledger company and the target General Ledger company must have been defined via the Maintain Inter Company Accounts task.

Balancing postings to the inter-company debtor and creditor accounts will automatically be made.

The journal can be retrieved (for amendment or cancellation) by entering the journal number on the Inter-company Journals Header window of this task.

Cross Period

If you **checked** this field on the Inter-company Journals Header window, it will be **checked** by default on this window but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods either equally, or based upon the spread profile entered on the pop-up.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Suspend (F16)

Use this to suspend a journal. The details entered are stored by application, but are not posted to the General Ledger.

Control (F18)

Use this to re-display the Inter-company Journals Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this to toggle the display between account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

The task checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Post Prior Period Journal [9/GLP]

You use this task to post Prior Period journals.

Post Prior Period Journals Header Window

To display this window, select the Post Prior Period Journal task.

Fields

Journal Reference

Enter the reference name given to the journal, using up to 8 characters.

You are not allowed to suspend a prior period journal, so only the reference for the current journal may be entered.

***Note**: If journal references are being automatically generated, this field is not displayed. See the Maintain Country-specific Parameters section in the Company Maintenance and Other Utilities chapter of this product guide for further information.*

Description

Enter a description for the journal, using up to 30 characters.

Control Value

Enter the control amount for the prior period journal. This is used to balance the detail debit postings.

Values are only controlled on postings to fiscal accounts, not memorandum accounts. Should you be entering a journal to memorandum accounts only, the control value must be zero.

Currency

For a multi-currency ledger, enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Journal Date

The current date is displayed, but can be overridden.

Tax Content Type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

External Reference

You can optionally enter an external reference, if required.

Posting Period

Enter a prior period in the form YYYYPP.

Tax Point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If you want the entered quantity to increment this value

Checked - If you want the entered quantity to supersede the existing value

Cross Period

This field will only be displayed if you are authorised to post cross-period journals.

Check this to enter a period against each dissection line. This will result in the creation of several journals, one for each period, with balancing postings being made automatically to the prior and future suspense accounts defined in the General Ledger company profile.

Functions

Suspended (F16)

Note: *This is only displayed if Auto-generate General Journal references is set on (see Country-specific Parameter 40).*

You are not allowed to suspend a prior period journal, so although a pop up is displayed, no valid reference can be entered and therefore this has no function.

Override Rate Code (F17)

Use this to override the exchange rate for the displayed currency with a new rate, or rate code or target value. The Override Conversion Parameters pop-up is displayed.

Note: *Where the source and target currencies are both Euro currencies, no override is permitted.*

Press Enter to check your entries and to display the Prior Period Journals Dissection window, where you enter the item breakdown of the transaction.

Suspended Journal Pop-up

To display this pop-up, select **Suspended (F16)** on the Post Prior Period Journals Header window.

Field

Enter Reference

For a prior period journal it will not be possible to enter a valid reference, as this type of journal may not be suspended.

Select **Previous (F12)** to return to the Post Prior Period Journals Header window.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate Code (F17)** on the Post Prior Period Journals Header window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided
- The target value: the conversion rate will be calculated by the system

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Target Currency Value

Enter the target currency value. The system will calculate the rate.

***Note:** Only the variable part of the rate is displayed if the currencies are Euro OUT/IN or IN/OUT.*

Press Enter to see the rate applied to the converted currencies.

Prior Period Journals Dissection Window

To display this window, press Enter on the Post Prior Period Journals Header window.

For selected accounts, use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, then this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been entered against Tax Type.

- If the GL account has a tax code assigned to it then that code must be used. A tax code is assigned to a GL Account at the Accounts Maintenance task.
- At the Post Correcting Tax Transaction task, any combination of tax code and GL Account may be entered. This option is available if the GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the tax type entered on the Post Prior Period Journals Header window as blank, P, or S. If the journal has a tax element, but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with tax and Type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on prior period journals, a tax code and tax type must be entered. The tax value must be entered into the tax value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the Post Prior Period Journals Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the Post Prior Period Journals Header window. **Check** it to set the quantity to zero.

Cross Period

If you **checked** this field on the Post Prior Period Journals Header window, it will be **checked** by default on this window, but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods either equally, or based upon the spread profile entered on the pop-up.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Control (F18)

Use this to re-display the Inter-company Journals Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this to toggle between displaying the account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select Complete (F8).

The task checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Post Statistics Journal [10/GLP]

You use this task to post statistics journals.

Statistics Journals Header Window

Fields

Journal Reference

Enter the reference name given to the journal, using up to 8 characters.

***Note**: If journal references are being automatically generated, this field is not displayed. See the Maintain Country-specific Parameters section in the Company Maintenance and Other Utilities chapter of this product guide for further information.*

Description

Enter a description for the journal, using up to 30 characters.

Journal Date

The current date is displayed, but can be overridden.

External Reference

You can optionally enter an external reference, if required.

Posting Period

Enter a period in the format YYYYPP.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If you want the entered quantity to increment this value

Checked - If you want the entered quantity to supersede the existing value

Cross Period

This field will only be displayed if you are authorised to post cross-period journals.

Check this to enter a period against each dissection line. This will result in the creation of several journals, one for each period, with balancing postings being made automatically to the prior and future suspense accounts defined in the General Ledger company profile.

Functions

Suspended (F16)

Use this to retrieve suspended journals for further processing. The Suspended Journal pop-up is displayed.

***Note:** This is only displayed if Auto-generate General Journal references is set on (see Country-specific Parameter 40).*

Press Enter to check your entries and to display the Statistics Journals Dissection window, where you enter the item breakdown of the transaction.

Suspended Journal Pop-up

To display this pop-up, select **Suspended (F16)** on the Statistics Journals Header window.

Field

Enter Reference

Enter the reference of a suspended journal.

Press Enter to display the Statistics Journals Dissections window where the suspended journal may be completed.

Statistics Journals Dissection Window

To display this window, press Enter on the Statistics Journals Header window.

For selected accounts, this dissects items by quantity and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the Statistics Journals Header window. Because you must enter a quantity with a statistics journal, this field must be left **unchecked** for this type of journal.

Cross Period

If you **checked** this field on the Statistics Journals Header window, it will be **checked** by default on this window but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods either equally, or based upon the spread profile entered on the pop-up.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this to toggle between displaying the account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

Post Reversal Journal [11/GLP]

Journal reversal enables you to correct a journal entered in error by entering the document type and journal reference of the incorrect journal. When you press Enter, the system displays a journal which is already completed with the correct entries for reversing out the original entry.

Reverse Journal Selection Window

To display this window, select the Post Reversal Journal task.

Use this to select the journal for reversal by the document type and journal reference.

Fields

Session/Last Reference

These fields display the session and reference of the last journal processed for information only. They are not displayed when this task is first entered.

Document Type

Enter one of the following:

GJ - General journal

SJ - Standing journal

AP - Apportionment journal

Alternatively, use the prompt facility to select from the Select Document Type pop-up.

New journal types GD, SD and AD respectively will be created when the updates are complete.

Journal Reference

Enter the journal reference, using up to eight characters.

Press Enter to display the Journal Reversal window.

Journal Reversal Window

To display this window, press Enter on the Reverse Journal Selection window.

This window show similar fields to those of the original input journal. However, most fields are protected. Those that can be overridden on the reversal are described below.

Fields

Journal Date

The current date is displayed, but can be overridden.

External Reference

You can optionally enter an external reference, if required.

Posting Period

The current period is displayed, but can be overridden in the format YYYYPP.

Tax Point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Press Enter to check your entries and to display the Journal Reversal Dissection window, where you enter the item breakdown of the transaction.

Journal Reversal Dissection Window

To display this window, press Enter on the Journal Reversal window.

The accounts from the original journal are displayed so that you can check the values before completing the reversal.

Functions

Complete (F8)

Use this to complete the reversal.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this to toggle between displaying the account extension code and the account description.

Once you have entered the journal details, select **Complete (F8).** The current journal will have reverse postings created.

Office Integrator [12/GLP]

Use this task to process General Ledger journals transferred by Office Integrator.

The Office Integrator feature can transfer spreadsheet data to a location on your machine known as the information base. The information base holds data from the spreadsheet (known as a worksheet).

This task takes the data out of the information base and creates the journals.

Sending the Information

The PC spreadsheet data must conform to certain rules if a successful uplift is to take place:

- There must be at least some data in column A - for example, the spreadsheet title in cell A1.
- The column containing the account numbers must be defined as the row descriptor (this need not be column A; it can be any column).
- The area holding the data must be defined as the details area, where:
  - the first column holds the posting value
  - the second column holds the quantity (optional)
  - the third column holds the posting period, if the journal is a cross-period journal (optional)
- The journal must be in base currency

The account code may be entered in one of the following formats:

Note: *You will have to include blanks if the fiscal account is less than 12 characters long.*

Inter-Company

	Length	Position
Company code	2	1-2 (leave blank if this line is not inter-company)
Fiscal account code	12	3-14
Extension code	30	15-44

Fiscal Account Code and Extension Code

	Length	Position
Fiscal account code	12	1-12
Extension code	30	13-42

GL Journal Office Integrator Header Window

To display this window, select the Post Office Integrator Journal task.

You use this window to select the worksheet name and define the data to be uplifted.

Fields

Worksheet

Enter an existing worksheet.

Alternatively, use the prompt facility to select from the Worksheet Prompt pop-up.

Description

Enter a description. This field defaults to Uplifted Journal.

Reference

You must enter the journal reference, which must be unique.

Date

This field defaults to the current date, but you can enter or select any date within the period, or outside the period if the date/period correspondence setting allows this. (Date/period correspondence is a setting in the Country-specific Parameters (Utilities) task.)

Period

This field defaults to the current General Ledger period, but can be changed to an open period that is not a prior period.

Tax content type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

Tax point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Inter-Company

This field is only displayed if you are authorised to the inter-company facility. **Check** this if the journal is an inter-company journal.

Cross-Period

This field is only displayed if you are authorised to the cross-period facility.

Check this if this is to be a cross-period journal.

Cross-period processing and reversing are mutually exclusive.

Reversing

Check this if the journal is to be a reversing journal.

Cross-period processing and reversing are mutually exclusive.

Period

This field is displayed if you **checked** the Reversing field and then pressed Enter. Enter a period that is later than that entered in the journal Period field.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If quantities will be incremented when the journal is run

Checked - If quantities will be replaced when the journal is run

Review Required

Use this checkbox as follows:

Unchecked - If you do not want to review the journal before posting

The postings will be made automatically unless an error is found, in which case the Office Integrator Dissections window will be displayed.

Checked - If you want to review the journal before posting

In this case, the Office Integrator Dissections window will enable you to specify dissection accounts before posting takes place.

Press Enter.

If you left the Review Required field unchecked and no errors are found while processing, the journal is created and posted. No further intervention is necessary.

If you left the Review Required field unchecked and an error is found, the Office Integrator Dissections window will be displayed, with the account code(s) of the journal in error highlighted.

If you checked the Review Required field, the Office Integrator Dissections window is displayed for you to enter the appropriate dissections.

For more details on how to enter dissections, see the Post General Journal section.

Office Integrator Dissections Window

To display this window, press Enter on the Office Integrator Header window, if there is an error or you have checked the Review Required field.

For selected accounts, you can use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been entered against tax Type.
- If the GL account has a tax code assigned to it, that code must be used. A tax code is assigned to a GL Account via the Accounts Maintenance task.
- In the Post Correcting Tax Transaction task, any combination of tax code and GL Account may be entered. This option is available if the GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the tax Type entered on the GL Journal Office Integrator Header window as blank, P, or S. If the journal has a tax element, but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with tax and Type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on general journals, a tax code and tax type must be entered. The tax value must be entered into the tax value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the GL Journal Office Integrator Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the GL Journal Office Integrator Header window. **Check** this field to set the quantity to zero.

Cross Period

If you **checked** this field on the GL Journal Office Integrator Header window, it will be **checked** by default on this window but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods either equally, or based upon the spread profile entered on the pop-up.

Inter-company Accounts (IC)

Enter the target company code if you are posting this dissection to another company. The account will be validated against this company.

Alternatively, use the prompt facility to select from the Select Inter-company Company pop-up.

Leave this field blank for a dissection posting within the current company.

The relationship between the current General Ledger company and the target General Ledger company must have been defined via the Maintain Inter-Company Accounts task.

Balancing postings to the inter-company debtor and creditor accounts will automatically be made.

The journal can be retrieved (for amendment or cancellation) by entering the journal number on the Office Integrator Header window of this task.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Suspend (F16)

Use this to suspend a journal. The details entered are stored by application, but are not posted to the General Ledger.

Control (F18)

Use this to re-display the GL Journal Office Integrator Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this toggle between displaying the account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

The task checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Prior Period Office Integrator [13/GLP]

Use this task to process General Ledger journals transferred by Office Integrator into a period prior to current

The Office Integrator feature can transfer spreadsheet data to a location on your machine known as the information base. The information base holds data from the spreadsheet (known as a worksheet).

This task takes the data out of the information base and creates the journals.

Sending the Information

The PC spreadsheet data must conform to certain rules if a successful uplift is to take place:

- There must be at least some data in column A - for example, the spreadsheet title in cell A1.

- The column containing the account numbers must be defined as the row descriptor (this need not be column A; it can be any column).
- The area holding the data must be defined as the details area, where:
  - the first column holds the posting value
  - the second column holds the quantity (optional)
  - the third column holds the posting period, if the journal is a cross-period journal (optional)
- The journal must be in base currency

The account code may be entered in one of the following formats:

Note: *You will have to include blanks if the fiscal account is less than 12 characters long.*

Inter-Company

	Length	Position
Company code	2	1-2 (leave blank if this line is not inter-company)
Fiscal account code	12	3-14
Extension code	30	15-44

Fiscal Account Code and Extension Code

	Length	Position
Fiscal account code	12	1-12
Extension code	30	13-42

GL Journal Office Integrator Header Window

To display this window, select the Post Prior Period Office Integrator Journal task.

You use this window to select the worksheet name and define the data to be uplifted.

Fields

Worksheet

Enter an existing worksheet.

Alternatively, use the prompt facility to select from the Worksheet Prompt pop-up.

Description

Enter a description. This field defaults to Uplifted Journal.

Reference

You must enter the journal reference, which must be unique.

Date

This field defaults to the current date, but you can enter or select any date within the period, or outside the period if the date/period correspondence setting allows this. (Date/period correspondence is a setting in the Country-specific Parameters (Utilities) task.)

Prior Period

This field defaults to the current General Ledger period, but can be changed to a closed prior period.

Tax content type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

Tax point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Inter-Company

This field is only displayed if you are authorised to the inter-company facility. **Check** this if the journal is an inter-company journal.

Cross-Period

This field is only displayed if you are authorised to the cross-period facility.

Check this if this is to be a cross-period journal.

Cross-period processing and reversing are mutually exclusive.

Reversing

Check this if the journal is to be a reversing journal.

Cross-period processing and reversing are mutually exclusive.

Period

This field is displayed if you **checked** the Reversing field and then pressed Enter. Enter a period that is later than that entered in the journal Period field.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If quantities will be incremented when the journal is run

Checked - If quantities will be replaced when the journal is run

Review Required

Use this checkbox as follows:

Unchecked - If you do not want to review the journal before posting

The postings will be made automatically unless an error is found, in which case the Office Integrator Dissections window will be displayed.

Checked - If you want to review the journal before posting

In this case, the Office Integrator Dissections window will enable you to specify dissection accounts before posting takes place.

Press Enter.

If you left the Review Required field unchecked and no errors are found while processing, the journal is created and posted. No further intervention is necessary.

If you left the Review Required field unchecked and an error is found, the Office Integrator Dissections window will be displayed, with the account code(s) of the journal in error highlighted.

If you checked the Review Required field, the Office Integrator Dissections window is displayed for you to enter the appropriate dissections.

For more details on how to enter dissections, see the Post General Journal section.

Office Integrator Dissections Window

To display this window, press Enter on the Office Integrator Header window, if there is an error or you have checked the Review Required field.

For selected accounts, you can use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been entered against tax Type.
- If the GL account has a tax code assigned to it, that code must be used. A tax code is assigned to a GL Account via the Accounts Maintenance task.
- In the Post Correcting Tax Transaction task, any combination of tax code and GL Account may be entered. This option is available if the GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the tax Type entered on the GL Journal Office Integrator Header window as blank, P, or S. If the journal has a tax element, but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with tax and Type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on general journals, a tax code and tax type must be entered. The tax value must be entered into the tax value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the GL Journal Office Integrator Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the GL Journal Office Integrator Header window. **Check** this field to set the quantity to zero.

Cross Period

If you **checked** this field on the GL Journal Office Integrator Header window, it will be **checked** by default on this window but you can **uncheck** it. If it is **checked**, a pop-up will be displayed, allowing entry of a different period or periods from the header period.

If a range of periods is entered, the values entered on the dissection line will be spread across those periods either equally, or based upon the spread profile entered on the pop-up.

Inter-company Accounts (IC)

Enter the target company code if you are posting this dissection to another company. The account will be validated against this company.

Alternatively, use the prompt facility to select from the Select Inter-company Company pop-up.

Leave this field blank for a dissection posting within the current company.

The relationship between the current General Ledger company and the target General Ledger company must have been defined via the Maintain Inter-Company Accounts task.

Balancing postings to the inter-company debtor and creditor accounts will automatically be made.

The journal can be retrieved (for amendment or cancellation) by entering the journal number on the Office Integrator Header window of this task.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Suspend (F16)

Use this to suspend a journal. The details entered are stored by application, but are not posted to the General Ledger.

Control (F18)

Use this to re-display the GL Journal Office Integrator Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this toggle between displaying the account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

The task checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Post Reversing General Journal [31/GLP]

You use this task to post a reversing general journal.

Post Reversing General Journals Header Window

To display this window, select the Post Reversing General Journal task.

Fields

Journal Reference

Enter the reference name given to the journal, using up to 8 characters.

If a previously suspended reversing general journal reference is entered, that journal will be recalled for completion and no further details are required. A General Ledger period cannot be closed if there are any outstanding suspended journals.

***Note**: If journal references are being automatically generated this field is not displayed. See the Maintain Country-specific Parameters section in the Company Maintenance and Other Utilities chapter of this product guide for further information.*

Description

Enter a description for the journal, using up to 30 characters.

Control value

Enter the control amount for the general journal. This is used to balance the detail debit postings.

Values are only controlled on postings to fiscal accounts, not memorandum accounts. Should you be entering a journal to memorandum accounts only, the control value must be zero.

Currency

For a multi-currency ledger, enter a valid currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Journal Date

The current date is displayed, but can be overridden.

Tax Content Type

Select one of the following:

Blank - If no tax applies

Purchases (P) - If tax will be calculated in accordance with an input tax rate code and the tax amount will be posted to the General Ledger code that was specified for that tax code

Sales (S) - To process as for purchases, except that the sales tax account code will be used for General Ledger posting

External Reference

You can optionally enter an external reference, if required.

Posting Period

The current period is displayed, but can be overridden.

Reversal Period

The period after the current period is displayed but can be overridden.

Tax Point for Tax

The current date is displayed, but can be overridden for lines within this journal.

Supersede Quantities

Use this checkbox as follows:

Unchecked - If you want the entered quantity to increment this value

Checked - If you want the entered quantity to supersede the existing value

Functions

Suspended (F16)

Use this to retrieve suspended journals for further processing. The Suspended Journal pop-up is displayed.

***Note**: This is only displayed if Auto-generate General Journal references is set on (see Country-specific Parameter 40).*

Override Rate Code (F17)

Use this to override the exchange rate for the displayed currency with a new rate, or rate code or target value. The Override Conversion Parameters pop-up is displayed.

***Note:** Where the source and target currencies are both Euro currencies, no override is permitted.*

Press Enter to check your entries and display the Reversing General Journals Dissection window, where you enter the item breakdown of the transaction.

Suspended Journal Pop-up

To display this pop-up, select **Suspended (F16)** on the Post Reversing General Journals Header window.

Field

Enter Reference

Enter the reference of a suspended journal.

Press Enter to display the Reversing General Journal Dissections window where the suspended journal may be completed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate Code (F17)** on the Post Reversing General Journals Header window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided
- The target value: the conversion rate will be calculated by the system

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

***Note**: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Target Currency Value

Enter the target currency value. The system will calculate the rate.

***Note:** Only the variable part of the rate displays if the currencies are Euro OUT/IN or IN/OUT.*

Press Enter to see the rate applied to the converted currencies.

Reversing General Journals Dissection Window

To display this window, press Enter on the Post Reversing General Journals Header window.

For selected accounts, use this window to dissect items by values, quantity, tax and other details.

Fields

Account

Enter the account code, using up to 12 characters. This must be a valid account set up in the chart of accounts.

If specified for the account, extension codes must be entered through the standard pop-up.

Postings will be made to this account.

You can use the prompt facility to select from the Select Account pop-up.

Value

Enter the value to be posted to this account. Credit values are entered with a minus (-). If the application is to calculate tax, this amount is inclusive of tax.

Tax Code

Select a tax code for the dissection of the value being posted. Your entry depends on your system set up.

- Entry of a tax code is only permitted if **P** or **S** has been entered against tax Type.
- If the GL account has a tax code assigned to it, that code must be used. A tax code is assigned to a GL Account via the Accounts Maintenance task.
- In the Post Correcting Tax Transaction task, any combination of tax code and GL Account may be entered. This option is available if the GL Country-specific Parameter 031 is set to **2**.

Type

The tax type defaults from the Tax Type entered on the Post Reversing General Journal Header window as blank, P, or S. If the journal has a tax element, but the detail line does not, this may be overridden for the line.

P - Purchases

S - Sales

However, where the combination of GL Account code and a specific tax code is fixed, the tax type may also be fixed as purchase or sales tax.

***Note**: A fixed combination of GL Account with Tax and Type is created via the Maintain Accounts task. Country-specific Parameter 031 also applies.*

Tax Value

A tax value can only be entered if a tax code has been entered. If you enter a tax code but leave the value blank, the value will be calculated by the system, using the tax rate of the code.

When you are posting a tax element on general journals, a tax code and tax type must be entered. The tax value must be entered into the tax value field, with a corresponding goods amount in the posting value field.

***Note**: Care must be taken that the tax code and tax type are blank when the opposite entry of the journal is entered, otherwise these transactions will not appear on the tax reports.*

Date

This field displays the tax tax point from the Post Reversing General Journal Header window, but can be overridden. This date controls transactions posted to the tax subsystem.

Quantity

You can optionally enter a quantity. This is added to the statistical amount posted to this account and is also accumulated into relevant sub-ledger accounts and hierarchy accounts.

Zeroise

This field is only displayed if the Supersede Quantities field is **checked** on the Post Reversing General Journal Header window header. **Check** this field to set the quantity to zero.

Description

You can optionally enter a brief description for the item entered, which can be up to 30 characters in length. Your entry is used as the description of the General Ledger transaction.

Options

Select

Use this to select an existing line for modification.

Functions

Cancel (F13)

Use this to cancel a journal. You will be prompted to confirm before the cancellation proceeds.

Suspend (F16)

Use this to suspend a journal. The details entered are stored by application, but are not posted to the General Ledger.

Control (F18)

Use this to re-display the Post Reversing General Journal Header window, where you can amend the control amount.

Toggle (F20)

Use this to toggle the input capable fields between lines already entered (so that values may be amended without retrieving the lines) and the fields for entry of new lines.

Text (F21)

Use this to enter any text associated with the journal, using **Page Up and Page Down** to display further lines of text.

Display Extension Code (F22)

Use this toggle between displaying the account extension code and the account description.

Once you have entered the journal details, press Enter. If the details are valid, they will be displayed in the list at the top of the window. To complete the journal, select **Complete (F8).**

The task checks that debit postings to fiscal accounts agree with the control amount, and that the sum of debits equals the sum of credits (again for fiscal accounts only). No postings into the ledger will be made until the journal is in balance.

Post Reversing Standing Journal [32/GLP]

Use this task to post a reverse standing journal.

Post Reversing Standing Journal Selection Window

To display this window, select the Post Reversing Standing Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate journals for use by authorised users only. You cannot suspend a prior period journal.

Reversing Period

The next period is displayed, but can be overridden. The format is YYYYPP.

Document Date

The current date is displayed, but can be overridden.

Select a journal and then press Enter to display the Post Reversing Standing Journal Value window.

Post Reversing Standing Journal Value Window

To display this window, select a journal and then press Enter on the Post Reversing Standing Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Line

The default line number is displayed but can be amended.

Value

Enter the amount to be posted in the currency shown against this detail line.

Qty

Enter the quantity against each line.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Standing Journal task. The field is to the right of the Description field and is not displayed above. To view this field, move the display to the right.*

Control Value

Enter the control value for the journal. The total values of both credits and debits must equal the control total.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept any amendments for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure, i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Qty fields and only allowing entries in the Control value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or **Accept New Value (F10)** to validate the details you have entered and accept the journal. The Post Reversing Standing Journal Selection window is re-displayed for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Reversing Standing Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Reversing Standing Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Post Reversing Standing Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

***Note**: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of 0 or 1 defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Reversing Standing Journal Value window and see the new rate displayed.

Post Reversing Constant Journal [33/GLP]

Use this task to post a reversing constant journal.

Post Reversing Constant Journal Selection Window

To display this window, select the Post Reversing Constant Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Reversing Period

The next period is displayed, but can be overridden.

Doc Date

The current date is displayed, but can be overridden.

Select a journal and then press Enter to display the Post Reversing Constant Journal Value Window.

Post Reversing Constant Journal Value Window

To display this window, select a journal and then press Enter on the Post Reversing Constant Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Value

The previously defined values are displayed against each line and may be amended if required.

Quantity

The previously defined quantities are displayed against each line and may be amended if required.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Constant Journal task.*

Control Value

Enter the control value for the journal. The total values of both credits and debits must equal the control total.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept the amendment for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Quantity fields and only allowing entries in the Control Value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or Accept **New Value (F10)** to validate the details you have entered and accept the journal. The Post Reversing Constant Journal Selection window is re-displayed for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Reversing Constant Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required.

(This is only displayed if the Qty field was **checked** for this journal.)

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Reversing Constant Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Post Reversing Constant Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

Note*: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

Note*: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Reversing Standing Journal Value window and see the new rate displayed.

Post Reversing Spread Journal [34/GLP]

Use this task to post a reversing spread journal.

Post Reversing Spread Journal Selection Window

To display this window, select the Post Reversing Spread Journal task.

Use this window to select a journal for processing.

Fields

Select (S)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is not allowed.

Reversing Period

The next period is displayed, but can be overridden. The format is YYYYPP.

Doc Date

The current date is displayed, but can be overridden.

Select a journal and then press Enter to display the Post Reversing Spread Journal Value window 1.

Post Reversing Spread Journal Value Window 1

To display this window, select a journal and then press Enter on the Post Reversing Spread Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Spread Factor

The defined spread factor is displayed and may be amended if required.

Spread Control

The defined spread control is displayed and may be amended if required.

Control Value

Enter the value to be spread and posted to the displayed accounts in the currency shown against this detail line.

Quantity

Enter the total quantity to be spread against each detail line.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Spread Journal task.*

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Spread Factor fields and only allowing entries in the Spread Control, Control Value and Quantity fields.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Press Enter to validate the details you have entered and display the Post Reversing Spread Journal Value window 2.

Post Reversing Spread Journal Value Window 2

To display this window, press Enter on the Post Reversing Spread Journal Value window 1.

Fields

Value

This field displays the spread value based on the spread control and control values previously entered.

Quantity

The shows the spread quantity based on the spread control and quantity (total) previously entered.

Note*: This field is only displayed if the Quantity field was checked in the Maintain Spread Journal task. The field is to the right of the Description field and is not displayed above. To view this field, move the display to the right.*

Control Value

Enter the value to be spread and posted to the displayed accounts in the currency shown against this detail line.

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept the amendment for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Override Rate (F17)

Use this to override the exchange rate for currency journals. The Override Conversion Parameters pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value and Quantity (detail) fields and only allowing entries in the Control Value field.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

Note: *This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Select **Accept (F8)** or **Accept New Value (F10)** to validate the details you have entered and accept the journal. The Post Reversing Spread Journal Selection window is displayed again for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Reversing Spread Journal Value window.

Fields

Account Code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required.

(This field is only displayed if the Quantity field was checked for this journal.)

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Reversing Spread Journal Value window is re-displayed.

Override Conversion Parameters Pop-up

To display this pop-up, select **Override Rate (F17)** on the Post Reversing Spread Journal Value window.

Use this pop-up to override the default currency rate. To override the current rate, you can enter one of the following:

- A pre-defined rate code specified in the General Ledger currency tasks
- A new rate by which the value is to be multiplied or divided

Note: *Where both the source and target currencies are Euro you may not override the conversion rate.*

Fields

Rate Code

Enter a pre-defined rate code as set up in the Maintain Rate Codes task.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Rate

Alternatively, you can enter the new rate code to be used with up to five decimal places.

Multiply or Divide

If this field is used, a value must be entered in the Rate field.

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate, to achieve the target currency value

Divide (D) - To divide values held in the source currency by the exchange rate, to achieve the target currency values

Note*: For Euro conversion, the system holds Euro/target fixed rates.*

Note*: For guidance on when to select Multiply or Divide in a Euro IN/OUT OUT/IN situation, see the Eurocurrency: Phase 1: Illustration of Conversions section in the Currency chapter of this product guide.*

Source to Euro

***Note**: This field is only displayed when either the source currency or the target currency is a currency IN the Euro Zone.*

The value of **0** or **1** defaults from the Maintain Euro Currencies task and decides the calculation rules.

Enter one of the following:

0 - If the currencies will be converted directly

1 - To use a triangulation currency conversion via the Euro currency

Press Enter to return to the Post Reversing Spread Journal Value window and see the new rate displayed.

Post Reversing Apportionment Journal [35/GLP]

Use this task to post a reversing apportionment journal.

Post Reversing Apportionment Journal Selection Window

To display this window, select the Post Reversing Apportionment Journal task.

Use this window to select a journal for processing.

Fields

Select (Sel)

Enter **1** to select the journal to post.

Post Period

The current period is displayed, but can be overridden. The format is YYYYPP.

Posting to previous periods is only allowed on prior period journals. These are separate journals for use by authorised users only. You cannot suspend a prior period journal.

Reverse Period

The next period is displayed, but can be overridden. The format is YYYYPP.

Doc Date

The current date is displayed, but can be overridden.

Select a journal and then press Enter to display the Post Reversing Apportionment Journal Value window 1.

Post Reversing Apportionment Journal Value Window 1

To display this window, select a journal and then press Enter on the Post Reversing Apportionment Journal Selection window.

Use this window to enter values against accounts for the journal posting.

Fields

Select (Sel)

Use **Toggle (F20)** to allow entries in this field. You can select lines for which you wish to amend the account or spread factor. The Amend Factor window is displayed.

Spread Factor

The defined spread factor is displayed and may be amended if required.

Spread Control

The defined spread control is displayed and may be amended if required.

Quantity

Enter the total quantity to be spread against each detail line.

***Note**: You may only make entries in this field if the Quantity field was checked in the Maintain Spread Journal task.*

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Spread Factor field and allowing entries in the Selection field.

The Spread Control and Quantity fields can be amended in either case.

Extn/Desc (F22)

Use this to toggle the display between the entered description and the extension codes for a line.

***Note:** This function is only displayed if the Use Account Code Extensions? field is checked in the company profile.*

Press Enter to validate the details you have entered and display the Post Reversing Apportionment Journal Value window 2.

Post Reversing Apportionment Journal Value Window 2

To display this window, press Enter on the Post Reversing Apportionment Journal Value window 1.

Fields

Select (Sel)

Use **Toggle (F20)** to allow entries in this field. You may select lines for which you wish to amend the account or spread factor. The Amend Value window is displayed.

Value/Qty

This field displays the spread value based on the entered spread control and posted control value.

Quantity (Untitled)

The field displays the spread quantity based on the spread control and quantity (total) previously entered.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Apportionment Journal task. The field is to the right of the Description field.*

Functions

Resequence (F5)

Use this to re-sequence the lines in steps of 10.

Accept (F8)

Use this to accept the amendment for this posting only as a temporary measure, and revert to the old values for any subsequent posting of the journal.

Accept New Value (F10)

Use this to accept the amendment to the spread factors and control totals for this posting and any subsequent postings as a permanent measure i.e. to overwrite previously entered values in the journal definition.

Add Line (F15)

Use this to enter an additional line to the journal. The Add Line pop-up is displayed.

Toggle (F20)

Use this to toggle the display between allowing entries in the Value/Qty fields and only allowing entries in the Selection field.

Select **Accept (F8)** or Accept **New Value (F10)** to validate the details you have entered and accept the journal. The Post Reversing Apportionment Journal Selection window is re-displayed for the entry of the next journal. This will also display the Last Ref and Session fields. After journals have been posted, an audit report is produced.

Amend Factor Window

To display this window, select a line for amendment on the Post Reversing Apportionment Journal Value window 1.

Use this window to amend account codes and spread factors.

Fields

Account Code

You can amend the previously defined account code for this line.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

You can amend the description for this line.

Factor

You can amend the spread factor for this line. If you do amend a factor, you must ensure that other factors are amended so that debits equal credits, and also amend the spread control.

Line Number

You can amend the line number if required.

Functions

Several functions are displayed but only ENTER and **Previous (F12)** can be selected at this point.

Press Enter to validate the details you have entered and display the Post Reversing Apportionment Journal Value window 1 with the new spread factors.

Amend Value Window

To display this window, select a line for amendment on the Post Reverse Apportionment Journal Value window 2.

Use this window to amend account codes and values.

Fields

Account Code

You can amend the previously defined account code for this line.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Desc

You can amend the description for this line.

Value

You can amend the value to be posted on this line. If you do amend a value, you must ensure other values are amended so that debits equal credits, and also ensure that the total of credits and debits is still equal to the control total.

Qty

You can amend the quantity to be posted on this line.

***Note**: This field is only displayed if the Quantity field was checked in the Maintain Apportionment Journal task.*

Line Number

You can amend the line number if required.

Functions

Several functions are displayed but only ENTER and **Previous (F12)** can be selected at this point.

Press Enter to validate the details you have entered. The Post Reversing Apportionment Journal Value window 2 is displayed with the new values.

Add Line Pop-up

To display this pop-up, select **Add Line (F15)** on the Post Reversing Apportionment Journal Value window.

Fields

Account code

Enter the account for the posting.

Alternatively, use the prompt facility to select from the Select Account pop-up.

Description

Enter the description to accompany the transaction.

Value

Enter the value to be posted to this account.

Quantity

Enter the quantity required.

(This field is only displayed if the Quantity field was **checked** for this journal.)

After Line

Specify where the line should be positioned.

Press Enter to validate and accept the extra line. The Post Reversing Apportionment Journal Value window is re-displayed.

Post Reversing Cost Allocation Journal [36/GLP]

This task allows you to post a reversing cost allocation journal, which takes values from a range of target accounts, factorises them using values or quantities held in a range of factor accounts and posts them to a range of target accounts.

Post Reversing Cost Allocation Journal Selection Window

To display this window, select the Post Reversing Cost Allocation Journal task.

This window displays a list of journals. Select journals to post or report. The date or period when the journal was last posted is displayed alongside the journal line details.

Fields

Option (Opt)

Select one of the following:

Post - To select a journal for posting

Report - To select a journal to appear in a report where you can view the posting amounts that would be made

Confirm - To confirm the posting of a journal that you have already viewed in a report

Position to Journal

Enter the code of the required journal.

Date

Enter or select the date on which you want the selected journals to be posted.

Period

Enter the period in which you want the journal to be posted.

Reversal Period

Enter the period to which you want the reverse journal posted.

Functions

Post All (F15)

Use this to post all the journals in the list displayed on the window.

Report All (F16)

Use this to produce a report of all the journals in the list displayed on the window with calculated values of what the postings would be if sent.

Confirm All (F17)

Use this to confirm all those journals you have viewed in report format for posting.

De-select All (F18)

Use this to de-select all journals you have previously selected with an option number.

Press Enter to accept the entries you have made and then select **Update (F8)** to confirm.

Interactive Match [41/GLP]

Transaction matching is used to match corresponding debit and credit transactions on an individual account, in a way that is similar to cash allocation.

Most enquiries and reports allow the task to include or exclude matched transactions.

Match Transactions Manually Selection Window

To display this window, select the Match Transactions task.

Fields

Action

Select one of the following:

Match unmatched transactions (1) - To display the Match Transaction Manually Parameters window 1 will display

Review matched transactions (2) - To display the Match Transaction Manually Parameters window 2

Review partially matched transactions (3) - To display the Match Transaction Manually Parameters window 2.

Account

Enter an account code, using up to 12 characters. It must be a valid account code set up on the chart of accounts. If extension codes have been set up for this account you must enter them in the standard pop-up.

This is the account for which transactions are to be matched.

You can use the prompt facility to select from the Select Account pop-up.

Press Enter to display one of the Match Transactions Manually Parameters windows (depending on the action selected).

Match Transactions Manually Parameters Window 1

To display this window, select Match Unmatched Transactions on the Match Transactions Manually Selection window.

Fields

From Period

This is the first period from which transactions are to be matched. Leave this field blank to start at the first transaction.

To Period

This is the latest period for which transactions are to be matched. Leave this field blank to end at the latest period for which transactions have been posted.

Display Debits and Credits Separately?

Use this to specify how the transactions will be presented on the next window. The default condition is set up in the company profile.

Use this checkbox as follows:

Unchecked - Not to separate debits and credits on the displayed list

Checked - To split the window to list credit transactions in the top half and debit transactions in the lower half

Press Enter to display the Unmatched Transactions Matching window.

Match Transactions Manually Parameters Window 2

To display this window, select Review Matched Transactions or Review Partially Matched Transaction on the Match Transactions Manually Selection window.

Fields

Match Reference

Enter the reference number of the previous match on this account that is to be reviewed.

Display Debits and Credits Separately?

Use this to specify how the transactions will be presented on the next window. The default condition is set up in the company profile. Use this checkbox as follows:

Unchecked - Not to separate debits and credits on the displayed list

Checked - To split the window to list credit transactions in the top half and debit transactions in the lower half

Press Enter to display the Review Partial or Fully Match Transactions window.

Unmatched Transactions Matching Window

To display this window, with the values in base currency, select Match Unmatched Transactions on the Match Transactions Manually Selection window.

The window below is displayed if the Display Debits and Credits Separately field is checked. If this field is left unchecked, a similar window is displayed without the partition.

Fields

Options (Opt)

Select one of the following:

Match - For each transaction to be matched

Further details will be displayed.

Full details - For transactions to be displayed before a decision is taken

The Transaction Enquiry window will be displayed.

Select transactions for matching and press Enter to display the total of transactions selected in the Balance field at the top of the window.

Functions

Complete Match (F8)

If the balance is zero in base currency, select this to complete the match. Each transaction is flagged as Fully Matched against the match reference number.

Partial Match (F9)

This allows you to match the transactions partially. Each transaction is flagged as partially matched against the match reference number. The base currency balance may be zero or not zero for partial matching.

Prime Values (F15)

Use this to toggle the display between prime and base values.

When all transactions have been selected for matching, select Complete Match (F8) to complete the match or Partial Match (F9) to match partially. You will be asked to confirm the function selected and then prompted to specify whether you want a report to be printed or not.

Review Partial or Fully Matched Transactions Window

To display this window, select **Complete Match (F8)** to complete the match or **Partial Match (F9)** to match partially on the Unmatched Transactions Matching window.

The transactions listed are those where the match reference equals that entered on the first window. These are either partially or fully matched depending on the option chosen.

Each transaction is automatically flagged with **Match**.

If you review fully matched transactions, you can un-match transactions as well as add transactions provided that the base currency value is zero.

If you review partially matched transactions and add or un-match transactions, you may confirm by selecting **Complete Match (F8)** if the new balance is zero, or **Partial Match (F9)** to accept a partially matched transaction.

The window below is for a partially matched transaction.

Fields

Options (Opt)

Select one of the following:

Match - For each transaction to be matched

Further details will be displayed.

Full details - For transactions to be displayed before a decision is taken

The Transaction Enquiry window will be displayed.

Functions

Complete Match (F8)

If the balance is zero in base currency, select this to complete the match. Each transaction is flagged as Fully Matched against the match reference number.

Partial Match (F9)

This allows you to match the transactions partially. Each transaction is flagged as partially matched against the match reference number. The base currency balance may be zero or not zero for partial matching.

***Note**: This is not displayed if you review a complete match.*

Add Transactions (F10)

Use this to add extra transactions if required. The Select Unmatched Transactions pop-up is displayed where you may select additional transactions.

Delete (F11)

Use this to clear all matches.

Prime Values (F15)

Use this to toggle the display between prime and base values.

When all transactions have been selected for matching, select **Complete Match (F8)** to complete the match or **Partial Match (F9)** (if available) to match partially. You will be asked to confirm the function selected and then prompted to specify whether you want a report to be printed or not.

After matches have been made, an audit report is produced automatically.

Select Unmatched Transactions Pop-up

To display this pop-up, select **Add Transactions (F10)** on the Review Partial or Fully Matched Transactions window.

Fields

Select (1)

Select one of the following:

Match - For each transaction to be matched

Full details - For transactions to be displayed before a decision is taken

The Transaction Enquiry window will be displayed.

Functions

Confirm Selection (F8)

Use this to confirm your selections, once made.

Prime Values (F15)

Use this to toggle the display between prime and base values.

Once selections have been made, select **Confirm Selection (F8)** to process those options and to return to the Review Partial or Fully Matched Transactions window.

Batch Match [42/GLP]

This task processes journal lines with the same matching reference where the debits and credits sum to zero, for accounts flagged in chart of account maintenance as subject to transaction matching.

The matching reference is set on journal lines via AFI from selected source applications, an example being the original cost reference for cost movements from the Equipment Servicing application.

These matched transactions can then be excluded on enquiries and reports, facilitating reconciliation of the outstanding balance on the account.

Select **Confirm Submit (F8)** to submit the batch job.

Chapter 10 Value Added Tax

Introduction to GL Tax

To access the facilities to set up and maintain tax details, select the GL Tax tasks.

Tax is used by many countries as a tax on consumer expenditure. Its key characteristic is that the tax is imposed on all qualifying sales. Tax charged has to be accounted for to the taxation authorities and it is called output tax. The tax liability is offset by the tax on qualifying purchases, which is called input tax. The statutory requirements for the accounting of tax vary considerably from one country to another.

The tasks described in this section are designed to meet the accounting and reporting requirements of most taxation authorities. Within the General Ledger a separate subsystem is used to hold all tax transactions.

Every tax transaction posted to the General Ledger, including those originating in Accounts Payable, Accounts Receivable and Cash Management, is posted to the tax subsystem, recording goods and tax amounts for a tax period.

Tax postings originating in the General Ledger can only be posted via general journals, prior period journals and post to post-inhibit accounts journals. They will only update the tax subsystem if the tax value is entered in the tax field and they have a Tax Code and Sales Purchase flag.

Tax maintenance must, therefore, be performed before you can attempt to process tax transactions within the General Ledger or in any external module. Codes are defined in order to post the tax, with each three-character code linked to a specified tax rate. In turn, it can be linked to accounts set up on the General Ledger chart of accounts in order to post the tax of transactions in and out.

You must also set up a period calendar for tax, separate from the period calendar of the General Ledger module. Tax periods must be closed and opened in a similar way to, though independently of, General Ledger accounting periods.

Note: *Tax transactions update a tax period by using the document date/tax point date on the tax calendar. This may mean that the tax period to which you are posting is different from the GL period.*

Maintain Tax Codes and Rates [1/GLV]

Tax codes and rates maintained in this task are used in many modules and it is important that you control them rigorously.

You can maintain multiple tax codes. For each code, there may be versions, with each one controlled by an effectivity date. Each version may have a different rate and a different General Ledger account code from the previous version.

For each version, it is possible to set a number of switches, which set up parameters for your processing of the tax code. These switches allow the legal requirements of different countries to be met.

Tax Code Selection Window

To display this window, select the Maintain Tax Codes and Rates task.

Fields

Tax Code

Enter an existing code for maintenance or enter a new code.

Alternatively, use the prompt facility to select from the Select Tax Code pop-up.

Select a code or enter a code and then press Enter to display the Tax Code Maintenance Selection window.

Tax Code Maintenance Selection Window

To display this window, select a code or enter a code and then press Enter on the Tax Code Selection window.

Options

Select

Use this to amend an existing code.

Display

Use this to display details of an existing code.

Amend extension

Use this to amend ION adapter details for an existing code. The ION Adapter Tax Code Extension Window will be displayed

Delete

Use this to delete an existing code.

Functions

Add (F10)

Use this to add a new code.

Select a code or select **Add (F10)** to display the Tax Code Maintenance window.

Tax Code Maintenance Window

To display this window, select a code or select **Add (F10)** on the Tax Code Maintenance Selection window.

Fields

Effective From

Enter or select a date from which the tax code will be effective.

Long Description

Enter a description for the tax code (maximum 20 characters) to print on reports.

Short Description

Enter a description for the tax code (maximum 8 characters) to be displayed on GL windows.

Rate

Enter the tax percentage. The maximum allowed is 99.99%.

Sales Account

Enter the sales account code, using up to 12 characters. It must be a valid fiscal account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

The sales account holds the output tax on sales.

You can use the prompt facility to select from the Select Tax Output Account pop-up.

Purchases (Goods)

Enter the purchases (goods) account code, using up to 12 characters. It must be a valid fiscal account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

The purchases (goods) account holds the input tax on purchases other than assets.

You can use the prompt facility to select from the Select Purchases (Goods) Account pop-up.

Sales Suspense

Enter the sales suspense account code, using up to 12 characters. It must be a valid account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

The sales account is the General Ledger account to which sales tax is posted for cash-based tax. The tax is transferred to the sales account in the cash allocation task.

You can use the prompt facility to select from the Select Sales Suspense Account pop-up.

Purchases (Assets)

Enter the purchases (assets) account code, using up to 12 characters. It must be a valid fiscal account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

The purchases (assets) account holds the input values for purchases of assets. These purchases are identified because the goods distribution is to an account with a class of 01 (see Chart of Accounts Maintenance).

You can use the prompt facility to select from the Select Purchases (Assets) Account pop-up.

Purchases Suspense

Enter the purchases suspense account code, using up to 12 characters. It must be a valid fiscal account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

The purchases suspense account is the General Ledger account to which purchase tax is posted for cash-based tax. The tax is transferred to the purchase (goods) account in the payment cycle.

You can use the prompt facility to select from the Select Purchases (Suspense) Account pop-up.

Periods to Defer

Enter the number of periods (if any) by which claims against the tax authorities are deferred for a purchase.

Discount Basis

This field defines the way in which tax is calculated if settlement discount is offered on an invoice.

Select one of the following:

1 - If tax is calculated on the goods value less any settlement discount

For example, goods 90.00, discount 10%. tax of 20% is calculated on 81.00=16.20.

- Total invoice value is 106.20 with 9.00 settlement discount.
- It is payable to the tax authorities, regardless of whether or not discount is taken.

2 - If tax is calculated on the gross value of goods

- Discount is deemed to apply to the total value of the invoice.
- For example, goods 90.00, discount 10%. tax of 20% is calculated on 90.00=18.00.
- Total invoice value is 108.00, with 10.80 settlement discount.
- If the discount is taken, 16.20 is payable to the tax authorities.
- If it is not taken, 18.00 is payable.

3 - If tax is calculated on the gross value of goods

- Discount is deemed to apply to the goods value only.
- For example, goods 90.00, discount 10%. tax of 20% is calculated on 90.00=18.00.
- Total invoice value is 108.00, with 9.00 settlement discount.
- 18.00 is payable to the tax authorities, regardless whether or not discount is taken.

Prior Prd Posting?

Use this checkbox as follows:

Unchecked - If transactions with a tax date in a prior tax period may not be posted to the prior period

Checked - If transactions with a tax date in a prior tax period may be posted to the prior period

Extra Rate/Partial Rate/Investment/Reverse Charge Sales/Withholding

The field description and the options shown here will vary depending on whether extra rate tax and/or investment tax (Norway only) is active. Partial rate is always available.

Select one of the following:

*None (0) - If you do not want to define partial rate, extra rate or investment tax

Extra (1) - If you want to use extra rate tax

This is relevant if a surcharge rate of tax applies to certain customers for this tax code. A further window will allow entry of the surcharge percentage and GL analysis accounts.

***Note**: This value is only valid if the Extra Rate Tax flag in the Country-specific parameters is set on.*

Partial (2) - If you want to use partial rate tax, that is, tax is only partially reclaimable for this tax code

A further window will allow entry of the partial rate percentage and GL analysis account.

Investment (3) - If you want to use investment tax

A further window will allow entry of the percentage and account.

Reverse Charge Sales (4) - If you want to use reverse charge sales

Outputs created using this tax code will be included in the Reverse Charge Sales List.

Withholding (5) - If this tax code is a withholding code

This is only applicable in Turkey

This is relevant if the tax code is that applicable for EQ labour lines where a percentage of tax is withheld for certain customers.

Refer to the Equipment Servicing product guide for further details

***Note:** This applies for outputs only. The Reverse Charges Sales List will include total sales for customers using this tax code. It should be a zero rate.*

***Note:** Where reverse charge applies for inputs, this field should not be set. Reverse charge for inputs should be standard rated and have the Generate Inputs and Outputs set to 1 on the Tax Code Maintenance Extra Rate/Partial Rate window, i.e. created as an acquisition tax code.*

The value you specify in the Extra Rate/Partial Rate/Investment/Reverse Charge Sales field determines which fields are displayed on the tax Code Maintenance Extra/Partial/Investment window.

Tax Code Maintenance Extra/Partial/Investment Window

To display this window, press Enter on the Tax Code Maintenance window.

This window allows entry of the surcharge percentage and GL analysis accounts.

Fields

Input/Output Negative Switch

Use this checkbox as follows:

Unchecked - If Accounts Receivable Tax (and other sales tax) is to be posted to the output tax account *or* Accounts Payable tax (and other purchases tax) are to be posted to the input account

Checked - If tax on Accounts Receivable negative transactions is to be posted to the input tax account *or* tax on Accounts Payable negative transactions are to be posted to the output tax account

Generate Inputs and Outputs

Use this checkbox as follows:

Unchecked - If postings to this tax code on either Accounts Payable or Receivable are not to generate both input and output postings

Checked - If postings to this tax code on either Accounts Payable or Receivable are to generate both input and output postings

For example, in the UK, a supplier invoice for an imported item may not actually have any purchase tax, yet there is a requirement to post a tax value. If you check this field, the system posts that tax value as paid.

***Note**: The Generate Input and Outputs field is applicable in the case of EC intra-community trading for Accounts Payable and co-contractor tax for Accounts Receivable.*

Associated Acquisitions Tax Cd

If Purchase Management and World Trade modules are in use, an associated acquisition tax code should be specified for intra-community trading.

The standard logic for determining the tax code will be followed within Purchase Management, but if the country code relationship between the supplier and the purchaser is intra-community, the normal tax code will be overridden, and this code will be used.

You can use the prompt facility to select from the Select Tax Code pop-up.

The following fields depend on the setting of the Extra/Partial/Investment field on the previous window:

Extra Rate Percentage

This field is displayed if an extra rate tax code is used.

The rate entered here is used to calculate the percentage of the tax value calculated by the tax rate (on the previous window).

For example:

Assume a tax rate on the first window of 15%, and an extra rate of 10%. The tax on a goods value of 100 GBP will then be 15 GBP, and the extra rate percentage, applied to the 100 GBP, will be 10 GBP.

Extra Rate (Basic) Account

This field is displayed if an extra rate tax code is used.

Enter an account code, using up to 12 characters. It must be a valid account set up on the chart of accounts. If specified for the account, extension codes must be entered through the standard pop-up.

This is the General Ledger account to which the basic tax rate is posted for an extra tax customer, if different from the Sales Account.

You can use the prompt facility to select from the Select Extra Rate (Basic) Account pop-up.

Extra Rate (Extra) Account

This field is displayed if an extra rate tax code is used.

Enter an account code, using up to 12 characters. It must be a valid fiscal account set up on the chart of accounts. If extension codes have been set for the account, you must enter them in the standard pop-up.

This is the General Ledger account to which extra charge is posted for an extra tax customer, if different from the Sales Account.

You can use the prompt facility to select from the Select Extra Rate (Extra) Account pop-up.

Partial Rate Percentage

This field is displayed if a partial rate tax code is used.

Enter the percentage of the tax that can be reclaimed. For example, enter 25 if a quarter of the tax can be reclaimed.

Non-reclaimable Tax Account

This field is displayed if a partial rate tax code is used.

If the non-reclaimable element of the tax must be analysed to a specific account, enter that account here. If this field is left blank, the non-reclaimable element of the tax will be absorbed into the postings generated for the goods element of the dissections.

You can use the prompt facility to select from the Select Non-reclaimable Tax Account pop-up.

Investment Tax Percentage

This field is displayed for an investment tax code:

Enter the investment tax percentage.

Investment Tax Account

This field is displayed for an investment tax code:

Enter the account code for posting.

You can use the prompt facility to select from the Select Investment Tax Account pop-up.

Investment Tax Control DR

This field is displayed for an investment tax code:

Enter the control account code for debit posting.

You can use the prompt facility to select from the Select Investment Tax Control DR Account pop-up.

Investment Tax Control CR

This field is displayed for an investment tax code:

Enter the control account code for credit posting.

You can use the prompt facility to select from the Select Investment Tax Control CR Account pop-up.

Reporting Currency

This field is displayed for all codes.

This refers to the currency in which the tax reports will be produced for the Customs and Excise authorities.

You can use the prompt facility to select from the Select Currency pop-up.

Completed the required fields and then select Update (F8) to accept your entries.

ION Adapter Tax Code Extension Window

To display this popup, select **Amend Extension (3)** on the Tax Code Maintenance Selection window.

Use this popup to maintain the tax code attributes that are used by the ION adapter:

Fields

Tax Type

Enter a tax type.

Tax Types are codes set up on Standard Code Lists, against code list “Tax Types”. You can also use the prompt facility to select from the Standard Code List pop-up.

Tax Sub Type

Enter a tax sub type.

Tax Sub Types are codes set up on Standard Code Lists, against code list “Tax Sub Types”. You can also use the prompt facility to select from the Standard Code List pop-up.

Tax Exemption Type

Optional.

Present when this tax code represents an exemption from tax. Exemption types are defined in standard code list “Tax exemption types”.

Tax Exemption Description

Optional.

Any relevant description on the use of this exemption type on this tax code. Only relevant if Tax Exemption Type is present.

Tax Exemption Comments

Any additional comments about the use of this exemption. Only relevant if Tax Exemption Type is present

eService active

This is not currently used

eService code

This is not currently used

eService customer location evidence

This is not currently used

Function

India Additional Tax Details (F17)

India only

Use this function to maintain a list of valid rates against a GST code. The Maintain GST Code Rates will be displayed

Select **Update (F8)** to save the details and redisplay the original Tax Code Maintenance window

Maintain GST Code Rates

India only

This is displayed when India Additional Tax Details (F17) is taken from ION Adapter Tax Code Extension Window to allow the maintenance of a list of valid rates against a GST Code.

Fields

Enter New Rate

Enter a value between .01 and 99.99.

Negatives and duplicates are invalid

Option

Maintain (2)

Use this to maintain an existing rate

Delete (4)

Use this to delete an existing rate

Enter required details and select Update (F8) to update

Maintain Tax Calendar [2/GLV]

Tax accounting periods are normally different from General Ledger periods. There can be up to twelve tax periods per year. The number to be used is defined on the company profile. When you post a transaction, the date of that transaction is taken for the posting of the tax element and set against the appropriate tax period. However, if the corresponding tax period has been closed, the tax will be posted to the current tax period in the tax subsystem.

This task creates and maintains the tax calendar for this company.

Note: *Tax periods are maintained in the General Ledger company profile.*

Set Up Tax Calendar Window

To display this window, select the Maintain Tax Calendar task.

A tax calendar is displayed, with the period numbers determined by the number of tax periods per year. Where no dates have been entered, they are held as 999999.

Use **Page Up and Page Down** to display further details.

Fields

Start Date

Set up the calendar by entering a start date for each period. The start date must follow on immediately from the end date of the previous period.

End Date

Set up the calendar by entering an end date for each period. The start date must follow on immediately from the end date of the previous period.

Final Report

This field indicates whether or not the final tax report for the period has been prepared. It cannot be amended.

Note: *The Tax Period Close task will close the current tax period and open the next tax period. We normally recommend that you run the Tax Period Close and the Final Tax Report tasks at the same time.*

Select **Update (F8)** to update the tax calendar.

Maintain Tax Registers [3/GLV]

Each tax transaction is put in a register and is allocated a protocol number within the register. This data is used in the production of Italian statutory reports.

There are six types of register defined to the system against which validations will be made when registers are maintained.

The types are:

1 - Sales

2 - Purchases

3 - Suspended sales

4 - Suspended purchases

5 - Scorporo

6 - Ventilation

- Sales transactions are posted to a sales register of type 1, and purchases to a purchase register of type 2.
- If tax payments are suspended until an invoice is paid, suspended sales and suspended purchases registers are used. These registers are types 3 and 4 respectively. Once payments are received and tax is liable, a transaction will be written to registers of types 1 or 2. For the suspended sales and suspended purchases registers, these are defined as the target registers.
- When a suspended sales register is being maintained, a target register must be specified with the number of a sales register of type 1. A target register of an incorrect type is not allowed.
- A Scorporo register is used for petty cash sales only.
- Type 6 registers are not used.

Maintain Tax Register Window

To display this window, select the Maintain Tax Registers task.

Registers may be amended or deleted by entering the line number of the pertinent register. To add a new register, enter the following fields:

Fields

Line

Enter an existing line number to modify the contents of that line.

Register/Description (Untitled)

Enter the number and description of the register to be maintained. The number must be between 1 and 99, and the description may be up to 30 characters in length.

Type

Select the type of the register. Valid types range from 1 to 6.

Target Register

Enter the number of the register to which transaction values will be sent from this register. If this register is type 1 or 2, a target register is not valid and no entry should be made here.

If the register is type 3, the target register must be type 1.

If the register is type 4, the target register must be type 2.

Last Protocol Number Used

You can optionally enter the last protocol number recorded against this register.

Last Date Used

You can optionally enter or select the last date on which a protocol number was recorded against this register.

Printed Sequence Number

You can optionally enter the sequence number of the last statutory report produced for this register.

Last Date Printed

You can optionally enter or select the date on which a statutory report was last printed for this register.

Press Enter to accept the details. The changes, or a new register, will appear on the window.

Note: *If the last protocol number used is modified, you can remove or create protocol gaps.*

Maintain Protocol Gaps [4/GLV]

A sequential number is allocated to each transaction posted to a register. This is called a protocol number. Protocol numbers normally run from 1 onwards, adding 1 as each transaction is processed.

However, gaps may occur in the sequence of protocol numbers, where the sequence breaks down owing to a transaction being deleted.

You cannot review the protocol gaps. However, if you run the Protocol Gaps task a list of protocol numbers in the gaps is generated. In the Accounts Payable and Accounts Receivable posting routines, you can view a pop-up which shows the numbers. You can select one of the numbers, which will be allocated to the transaction instead of the next sequential number, thereby filling the gaps.

Select **Confirm Submit (F8)** to start the batch job.

Tax Extract [11/GLV]

System21 General Ledger supports the creation of calendar files defining tax periods. When documents are posted, the tax date is used to determine the tax period via these calendar files.

When using the Final Tax report, depending upon the settings in the General Ledger, the reporting period on the tax transaction record may be set to be a different period from the tax period determined when the document was posted.

It is also possible that the user will not wish to make use of these standard tax control facilities.

As a result of the above, a country-specific parameter allows flexibility as to which of the following the extract should use as its tax year and period:

1. To use the tax period as per the tax calendar
2. To use the reporting period as determined by the Final tax report
3. To use the calendar month corresponding to the tax date of the document

The default for this parameter is tax period.

Tax Extract Window

To display this window, select the Tax Extract task.

Fields

Tax Year to be Extracted

Enter a year for the extract.

Note: *If this is not the current GL period's year, or the one immediately before this, a warning is given but you can proceed.*

Tax Period to be Extracted

You can optionally enter a period. If this field is left blank, all periods for the tax year will be extracted. If entered, the period will be validated based upon the country-specific parameter definition of period as follows:

- If you are using tax period or Reporting period, it cannot be greater than the number of tax periods in the GL company profile.
- If you are using calendar months, it cannot be greater than 12.

Tax Code

You can optionally enter a tax code. If this field is left blank, all tax codes will be extracted. If entered, the tax code will be validated

You can use the prompt facility to select from the Select VAT Code popup.

Press Enter to validate and submit the tax extract or select **Exit (F3)** to leave the task.

Enquire on Tax Period/Code [31/GLV]

This enquiry enables you to view tax balances for a selected period. For each of your tax codes the input, output and net balances are listed with values for goods and tax. Totals for the period are included.

Tax Enquiry Selection Window

To display this window, select the Enquire on Tax Period/Code task.

Fields

Tax Period

Enter the period number on which you want to enquire.

Tax Report (F7)

For UK companies only, use this function to display the Tax Report Values window.

Note. These values are only available when the final report for a period has been run.

Press Enter to display the Tax Enquiry window.

Tax Enquiry Window

To display this window, press Enter on the tax Enquiry Selection window.

This window displays the total value of transactions posted in the period selected in terms of both Goods Value and tax Value.

Select **Exit (F3)** to leave the task.

Period Tax Report [41/GLV]

This task allows you to print a Period report for any tax period, in a summary or a detailed form.

Print Tax Reports Selection Window

To display this window, select the Period tax Report task.

Fields

tax Period Range

Enter the tax period(s) for which you want the report generated. They must be on the tax calendar.

If you require a single period, the periods must be the same.

You can enter a range of tax periods only if the final reports for those periods have been produced.

Do You Want a Detailed tax Report

Use this checkbox as follows:

Unchecked - To print summary values only

Note: *The final report is always in summary form.*

Checked - To print all transactions for the selected periods

Note: *If a detailed report is requested, every tax transaction is listed (Output (Sales) is kept separate from Input (Purchases)) with sub-totals for each tax code. Pending tax transactions (transactions posted for cash-based tax) are printed in separate columns.*

Press Enter to submit a batch job to generate the report.

Final Tax Report [42/GLV]

This task is used to re-print a copy of the Final tax report for a closed period.

The Final tax report is run automatically as part of the tax Period Close task.

For this Final tax report re-print, only tax transactions with a current tax period (CVPPER) equal to the period selected are included. This will include any postings that were made subsequent to period close and the reported period of these is then updated to the selected tax period as part of the re-print processing. This option will specify ?REPRINT? in the heading.

Where the GL company is UK i.e country code GB, this option may also create the details for Making Tax Digital VAT reporting, and in an ION-enabled environment, generate the required LCLTaxReport BOD. Since this is a re-print option, then this is optional.

Print Tax Reports Window

To display this window, select the Final tax Report task.

Fields

Tax Period

Enter the Tax period number for which a report is to be generated.

Re-generate MTD Details

Use this checkbox as follows:

Unchecked (default) – To not update the MTD details

Checked – To update the MTD details

Note:

This is only displayed for UK companies

In an ION enabled environment this will generate the LCLTaxReport BOD for use in the submission of MTD VAT return to HMRC

In a non-ION enable environment the VAT100 details will be generated for enquiry purposes

Press Enter to submit a batch job to generate the report. A warning message may be displayed.

Select **Continue (F5)** to produce the report or **Exit (F3)** to leave the task.

Note: *The period to be printed defaults to the prior period and cannot be changed to either a current or a future period.*

Tax Reconciliation by GL Account [43/GLV]

To use this task you must have the tax Reconciliation by GL Account flag set in country-specific parameters.

- This report prints GL accounts and their relevant tax codes. Input accounts are listed first and then output accounts.
- Alongside each account and tax code, the tax code rate applicable at the end date of the selected period is included.
- For each account, the report accumulates posted values from the start of year up to, but excluding, the selected period, accumulating the period posted values. This value is printed, with its calculated tax, in the first two columns.
- The second two columns hold the selected period's posted value and calculated tax.
- The third two columns give the sum of the first and second, that is, the cumulative posted value up to and including the specified period.
- The final page is a summary of totals for each tax code, which can be used to reconcile to the actual postings on the tax accounts.

Tax Reconciliation by GL Account Window

To display this window, select the tax Reconciliation by GL Account task.

Fields

Period

Enter the period number for the report.

Print Exception Posting

Check this if an exception report is required.

The Exception report prints discrepancies between the total tax held for input accounts and for output accounts, and those calculated from the corresponding discount and analysis accounts.

If the discrepancy is greater than the tax error limit on the GL company profile, it is printed.

tax Code

Enter the tax code required or leave this field blank for all codes.

You can use the prompt facility to select from the Select tax Code pop-up.

Tolerance Value for Exceptions

This value may be set to override the default exception value from the company profile.

Press Enter to submit a job to run this report.

Reverse Charge Sales List [44/GLV]

Reverse Charge Sales List Window

To display this window, select the Reverse Charge Sales List task.

Fields

Report from tax Period

Enter the tax period from which Reverse Charge transactions are to be selected.

Report to tax Period

Enter the tax period up to which Reverse Charge transactions are to be selected; this must be greater than or equal to the From period.

***Note**: Reports may be produced monthly, quarterly or annually.*

FTP Data Automatically

Use this field to specify whether the comma-separated file will be sent automatically via FTP to the Windows Server or not.

Use this checkbox as follows:

Unchecked - For users without a TCP/IP network

Checked (default) - For users with a TCP/IP network

***Note:** If a TCP/IP network is in not in place, the comma-separated files can be downloaded to the Windows Server via an ODBC driver and any ODBC compliant PC tools.*

Functions

FTP Log (F20)

If the files do not FTP successfully to the Windows Server, the FTP log allows you to identify the cause of the failure.

Press Enter to validate the data entered. If the data is valid, select **Update (F8)** to create the Reverse Charge Sales List comma-separated file.

Tax in Other Modules

This section summarises the relationship between the tax subsystem and other modules. These modules include:

- Sales Order Processing
- Accounts Receivable

- Purchase Management
- Accounts Payable
- Cash Management
- General Ledger
- World Trade

Full details of tax processing within these modules are provided in the relevant product guides.

A synopsis of the modules follows.

Sales Order Processing

Invoices and Credit Notes

A tax code is determined for each line based on customer and supplier information according to the rules of the tax code. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Accounts Receivable

Company Profile

This defines the default tax code and whether tax liability occurs on the transaction date or on cash receipt (if cash-basis tax is active).

Customer Masters

The company default tax code may be amended for a given customer.

Invoices and Credit Notes

tax amounts are determined according to the rules of the tax code you have entered. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Cash Allocation

If cash-based tax is active, the tax liability occurs when the invoice (or credit note) is fully or partially paid. In this case, cash allocation updates the tax subsystem.

Purchase Management

Order Entry

tax codes are entered at line level for memo purposes only. They default to the tax code entered on the supplier record in Accounts Payable.

Invoice Matching

tax codes may be amended when performing invoice matching. The new tax code is stored as part of the General Ledger distribution.

Accounts Payable

Company Profile

This defines the default tax code, and whether tax liability occurs on the transaction date or on cash payment (if cash-basis tax is active).

Supplier Masters

You can amend the company default tax code for a given supplier.

Invoices and Credit Notes

tax amounts are determined according to the rules of the tax code you have entered. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Payments

If cash-based tax is active, the tax liability occurs when the invoice (or credit note) is fully or partially paid. In this case, Payments updates the tax subsystem.

Cash Management

Miscellaneous Creditor Payments

tax amounts are determined according to the rules of the tax code. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Cash Journals

If applicable, tax amounts are determined according to the rules of the tax code. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Cancelled Transactions

tax transactions created by the cancelled transaction are reversed.

General Ledger (Other than tax Subsystem)

Company Profile

A tolerance limit is set for the difference between an entered tax value and a calculated value. This value is used for validation purposes in the posting programs.

Journal Posting

tax amounts are determined according to the rules of the tax code. General Ledger postings are made to the appropriate accounts and a tax transaction is created.

Note: *tax postings originating in the General Ledger can only be posted via general journals, prior period journals and post to post-inhibited account journals. They will only update the tax subsystem if the tax value is entered on the tax field, and they have a tax code and sales/purchase flag.*

World Trade

Item Masters

The tax code used when selling an item in any country you have entered can be defined for any inventory item. This enhances the function already described.

Invoicing

When World Trade is attached, the invoicing of Sales Order Processing is enhanced to determine the tax code based on the location of the despatching stockroom and customer delivery point.

Invoice Matching

When World Trade is attached, the invoice matching in Purchase Management is enhanced to suggest tax codes based on the location of the supplier despatch point and the receiving stockroom.

Accruals

The tax tax point for movement of goods between EC countries can be based on the date of the movement, not the date of the invoice. This task posts amounts to the tax subsystem for transactions where the movement has occurred, but no invoice has been posted.

Posting Periods

When a tax transaction is posted, it is normally posted into the tax period in which the tax date falls, or into the current tax period if the transaction falls into an earlier period. There are two exceptions to this rule:

- If prior period posting is allowed, tax will be posted to the period of the tax date as long as it is on the calendar file. If the final report has been produced, a flag will be set so that the final report can be run again.
- Payment or reclamation of tax may be deferred for a number of periods. If so, the period number is first calculated from the tax calendar, and then incremented by the number of periods to be deferred.

Bear in mind that for cash-based tax, only the cash payments/receipts update the tax accounts in the General Ledger. The original transactions will have only updated the tax suspense accounts.

It should also be noted that tax transactions update the tax period by using the document date/tax point date and relating it to the tax calendar. As such, this may mean that the tax period posted to is different from the GL period.

Chapter 11 Period Close

Introduction to Period Close in GL

To access the facilities to perform the period close and consolidate/translate a company, select the GL Period Close tasks.

The period close tasks are performed once periods have been closed for all dependent modules (such as Accounts Payable Accounts Receivable and Cash Management), and all journals have been posted.

Note: *A period cannot be closed if there are any suspended journals outstanding. You should run the Suspended Journals report to confirm that there are no such journals. If there are, you need to clear them before proceeding with Period Close.*

Caution: No other user should attempt a General Ledger period close routine for the selected company at the same time.

There are four period close tasks:

- Period Close - **mandatory**
- Consolidate/translate Company
- Open Next Period
- tax Period Close - **mandatory**

tax periods may or may not coincide with General Ledger periods.

The Year-close Journal task is included within this section. It is mandatory in certain countries, but need not be run at the same time as the above tasks.

Period Close [1/GLC]

This task closes off the current period and prevents further postings into the General Ledger for that period (except prior period journals).

Once a period is closed, no further postings to the period are allowed.

A period can only be closed under certain circumstances:

- If there are any outstanding suspended journals, the period cannot be closed.
- Any dependent ledgers must already be set to a future period. The error window lists the dependent module and company.
- When closing a period in a company (target company) that has other companies (source companies) consolidating into it, the software checks that consolidation has taken place for each of those source companies for the period being closed.
- If AFI is in use, it must have completed its postings to the General Ledger for this period.

Close General Ledger Period Window

To display this window, select the Period Close task.

This window will only be displayed if the period can be closed.

Note: Closing a GL period before an EQ revaluation has been run for the period, will display a warning message advising the user that EQ revaluation is pending. This is a warning only.

The EQ revaluation period last run is held in the Inventory DFLT parameter RCST code.

Fields

Do You Wish to Run the Reconciliation Report?

Check this box to run a reconciliation report to compare the GL account balance and those held in the Accounts Receivable/Accounts Payable.

This report is mandatory at the year-end and where a discrepancy exists, the period will not be closed.

Press Enter to close the period. If the close is accepted, the period is flagged as closed and a confirmation message is displayed. Press Enter again to continue.

Note. Closing a General Ledger period compares the balance held against debtor and creditor control accounts with the outstanding balance for the period being closed by each customer or supplier attached to that control account. Where the prepayments on-account function is being used the outstanding prepayments balance for the period being closed is included in this comparison as the control account is not updated until matching has taken place.

Open Next Period [2/GLC]

This task enables you to open the General Ledger for the next period once the previous period has been closed.

Open Next Period Window

To display this window, select the Open Next Period task.

Note: *While the following steps are carried out, no further General Ledger processing may be done.*

The task checks that the Period Close task has been completed, and also that the net profit and opening balance accounts have been defined on the company profile. If any of these tests fail, a message is displayed stating that the operation could not be completed.

In general, the values held for each account at the end of the current period are added to any values already held for the next period to give an opening balance for the next period.

If instead, the period being opened is the first of a new financial year, balance sheet ledgers and profit and loss ledgers are treated differently:

Profit and Loss Ledger

Values held in profit and loss accounts are not carried forward from one year to the next. The opening period balances in the first period of a new financial year include only those values already held for the next period.

The net balance on the profit and loss ledger is held on the memorandum net profit account on that ledger. At year end, the value on that account is transferred to the retained earnings (opening balance) account on the balance sheet.

Balance Sheet Ledger

Values held on the balance sheet accounts are maintained from one year to the next. The procedure for opening the first period of a new financial year is the same as any other period for these accounts, except that the net profit and loss account is transferred to the retained earnings (opening balance) account on the balance sheet.

Press Enter to submit a job and leave the task.

Tax Period Close [3/GLC]

This task has two purposes:

- When the module is first implemented, it sets up the first tax period. You must set up a tax calendar before the first tax period is set up.
- Subsequently, it is used to close the current tax period, run the final tax report and to open the next one.

Where the GL company is UK i.e country code GB, this option will also create the details for Making Tax Digital VAT reporting, and in an ION-enabled environment, it will also generate the required LCLTaxReport BOD.

Set Up Tax Period Window

This is displayed if no current tax period has been set up.

Select the Tax Period Close task. Enter the tax year and period from which the module is to start in the format YYYYPP.

Select Update (F8) to accept the entry.

Close Tax Period Window

To display this window, select the Tax Period Close task where a current tax period has been set.

Fields

Description

Enter details of the report description if required

Note:

This is only displayed for UK companies in an ION enabled environment for inclusion in the LCLTaxReport BOD for use in the submission of MTD VAT return to HMRC

Select Close tax Period (F8) to close the current tax period, run the Final tax report and automatically open the next tax period.

For UK companies, this will also create VAT Return details and in an ION enabled environment the required LCLTaxReport BOD is also generated

Year Close Procedures [11/GLC]

This will apply only if you have chosen to use this year-end task to post journals to support the zeroing of your Profit and Loss accounts and the closure and opening of your Balance Sheet accounts

Note: *In other words, it only applies if the Year End Journals field is checked in your GL Company Profile.*

Year-close journal processing is mandatory in certain countries and optional in others. You may run it at any time after the last period of the year in question has been closed - indeed, it would normally be run several periods later.

The task submits a year-close journal, which posts the values in all profit and loss accounts to a nominated profit and loss summary account. The value of that account is posted to a balance sheet profit account or loss account determined by whether the value is positive or negative. Every

balance sheet account is then posted to a summary closing account within the balance sheet. The balance sheet effectively collapses into one account, zeroising everything else.

The year-close journal is a base-currency-only fiscal journal. No currency period balances, user view balances or currency user view balances must be written into the year end or open journal periods.

A year-open journal is then set to run automatically, which will post into the last adjustment period defined on the company profile. The year open journal is then posted into period 0 of the new year from the summary opening account to the various zeroed accounts within the balance sheet.

Profit and loss will be zero at the start of the year.

The running of the year-close journal will inhibit the posting of prior year journals.

Post Year-close Journal Window

To display this window, select the Year-close Journal task.

Fields

Report Only OR Report and Update

Select one of the following:

Report only

Report and update

Year End Journal Date

Enter or select the date of the year end journal.

Year Open Journal Date

Enter or select the date of the year open journal.

Press Enter and then select **Update (F8)** to submit the journal.

Consolidate/Translate Company [31/GLC]

This task is normally run as part of the period end cycle, after the current period has been closed.

Note: *The first consolidation may be run retrospectively. Thereafter, the consolidation task should be run for each accounting period.*

The period balances for balance sheet and profit and loss accounts for this company may be consolidated into the accounts of a parent (target) company. If the base currencies of the two companies are different, the values in the source company are translated into the base currency of the target company.

Consolidation and translation may be seen as two sides of the same coin. Consolidation on its own is where the two currencies are the same, so the values remain the same in both companies. Translation on its own means that the two companies contain the same equivalent values but in different currencies. Combined, the parent (target) company may contain the single-currency sum of accounts from companies with different currencies.

Factors Affecting Consolidation and Translation

The following settings affect how the consolidation and translation operate:

Country-specific Parameters

Consolidation may be carried out by period or by date. The setting of the Country-specific Parameter 045 in General Ledger Utilities (33/GLU) for the **target company** can be:

0 - Consolidation by period

1 - Consolidation by date

The flag affects how journals/balances in the source company are selected for consolidation, either by virtue of their period or by virtue of their date.

The following should be noted if you are selecting to consolidate by date:

- New Company Relationships Only

It should only be used for newly-maintained company consolidation relationships. No attempt should be made to amend any existing relationships or historical considerations.

- Single Currency

It is only allowed in single currency scenarios, i.e. where the source and target company base currencies are the same. This is because of the complexity involved in considering fluctuations in exchange rates between consolidations which could generate additional postings.

- Corresponding Year End Dates and No Lead/Lag

It is assumed that the company year ends coincide and no lead/lag is used. This ensures there are no complications with transactions being included in totally different accounting years.

- Adjustment Periods are Ignored

Adjustment periods are not valid for selection in the consolidation. This is assumed as there is no calendar date range for these periods: validation in the consolidation submission prevents their input in the batch job, but they are not prevented in the company maintenance. You need to be aware that source company transactions in adjustment periods are selected by virtue of their **date**. They are therefore available for consolidation **if** dated within the period being consolidated.

Obviously, once the target period is closed, any postings to dates in that period in the source will have to be consolidated manually (i.e. a general journal posted in the target company).

- All Accounts Consolidated

It is assumed that all accounts are to be consolidated, i.e. consolidation cannot be restricted to top-level ledgers only. This is because consolidation is at **transaction** level and these only exist at account level.

- Journal Details Transferred

By definition it is always journal details that are consolidated, i.e. consolidation is not of account balances. The use of journal details rather than account balances is based on a flag setting against the source account; to prevent confusion or error, the consolidation always assumes this flag is set regardless of the way in which it has actually been maintained.

GL Company Profile

Historical Translation Details

This is defined in the company profile. If this is set, the period values are already available in the target currency.

Translation Method

A default method is set in the company profile, but it may be overwritten for a ledger and for an account. It is either one or other of the following:

- Cumulative values at end-of-period rate (normally used for balance sheet accounts)
- Net posted values (net period totals or by transaction)

Translate Journal Details

This is defined for each account. The default is set in the company profile.

GL Account Maintenance

For each source account:

Translation Method

As per the company profile, it is set to **0** to use a period end rate code and to **1** if a historical/mid-period rate code is to be used.

Transfer Journal Details

As per the company profile, it is set to **0** to consolidate account balances, and to **1** to consolidate by each journal line.

Target Account

For each account in the source company, a target account in each consolidation target company may be defined if required. Conditions for requirement are as follows:

- A target account is not required for sub-ledger accounts if top-level accounts only are to be transferred.
- If all ledgers are to be transferred, target accounts are not required for sub-ledger control accounts.
- Hierarchy control accounts do not require targets.
- Memo accounts only require target accounts if memo values are being transferred.

Note: *If no target is defined but one is required, it is assumed to be the same as that in the source company.*

Note: *Each account in a source company has a target account in each target company into which it is consolidated*

Consolidation

The first time consolidation is run, accounts are consolidated for this year up to and including the current period.

For subsequent consolidations, the results for the current period are consolidated. If consolidation is run more than once in any period, the net movement since the previous consolidation is consolidated.

When a GL consolidation is run, a check that each account has a valid target is made.

A valid target must:

- Exist in the target company
- Be of the same ledger type (balance sheet or profit and loss)
- Be of the same account type (fiscal or memo)
- Not be post-inhibited

If the target accounts do not meet these tests, an error report is printed and the job is terminated.

Where the source and target currencies are the same, the values in the accounts of each company are consolidated.

Where the two currencies are different, the source values are also translated into the currency of the target ledger.

Values are accumulated with the following rules:

Note: *Debit and credit values are accumulated separately.*

Sub-Ledgers

Sub-ledger accounts are ignored unless all ledgers are to be consolidated.

Individual Journals

If individual journals for an account are to be transferred, the journal details are copied across into the target company, and added into its account balances. Journals posted to a period later than the period being consolidated are not transferred (and a journal cannot be transferred more than once).

Account Balances

If account balances are to be transferred, the value is the total value posted since the previous consolidation in this period. (This enables multiple consolidations per period.)

Note: *Prior period postings to a period earlier than the latest consolidation period will be ignored.*

Such journals therefore need to be posted directly to the target company, either in the currency of the source company, or in its own base currency.

Each required source account value is then added into its target account value (see the earlier notes on conditions for target accounts). Several source accounts may post into a single target account.

Journals

Journals are posted to the current open period of the target company.

Memo Accounts

Memo accounts are accumulated only if required (see the company profile).

Consolidation and Translation Report

When all accounts have been consolidated/translated, a report is produced listing all the values posted to each target account, and the source account from which it came.

Translation Rules

Currency translation applies all the consolidation rules, and, in addition, translates the source currency values into the target currency values. The following rules are applied:

Step	Test	Value Posted to the Target Account
1	Does this account required journal details to be posted?	Yes – Translate any previously untranslated journals at the rate which applied at the time of posting
		No – Go to Step 2
2	Which translation method applies to this account?	Cumulative – Translate cumulative base values on the account at the defined rate (normally used for balance sheet accounts). The value posted to the target account is the current translated value, less the previous translated value. For example: Previous value: 1000 @ 1.75 = 1750 New value: 1200 @ 1.67 = 2004 Net posted: = 254
		Net Posted – Go to step 3
3	Us 'Historical Details' set on in the company profile?	No – Translate net base value posted this period (less any value previously consolidated this period) at the mid-period rate (Normally used for P&L accounts).

Step	Test	Value Posted to the Target Account
		Yes – Transfer the value of any previously unconsolidated transactions to the target company. (The value in the target currency was calculated at the time the journal was posted).

Because different accounts may be translated at different rates, it is likely that the translated debits will not equal the translated credits. Therefore, a balancing value must be posted to translation gain/loss accounts to maintain the integrity of the target General Ledger.

Translate or Consolidate the Company Window

To display this window, select the Consolidate or Translate Company task to consolidate or translate this company's accounts into those of another company.

Caution: No other General Ledger tasks for this company can be carried out while this task is being run.

Fields

Target Company

Enter the target company code.

Source Period

Enter the period number being consolidated. It must be either the most recent consolidated period or the following one. It must also be equal to or greater than the current open period in the target company (adjusted for period lag/lead).

For **Consolidation by Period** the default is the current **source** company period.

For **Consolidation by Date** the default is the current **source** company period. Below it is an output-only display of the dates this represents in the **target** company taken from the General Ledger calendar.

***Note**: If this is the first ever consolidation, the From date will be 00/00/00 regardless of period.*

Date From 66/66/66

Date To 66/66/66

This detail is added for information only, just to clarify how the transactions will be selected.

For example, if the source company runs calendar periods and target works on a 4-4-5 basis, then for period 0201:

Target Period 0201

Date From 01/01/02

Date To 28/01/02

For both consolidation types, the validation of the period entered is:

- It must not be blank
- It must not be an adjustment period
- It must be the same or one greater than the last consolidation period
- It must not be closed in the target company (i.e. it must not be less than the current period)

If validation is passed, the consolidation is performed.

Press Enter to display the next window.

If translate or consolidate by date has been chosen, a window will be displayed as a confirmation. Press Enter to display the Translate the Company window.

Translate the Company Window

To display this window, press Enter on the Translate or Consolidate the Company window.

Before the source company's accounts can be consolidated or translated, the target company's chart of accounts is checked.

Fields

End-of-period Rate Code

This is the rate code or rate to be used for accounts with translation method 0 (generally used for balance sheet translation). The rate code must have a valid rate between the source and target currencies for the source period.

You can use the prompt facility to select from the Select Currency Rate Code pop-up.

Or Rate

Enter the specific rate. Enter **M** or **D** in the first field and the required exchange rate in the second field. If you use this, the End-of-period Rate Code field must be blank.

Mid Period Rate

Unless the company profile has been set up to maintain historical details, enter the rate code or rate to be used for accounts with translation method 1 (generally used for Profit and Loss accounts).

Translation Gain and Loss Accounts

Enter the General Ledger accounts in the target company's chart of accounts to which translation gain and loss will be posted. The accounts must not be post-inhibited.

Note: *Where different rate codes have been used to calculate target currency values, there will be an imbalance. The difference is calculated, for each account, as the difference between the translation rate and the period end rate. Gains and losses are accumulated separately, and at the end of the run are posted to the specified translation gains and losses accounts.*

When the window is completed, press Enter to display the Account Validation in Target Company window.

Chapter 12 Payment Analysis

Introduction to Payment Analysis in GL

Payment analysis provides you with a way of analysing the payments you make to your suppliers. Its main use is for reporting requirements to the US Government (1099), but it can be used for your own analysis purposes.

1099

It is a legal requirement in the USA for businesses to maintain details of non-payroll payments made to suppliers who are not registered corporations. These payments are typically to self-employed contractors, employees and small family businesses, and are made through Accounts Payable.

The reason for this is that these payments may be liable for Federal taxation, and businesses are required to maintain details so as to enable reporting, by supplier, to the IRS (Internal Revenue Service). Reporting is annual, and covers the US fiscal year of January to December.

When reporting to the IRS, businesses can use pre-printed forms, or send as an electronic file. The format is specified by the IRS, and the task is named after the pre-printed stationery 1099.

Businesses are also required to provide their 1099 suppliers with a copy of the details passed to the IRS.

System21 supports the production of 1099-MISC and 1099-NEC only.

Data Set Up

In order to produce payment analysis data, you must first set up a tax group for your companies and then set up analysis codes. You must then open the year to which analysis transactions are to be posted.

Once the codes have been set up, you can begin to enter payment analysis codes against your postings in Accounts Payable. These codes will cause the transactions to appear in the Payment Analysis enquiry and report facilities, once the items have been paid.

When the year's data has been entered, those users who want to produce a 1099 return will close the year to prevent further transactions being posted, and use the 1099-specific tasks to produce the 1099 return on paper or generate file(s) for use in e-filing.

The IRS provide a list of e-file service providers who will transmit the data to the IRS or submission can be done directly through the IRS FIRE system. System21 can produce either a single file containing all the 1099-MISC/NEC transmission data or individual files for each type of transmission record (i.e Transmitter T, Payer A, Payer B, Payer C, State Totals K and End of Transmission F) for use in e-filing.

The following steps are a guide to setting up payment analysis/1099:

1. Select the Maintain Country-specific Parameters task and switch on 1099 Codes Active.
2. Set up the tax group, via the Tax Group GL payment analysis task.
3. Select the GL company profile, and enter the tax group in the US Tax Group field on the third details window.
4. Set up the analysis group codes - the codes to be assigned when a payment is made. In the case of 1099, these are pre-defined to the system and will already exist, but if you are using the facility for your own analysis purposes, you can set up codes of your own.
5. Select Company Year End Control to set up the calendar. This is the calendar year that is just commencing and to which new 1099 transactions are to be posted. After completion of 1099 year end reporting, you use this task to close the year.
6. Each supplier whose payments you want to analyse must be defined as a payment analysis or a 1099 supplier, using the Maintain Despatch Addresses.
7. When you make a posting for a selected supplier, a pop-up will appear, enabling you to assign an analysis code to any portion of the posted value. Different codes can be assigned to different portions of the value.
8. The transactions, with their assigned codes, are available for enquiry and reporting purposes after they have been paid.

Analysis Group Codes [1/GLN]

Payment analysis is dependent on the codes defined here. If you are not using the 1099 facility, you can define these codes to suit your own analysis requirements.

If you are using 1099, these codes are pre-defined according to government requirements.

For 1099 reporting the following codes should be defined:

A	Attorney for legal services

CINS Crop Insurance

D409 Section 409A deferrals

EPP Golden parachute payments

FISH Fishing Proceeds

FTAX Federal tax (1099-MISC)

FTXN Federal Tax (1099-NEC)

I409 Section 409A income

MHCP Medical/health care

NEC Non-employee compensation

NECX Non-employee comp pre-2020

PRIZ Other

RENT Rents

ROYA Royalties

SUBP Substitute payments

These are used when determining where the applicable amounts are included in the electronic files.

NEC and FTXN are used for 1099-NEC, the rest are used for 1099-MISC

Maintain Analysis Group Codes Selection Window

To display this window, select the Analysis Group Codes task.

Use this window to enter the 1099 analysis group code you want to maintain or define

Fields

1099 Analysis Group Code

Enter the code you want to add or maintain.

Alternatively, use the prompt facility to select from the Analysis Group Codes pop-up.

Press Enter to display the Maintain Analysis Group Codes Detail window.

Maintain Analysis Group Codes Detail Window

To display this window, press Enter on the Maintain Analysis Group Codes Selection window.

Fields

Description

Enter the analysis group code description.

Purchase for Resale

This field is for future development.

Press Enter to update and return to the Maintain Analysis Group Codes Selection window.

Transactions [2/GLN]

This task enables you to:

- Maintain existing analysis transactions

You can select any transaction and change its analysis group or supplier reference.

- Add a new analysis transaction

You can select an existing Accounts Payable transaction and apply a payment analysis code to all or part of its value.

Payment Analysis Transactions Maintenance Window

To display this window, select the Transactions task.

Fields

Supplier

You must enter the supplier whose transaction is to be added or maintained.

The supplier must be defined to the system as a 1099 or payment analysis supplier.

You can use the prompt facility to select from the Supplier Selection pop-up.

Payment Date

The system will display for maintenance any transactions with a payment date on or after the date you enter or select in this field.

To display all available transactions, enter zeroes in this field.

Item Type

If you want to add an analysis transaction, select the item type of the transaction providing the value to be analysed.

Select one of the following:

Invoice

Credit note

Journal

Item Reference

If you want to add an analysis transaction, enter the item reference of the transaction providing the value to be analysed.

You can use the prompt facility to select from the Select Item Reference pop-up.

Payable Company

If you want to restrict the search for the item(s) to be added or maintained to a particular Accounts Payable company, enter that company in this field.

Functions

Maintain (F6)

Use this to display a list of all the payments meeting the selection criteria you entered, on the Payment Analysis Maintenance window.

Add Manual (F10)

Use this to add a payment transaction manually. The Add Payment Analysis Transaction window is displayed.

Payment Analysis Maintenance Window

To display this window, select **Maintain (F6)** on the Payment Analysis Transactions Maintenance window.

Fields

Select the payment you want to maintain and the following fields are displayed:

1099 Analysis Group

Enter the analysis group code as required.

Alternatively, use the prompt facility to select from the Analysis Group Codes pop-up.

Supplier Reference

Enter a supplier reference as required.

Purchase for Resale

This field is reserved for future development.

Select **Update (F8)** to update the analysis.

Add Payment Analysis Transaction Window

To display this window, select Add **Manual (F10)** on the Payment Analysis Maintenance window.

Fields

Currency

Enter the transaction currency.

This field is maintainable only if you are adding a new analysis transaction.

You can use the prompt facility to select from the Select Currency pop-up.

Paid Amount Base

Enter the value in base to be assigned to the payment analysis group entered.

This field is maintainable only when you are adding a new analysis transaction.

Paid Amount Prime

Enter the value in prime to be assigned to the payment analysis group entered.

This field is maintainable only when you are adding a new analysis transaction.

1099 Analysis Group

Enter the analysis group code as required.

Alternatively, use the prompt facility to select from the Analysis Group Codes pop-up.

Transaction Date

Enter or select the transaction date as required.

This field is maintainable only if you are adding an analysis transaction.

Payment Date

Enter or select the payment date as required. This must be a date in a year which is open for 1099 transactions.

This field is maintainable only if you are adding an analysis transaction.

Supplier Reference

Enter a supplier reference as required.

Payment Reference

Enter the payment reference as required.

This field is maintainable only if you are adding an analysis transaction.

Item Type

Select one of the following to indicate the type of the item to be added:

Invoice

Credit Note

Journal

This field is maintainable only if you are adding an analysis transaction.

Item Reference

Enter the reference of the item to be added.

Alternatively, use the prompt facility to select from the Select Item pop-up.

This field is maintainable only if you are adding an analysis transaction.

Purchase for Resale

This field is for future development.

Select **Update (F8)** to create the new analysis record. The fields will be blanked out, ready for adding another analysis for this supplier.

Company Year End Control [3/GLN]

The government 1099 return is year-specific. It is therefore necessary to ensure that, once a return has been produced, no more transactions are entered for that year.

This task enables you to define a year as open, in order to accept new analysis postings, or closed.

Company 1099 Period Maintenance Window

To display this window, select the **Company Year End Control** task.

Fields

Calendar Year

Enter the year to define as open or closed and then press Enter to display the next field.

Status

Select one of the following:

Closed (0) - To close the year

Open (1) - To open the year for transaction postings

Press Enter to update.

Tax Group [4/GLN]

The government requires one 1099 return for each legal entity. If several companies make up the entity, they must be consolidated into one tax group.

Setting up the tax group is the first step in setting up 1099 or payment analysis. The tax group code is defined here. To assign a company to this group, enter the code in the Payment Analysis Tax Group field in the General Ledger Company profile.

US Tax Group Maintenance Selection Window

To display this window, select the **Tax Group** task.

Fields

Tax Group Code

Enter a new or existing tax group code.

Alternatively, use the prompt facility to select from the Select Tax Group pop-up.

Press Enter to display the US Tax Group Maintenance window.

US Tax Group Maintenance Window

To display this window, press Enter on the US Tax Group Maintenance Selection window.

Use this window to specify the companies which are to belong to the group.

Fields

Tax Group Name

Enter the name of the group.

Address Lines 1-3

Enter the address of the group.

City

Enter the city name.

Zip Code

Enter the zip code.

State Code

Enter the two-character state code.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Government Location

Enter the government-assigned location.

Government Identifier

Enter the government-assigned identifier.

Payer Name Control

Enter the IRS-assigned control.

Transmitter Control

Enter the IRS-assigned control.

Note: *You can define a company as part of the tax group by entering the tax group code in the US Tax Group field in the General Ledger company profile.*

Select **Update (F8)** to complete the updates and then select **Exit (F3)** to leave the task.

Analysis Transactions [10/GLN]

This task enables you to enter search criteria which will produce a list of analysis records. You can then select the record from which you want to display the details.

Transaction Enquiry Search Window

To display this window, select the Analysis Transactions task.

Fields

Supplier

Enter the 1099 or payment analysis supplier for your enquiry.

You can use the prompt facility to select from the Supplier Selection pop-up, providing you have entered a valid company.

Reporting ID

Enter the reporting identification number (TIN or SSN number) of the supplier for your enquiry.

Start Payment Date

The system will display for enquiry any transactions with a payment date on or after the date you enter or select in this field.

To display all available transactions, enter zeroes in this field.

Payables Company

If you want to restrict the search for the item(s) of your enquiry to a particular Accounts Payable company, enter that company here.

Press Enter to display a list of analysis records which meet the selection criteria entered.

Enter 1 against the payment analysis about which you wish to enquire.

Analysis Report [31/GLN]

This task produces a report of analysis records sequenced by analysis group code within reporting identification number (TIN or SSN).

Payment Analysis Group Report Window

To display this window, select the Analysis Report task.

Fields

Tax Group Code

If you want the report to print analysis values for the whole tax group, enter that group in this field.

Alternatively, use the prompt facility to select from the Select Tax Group pop-up.

Current G/L Company

If you want the report to print analysis values for the current General Ledger company only, **check** this field.

From Payment Date/To Payment Date

Enter or select the range of payment dates to be included in the report.

Print Detail

Use this checkbox as follows:

Unchecked - To print summaries only

Checked - To print transactions

Press Enter to validate your entries and then select Submit **Report (F8)** to submit a job to produce the report. If your selection criteria make it likely that the report will be a long one, a warning will be displayed. Press Enter if you want to confirm the request.

1099-MISC Register and Forms [32/GLN]

This task creates the format for the 1099 MISC forms to be sent to the government and to the supplier.

Print United States 1099 Register & Forms Selection Window

To display this window, select the 1099-MISC Register & Forms task.

Fields

Taxing Year

Enter the calendar year for which the 1099 return is to be produced.

1099 Tax Group

Enter the tax group for which the 1099 return is to be produced.

Alternatively, use the prompt facility to select from the Select Tax Group pop-up.

Press Enter to display the Print United States 1099 Register & Forms Detail window.

Print United States 1099 Register & Forms Detail Window

To display this window, press Enter on the Print United States 1099 Register & Forms Selection window.

Print 1099-Misc Forms

Check this field if you want the submitted job to produce forms, that is, a hard copy of the return.

Royalties Limit

The government requires royalties to be included in the report only if the consolidated total exceeds a certain value. As this value may be changed by the government at any time, you must make an entry in this field.

Misc Rptg Limit

Enter the minimum IRS reporting limit here.

Produce 1099 Files

This field determines whether one or many files are produced for e-filing.

Select one of the following:

0 - If no file is required i.e. submission is via paper only

1 – If a single 1099-MISC file is to be produced.

2 – If multiple 1099-MISC files are to be produced i.e. one for each file type.

The naming of the csv file(s) will be according to the sub-code defined in the MISC GL Parameter.

Contact Phone# for Printed Form

You must enter the contact phone number in this field.

Press Enter If the Produce 1099 files is set to produce single or multiple files the Transmitter Information window is displayed. If Produce 1099 files is set to no, select Submit Report(F8) to submit a job to produce the report.

Transmitter Information Window

To display this window, set the Produce 1099 files to produce single or multiple files and then press Enter on the Print United States 1099 Register & Forms detail window.

Fields

The Transmitter Information window contains details of the entity transmitting the 1099 file(s). The transmitter/company information will be used in any correspondence by the IRS where there are problems with the file(s). Vendor information will contain details of the software supplier i.e.Infor.

You must enter information in all the fields.

Functions

Update with FTP (F8)

Use this to create 1099 files and send via FTP to the server defined in the MISC parameter

Update without FTP (F9)

Use this to create 1099 files ready for manual transfer

Press Enter to validate your entries and then select **Update with FTP (F8)** or **Update without FTP (F9)** to create 1099 files.

Transaction Exceptions [33/GLN]

This report lists all transactions for 1099 or payment analysis suppliers which have had no analysis group codes entered against them.

The report is sequenced by supplier, and is printed in base currency.

Caution: This report is potentially very large, and therefore the task should be used with care.

Transaction Exception Report Window

To display this window, select the Transaction Exceptions task.

Fields

From Date/To Date

Enter or select the range of dates to be included in the report.

Supplier

Enter the supplier or leave this field blank to produce a report of all suppliers.

You can use the prompt facility to select from the Supplier Selection pop-up if you have entered an Accounts Payable company.

Payables Company

If you want to restrict the report to a particular Accounts Payable company, enter that company in this field.

Press Enter to validate your entries and then select Submit **Report (F8)** to submit a job to produce the report.

Supplier Exceptions [34/GLN]

This report will list all suppliers defined to the system as 1099 suppliers which have no reporting identification number (TIN or SSN).

Select **Confirm Submit (F8)** to confirm that the report is to be produced.

1099-NEC [35/GLN]

This task creates the electronic 1099-NEC form to be sent to the government. It uses the same parameters for the FTP as the 1099-MISC held in the GL MISC parameter.

No paper report is produced.

Print United States 1099 Register & Forms Selection Window

To display this window, select the 1099-NEC Register & Forms task.

Fields

Tax Year

Enter the calendar year for which the 1099-NEC return is to be produced.

1099 Tax Group

Enter the tax group for which the 1099-NEC return is to be produced

Alternatively, use the prompt facility to select from the Tax Group pop-up

Press ENTER to display the Print United States 1099 Register & Forms Detail window

Print United States 1099 Register & Forms Detail Window

To display this window, press ENTER on the Print United States 1099 Register & Forms Selection window

Ref. GL0JP99

Fields

Print 1099-NEC Forms

Check this field if you want the job submitted to produce forms, that is, a hard copy of the return

NEC Rptg Limit

Enter the minimum IRS reporting limit here.

Produce 1099 Files

This field determines whether one or many files are produced for e-filing.

Select one of the following:

0 - If no file is required i.e. submission is via paper only

1 – If a single 1099-NEC file is to be produced.

2 – If multiple 1099-NEC files are to be produced i.e. one for each file type

The naming of the csv file(s) will be according to the 1099NEC sub-code defined in the MISC GL Parameter.

Contact Phone# for Printed Form

You must enter the contact phone number in this field.

Press Enter If the Produce 1099 files is set to produce single or multiple files the Transmitter Information window is displayed. If Produce 1099 files is set to no, select Submit Report(F8) to submit a job to produce the report.

Transmitter Information Window

To display this window, set the Produce 1099 files to produce single or multiple files and then press Enter on the Print United States 1099 Register & Forms detail window

Fields

The Transmitter Information window contains details of the entity transmitting the 1099 file(s). The transmitter/company information will be used in any correspondence by the IRS where there are problems with the file(s). Vendor information will contain details of the software supplier i.e.Infor.

You must enter information in all the fields.

Functions

Update with FTP (F8)

Use this to create 1099 files and send via FTP to the server defined in the MISC parameter

Update without FTP (F9)

Use this to create 1099 files ready for manual transfer

Press Enter to validate your entries and then select **Update with FTP (F8)** or **Update without FTP (F9)** to create 1099 files.

Chapter 13 Enquiries and Reports

Introduction to GL Enquiries and Reports

Enquiries

A comprehensive and highly detailed enquiry facility is available for you to obtain immediate information on accounts, posted transactions and balances set up within the system.

The enquiries are structured so that you can work your way through a series of windows by entering options against individual details displayed on the window, and display a subsequent window, or alternatively select functions, thereby electing to view further information applicable to all details present on the window.

In the following sections are descriptions of each detail window present within the structure of each enquiry facility, and diagrams showing the paths taken to reach them.

Source Enquiries

The GL enquiries support the ability to drill down to other applications, such as Accounts Payable, Accounts Receivable and Inventory Movements, responsible for the GL journal or journal line.

Inventory transactions are posted via the Advanced Financial Integrator application, which must be activated for Inventory postings. If this is not done, an error message will be displayed when this type of enquiry is requested.

Note: *Historical stock movements posted before the implementation of System21 are not converted, so the Inventory source enquiry will not work for these transactions.*

Reports

A full range of financial reports likely to be used in the accounting control of the company's General Ledger is also explained in this section. The reports fall into two categories:

- **Transaction reports** - Printing lists or summaries of transactions, based on application-defined or user-defined criteria
- **Account balance reports** - Printing the values held against specified accounts, either for the selected period or cumulatively

The Trial Balance and Management reports are in this category.

Note: *Sample reports are not included in this product guide. It is suggested that you print a set of reports, which you can keep for reference, using your own General Ledger application.*

The Zoom Facility

The user-defined views have previously been set up from the Chart of Accounts tasks. Within enquiries, they offer you the ability to view a wide range of balances by combinations of level codes (group codes). Therefore, period balances can be ascertained by placing emphasis on any level or levels of the account code.

You can set up user-defined views with few level codes within their structure, or with many. Those with few will access a wide range of balances; views with many level codes within their structure will necessarily restrict the number of balances which adhere to the correct level codes and produce a more limited range on which to view balances.

The zoom facility enables you to move up or down from one view to another. Thus, by deciding to zoom up from a view, you are presented with a selection pop-up listing all those views with fewer allocated level codes within their structure. By zooming down, you will see in your selection views with more level codes to their structure.

Note: *From the highest level view, you only have the option to zoom down and from the lowest level view, the option to zoom up.*

Enquire on Account [1/GLE]

Use this enquiry to display all relevant details about an account.

Windows available in this task are:

A - Entry

The Account Code Enquiry Selection window allows you to enter a suitable account or ledger on which to enquire. You can specify budgets/forecasts which have been set up for the purpose of making comparisons.

B - Account Summary

The Account Code Enquiry Summary window displays the summary details of the account you have selected, including net movement and balance year to date. Other accounts may be selected and displayed from this window.

C - Period History

The Account Code Enquiry Period History window displays the balances of a period back to the earliest period still held on the system, including net movement, budget and cumulative balance details.

D - Posting Detail for Period

The Account Code Enquiry Detail window displays all transactions posted during the selected period with the oldest first.

E - Bar Chart

The Bar Chart window displays actual and budget details within a range of periods. Fields and scale may be changed.

F - Hierarchy Details

The Account Hierarchy Enquiry window displays a list of hierarchy control accounts or sub accounts. A comparison of posted values against budget is also available.

G - Individual Posting Detail for Period

The Transaction Entry Posting Detail window displays posting detail against an individual journal.

H - Text Entry

The Maintain Document Text window allows you to enter text against various windows within the enquiry structure.

I - Transaction Source Detail

This window accesses the source application of the chosen transaction to view in depth analysis from the Accounts Receivable or Accounts Payable applications. A second enquiry structure can be accessed from this window.

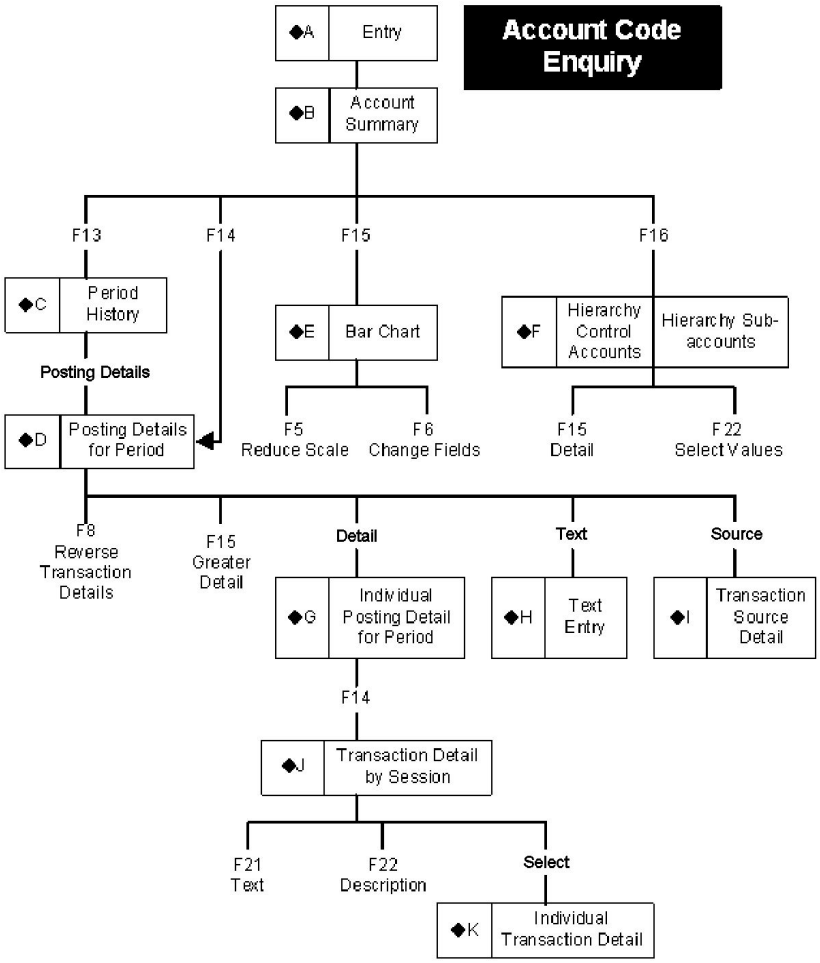
J - Transaction Detail by Session

The Transaction Enquiry Transaction Detail window displays a list of all journals posted in the chosen session. They may be selected for further analysis.

K - Individual Transaction Detail for Period

The Transaction Enquiry Detail window displays a more detailed analysis of a posted transaction, including source system company, and source system session.

Note: *Consult the following diagram to locate the enquiry stages within the enquiry structure.*



Account Code Enquiry Selection Window

To display this window, select the Enquire on Account task.

Use this window to select the ledger or account level for the enquiry. You can also select the period on which to report and a range of budget codes to include for either a fiscal or an alternative year end.

Fields

Account

Enter an account code, using up to12 characters. It must be a valid account set up on the chart of accounts and must exist in the relevant ledger.

You can use the prompt facility to select from the Select Account pop-up.

Ledger

Enter a ledger code, using up to 3 characters.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Period

The default period for the enquiry is displayed, but you can overtype it to display details of another period.

Budget Code 1

Enter the default code of the budget or forecast records which are to appear on Account Balance and Period History windows, in addition to the actual posting values. This defaults to the budget code on the company profile.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following types for budget code 1:

0 - For a forecast

1 - For a budget

Budget Code 2

Enter the default code of the budget or forecast records which are to appear on Account Balance and Period History window, in addition to the actual posting values. This defaults to the budget code on the company profile.

You can use the prompt facility to select from the Select Budget pop-up.

Type

Enter one of the following types for budget code 2:

0 - For a forecast

1 - For a budget

Year End

The default is **FIS** for the fiscal year. You can select **ALT** for the alternative year.

It is necessary to let the system obtain the appropriate period number from the company profile record.

Select an account or enter the relevant details and then press Enter to display the Account Code Enquiry Summary window of the enquiry.

Note: *If you do not enter the code of an account and only enter a ledger code, the Account Code Enquiry pop-up is displayed, on which you can select the appropriate account.*

Account Code Enquiry Summary Window

To display this window, select an account or enter your criteria and then press Enter on the Account Code Enquiry Selection window.

You can change the parameters you entered on the Account Code Enquiry Selection window in order to view different account details.

Fields

Account

To enquire on a different account, enter an account code, using up to12 characters. It must be a valid account set up on the chart of accounts and must exist in the relevant ledger.

You can use the prompt facility to select from the Select Account pop-up.

Period

To enquire on a different period, enter the new period number.

Ledger

You can enter a different ledger code if required, using up to 3 characters.

You can use the prompt facility to select from the Select Ledger pop-up.

Budget Code 1 or 2

Select 1 or 2 to view the corresponding budget code.

Year End

The default is **FIS** for the fiscal year. You can select **ALT** for the alternative year.

Budget Code 1

Enter the default code and select the type of the budget or forecast records which are to appear on Account Balance and Period History windows, in addition to the actual posting values. These default to the budget and forecast codes on the company profile.

You can use the prompt facility on the first field to select from the Select Budget pop-up.

In the second field, you can select one of the following:

Forecast

Budget

Quantity forecast

Quantity budget

Budget Code 2

Enter the default code and select the type of the budget or forecast records which are to appear on Account Balance and Period History windows, in addition to the actual posting values. These default to the budget and forecast codes on the company profile.

You can use the prompt facility on the first field to select from the Select Budget pop-up.

In the second field, you can select one of the following:

Forecast

Budget

Quantity forecast

Quantity budget

Functions

Period History (F13)

Use this to display the Account Code Enquiry Period History window, showing the balance of a period back to the earliest period still held on the system, including net movement, budget and cumulative balance details.

Posting Details (F14)

Use this to display all transactions posted during the selected period with the oldest first. The Account Code Enquiry Detail window is displayed.

Barchart (F15)

Use this to display actual and budget details within a range of periods in the form of a bar chart. The fields and scale can be changed on the Bar Chart window.

Hierarchy Details (F16)

Use this to display a list of hierarchy control accounts or sub-accounts on the Account Hierarchy Enquiry window. A comparison of posted values against budget is also available.

Ytd/Cumulative Bal. (F17)

Use this to toggle between the cumulative balance and year to date values.

Select a function to display the next window.

Account Code Enquiry Period History Window

To display this window, select **Period History (F13)** on the Account Code Enquiry Summary window.

This window displays the balance of a period back to the earliest period still held on the system, including net movement, budget and cumulative balance details.

Options

Posting Details

Use this to select a line and display the posting details for the period. The Account Code Enquiry Detail window is displayed.

Select a line with Posting Details to display the Account Code Enquiry Detail window.

Account Code Enquiry Detail Window

To display this window, select a period balance line with Posting Details on the Account Code Enquiry Period History window.

Alternatively, select **Posting Details (F14)** on the Account Code Enquiry Summary window.

This window displays transaction details for the selected period.

Where a journal line is flagged as debit/credit overridden it is displayed in reverse image.

Fields

Line Number

Enter the line number for which you wish to see further details.

Select

Select one of the following:

Detail (1) - To display posting detail against an individual period

The Transaction Enquiry Posting Detail window is displayed.

Text (2) - To enter text against posting details

The Maintain Document Text window is displayed.

Source detail (3) - To access the source application of the chosen transaction to view in-depth analysis from the Accounts Receivable, Accounts Payable and Inventory applications

A second enquiry structure can be accessed through this option. As the window displayed will be an enquiry from the appropriate application, it is not described in detail in this product guide.

Functions

Reverse Transaction Sequence (F9)

Use this to reverse the sequence of the list of transaction details displayed on the window.

Greater Detail/Less Detail (F15)

Use this to toggle between a more and less detailed analysis of posted transactions.

Select **Previous (F12)** to re-display the Account Code Enquiry Summary window or select **Exit (F3)** to leave the task.

Transaction Enquiry Posting Detail Window

To display this window, enter a line number and select Detail on the Account Code Enquiry Detail window.

Functions

Transaction Detail (F14)

Use this to display the Transaction Enquiry Transaction Detail window.

Select **Previous (F12)** to re-display the Account Code Enquiry Detail window or select **Exit (F3)** to leave the task.

Transaction Enquiry Transaction Detail Window

To display this window, select **Transaction Detail (F14)** on the Transaction Enquiry Posting Detail window.

Options

Select

Use this to display the Transaction Enquiry Detail window for the selected line.

Functions

Text (F21)

Use this to maintain text for the transaction. The Maintain Document Text window is displayed.

Extension Code/Description (F22)

Use this to toggle between displaying the transaction description and the extension code.

Select a line to display the Transaction Enquiry Detail window.

Alternatively, select **Previous (F12)** to re-display the Transaction Enquiry Posting Detail window or select **Exit (F3)** to leave the task.

Transaction Enquiry Detail Window

To display this window, select a line on the Transaction Enquiry Transaction Detail window.

Maintain Document Text Window

To display this window, enter a line number and select Text on the Account Code Enquiry Detail window.

Maintain the text as required and then select Update and **Return (F8)** to return to the Account Code Enquiry Detail window or select **Exit (F3)** to leave the window without update.

Select **Previous (F12)** to re-displays the Transaction Enquiry Transaction Detail Window or select **Exit (F3)** to leave the task

Bar Chart Window

To display this window, select **Barchart (F15)** on the Account Code Enquiry Summary window.

The window displays actual details (indicated by A in the bars of the bar chart) and budget details (indicated by B) for the period selected.

Functions

You may modify the bar chart in the following ways:

Reduce Scale (F5)

Use this to reduce the scale (to allow for increases).

Values (F6)

Use this to change the fields used in the bar chart, and the latest period to be shown. The Select Figures for Comparison window is displayed.

Restore Values (F13)

Use this to re-set the scale.

To change the values in the right-hand column of any period for this enquiry (only if they are budget records), position the cursor over the column on the desired value and then press Enter.

Select **Previous (F12)** to re-display the Account Code Enquiry Summary window or select **Exit (F3)** to leave the task.

Select Figures for Comparison Window

To display this window, select **Values (F6)** on the Bar Chart window.

Fields

Enter the Most Recent Period to Appear on the Chart

You can change the most recent period as required.

Enter the Codes of the Two Figures for Comparison

Enter two codes to display on the bar chart from the list below.

Press Enter to return to the Bar Chart window with the changed values as entered.

Account Hierarchy Enquiry Window

To display this window, select **Hierarchy Details (F16)** on the Account Code Enquiry Summary window.

Hierarchy enquiries are of two types, dictated by the value you enter in the Enquiry Type field

Fields

Control Account

To display details of another hierarchy, enter a control account.

Alternatively, use the prompt facility to select from the Select Hierarchy Control Account pop-up.

Ledger/Child

Hierarchies can be displayed for a selected child account.

The child account may be in the standard view or a selected user defined view.

A ledger will be shown if the hierarchy is for a selected ledger or a user view has been selected. Beneath child account the

Untitled

This field is used to display the format of the account with the lengths and levels that should be entered according to the ledger/user defined view selected.

Functions

Detail/Summary (F15)

Use this to toggle between the detail and summary views of the window. While you are in the detail view, you can use the **Left (F19)** and **Right (F20)** functions to view the account/view description as it may be too long to display all at once.

View (F18)

Use this to select a ledger/user-defined view.

Values (F22)

Use this to display the Account Hierarchy Enquiry Select Figures for Comparison window.

Select **Previous (F12)** to re-display the Account Code Enquiry Summary window or select **Exit (F3)** to leave the task.

Hierarchy Enquiry Select Figures for Comparison Window

To display this window, select **Values (F22)** on the Account Hierarchy Enquiry window.

Use this window to alter the criteria for the enquiry.

Fields

Enter the Period to Appear in the Enquiry

You can change the period as required.

Codes of the Two Figures for Comparison

Select two codes to display on the enquiry from the lists provided.

Press Enter to return to the Account Hierarchy Enquiry window with the changed values as entered.

Enquire on Session/Transaction [2/GLE]

This enquiry displays posted transactions either by nominating a specific transaction or by displaying all transactions for a given posting session.

Windows available within this task are:

A - Entry Window

The Enquiry by Transaction Reference or Session window allows you to enter a suitable transaction or session number on which to enquire.

B - Transaction Detail

The Transaction Detail Transaction Detail window displays a list of all journals posted in the selected session. They may be selected for further analysis.

C - Individual Transaction Detail

The Transaction Enquiry Detail window displays posting detail against an individual journal.

D - Session Detail

The Session Detail window displays a list of transactions for a selected session. The user and terminal number are also displayed.

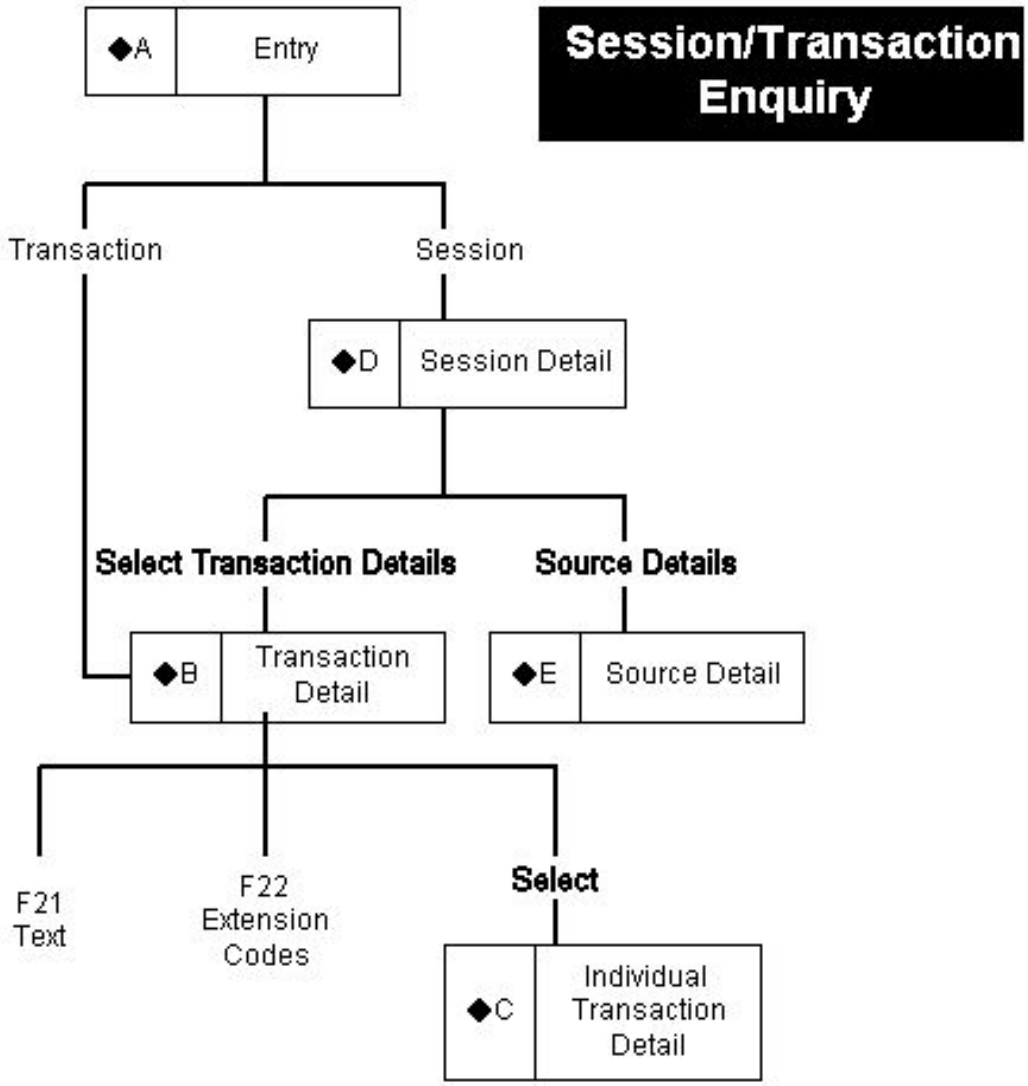
E - Source Detail

Use this to view the source details of the transaction.

This window displays the original transaction details. This might be an SL (Accounts Receivable) window, a PL (Accounts Payable) window, or other source module.

The Source Detail window takes you into the enquiry facility of the application in which the transaction originated, such as Accounts Receivable, Accounts Payable or Inventory.

Note: *Consult the following diagram to locate the enquiry stages within the enquiry structure.*



Enquiry by Transaction Reference or Session Window

To display this window, select the Enquire on Session/Transaction task.

Transactions may be selected by specific transaction reference or by session number. Enter details for the former or the latter.

Fields

Session Number

Enter session number for transactions on which you want to enquire.

Alternatively, use the prompt facility to select from the Select Session window.

Source

Enter the code for the origin of the transaction (for example, G for General Ledger).

Alternatively, use the prompt facility to select from the Select Transaction Source pop-up.

Type

Enter the type of transaction from the source application (for example, GJ for a general journal).

Alternatively, use the prompt facility to select from the Select Transaction Type pop-up.

Reference

Enter the unique reference number of the required transaction of this source and type.

Press Enter. If you entered or selected a session number, the Session Detail window is displayed; otherwise, the Transaction Enquiry Posting Detail window is displayed.

Select Session Window

To display this window, use the prompt facility on the Session Number field on the Enquiry by Transaction Reference or Session window.

Options

Display

Use this to display the Session Detail window for the selected session.

Print

Use this to print details of the selected session.

Fields

Position to Session

Use this to position the display at the entered value.

Select a session with Display to display the Session Detail window.

Alternatively, select **Previous (F12)** to return to the Enquiry by Transaction Reference or Session window or select **Exit (F3)** to leave the task.

Session Detail Window

To display this window, enter a session number on the Enquiry by Transaction Reference or Session window or select a session on the Select Session window.

Select a transaction line to display either transaction details or source transaction details.

Options

Select Transaction Details

Use this to view transaction details on the Transaction Enquiry Posting Detail window.

Source Details

Use this to view the source details of a transaction.

This window displays the original transaction details. This might be an SL (Accounts Receivable) window, a PL (Accounts Payable) window, or other source module.

Details are given in the relevant product guides.

Note: *For further information concerning the mechanics of the various enquiry facilities, refer to the respective product guides.*

Select an option to display the next window.

Transaction Enquiry Transaction Detail Window

To display this window, enter transaction details on the Enquiry by Transaction Reference or Session window or enter a session and select the Select Transaction Details against a line.

Alternatively, you can select the Enquire on Account task and work through the enquiry path. (See the Enquire on Account section.)

This window lists the transaction reference, description and value for a selected session.

Options

Select

Use this to display the Transaction Enquiry Detail window for the selected line.

Functions

Text (F21)

Use this to maintain text for the transaction. The Maintain Document Text window is displayed.

Extension Code/Description (F22)

Use this to toggle between displaying the transaction description and the extension code.

Select a line to display the Transaction Enquiry Detail window.

Transaction Enquiry Detail Window

To display this window, select an account on the Transaction Enquiry Posting Detail window. This window may also be accessed from the Enquire on Account and Transaction Search tasks.

This window displays posting values.

Note: *You cannot search any deeper into the enquiry from this window.*

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the task.

Transaction Search [3/GLE]

This is a general-purpose enquiry which enables transactions to be displayed based on a wide range of selection and sequencing data.

Windows within this function:

A - Entry

The Transaction Search Accounts Selection window allows you to select one or more ranges from the selection criteria displayed on the window. You may also sequence selections.

B - Further Entry

The Transaction Search Values Selection window displays further entry parameters when the page up and page down keys are used from the previous window.

C - Selected Transactions

The Transaction Entry window displays a list of selected transactions by source and type.

D - Greater Detail

The Transaction Search Detail window displays a detailed list of the transactions.

E - Prime Values

The Transaction Search Prime Values window displays the prime values of the transactions as well as the base values.

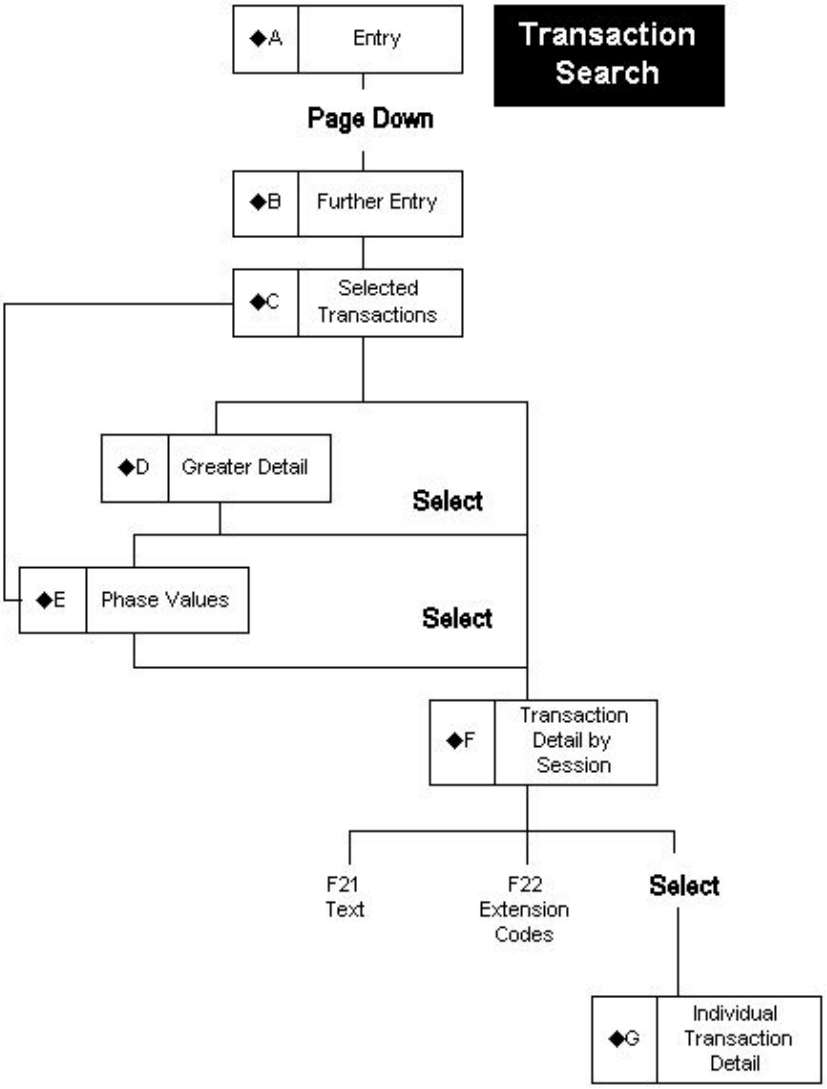
F - Transaction Detail by Session

The Transaction Entry Transaction Detail window displays a list of all transactions posted in the selected session. They may be selected for further analysis.

G - Individual Transaction Detail

The Transaction Entry Detail window displays posting detail against an individual transaction.

Note: *Consult the following diagram to locate the enquiry stages within the enquiry structure.*



Transaction Search Accounts Selection Window

To display this window, select the Transaction Search task.

Fields

Order (1-5)

Choose the order of the fields by entering or selecting numbers **1** to **5** against them. Each field then has a priority when sequencing the selected transactions. If this field is left blank, the transactions will be displayed in the sequence in which they were entered.

Ascending/Descending

Enter one of the following:

Ascending - To have the transactions listed in ascending order

Descending - To have the transactions listed in descending order

From/To Fields

Ledger

Enter the range of ledgers for your enquiry. Leave these fields blank to enquire on all ledgers.

You can use the prompt facility to select from the Select Ledger pop-up.

Account

Enter the range of account codes for your enquiry. Leave these fields blank to enquire on all accounts.

You can use the prompt facility to select from the Select From Account and Select To Account pop-ups.

Account Type

Select one of the following account types for your enquiry:

Fiscal - For fiscal accounts only

Memo - For memorandum accounts

Both - For both fiscal and memorandum accounts

Account Level (5 to 9 Range)

If you have already specified a ledger for this enquiry, and if that ledger has extension codes attached to it, that ledger's extension code parameters are displayed on the window. If any of those extension codes are global and are not required by the ledger, the global levels are not displayed.

If no ledger has been specified, the system displays parameters for only those global levels which exist for this company.

Enter the range of extension levels for your enquiry. Leave these fields blank for all extension levels.

You can use the prompt facility to select from the Select From Level Code and Select To Level Code pop-ups.

Period

Enter the range of periods for your enquiry, in the format YYYYPP. Leave these fields blank to enquire on all periods.

Accounting Date

Enter or select the range of accounting dates for your enquiry.

Leave these fields blank to enquire on all dates.

Source

Select the range of origins for your enquiry.

Alternatively, use the prompt facility to select from the Select Transaction Source pop-up.

Type

Enter the range of transaction types for your enquiry. Leave these fields blank for all transaction types.

Once you have entered the source, you can use the prompt facility to select from the Select Transaction Source pop-up.

Reference

Enter the range of transactions for your enquiry. Leave these fields blank to enquire on all document references.

Select Page Down to display further parameters.

Transaction Search Values Selection Window

To display this window, select Page Down on the Transaction Search Accounts Selection window.

Use this window to make any further entries in the following range parameters:

Fields

Value From/To

Enter the range of transaction values for your enquiry. Leave these fields blank to enquire on all values.

Values in Base?

Use this checkbox as follows:

Unchecked - If the value entered is not in base currency

Checked - If the value entered applies in base currency

Currency

If the Values in Base field is left **unchecked**, enter a prime currency.

You can use the prompt facility to select from the Select Currency pop-up.

Quantity From/To

Enter the range of transaction quantities for your enquiry. Leave these fields blank for all quantities.

Source Company From/To

Enter the range of companies code numbers in which transaction enquiries are to be made. These may be from Account Receivable ledgers, Accounts Payable ledgers and other source systems set up with different codes to this General Ledger.

Leave these fields blank to enquire on all companies.

Source Account From/To

Enter the range of account codes from external applications on which you want to enquire.

Leave these fields blank for all account codes.

Match Reference From/To

Enter the range of matched transactions for your enquiry. Leave these fields blank for all matched transactions.

Match Date From/To

Enter or select the range of match dates for your enquiry.

Leave these fields blank to enquire on all dates.

Txns to Include

Unmatched

Use this checkbox as follows:

Unchecked - Not to include unmatched transactions in the enquiry

Checked - To include unmatched transactions in the enquiry

Fully Matched

Use this checkbox as follows:

Unchecked - Not to include fully matched transactions in the enquiry

Checked - To include fully matched transactions in the enquiry

Partially Matched

Use this checkbox as follows:

Unchecked - Not to include partially matched transactions in the enquiry

Checked - To include partially matched transactions in the enquiry

Press Enter to accept the parameter specifications. A pop-up is displayed, warning you that the system may take some time to access the required data. If you want to continue, select Criteria Proceed with Selection as **Entered (F8)** and the Transaction Enquiry window will be displayed.

Transaction Enquiry Window

To display this window, press Enter on the Transaction Search Values Selection window and confirm your selection on the warning pop-up.

Use this window to select a transaction from the displayed list or view it in greater detail.

Options

Select

Use this to display the details of a transaction by session.

Functions

Greater Detail (F15)

Use this to display the Transaction Search Detail window.

Select any transaction to display its details listed by session.

Alternatively, select Greater Detail (F15) to display the Transaction Search Detail window.

Transaction Search Detail Window

To display this window, select **Greater Detail (F15)** on the Transaction Enquiry window.

This window displays the list of transactions in greater detail, for example, with currency values.

Options

Select

Use this to display the Transaction Enquiry Transaction Detail window.

Functions

Display Prime Values (F15)

Use this to view the prime values.

Select **Display Prime Values (F15)** to display the Transaction Enquiry Prime Values window.

Alternatively, select a transaction to display the Transaction Enquiry Transaction Detail window.

Transaction Search Prime Values Window

To display this window, select **Display Prime Values (F15)** on the Transaction Search Detail window.

This window displays transaction with prime values.

Options

Select

Use this to display the Transaction Enquiry Transaction Detail window.

Functions

Basic Details (F15)

Use this to view the basic detail.

Select **Basic Details (F15)** to display the Transaction Enquiry Detail window.

Alternatively, select a transaction to display the Transaction Enquiry Transaction Detail window.

Transaction Enquiry Transaction Detail Window

This window displays further transaction details.

Options

Select

Use this to display the Transaction Enquiry Detail window for the selected line.

Functions

Source Detail (F14)

Use this to display the source detail for the transaction.

Text (F21)

Use this to maintain text for the transaction. The Maintain Document Text window is displayed.

Extension Code/Description (F22)

Use this to toggle between displaying the transaction description and the extension code.

Select a line to display the Transaction Enquiry Detail window.

Alternatively, select **Previous (F12)** to re-display the Transaction Enquiry Posting Detail window or select **Exit (F3)** to leave the task.

Transaction Enquiry Detail Window

To display this window, select a line on the Transaction Enquiry Transaction Detail window.

You can access this window from the Enquire on Account, Enquire on Session/Transaction and Transaction Search tasks.

This window displays the individual transaction details with posting values, session and period details.

Note: *You cannot search any deeper into the enquiry from this window.*

Select **Previous (F12)** to return to the previous window or select **Exit (F3)** to leave the task.

Enquire on Balances [4/GLE]

This task allows you to enquire on different balances across a range of accounts and within a specified ledger and period.

Account Balance Enquiry Ledger Selection Window

To display this window, select the Enquire on Balances task.

Fields

Ledger

Enter the three-character code of a valid ledger as set up on the chart of accounts, or leave this field blank to accept all ledgers.

You can use the prompt facility to select from the Select Ledger pop-up.

Select Range of Accounts within the Ledger?

Use this checkbox as follows:

Unchecked - If you do not want to select a specified range of accounts for which to display details

Checked - If you want to specify a range of accounts within this ledger

In this case, a further window will be displayed, requiring you to input necessary parameters for that range.

Period

Enter a valid period on which to enquire, in the format YYYYPP. The period must be set up on the system's calendar.

Press Enter. If you checked the Select a Range of Accounts within the Ledger field, the Account Balance Enquiry Account Selection window will be displayed. Otherwise, the Account Balance Enquiry Selection window will be displayed.

Account Balance Enquiry Accounts Selection Window

To display this window, check the Select a Range of Accounts within the Ledger field and then press Enter on the Account Balance Enquiry Ledger Selection window.

Fields

Search Criteria From

Enter the first account level code for the range of accounts you want to view in this enquiry. It must be a valid level code as set up in chart of accounts.

Leave this field blank to accept all level codes.

You can use the prompt facility to select from the Select From Level Code pop-up.

Search Criteria To

Enter the last account level code for the range of accounts you want to view in this enquiry. It must be a valid level code as set up in chart of accounts.

Leave this field blank to accept all level codes.

You can use the prompt facility to select from the Select To Level Code pop-up.

Note: *A range of report level codes may also be specified within this enquiry.*

Press Enter to accept the parameters you have entered and display the Account Balance Enquiry Selection window.

Account Balance Enquiry Selection Window

To display this window, press Enter on the Account Balance Enquiry Ledger Selection window or the Account Balance Enquiry Account Selection window.

This window displays accounts with debits and credits for the selected period. Select an account to display greater detail, including year to date balances, actual, budget and variance values.

Fields

Ledger

The name of the ledger you have selected is displayed at the top of the window, and against each account. If a ledger is not specified, the words Any Ledger will appear at the top of the window and a selection of ledger codes will be listed by the side of their respective accounts.

Period

The period for the balance displayed on the window is shown. You can change this to display details for another period.

Note*: The window displays the default balance Net Posted for Period. This balance can be changed.*

Functions

Change Figure Displayed (F22)

This allows you to change the balance displayed on the window. The Select Figure to Display pop-up will be displayed, with a selection of those balances available on the system.

Select **Change Figure Displayed (F22)** to display the Select Figure to Display pop-up.

Select Figure to Display Pop-up

To display this pop-up, select **Change Figure Displayed (F22)** on the Account Balance Enquiry Selection window.

This pop-up enables you to select the balances to display. You can choose to replace the debits and credits which display as a default.

You can also amend the period, by entering a different period in the field at the top of the pop-up.

Options

Select

Use this to select another balance from the list of those set up on the system.

Note: *If you select a budget, the Select Budget pop-up is displayed.*

Select Budget Pop-up

To display this pop-up, select a budget balance on the Select Figure to Display pop-up.

Fields

Budget

Enter a valid budget code, using up to3 characters. The default will be the code set up in company profile.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Budget Type

Select one of the following:

0 - Base forecast

1 - Base budget

2 - Quantity forecast

3 - Quantity budget

4 - Currency forecast

5 - Currency budget

Press Enter to confirm your selection. The balances for accounts against that budget will be displayed.

Enquire on User-defined Balances [5/GLE]

This task allows you to enquire on balances and transaction details by the use of user-defined balances, thereby enabling you to arrive at a more detailed and more specific analysis of transactions with greater speed and accuracy.

There is also a facility controlling the user-defined balances, which can be used to zoom up to a user-defined balance with fewer level codes in its structure, and zoom down to a user-defined balance with more level codes. You can also zoom across ledgers. In so doing, a broad range of account code combinations may be selected and their details displayed for enquiry.

This is a list of windows within this enquiry:

User-defined View Enquiry Selection Window

This allows you to enter the period and ledger in which you want to view balance details. X-ledger balances may also be accessed.

Select User-defined View Pop-up

This shows a list of the user-defined views from which to select to proceed further into the enquiry function.

User-defined View Enquiry Window

This displays the group codes structured according to the view selected, and the period balances held against them.

Select Figure to Display Pop-up

This allows you to select one or two balances.

User-defined View Enquiry Group Detail Window

This displays the full descriptions of the group codes structured according to the view selected, and the period balances held against them.

User-defined View Enquiry Balance Window

This displays the full details of a selected group balance.

User-defined View Enquiry Transaction Window

This offers a list of the transactions falling within the scope of the selected group and period.

User-defined View Enquiry Detail Window

This shows a list of transactions by group and period including full extension codes.

Enquire on User-defined Period Balances Pop-up

This gives full details of a single transaction.

Select Cross-Ledger User-defined View Pop-up

A list of the X-ledger views is also available on the system for you to select.

User-defined View Enquiry Selection Window

To display this window, select the Enquire on User-defined Balances task.

Use this window to select a ledger and period to display for the user-defined view.

Fields

Ledger

Enter a valid ledger set up in the chart of accounts, using up to3 characters.

Leave this field blank to select from a list of X-ledger balances.

You can use the prompt facility to select from the Select Ledger pop-up.

Period

Enter the period for which you want to view balances, in the format YYYYPP. It must be a valid period, as set up in the company's calendar.

Default View

Use this checkbox as follows:

Unchecked - To display the Select User-defined View pop-up, enabling you to select a view

Checked - To go straight to the User-defined View Enquiry window, with the default view showing, when you press Enter

If you left the Default View field unchecked and entered or selected a ledger, the Select User-defined Press Enter.View pop-up is displayed.

If you left the Default View field **unchecked** and left the Ledger field blank, the Select Cross-Ledger User-defined View pop-up is displayed.

If you **checked** the Default View field, the User-defined View Enquiry window is displayed.

Select User-defined View Pop-up

To display this pop-up, enter or select a ledger and leave the Default View field unchecked and then press Enter on the User-defined View Enquiry Selection window.

This pop-up displays a list of the user-defined views set up for the enquiry.

Select the appropriate view to display the User-defined View Enquiry window.

Select Cross-Ledger User-defined View Pop-up

To display this pop-up, leave the Ledger field blank and leave the Default View field unchecked and then press Enter on the User-defined View Enquiry Selection window.

Select a X-ledger view, in the same way as you would a normal view, to display the User-defined View Enquiry window.

Note: *Neither the ledger nor the level sequence is defined because, since the levels of the views cross different ledgers, they may also exist at different levels within those ledgers.*

Note: *If no X-ledger views have been set up, this pop-up is not displayed and you are taken straight into the enquiry with group codes beneath the standard view.*

User-defined View Enquiry Window

To display this window, check the Default View field on the User-defined View Enquiry Selection window or select a view from the Select User Defined View pop-up or from the Select Cross-Ledger User-defined View op-up.

This window displays a list of the user-defined views set up for balance enquiry. Balance values for the period are listed.

Fields

Period

This displays the selected period for the balances displayed on the window. The number can be changed to display details of another period.

Position To

This allows you to position to any valid group code within the range you have selected. Enter a string of valid characters above the level code numbers indicated beneath the input line.

Options

Full Details

Use this to view full details of a single balance on window.

Zoom Up

Use this to zoom up by selecting other user-defined views with fewer level codes in their structure against a single balance on the window.

Zoom Down

Use this to zoom down by selecting other user-defined views with more level codes in their structure against a single balance on the window.

Transactions

Use this to view transactions held against a single balance displayed on the window

Functions

Descriptions/Group Code (F15)

Use this to toggle between displaying the descriptions of the groups and their codes.

Zoom Up (F16)

Use this to zoom up by selecting a user-defined view which has fewer level codes within its structure for all balances on the window.

Zoom Down (F17)

Use this to zoom down by selecting a user-defined view which has more level codes within its structure for all balances on the window.

Transactions (F18)

Use this to display the transactions held against all balances.

Select Figure (F22)

Use this to select a different balance on which to enquire.

Select **Select Figure (F22)** to display the Select Figure to Display pop-up.

Select Figure to Display Pop-up

To display this pop-up, select Select **Figure (F22)** on the User-defined View Enquiry window.

This pop-up enables you to select one or two different columns to display balances for the user-defined views selected.

Fields

1/2

You have the option to choose one or two balances.

Enter 1 against the first balance you want to display and then you can optionally enter 2 against a second balance.

If you select two balances, the windows within this enquiry task will display two separate columns of values for their respective balances.

Select one or two balances to display and then press Enter to re-display the User-defined View Enquiry window.

Select Budget Code Pop-up

This pop-up is displayed if one of the balances selected on the Select Figure to Display pop-up was a budget.

Use this pop-up to select a budget code and type to be included in the user-defined view enquiry.

Fields

Budget Code

Enter a suitable budget or forecast code.

Alternatively, use the prompt facility to select from the Select Budget pop-up.

Type (Untitled)

Select one of the following:

Forecast (0)

Budget (1)

Quantity forecast (2)

Quantity budget (3)

Prime forecast (4)

Prime budget (5)

Press Enter. The User-defined View Enquiry Detail window is displayed with your selected column(s) of enquiry detail.

User-defined View Enquiry Group Detail Window

To display this window, press Enter on the Select Budget Code pop-up.

This window displays the full descriptions of the group codes structured according to the view you have selected, and the period balances held against them.

Options

Full Details

Use this to display the details for that account.

Transactions

Use this to display transactions for the account

Fields

Period

Enter the period required.

Position To

Use this to position the display at the entered value.

Functions

Descriptions/Group Code (F15)

Use this to toggle between displaying the group description and the group code.

Transactions (F18)

Use this to view transactions.

Select Figure (F22)

Use this to re-select the balances you want to display.

Select Full Details or Transactions against a line to view those details. The User-Defined View Enquiry Balance window or the User-Defined View Transaction window will be displayed.

User-Defined View Enquiry Balance Window

To display this window, select Full Details against a line on the User-defined View Enquiry window or the User-defined View Enquiry Group Detail window.

This window displays full details of the single view.

Note: *From this window, you cannot go any deeper into the enquiry facility.*

Select **Previous (F12)** to return to the previous window, or select **Exit (F3)** to leave the task.

User-defined View Enquiry Transaction Window

To display this window, either select **Transactions (F18)** or select Transactions against a line on the User-defined View Enquiry window or the User-defined View Enquiry Group Detail window.

This window displays transaction details as selected for the view with the option to view detail, view greater detail, or view item source detail.

Fields

Select (Untitled)

Enter one of the following:

Detail - To view this transaction in greater detail

The User Defined Period Balances pop-up is displayed.

Item Enquiry - To view the source details of a transaction if it originates from an external application such as Accounts Receivable, Accounts Payable or Inventory

For details, see the product guide for the appropriate application.

Position To

Use these fields to position the display at a particular item.

Source

Enter the source application from which the transaction was generated.

Examples:

G - General Ledger

A - Accounts Payable

S - Accounts Receivable

I - Inventory

Type

Enter the transaction type code.

Examples:

IN - Invoice

SJ - Standing journal

GJ - General journal

IJ - Inventory Journal

Reference

You can optionally enter the reference allocated to the transaction.

Functions

Greater Detail (F15)

Use this to display further detail for all the transactions listed on the window.

Select **Previous (F12)** to return to the User-defined Enquiry Balance window or select **Exit (F3)** to leave the task.

Enquire on User-defined Period Balances Pop-up

To display this pop-up, select Detail against a line on the User-defined View Enquiry Detail window.

Select **Previous (F12)** to return to the previous window.

User-defined View Enquiry Detail Window

To display this window, select **Greater Detail (F15)** on the User-defined View Transaction window.

This window displays a list of transactions by group and period and includes full extension codes.

Fields

Position To

Use these fields to position the display at a particular item.

Source

Enter the source application from which the transaction was generated.

Examples:

G - General Ledger

A - Accounts Payable

S - Accounts Receivable

I - Inventory

Type

Enter the transaction type code.

Examples:

IN - Invoice

SJ - Standing journal

GJ - General journal

IJ - Inventory Journal

Reference

You can optionally enter the reference allocated to the transaction.

Options

Detail

Use this to view further details against individual transactions.

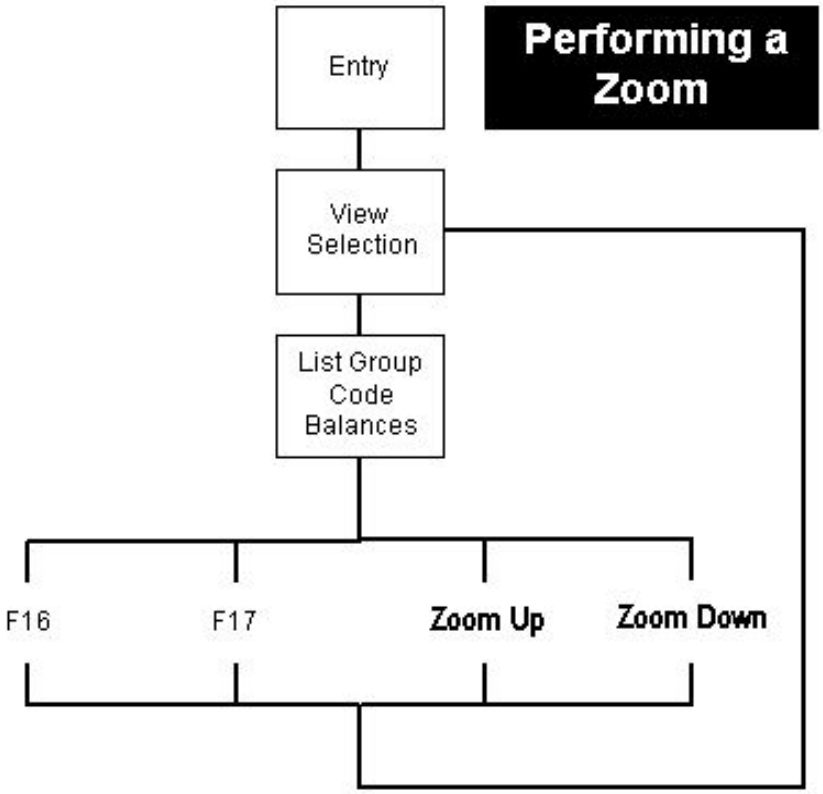
Item Enquiry

Use this to view the source details of a transaction if it originates from an external application such as Accounts Receivable, Accounts Payable or Inventory. For details, see the product guide for the appropriate application.

Select **Less Detail (F15)** to display the User-defined View Enquiry Transaction window. Alternatively, select **Previous (F12)** to return to the User-defined Enquiry Balance window or select **Exit (F3)** to leave the task.

Zooming Up and Down

Note: *If there is just one single view further down (or further up in the case of zooming up) in the*



system you will not display a selection pop-up but will be taken to the remaining view automatically.

Enquiry by Source Reference [6/GLE]

This task enables you to enquire on a range of documents by their reference and type, and to enter several of the transaction enquiry windows.

Note: *This enquiry is currently available only for collection documents.*

Enquiry by Source System Reference Selection Window

To display this window, select the Enquiry by Source Reference task.

Fields

Source Document Reference Range

Enter the range of collection documents on which you want to enquire. All documents within the range will be listed on the next window.

If you leave the To field blank, the system will list all documents from the From field onwards.

You cannot leave the From field blank.

Transaction Type

This enquiry is currently available only for collection documents, so you must enter **CD** in this field.

Press Enter to display the Enquiry by Source System Reference Detail window.

Enquiry by Source System Reference Selection Window

To display this window, select the Enquiry by Source Reference task.

Fields

Select

Enter **1** against the document for your enquiry.

Select a document to display the Transaction Enquiry Transaction Detail window, on which you can select a line to display the Transaction Enquiry Detail window. For further information, see the Transaction Search section.

Enquire on Reconciliation [9/GLE]

This enquiry task should be used regularly, preferably daily, to identify quickly any balance data problems with fiscal accounts. Only imbalances (between General Ledger, Accounts Receivable and Accounts Payable) will be included.

Individual control accounts in error can be displayed to allow further enquiry and to allow correction to be made.

Reconciliation Enquiry Selection Window

To display this window, select the Enquire on Reconciliation task.

The top half of the window shows general ledger extracted totals, whilst the bottom half shows the Accounts Receivable/Accounts Payable errors and their values.

Fields

All fields are output only. Lines may be selected for more detailed information.

Period

This field displays the period in which the extraction was made. If the GL period is earlier than the AR/AP period, the GL period will be advanced to include GL transactions posted for the period.

Run Date

This field displays the date on which the last reconciliation extract was run.

Run Time

This field displays the time at which the last reconciliation extract was run.

Total Debits

Total debits are only displayed if there is a problem; for example, if there is an imbalance with General Ledger total credits.

***Note**: The total debits, total credits and any difference calculated will only be displayed if the difference between the two totals is non-zero.*

Total Credits

Total credits are only displayed if there is a problem; for example, if there is an imbalance with General Ledger total debits.

***Note**: The total debits, total credits and any difference calculated will only be displayed if the difference between the two is non-zero.*

Difference

This field will only display a value if there is a difference between the General Ledger total debits and credits.

Rounding A/C

This field is only displayed if the balance is non-zero.

Description

For example, a description of ARZ19704 Debit would be explained as follows:

- AR - Accounts Receivable is the source application.
- Z1 - Z1 is the source company.
- 0304 - This is the 4th accounting period in 2003.
- Credit/Debit - This shows whether the error is a credit or debit value.

***Note**: Credits and debits are only displayed if the Separate DR and CR field is checked in the company profile. If this field is left unchecked, Debit/Credit will not be displayed and the value displayed on the top of the window will be the sum of the debits and credits.*

Source Value

This field displays the value of the credit or debit discrepancy

***Note**: If the Separate DR and CR field is left unchecked in the company profile, the value here will be the sum of the debits and credits.*

GL Value

This field displays the value of the transaction posted to a general ledger account.

Difference

This field displays the source value (AP/AR) less the General Ledger value.

Select an error line to display the Reconciliation Enquiry Detail window.

Reconciliation Enquiry Detail Window

To display this window, select an error line on the Reconciliation Enquiry Selection window.

Details of the reconciliation will be displayed. Control accounts in error are listed here, with source, general ledger and any difference in values.

Fields

All fields are output only.

Control Accounts in Error

Description

On this window, the description changes from the source of the item to the GL Account code.

Source Value

This field displays the value of the credit or debit discrepancy.

GL Value

This field displays the value of the transaction posted to a general ledger account.

Difference

This field displays the source value (AP/AR) less the General Ledger value.

Select **Exit (F3)** to leave the task or select **Previous (F12)** to return to the previous window.

Print Management Reports [11/GLE]

Management Reports Selection Window

To display this window, select the Print Management Reports task.

Fields

Rep. No.

Enter the number of the report you want to print from the list displayed on the window.

Period

Enter the period for which you want the report to be printed. The default is the current period, but this may be overtyped, using the format YYYYPP.

Year

Select **FIS** for the fiscal year or **ALT** for the alternative year.

The appropriate period number is obtained from the company profile.

Having entered the required criteria, press Enter to submit a batch job and produce the report. The layout of the report is determined by the report specification.

Create Management Report Format [12/GLE]

This task allows you to create pre-defined formats from which Management Reports will be produced.

Management Reports Ledger Selection Window

To display this window, select the Create Management Report Format task.

Use this window to enter or select the ledger for which you want to create a management report format. Only those displayed in high intensity may be changed.

Enter or select a ledger and then press Enter to display the Management Reports Format Selection window.

Management Reports Format Selection Window

To display this window, enter or select a ledger and then press Enter on the Management Reports Ledger Selection window.

Use this window to select an existing format or create a new one.

Fields

Select Format Number to Update

Enter an existing format number, which must be displayed in high intensity in the list. Alternatively enter a number not yet used to create a new format.

Press Enter to display the Management Reports Detail window.

Management Reports Detail Window

To display this window, enter a new or existing format number and then press Enter on the Management Reports Format Selection window.

Use this window to specify the title and format and content of the report. Enter the sequence of the report based on the account and report levels displayed. Enter up to 6 levels in descending order of importance and select account codes 1 to 4 and report control codes A to E.

Fields

Title Page

Enter the text to appear on the title page of the report.

You can enter up to 3 lines of text, each up to 40 characters in length.

Heading

Enter the heading for each page of the report.

You can enter up to 30 characters of text.

Account Code/Report Ctl

Levels are displayed for your information.

Indicator Order of Report

Enter the sequence of the report, based on the account and report levels displayed. You can enter up to 6 levels, in descending order of importance.

You can enter account codes 1 to 4 and report control codes A to E.

Once you have selected codes for the sequence of the report, press Enter to display the Management Reports Options window.

Management Reports Options Window

To display this window, enter the required information and then press Enter on the Management Reports Detail window.

Use this window to select further options for the report layout.

Fields

Zero Balances to Print

Use this checkbox as follows:

Unchecked - If you do not want to print balances with a zero value

Checked - If you want to print balances with a zero value in the report

Select Report Layout

Select one of the levels for the field.

The number of columns you can have in the report is dictated by the size of the value allowed in the fields in the columns and by whether you want values shown to the nearest thousand, the nearest unit or with decimals.

This determines the maximum value per column, the number of columns printed across the page and the type of rounding required, in the base currency of the ledger.

Once you have selected your report layout, press Enter. The Management Reports Field Reference window will be displayed.

Management Reports Field Reference Window

To display this window, select the required options and then press Enter on the Management Reports Options window.

Use this window to select further reporting options from field references and print sequence.

Fields

Budget

Enter a budget code and type to be used with the selected options on this window. This defaults to the code set up on the company profile.

You can use the prompt facility on the first field to select from the Select Budget pop-up.

Forecast

Enter a forecast code and type to be used with the selected options on this window. This defaults to the code set up on the company profile.

You can use the prompt facility on the first field to select from the Select Forecast pop-up.

Valid budget or forecast types are:

0 - Forecast

1 - Budget

2 - Quantity Forecast

3 - Quantity Budget

4 - Prime Forecast

5 - Prime Budget

***Note**: You would normally use one budget and one forecast if the two are to be included in the report.*

Enter Field Reference in Selected Column

Enter field references in the fields provided. Fields are selected in the print sequence you require up to the maximum dictated by the report layout selection. Only one field reference from each group is allowed.

***Note**: Cumulative values are updated by the Open Next Period task and are not, therefore, available beyond the current open period.*

Group/Field Ref/Description

Use **Page Up and Page Down** to display further entries from which to choose.

Press Enter to save the report and leave the task.

Print Management Report Format [13/GLE]

Use this task to produce a report of all management report formats for the company.

Select **Confirm Submit (F8)** to submit the batch job.

Maintain Balance Sheet Report [21/GLE]

You use this task to establish the secondary sequence in which the company's balance sheet will be printed. You do this by selecting one of the four account codes. The primary sequence for the report is Report Control Code A.

Maintain Balance Sheet Report Sequence Window

To display this window, Maintain Balance Sheet Report task.

The account level and report level descriptions for the balance sheet ledger are displayed.

Fields

Account Class

Select one of the account levels 1 to 4 as shown on the window. This is the secondary sequence for the report.

Select the secondary sequencing level and then press Enter to create the format record and leave the task.

Maintain Profit and Loss Report [22/GLE]

You use this task to establish the secondary sequence in which the profit and loss report will be printed. You do this by selecting one of the four account codes. The primary sequence for the report is Report Control Code A.

Maintain Profit and Loss Report Sequence Window

To display this window, select the Maintain Profit and Loss Report task.

The account level and report level descriptions for the profit and loss ledger are displayed.

Fields

Expense Class

Select one of the account levels 1 to 4 as shown on the window. This is the secondary sequence for the report; the primary sequence is always Report Control Code A.

Select the secondary sequencing level and then press Enter to create the format record and leave the task.

Report on Transaction Postings [31/GLE]

This report uses selection criteria to print transactions by ledger, period and account range in summary or detailed format.

Transaction Posting Report

To display this window, select the Report on Transaction Postings task.

Fields

Ledger

Enter the ledger code of the ledger to which the report is to be limited.

Leave this field blank to include all ledgers in the report.

You can use the prompt facility to select from the Select Ledger pop-up.

From Period/To Period

Enter the range of periods from which transactions are to be selected for the report, in the format YYYYPP. Leave these fields blank to begin from the earliest period.

The default is the current period.

From Account/To Account

Enter the range of accounts you want to have printed in the report. Leave the From field blank to start from the first available account.

Leave both these fields blank to report on all accounts.

You can use the prompt facility on these fields to select from the Select From Account and Select To Account pop-ups.

Sequence

Enter the number of the account level or the character of the report level you want to use as the prime sequence for this report.

Account Types

Select one of the following account types to be printed in the report:

Fiscal (F) - For fiscal accounts only

Memo (M) - For memorandum accounts only

Both (B) - For both fiscal and memorandum accounts

Include Matched Transactions

Select one of the following to determine which transactions you want to appear in the report.

Both (B) - To include both matched and unmatched transactions

Matched (M) - To include fully matched transactions

Unmatched (U) - To include unmatched transactions

Print Detail

Use this checkbox as follows:

Unchecked - If you want only summary information to be printed

The report includes balance brought forward, total debits, total credits and balance carried forward only.

Checked - If you want to print all summary information and have all detailed transactions listed as well

Suppress Accounts with no Transactions

Use this checkbox as follows:

Unchecked - To print all accounts whether or not transactions have been posted in the selected period

Checked - To print only those accounts for which there have been transactions posted in the selected periods

Print Currency Posting Detail

Use this checkbox as follows:

Unchecked - To print base currency values only

Checked - To print both transaction currency and base currency details

Press Enter to submit a batch job to produce the report.

Report on Sessions [32/GLE]

This report lists all transactions for a range of session numbers, in the required level of detail. This provides an audit trail of postings into the General Ledger.

Caution: This report needs to be run regularly, preferably daily, and the results reconciled to the General Ledger control account. Any discrepancies should be investigated and resolved immediately as it will be much more difficult to do so a month later.

This report could be scheduled to run automatically every day.

Session Report Window

To display this window, select the Report on Sessions task.

Use this window to select sessions, an application (for example, CS module) and a level of detail for the audit. A batch job is submitted to generate the report.

Fields

From Session

Enter the first session number in the range of session numbers you want to appear in the report.

Leave this field blank to start on the first session number.

Leave this field and the To Session field blank to print out details of all sessions.

To Session

Enter the last session number in the range of session numbers you want to appear in the report.

Leave this field blank to end on the last session number.

Leave this field and the From Session field blank to print out details of all sessions.

Application

Enter the system application for the audit trail. Leave this field blank to include all relevant systems.

You can use the prompt facility to select from the Select Transaction Source pop-up.

Company

If you want to report on a company other than the current company, enter the company code.

Level of Detail

Select one of the following to specify which sort of session details you want to appear in the report:

Session summary details only (1)

Session summary and document header details (2)

Session summary, document header and analysis details (3)

Press Enter to validate the details and then select Confirm (F8) to submit the batch job to produce the report.

Report on User-defined Balances [33/GLE]

This task prints a report of account balances based on a range of user-defined views. You can include budget information and a range of group codes can also be specified for single view reports.

User-defined Views Selection Window

To display this window, select the Report on User-defined Balances task.

The window displays a list of the user-defined views. The views are listed in ledger order.

Fields

Position to Ledger

You can position the list of views to the ledger that you enter in this field.

You can use the prompt facility to select from the Select Ledger pop-up.

Options

Select

Use this to select a view to be included in the report. Any number of views can be selected. When you select a view, the view is flagged as selected by a **1** in the untitled Selection field to the left of the view.

De-select

Use this to de-select a view that has already been selected. The flag is removed from the view on the window.

Functions

Select All (F15)

Use this to select all the views displayed on the window to appear in the report. They will all be flagged with **1**, indicating they have been selected.

De-select All (F16)

Use this to de-select all the views that have been previously selected to appear in the report. The flag settings of **1** against them will disappear.

Select **Confirm (F8)** to display the Print User-defined Balances pop-up.

Print User-defined Balances Pop-up

To display this pop-up, make your selections and then select **Confirm (F8)** on the User-defined Balances Report Selection window.

Use this window to define the report from the details displayed. A batch job will be submitted and the report produced.

Fields

From Period/To Period

Enter the range of periods for which balances are to be reported, using the format YYYYPP.

Report Format

Select one of the following to indicate the report format that you require:

Actuals (1) - To produce a report excluding budget information

Budgets vs. Actuals - To produce a report comparing actual versus budget information

Budget Code

***Note**: Complete this field only if the Report Format is Budgets vs. Actuals.*

Enter the budget code and select the type of budget you want to display in the report. It must be an existing budget.

You can use the prompt facility on the first field to select from the Select Budget pop-up.

Valid budget types are:

- Forecast (0)
- Budget (1)
- Quantity forecast (2)
- Quantity budget (3)

- Prime forecast (4)
- Prime budget (5)

Level of Detail

Select one of the following to indicate the level of detail that you require for the report:

Detail transactions (1) - To include transaction details

If the view contains the full fiscal account code, a report is produced which prints the transaction details for the period(s) selected and includes the year-to-date balance information. No transactions are shown for sub-ledger, control or memorandum accounts. The inclusion of transaction detail is controlled by the Summarise Postings flag set at account level. See also the Include Ctl Acct Txns field description in this section.

***Note**: See also the Summarise Postings field on the Maintain Ledger Accounts window, which is described in the Maintain Accounts section of the Chart of Accounts Maintenance section of this product guide.*

If the view does not contain the full fiscal account code, postings for memorandum accounts will also be included. No transactions are shown for sub-ledger control accounts, or hierarchy control accounts (as none are posted directly). Year-to-date balances will include values for these accounts.

Summary with sub-totals (2) - For a summary report with subtotals

***Note**: This report type is the French Statutory Trial Balance report and should be printed for the standard view in the Balance Sheet or Profit and Loss ledgers, although other views can be reported.*

***Note**: The report will only print balances for top-level ledgers, that is, ledger types 1 or 2.*

***Note**: If run for the standard view, memorandum account balances will be excluded and sub-ledger control account balances included. For other views, all balances including memorandum account balances will be included.*

Summary without sub-totals (3) - For a summary report without subtotals

This is a summarised version of report type Detail Transactions, showing period totals only. It includes balance information summarised by period for the range of periods selected. For each period, year-to-date and net cumulative year-to-date balances are included.

The Include Ctl Acct Txns field must be left unchecked if this level of detail is selected.

***Note**: If more than one user-defined view is selected, the fields below are not available and will not be displayed.*

Include Ctl Acct Txns

You use this checkbox as follows to specify whether you require the report to include control account transactions:

Checked - To include your debtor/creditor control account transaction details in the report being selected

Unchecked - Not to include control account transactions

From Group/To Group

Enter the range of group codes you want to display in the report. Leave these fields blank to include all group codes.

The level code numbers that make up the group code structure are displayed beneath the input lines.

Note: *The full group structure should be entered and no gaps should be left between levels.*

If only one view has been selected for the report, the two range fields at the base of the window are displayed. If more than one view is to be printed, the option to use these two fields is not possible, and they will not appear on the window.

Press Enter to accept the report parameters, submit a job to produce the report and leave the task.

Trial Balance [41/GLE]

This task produces a trial balance report for the company, for top-level accounts only; sub-ledger detail accounts are not included.

Print Trial Balance Window

To display this window, select the Trial Balance task.

Fields

Period

Enter the period you want for the trial balance report, using the format YYYYPP.

The default is the current period, but you can overtype it.

Year End

Select **Fiscal** for the fiscal year end or **Alternative** for the alternative year end.

This enables the period number for the selected year end to be obtained from the company profile.

Type of Report

Select one of the following:

Structured (1) - For a structured report to be printed in the sequence of report control code A

Sub-totals are reported at each change of report control code

Full (2) - To print in strict level code sequence in detail form

Print Debits and Credits Separately

Use this checkbox as follows:

Unchecked - To print the net value posted for the period in either the debit or credit column

Checked - To print the total debits and credits posted in the period in each debit and credit column

Press Enter to accept the entries and then select **Confirm (F8)** to submit a batch job to generate the report and leave the task.

Print Profit and Loss Report [42/GLE]

This task allows you to print a detailed profit and loss report in accordance with the format already established.

Detailed Profit and Loss Report Initiation Window

To display this window, select the Print Profit and Loss Report task.

Fields

Period-End Date

Enter the end period you require for the profit and loss report, using the format YYYYPP.

The default is the current period, but you can overtype it.

Fis or Alt

Select **FIS** for the fiscal year end or **ALT** for the alternative year end.

This enables the period number for the selected year end to be obtained from the company profile.

Press Enter to submit a batch job to generate the report.

Totals are printed in the format defined in the Maintain Total Descriptions task.

Print Balance Sheet Report [43/GLE]

This task allows you to print a detailed balance sheet in accordance with the format already established.

Detailed Balance Sheet Report Initiation Window

To display this window, select the Print Balance Sheet Report task.

Fields

Period-End Date

Enter the end-period you want for the Balance Sheet report, using the format YYYYPP.

The default is the current period, but you can overtype it.

Note: *The totals are printed in the format defined in the Maintain Total Descriptions task.*

Press Enter to submit a batch job to generate the report.

Print Final Accounts [44/GLE]

This task allows you to print a full set of final accounts, (balance sheet, and profit and loss) in summary form. This report is normally requested after the final period close.

Final Accounts Initiation Window

To display this window, select the Print Final Accounts task.

Fields

Period-End Date

Enter the end period you want for the final accounts report, using the format YYYYPP.

The default is the current period, but you can overtype it.

Fis or Alt

Select **FIS** for the fiscal year end or **ALT** for the alternative year end.

This enables the period number for the selected year end to be obtained from the company profile.

Accounts will be summarised by report level A.

Note: *Totals are printed in the format specified in the Maintain Total Descriptions task.*

Press Enter to submit a batch job to generate the report.

Chapter 14 Company Maintenance and Other Utilities

Introduction to Company Maintenance and Other GL Utilities

There are GL utilities tasks to create, save, restore, delete and maintain your companies. The chart of accounts can be rebuilt and balance data can be verified and rebuilt. Miscellaneous tasks include Maintain Country-specific Parameters, which enables you to select options specific to your company's country.

The General Ledger module provides a number of utilities for database re-organisation and verification. These utilities are not required during normal operation.

Caution: All the tasks described here should be used with great care and some require a detailed technical understanding of the module. We recommend that you only carry out these tasks on the advice of your computer manager and/or software supplier.

The utilities need exclusive use of the General Ledger module, thereby preventing operational use. They are usually performed outside normal working hours.

Archiving enables you to take a security copy of period balance records and transactions before purging them from the computer system. The archived copies may be restored for enquiry and report purposes (no postings can be made to a restored system).

- Save company data to an archive file.
- Purge the data from the computer system.
- Restore archived data as and when required.
- Enquire and report on restored archived data.

You can delete a company when you no longer need to keep accounts for the company concerned.

The Verify/Rebuild Balances task rebuilds account period balances from the transactions if discrepancies have been found in the verification task. This can take a very long time to process if your General Ledger has large data volumes.

Important

The Financials modules maintain balances using hidden programs known as subsystems.

Certain utilities tasks also maintain these balances, and if you enter one of these tasks while a subsystem is active, a message prevents you from using the task.

All subsystems must therefore be stopped before such utilities can be used.

Entering Details of Libraries

Many of the utilities tasks require you to enter the names of certain libraries.

The names of the following libraries are usually required:

Program Library

This is the name of the library containing the utility programs. It can be left as *LIBL.

GL File Library

This library contains the database files for the module.

Save/Restore Library

This is a user-defined library used to contain saved data. It is usually a library dedicated to these tasks and it must have been created before this task is run (see the note below beginning "*You must have authority…*").

Message Queue/Message Library

The message queue and library default to those for the current workstation. You can change them to any message queue available on your system, such as the one associated with your user profile.

Work Library

This is the name of a general-purpose library, to which intermediate files may be copied during certain tasks. You should create a new, dedicated library for this task. Once the task has been successfully completed, the library should be deleted.

Note: *You must have authority to use the create library command (CRTLIB) in order to use this function. If you do not have the required authority, an appropriate message will be displayed.*

Note: *If you are uncertain which libraries apply to your particular system, or if you are not authorised to create new libraries, you are strongly advised to consult your computer systems department or your software supplier.*

Template Companies

If you need to maintain several companies in the same way, the easiest way to do this is to set up one General Ledger company and define it as a template company and then define all other

companies as a group. When you maintain the template company, the related group companies will be updated in the manner specified.

Company Maintenance

Two GL utility tasks are available:

- Create Company
- Maintain Company

These tasks will only copy and maintain companies.

New Company

If you want to create a separate company from scratch, this should be done using the Maintain GL Company Profile task.

Create Company [1/GLU]

This task enables you to create a new company by copying the contents of an existing company. The new company can be created in any library, not just in the same library as the existing company. Only the static data in a company can be copied; the copied data will not include items or balances.

Your existing company may exist in other modules, as well as GL. If you want to copy data from these other modules too, you will find an equivalent creation utility.

Order of Creating Companies:

1 Create the General Ledger company.

2 Create the Cash Management company.

3 Copy to Accounts Payable and Accounts Receivable, in any order.

Caution: If the company being copied is in a different country from the new company, you may have to amend the currency; that is, when the copy is done, you need to update the Currency field in the company profile.

Create Company Selection Window

To display this window, select the Create Company task.

Use this window to enter the company to be copied and the new company.

Fields

From Company

Enter the company code for the company from you wish to copy details.

To Company

Enter the company code of a new company you wish to create.

Press Enter to display the next field.

Country Code (not initially displayed)

Enter the country code for the new company.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Press Enter to display the Create Company Detail window.

Create Company Detail Window

To display this window, enter or select the country code and then press Enter on the Create Company Selection window.

Use this window to select your field options for the new company.

Fields

Account Codes

Check this to copy all account codes from the existing company.

Extended Levels

Check this to copy all extended account levels and X-ledger level codes from the existing company. This field needs to be checked if you want to copy cross-ledger levels, even if you do not use extension codes.

Hierarchies

Check this to copy all hierarchies from the existing company.

Currencies

Check this to copy all currency details from the existing company.

Calendar

Check this to copy the calendar from the existing company.

Tax

Check this to copy all tax details from the existing company.

Pre-defined Journals

Check this to copy all pre-defined journals from the existing company.

Management Report Formats

Check this to copy all report formats from the existing company.

Consolidation Data

Check this to copy all consolidation data from the existing company.

Inter-company Accounts

Check this to copy inter-company accounts from the existing company.

Spread Profiles

Check this to copy spread profiles from the existing company.

1099

Check this to copy all 1099 or payment analysis details from the existing company.

Bank Accounts/Sundry Creditors

Check this to copy bank accounts and sundry creditors from the existing company.

Parameters

Check this to copy all parameter codes and definitions from the existing company.

When you have made your selections, select **Confirm (F8)** to submit the job for processing.

Caution: The new company will have the same company description as the old one. To change this, select the Administration Functions task Maintain Company Parameters.

Save Company [2/GLU]

This task allows you to save a company from the live files library into another library nominated by you. You may save this library to offline media if required.

Save a Company in a Different Library Window

To display this window, select the Save Company task.

Fields

Enter the Name of the Library Containing the GL Files

Enter the name of the library in which the company data you wish to save is to be found.

Enter the Name of the Library the Company is to be Saved In

Enter the name of the library in which you want to store the saved data.

Caution: The Save Company task requires exclusive use of the General Ledger module.

Enter library names and then press Enter to display a list of all the companies in the General Ledger. Check against each company that you want to save to a target library. You can save a maximum of ten companies only.

Select Accept **Selected Companies (F8)** to effect the save.

The system will display status messages at the bottom of the window as the files are saved. When the save is complete, a confirmation message is shown.

Press Enter to leave the task.

When the task has been completed, you should transfer the library containing the saved company files to offline storage on magnetic tape or cartridge.

Restore Company [3/GLU]

This task enables you to restore a company from a library into the live files library. It is effectively the reverse process of the Save Company task.

Restore a Saved Company Window

To display this window, select the Restore Company task.

Fields

Library to Receive Save Companies

Enter the name of the library to which the company data is to be restored.

Library Containing Saved Companies

Enter the name of the library in which the saved data is stored.

Caution: The Restore a Company task requires exclusive use of the General Ledger module.

Caution: You are advised to take a security copy prior to running this task.

Enter the library details and then press Enter. A warning message is displayed; select **Continue (F5)** to display a list of the saved companies which exist within the source library. Check the company you want to restore, and then select **Confirm (F8).**

The system will display status messages at the foot of the window as the files are processed. When the task is complete, a confirmation window is displayed.

Delete Company [4/GLU]

This task allows you to delete companies from the General Ledger.

Delete Selected Companies Window

To display this window, select the Delete Company task.

Fields

Enter the Name of the Library Containing the GL Files

Enter the name of the library in which the company data you wish to delete is to be found.

Enter the Name of the Library to be Used as a Work Library

Enter the name of the library you want to use as a work library.

Caution: Great care is needed while performing this task. Beforehand, as well as creating a security copy of the files library, you may want to save the data which you intend to delete. You can achieve this by using the Save Company task followed by a security backup.

Enter the library details and then press Enter. Select **Continue (F8)** to continue with the deletion. A list of all the companies in the General Ledger is displayed. Select Delete against each of the companies which you want to delete.

Note: *You can only delete up to a maximum of fifty companies each time you run this task.*

Caution: The deletion process involves copying the existing files to the work library and dropping off data for the companies no longer required. This process may take a long time and consume a lot of disk space for large databases.

Select Accept Selected **Companies for Deletion (F8)** to delete the companies.

The system will display status messages at the bottom of the window as the files are being processed.

Maintain Company [5/GLU]

This task enables you to maintain a single company or a group of companies under a template company.

Note: *This task is not a means of maintaining company profile details, which must be done in the Maintain GL Company Profile task.*

Maintain Company Selection Window

To display this window, select the Maintain Company task.

Fields

From Company

Enter the code of the company from which you want to copy.

To Company

Enter the code of the company to which you want to copy.

Press Enter to display the Maintain Company window.

Maintain Company Window

To display this window, press Enter on the Maintain Company Selection window.

Use this window to select which of the From company's items are to be applied to the To company.

Fields

Account Codes

Check this to copy all account codes from the existing company.

Extended Levels

Check this to copy extended account levels from the existing company.

Hierarchies

Check this to copy all hierarchies from the existing company.

Currencies

Check this to copy all currency details from the existing company.

Calendar

Check this to copy the calendar from the existing company.

Tax

Check this to copy all tax details from the existing company.

Pre-defined Journals

Check this to copy all pre-defined journals from the existing company.

Management Report Formats

Check this to copy all report formats from the existing company.

Consolidation Data

Check this to copy all consolidation data from the existing company.

Inter-company Accounts

Check this to copy inter-company accounts from the existing company.

Spread Profiles

Check this to copy spread profiles from the existing company.

1099

Check this to copy 1099/payment analysis details from existing company.

Bank Accounts/Sundry Creditors

Check this to copy bank accounts and sundry creditors from the existing company.

Parameters

Check this to copy all parameter codes and definitions from the existing company.

When you have made your selections, select **Confirm (F8)** to submit the job for processing.

Rebuild Ledger Name Scan Index [11/GLU]

This task enables you to reconstruct the indices used on the ledger name search facility of the General Ledger.

Rebuild Ledger Name Scan Indexes Window

To display this window, select the Rebuild Ledger Name Scan Index task.

Fields

Company

Enter the company whose index you want to rebuild.

Press Enter. A batch job will be submitted to perform the rebuild.

Rebuild Account Name Scan Index [12/GLU]

This task enables you to reconstruct the indices used on the account name search facility of the General Ledger.

Rebuild Account Name Scan Indexes Window

To display this window, select the Rebuild Account Name Scan Index task.

Fields

Company

Enter the company for which you want to rebuild the account name index.

Press Enter. A batch job will be submitted to perform the rebuild.

Rebuild Sundry Creditor Name Scan Index [13/GLU]

This task enables you to reconstruct the indices used on the sundry creditor name search facility of the General Ledger.

Rebuild Creditor Name Scan Indexes Window

To display this window, select the Rebuild Sundry Creditor Name Scan Index task.

Note: *Sundry Creditors are maintained through the Maintain Sundry Creditors task in Cash Management.*

Fields

Company

Enter the company for which you want the sundry creditor account name index to be rebuilt.

Press Enter. A batch job is submitted to perform the rebuild. A report is produced confirming the rebuild.

Rebuild Posting Accounts [14/GLU]

This task rebuilds the system list of existing account codes with their extended codes. The task should not be used unless a corruption occurs in the list of accounts.

Rebuild List of Posting Accounts Window

To display this window, select the Rebuild Posting Accounts task.

Fields

Company

Enter the company for which you want posting accounts to be rebuilt.

Alternatively, use the prompt facility to select from the General Ledger Company Selection pop-up.

Select **Submit (F8)** to submit the job.

Rebuild User Accounts [15/GLU]

This task rebuilds the system list of existing user group codes and their views.

Caution: The task should not be used unless you believe a corruption has occurred in the list of accounts.

Rebuild User Groups List Selection Window

To display this window, select the Rebuild User Accounts task.

Fields

Ledger

Enter the ledger code you wish to rebuild.

Leave this field blank for cross ledger rebuilds.

You can use the prompt facility to select from the Select Ledger pop-up.

From Period

Enter the period number from which you wish the rebuild to commence.

To Period

Enter the period number at which you wish the rebuild to end.

Functions

Rebuild All (F13)

Use this to rebuild all user groups. A confirmation window is displayed. Select **Confirm (F8)** to submit a batch job.

If **Rebuild All (F13)** is not used, press Enter. If the Ledger field is blank, the Select Cross-ledger User-defined View pop-up is displayed.

Select Cross-ledger User-defined View Pop-up

To display this pop-up, leave the Ledger field blank and press Enter on the Rebuild User Groups Selection window.

Use this pop-up to select a user-defined view to cross-reference from the list of existing views.

Select a view to re-display the Rebuild User Groups List window with the selected view displayed. An extra function will be available as described below.

Functions

Change View (F10)

Use this to display a pop-up, allowing you to select a different view for the selected ledger.

Select **Confirm (F8)** to start the rebuild.

Verify/Rebuild Balances [21/GLU]

This task is used to re-calculate balances from their corresponding transaction postings after discrepancies have been discovered.

A report is produced confirming the rebuild or providing details of any discrepancies or corrections made.

Rebuild GL Balances Selection Window

To display this window, select the Verify/Rebuild Balances task.

Fields

Please Enter Company Code

Enter the company code for which you want to perform the rebuild.

Start Period for Rebuild

Enter the period from which you want the rebuild to start. All transactions from this date will be included in the rebuild task, using the period balances as at the end of the preceding period as the base. This field may be left as zeroes.

Press Enter to start the rebuild. Press Enter again to confirm the request.

Verify/Rebuild Balances to Transactions [22/GLU]

Several reports will be produced which confirm the validation or provide details of any discrepancies found:

- Journals in error
- Totals to date
- Period balances (base)
- Currency period balances (if multi-currency)
- Account transactions
- Control accounts
- User-defined balances

This task searches through the General Ledger files, checking the journals and control accounts to ensure that details have been entered correctly.

It examines all the journal entries and determines if any transactions have not been processed. It ensures that control totals equal the sum of the debits and that the sum of debits equals the sum of credits. Account codes used are validated and all control account totals are checked.

The task prints reports detailing any errors or discrepancies found.

Verify GL Data Base Window

To display this window, select the Verify/Rebuild Balances to Transactions task.

Fields

Please Enter Company Code

Enter the company you want to process.

Start Period for Verification

Enter the period from which you want processing to begin, using format YYYYPP. This field may be left as zeroes.

End Period for Verification

Enter the last period up until which you want the processing to end, using format YYYYPP. This field may be left as zeroes.

Press Enter to validate your entries and submit a batch job.

Verify/Rebuild Tax Postings [23/GLU]

This task is used to reconcile tax posting values to the General Ledger with tax transaction records. Any discrepancies are reported.

Differences between these files can arise, for example, where:

- Timing is different between the General Ledger and tax periods, where tax is reported in a different period from that which the General Ledger period would imply.
- Tax was posted in the General Ledger to the tax accounts directly and therefore not recorded in the tax file.
- Underlying source transaction (i.e. Accounts Receivable or Accounts Payable) values differ from the values in the General Ledger or the tax transactions.

The errors reported on are:

- Postings to a tax account in the General Ledger with a different value from that recorded in the source (private ledger) system
- Postings recorded on the tax transaction file with a different value from that recorded in the source (private ledger) system
- Postings to a tax account in the General Ledger with a different value from that recorded on the tax transaction file
- Postings recorded on the tax transaction file which have not been posted either to the General Ledger or to a source system
- Postings to a tax account in the General Ledger which fall in a period outside the range of periods selected
- Postings recorded on the tax Transaction file which fall in a period outside the range of periods selected

Note: *This reconciliation is a reporting function only; it will not correct any inconsistencies found, but simply report them.*

Tax Reconciliation Report Window

To display this window, select the Verify/Rebuild tax Postings task.

Fields

Company

Enter the company code for which the reconciliation is required.

By Session/Period

Select one of the following:

Session (1) - To make the reconciliation by session

Period (2) - To make the reconciliation by period

Press Enter to continue.

Tax Reconciliation by Session Selection Window

To display this window, select Session on the tax Reconciliation Report window.

Fields

From Session

Enter the session number at which the reconciliation is to start. Leave this field blank to include the earliest recorded session.

To Session

Enter the session number at which the reconciliation is to end. Leave this field blank to include the most recent session.

Press Enter and then select **Confirm (F8)** to submit a batch job to carry out the reconciliation task.

The job reads all General Ledger tax transactions for the selected sessions and matches them to the tax transactions for the same sessions.

If in any session the General Ledger and tax values are different, the details are printed on a tax Reconciliation report.

Tax Reconciliation by Period Selection Window

To display this window, select Period on the tax Reconciliation Report window.

Fields

Tax Periods From/To

Enter the range of tax periods required for the reconciliation.

GL Periods From/To

Enter the range of General Ledger periods required for the reconciliation.

Note: *The periods default to zeroes.*

Note: *When Enter is pressed, validation is performed as follows:*

Note: *The From period cannot be zero.*

Note: *The From period must be less than or equal to the To period.*

Note: *If the To period is left as zero, it is set equal to the From period.*

Note: *For the tax periods, validation is performed against tax Calendar file (FLPUK5).*

Note: *For the GL periods, validation is performed against the GL Calendar file (FLP067).*

Press Enter and then select **Confirm (F8)** to submit a batch job to carry out the reconciliation task.

Reconcile Currency Period Balance [24/GLU]

This task produces a report to reconcile period balances to the equivalent currency period balances.

This report should be run before closing the final period of the fiscal year.

Reconcile Currency Period Balances Window

To display this window, select the Reconcile Currency Period Balance task.

Fields

Period

Enter a valid GL period. You cannot enter a year close or an open journal period.

Ledger

Enter the ledger on which you want to report, or leave this field blank for all ledgers.

If you enter a ledger, you cannot enter an account.

You can use the prompt facility to select from the Select Ledger pop-up.

Account

Enter the account on which you want to report.

If you enter an account, you cannot enter a ledger.

You can use the prompt facility to select from the Select Account pop-up.

Only Print Error Accounts

Use this checkbox as follows:

Unchecked - To print all accounts

Checked - To print exceptions only

These exceptions are any accounts where the base debit balance minus the base credit balance does not equal the sum of the base debit balances on currency balances minus the sum of base credit balances on currency balances.

If no accounts are in error, a message is printed: "All accounts reconcile".

Select **Submit (F8)** to submit a job to produce the report.

Submit Reconciliation Extract [25/GLU]

This batch process should be run daily or it may be scheduled through Machine Manager.

General Ledger debits and credits are checked against AR/AP totals and any imbalanced accounts are selected.

A summary of extracted errors may then be enquired on via the GL Enquiries task Reconciliation Extract Enquiry.

Caution: It is recommended that this batch job be run as an overnight job.

Select **Confirm Submit (F8)** to start the batch process.

Unprocessed Transactions Report [26/GLU]

This task should be run as required or scheduled to run overnight through Machine Manager.

The task will produce a list of transactions, which were posted before the system date, and have not yet been updated in General Ledger. The listing will include full transaction details in session order.

Caution: It is recommended that this batch process be run as an overnight job.

Select **Confirm Submit (F8)** to start the batch process.

Maintain Application Controls [31/GLU]

This task enables you to set up or maintain the module (application) control values. These values are normally maintained automatically by the General Ledger module.

Obviously, any changes to these values must be considered carefully, and it is suggested you consult your software supplier before making any modifications.

Note: *These values apply at module level, not company level, so any changes apply across all General Ledger companies.*

Maintain Application Controls

To display this window, select the Maintain Application Controls task.

Fields

Last Update Number Used (General)

All journals and journal transactions are stamped with an update number when they have been processed by the update routine. A number is automatically generated for each update by taking this generated number and incrementing it.

Last Update Number Used (Tax)

Tax transactions are stamped with an update number when they have been processed by the update routine. A number is automatically generated for each update by taking this generated number and incrementing it.

Press Enter to update the module control data.

General Journal Recovery (32/GLU)

Use this option to recover a general journal if during processing a failure from e.g. an interruption to the power supply, caused partial processing of the journal.

Once recovered, the suspended journal can be processed in the normal way.

Recover General Journal Window

To display this window, select the **General Journal** **Recovery** task.

Fields

Journal Reference

Enter the journal reference

Select OK to validate the journal entered and then F8 to recover the journal.

Maintain Country-specific Parameters [33/GLU]

This task enables you to change the parameters which control the country-specific functions within the Financials software. Issues such as the way in which tax is processed, the way in which postings are made and so on, can all be controlled and modified using these parameters.

This is a powerful task, and should not be used unless you have a thorough understanding of the implications of the actions you take. This is particularly true if you have already begun to use the software. If in doubt, consult your software agent.

Auto Generate AR references (071)

Enter one of the following:

0 – Automatic generation of AR references is not required

1 – Automatic generation of AR reference is required. The reference ranges to be used must be set up in Maintain Reference Numbers

Note. For Belgian companies, if this parameter is set then it will take precedence over the use of references from AR company profile

Maintain Country-specific Parameters Selection Window

To display this window, select the Maintain Country-specific Parameters task.

Fields

Company

Enter the company from which you want to maintain parameters.

Enter a company code and press Enter to display the next window.

Country-specific Parameters 1-8

To display this window, enter a company code and press Enter. A list of parameters will be displayed for maintenance. Use Page Down to see further parameters.

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Tax Registers Active? (001)

Enter one of the following:

0 - If tax registers are inactive

1 - If tax documents are to be stamped with protocol numbers within tax registers

This is an Italian requirement.

Registration Date Applicable? (002)

Enter one of the following:

0 - If tax registration date is not applicable

1 - If tax documents should have a specific registration date which is based on the tax date of a document

Dissections on Accounts Receivable Invoices? (003)

Enter one of the following:

1 - If default General Ledger dissections are used

2 - If General Ledger dissections are entered by the user

Sundry Tax Postings Inactive? (004)

Enter one of the following:

0 - If tax may be applied to sundry postings in General Ledger

1 - If tax postings should be restricted to Accounts Payable and Accounts Receivable invoices and credit notes

Journals posted through these modules will not be subject to tax.

Default Tax Calculation Method (Accounts Payable) (005)

Enter one of the following:

0 - If you enter both goods and tax values for each dissection

1 - If you enter the goods value and the system calculates the tax

2 - If you enter the total value and the system disaggregates the goods value and tax

Default Tax Calculation Method (A/R) (005)

Enter one of the following:

0 - If you enter both goods and tax values for each dissection

1 - If you enter the goods value and the system calculates the tax

2 - If you enter the total value and the system disaggregates the goods value and tax

AP Default Tax Calculation on First Line? (005)

Enter one of the following:

0 - If no default tax calculation applies on the first dissection line

1 - If, when a purchase account has been defined for the supplier, tax (for the whole invoice) will be calculated on the first dissection line using the tax calculation method entered

Validate Tax on Postings (Accounts Receivable)? (005)

Enter one of the following:

0 - If the tax entered on postings will not be validated

1 - If the tax value must have been calculated and entered correctly to match the tax rate entered

Withholding Tax Active? (006)

Enter one of the following:

0 - If withholding tax is inactive

1 - If withholding tax is active and accounted for on payment

You must use **1** for Italian withholding tax.

2 - If withholding tax is active and accounted for on invoice posting.

You must use **2** for Spanish withholding tax.

Withholding Tax - Suppress IP Transactions? (006)

Enter one of the following:

0 - If, when withholding tax is active, additional IP GL journals will be created in the payment cycle

1 - If, when withholding tax is active, additional IP GL journals will not be created in the payment cycle

Adjustment Journals Allowed? (007)

Enter one of the following:

0 - If adjustment journals can be amended as required.

1 - If amendment of AP and GL transactions is to be allowed provided they have not yet been printed on the government journal report

This is an Italian function only.

Italian Statutory Reports? (008)

Enter one of the following:

0 - If no Italian statutory reports are being produced

1 - If Italian statutory reports are to be produced

If you select **1**, you must also select from the following:

001 - Tax registers

002 - Registration date

004 - Sundry tax postings inactive

010 - Date - period correspondence

014 - Accounting calendar

Select Page Down to display the next window.

Country-specific Parameters 10-20

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Check that Date and Period Correspond? (010)

Enter one of the following:

0 - If the date and period are not checked for compatibility

1 - If the date and period entered must be compatible

This is an Italian requirement.

Year-end Journal Active? (011)

Enter one of the following:

0 - If a year-end journal is not to be used

1 - To create a year-end journal to support the clear down of profit and loss accounts and the bringing forward of balance sheet accounts

Tax Rounding Rule (012)

Enter one of the following:

1 - To half-adjust tax to the nearest smallest unit of currency

2 - To round tax up

3 - To round tax down

This applies to Accounts Receivable and Accounts Payable invoices, credit notes and journals only.

Statutory Account Length? (013)

Enter one of the following:

0 - If no statutory account length is imposed

1 - If an element of the fiscal account is statutory (for example the PCG in France)

Select **1** here to be able to enter the size of that element.

Accounting Calendar Active? (014)

Enter one of the following:

0 - If the posting period of a transaction defaults to the current period

This can be changed.

1 - If the posting period is calculated by the system from the date of the transaction

Journal Codes Active? (015)

Enter one of the following:

0 - If journal codes are not to be active

1 - If journal codes must be maintained on GL transactions, and a journal code is required against bank account details in Cash Management

This function is supplied for the analysis of transactions within French statutory reports. Available journal codes are set up as GL parameters under the major type JCOD.

The reports affected are:

- The Journal Listing, which selects GL journals according to the range of codes you enter when you run the report
- The Central Journal report, sequenced by journal code within journal type

Payment Run Selection on Release? (016)

Enter one of the following:

0 - If you do not want to release payments individually but by payment run

1 - If you want to select payments by payment run instead of individually when releasing supplier payments in Cash Management

Suppress Tax on AR Adjustments? (017)

Enter one of the following:

0 - If tax can be applied to journal adjustments posted on accounts receivable

1 - If you want tax not to be applied when Journal adjustments are posted on accounts receivable

Suppress Tax on AP Adjustments? (017)

Enter one of the following:

0 - If tax can be applied to journal adjustments posted on accounts payable

1 - If you want tax not to be applied when Journal adjustments are posted on accounts payable

1099 Codes Active? (018)

Enter one of the following:

0 - Not to assign US government codes to make a 1099 return

1 - If you want to assign US government codes to Accounts Payable invoices, in order to make a 1099 return

Extra Rate Tax? (019)

Enter one of the following:

0 - If no surcharge is to be used

The tax code maintenance task in GL will not enable you to enter a surcharge percentage.

1 - If a surcharge tax rate for a tax code is to be applied for certain customers

This is mainly a Spanish function. When you are setting up or maintaining a tax code in GL, you will have the task to enter a surcharge percentage.

Tax on Interest on Overdue Debts? (020)

Enter one of the following:

0 - Not to calculate tax on interest/commission on overdue debts

1 - If interest and commission on overdue debts will attract tax

2 - If only commission on overdue debts will attract tax

3 - If only interest on overdue debts will attract tax

Select Page Down to display the next window.

Country-specific Parameters 21-30

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Debit and Credit Sign Override? (021)

Enter one of the following:

0 - Not to allow normal debit and credit transactions to be re-assigned as positive and negative

1 - If you can override the normal signing of transactions (positive - debit, negative - credit)

Override cannot be performed on invoices in Accounts Payable or Receivable.

Item Entry Bank Account Override? (022)

Enter one of the following:

0 - Not allow a different bank account to be entered on Accounts Payable payments

1 - If you can specify the bank account for payments while entering Accounts Payable items

AR Due Date Exclude Weekends? (023)

Enter one of the following:

0 - If due date calculation in Accounts Receivable will include weekends

1 - If due date calculation in Accounts Receivable will ensure that the due date does not fall on a weekend

AP Due Date Exclude Weekends? (023)

Enter one of the following:

0 - If due date calculation in Accounts Payable will include weekends

1 - If due date calculation in Accounts Payable will ensure that the due date does not fall on a weekend

AR Due Date Exclude Holidays? (024)

Enter one of the following:

0 - If due date calculation in Accounts Receivable will not exclude holidays

1 - If due date calculation in Accounts Receivable will ensure that the due date does not fall on a holiday

AP Due Date Exclude Holidays? (024)

Enter one of the following:

0 - If due date calculation in Accounts Payable will not exclude holidays

1 - If due date calculation in Accounts Payable will ensure that the due date does not fall on a holiday

Post Discount on Collection Docs at Maturity? (025)

Enter one of the following:

0 - If discounts on collection documents will be posted at the time the collection document is accepted (the status is set to 10)

1 - If discounts on collection documents will be posted at the time the collection document is matured (the status is set to 40)

Investment Tax (027)

Enter one of the following:

0 - Not to allow additional tax to be paid on purchases

1 - To enable additional tax to be paid on purchases

This is a Norwegian requirement.

Third Party Bills Active? (028)

Enter one of the following:

0 - If you are not using third-party bills collection

1 - If collection documents can be received from third parties (parties not set up as customers on the system)

If a customer settles a debt by passing on a third party's collection document, then the debt is cleared from the customer's account, but must be collected from the third party.

Value Date Active? (029)

Enter one of the following:

0 - If the value date is the same as the document date

1 - If the value date is the anticipated date of clearing of Cash Management transactions

This date is determined according to the payment method of the transaction. The system calculates the correct date from a matrix set up in Value Dates Table Maintenance.

2 - If the value date is the anticipated date of clearing of Cash Management transactions

This date is determined according to the payment method of the transaction. You enter the value date; the system does not calculate it.

Partita Active? (030)

Enter one of the following:

0 - If Partita is inactive.

2 - If Accounts Receivable and Accounts Payable postings made are grouped under a unique system-generated Partita number composed of the year and item reference

When you allocate the Partita items, the relevant Partitas are consolidated into the Partita with the lowest Partita number. This is an Italian function.

***Note**: Option 1 is no longer used. Any companies set up with option 1 will automatically be treated as if they were set up with Option 2.*

Select Page Down to display the next window.

Country-specific Parameters 31-45

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Tax Reconciliation by GL Account (031)

Enter one of the following:

0 - Not to reconcile GL accounts with a tax code when posting

In this case, you will not have access to the tax Reconciliation by GL Account task.

1 - If a tax code associated with GL accounts can be reconciled against that used when posting

The tax Reconciliation by GL Account task reports tax inputs/outputs by GL account.

2 - If a tax code and its input or output flag can be maintained (via the Accounts Maintenance task)

The tax Reconciliation by GL Account task reports tax inputs/outputs by GL account and accounts used for both inputs and outputs.

Select Currency Conversion Date (032)

Enter one of the following:

0 - Not to allow a currency conversion date to be selected when posting AP invoices

1 - If, when posting invoices in Accounts Payable, you will be able to choose the currency conversion date used for conversion

***Note**: As a result of selecting 1 in this field, the Convert Point field will display in Invoice Posting. From Convert Point you may then further select 1 if you want the currency conversion rate of the document date to be used or 2 if you want the tax/registration date to be used. For acquisition tax, the Customs rate is used, but the rate is determined from the document or registration date as for other invoices/goods.*

Defer Payment Gain/Loss? (033)

Enter one of the following:

0 - If currency exchange gain or loss will be generated both when a payment is made and when a suspended payment is posted

***Note**: If 0 is entered, gain/loss values are calculated from the exchange rate prevailing when the payment was created.*

1 - If currency exchange gain or loss may be generated when a suspended payment is posted but not when the payment is posted

***Note**: If 1 is entered, gain/loss values are calculated from an exchange rate averaged on the sum of invoices posted.*

Default Type of Collection Document Session (034)

Enter one of the following:

0 - If you do not use collection documents in Cash Management

1 - If, as a default, your collection documents will be sent to the bank

2 - If, as a default, your collection documents will be sold to the bank

Use Page Down to display the next window.

Mandatory Entry of Supplier Reference? (036)

Enter one of the following:

0 - If in Accounts Payable posting tasks it will be possible to leave the supplier reference field blank

1 - If in Accounts Payable posting tasks (invoice/credit note and other AP transactions) the supplier reference must be entered

Validate GJ External Reference (037)

Enter one of the following:

0 - If external references entered will not be checked for uniqueness against the same company/transaction type

1 - If each general journal external reference must be unique (for the same company with the same transaction type)

Account Description on Journal List? (038)

This field is reserved for future use.

Auto-generate General Journal References (040)

Enter one of the following:

0 - If general journal references will be entered manually

1 - If general journal references will be automatically generated

External Function (042)

Enter one of the following:

0 - If the external function is not available

1 - If **F23** will be available on the Customer Maintenance and Item Enquiry windows to access your customised program. The function of such a program will have been designed by your company to suit your customer maintenance records' requirements.

Belgian Tax (043)

Enter one of the following:

0 - If Belgian tax is not in use

1 - If you are a Belgian company using Belgian tax

In this case, your version of Customer Maintenance displays the year-end reporting field.

3 Way Match Tax Dissections Mandatory (044)

Enter one of the following:

0 - If 3 Way Matching is not mandatory

1 - If 3 Way Matching is mandatory

Consolidation by Transaction Date (045)

Enter one of the following:

0 - To translate and consolidate companies by period

1 - To translate and consolidate companies by transaction date

Select Page Down to display the next window.

Country-specific Parameters 46-57

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

BACS in Use (046)

Enter one of the following:

0 - If BACS is not in use

1 - If BACS is in use IBAN Usage (047)

Enter one of the following to determine which bank account format will be used when the Bank Details pop-up is displayed:

0 - Local

1 - IBAN

2 - Both

Couche Francaise (048)

Enter one of the following:

0 - Not to allow Couche Francaise (LF) and CERG interface (CQ)

1 - To allow Couche Francaise (LF) and CERG interface (CQ)

Spanish Function (049)

Enter one of the following:

0 - Not to allow Spanish Legal and Fiscal (SP)

1 - To allow Spanish Legal and Fiscal (SP)

Belgian Function (050)

Enter one of the following:

0 - Not to allow Belgian Legal and Local Requirements

1 - To allow Belgian Legal and Local Requirements

Dutch Function (051)

Enter one of the following:

0 - Not to allow Dutch IRIS and KSI interface

1 - To allow Dutch IRIS and KSI interface

Nordic Function (052)

Enter one of the following:

0 - Not to allow Nordic Banking

1 - To allow Nordic Banking

Thai Function (053)

Enter one of the following:

0 - Not to allow Thai Local Requirements

1 - To allow Thai Local Requirements

Account Type (054)

This is used to make the GL account type mandatory. If it is set to **1**, account types will be validated against GL parameter ATYP.

For companies using GX to extract data for import into Performance Management it must be set to **1**.

Enter one of the following:

0 - Not to make GL account type mandatory

1 - To make GL account type mandatory

Calculate Tax at Invoice Header Level (055)

Enter one of the following:

0 (default) - If tax is calculated at invoice line level

1 - If tax is calculated at invoice header level

Multi-currency BACS (056)

Enter one of the following:

0 - If BACS transactions are to be processed in £ Sterling

1 - If BACS transactions are only required in £ Sterling and in Euros

Period Control (057)

Enter one of the following:

0 - Not to allow Period Control

1 - To allow Period Control

The use of period control:

- Enables the maintenance of open periods in calendar maintenance
- Maintains the period status in period open/close routines
- Validates that the period is open in posting programs

***Note**: Where both period control and the accounting date function are active, the accounting date functionality will take precedence as it represents a superset level of functionality.*

Select Page Down to display the next window.

Country-specific Parameters 58-69

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Tax Extract Period (058)

Enter one of the following:

1 - To use the System21 tax period as per the tax calendar

2 - To use the System21 Reporting period as determined by the final tax report

3 - To use the calendar month corresponding to the tax date of the document

Purchase orders include tax (059)

Enter one of the following:

0 – Purchase orders include tax not in use

1 – Purchase orders include tax required.

Customer Statements include tax invoice numbers (060)

Enter one of the following:

0 – Customer statements do not include tax invoice numbers

1 – Customer statements include tax invoice numbers

Tax engine (061)

Please refer to Local.ly. Enter one of the following:

0 – Tax engine not in use

1 – Tax engine in use.

Colombian Function (062)

Colombian set-up and reports are part of I9 application.

Enter one of the following:

0 - If Colombian function is not in use

1 – If Colombian function is used

Peruvian Function (063)

Peruvian set-up and reports are part of I9 application.

Enter one of the following:

0 - If Peruvian function is not in use

1 – If Peruvian function is used

Argentine Function (064)

Not currently used

NF engine (065)

Please refer to Local.ly. Enter one of the following:

0 – Nota fiscal engine not in use

1 – Nota fiscal engine in use.

Detailed transaction description

Allows longer transaction descriptions to be entered in various processing options.

Enter one of the following:

0 – Detailed transaction descriptions not required

1 – Detailed transaction descriptions required

Bank engine (067)

Please refer to Local.ly. Enter one of the following:

0 – Banking engine not in use

1 – Banking engine used.

Fixed Format Address in use (068)

This allows free format addresses to be mapped into the fixed format addresses that other Infor modules use. Enter one of the following:

0 – Fixed format addresses are not in use

1 – Fixed Format addresses required.

Russian Function (069)

Enter one of the following:

0 - If Russian function is not required

1 - If Russian function is required

Select Page Down to display the next window.

Country-specific Parameters 70-73

Fields

Opt

Enter the option value for each parameter.

Values (Untitled)

This field lists the valid values for the parameter.

+ For Help

To access the help text for a parameter, enter + in the relevant field and then press Enter. A pop-up containing help text is displayed for some parameters.

Indian Function (070)

Enter one of the following:

0 – If Indian Function is not active

1 – If Indian function is active for the company

Auto Generate AR references (071)

Enter one of the following:

0 – If auto generate AR references is not active

1 – If auto generate AR references is active for the company . The reference ranges to be used must be set up in Maintain Reference Numbers

Note. For Belgian companies, if this parameter is set then it will take precedence over the use of references from AR company profile

Turkish Function (072)

Enter one of the following:

0 – If Turkish function is not active

1 – If Turkish function is active for the company

Mexican EQ/I9 Function (073)

Enter one of the following:

0 – If Mexican EQ/I9 function is not active

1 – If Mexican EQ/I9 function is active for the company

Press Enter and then select Update (F8) to update amended country-specific parameters. The Maintain Country-specific Parameters Selection window is re-displayed.

Reset Unrealised Gains/Losses [34/GLU]

This task is designed to be run when a database corruption has occurred. It re-sets any re-valued records in linked modules to the original base value.

You will then be able to re-run the normal Currency Revaluation Report program to arrive at the correct position.

The task reads through all the Accounts Payable, Accounts Receivable and Cash Management companies attached to this General Ledger company and re-sets the re-valued fields. The outstanding original value is restored. It then reads through the unrealised gain and loss accounts in the General Ledger and writes journals to set the base values to zero.

Currency Revaluation Reset Window

To display this window, select the Reset Unrealised Gains/Losses task.

Fields

Company

Enter the company for which you want to run the task.

Press Enter and then select **Confirm (F8)** to submit the job.

Post to Post-inhibit Accounts [35/GLU]

This task allows you to post values to post-inhibited accounts (normally impossible). It takes you into the General Journal Processing task to process a general journal.

This task might be used when posting your opening General Ledger balances.

General Journals (Utilities) Window

To display this window, select the Post to Post-inhibit Accounts task.

Fields

Company

Enter the company which holds the accounts to be processed.

Caution: Accounts that are normally post-inhibited are included in the posting.

Press Enter. Follow the procedure for posting a general journal.

Post Correcting Tax Transactions [36/GLU]

This task allows you to post values to correct tax transactions. It is only available if you are using Tax Reconciliation by GL Account (Country-specific Parameter 0031 is set to **2**). When this parameter is set, a GL account may be defined with a tax code and tax on journals is validated as always being the correct tax code/GL account combination. This task allows this validation to be avoided so that tax corrections may be made. It takes you into the General Journal Processing task to process a general journal.

Post Correcting Tax Transactions Window

To display this window, select the Post Correcting Tax Transactions task.

Follow the procedure for posting a general journal.

Chapter 15 Utilities and Archiving

Introduction to GL Utilities and Archiving Tasks

The General Ledger module provides a number of utilities for database re-organisation and verification. These utilities are not required during normal operation.

Caution: All the tasks described here should be used with great care and some require a detailed technical understanding of the module. We recommend that you only carry out these tasks on the advice of your computer manager and/or software supplier.

All the utilities need exclusive use of the General Ledger module, thereby preventing operational use. They are usually performed outside normal working hours.

Archiving enables you to take a security copy of period balance records and transactions before purging them from the computer system. The archived copies may be restored for enquiry and report purposes (no postings can be made to a restored system).

- Save company data to an archive file.
- Purge the data from the computer system.
- Restore archived data as and when required.
- Enquire and report on restored archived data.

You can delete a company when you no longer need to keep accounts for the company concerned.

The Verify/Rebuild Balances task rebuilds account period balances from the transactions if discrepancies have been found in the verification task. This can take a very long time to process if your General Ledger has large data volumes.

Important

The Financials modules maintain balances using hidden programs known as subsystems.

Certain utilities tasks also maintain these balances, and if you enter one of these tasks while a subsystem is active, a message prevents you from using the task.

All subsystems must therefore be stopped before such utilities can be used.

Entering Details of Libraries

Many of the utilities tasks require you to enter the names of certain libraries.

The names of the following libraries are usually required:

Program Library

This is the name of the library containing the utility programs. It can be left as *LIBL.

GL File Library

This library contains the database files for the module.

Save/Restore Library

This is a user-defined library used to contain saved data. It is usually a library dedicated to these tasks and it must have been created before the task is run (see the note below beginning "*You must have authority…*").

Message Queue/Message Library

The message queue and library default to those for the current workstation. You can change them to any message queue available on your system, such as the one associated with your user profile.

Work Library

This is the name of a general-purpose library, to which intermediate files may be copied during certain tasks. You should create a new, dedicated library for this task. Once the task has been successfully completed, the library should be deleted.

Note: *You must have authority to use the create library command (CRTLIB) in order to use this function. If you do not have the required authority, an appropriate message will be displayed.*

Note: *If you are uncertain as to which libraries apply to your particular system, or you are not authorised to create new libraries, you are strongly advised to consult your computer systems department or your software supplier.*

Run AFI Test Extract [1/GLW]

Use this task to run test extracts.

This task takes a trial extract of data from a GL company. No actual updating of data takes place. A report is produced.

Prompt for GL Trial Extract and Update Window

To display this window, select the Run AFI Test Extract task.

Fields

Source Company

Enter the source company whose data is to be used for this trial extraction.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Work with Journal Postings Not Yet Processed

Use this checkbox as follows:

Unchecked - If you want to specify a range of transaction numbers on which the trial is to be based

Checked - If, for trial purposes, you want to use only data which has not been extracted in live operation mode by AFI

Work with Session Numbers From/To

This is only relevant if the previous field is left **unchecked**.

Enter a range of session numbers for the trial extraction. To extract from one session, enter the same session twice.

Type of Journal Definition to Use

Select one of the following:

Under test (1) - To use only journal definitions which are specified as being under test

LIVE (2) - To use only journal definitions which are specified as being live

Both (3) - To use both test and live journal definitions

Consolidate Postings

Use this checkbox as follows:

Unchecked - To specify that no consolidation takes place, even though you may have postings defined as being capable of consolidation

Checked - To consolidate those postings defined as being capable of consolidation

Press Enter to validate your entries and then select Proceed (F8) to run the extract.

Run AFI Live Extract [2/GLW]

This task enables you to initiate the extract of General Ledger transactions for processing by AFI.

Transactions are extracted according to the selection criteria set up on your journal condition.

Advanced Financial Integrator Pop-up

To display this pop-up, select the Run AFI Live Extract task.

Fields

Company

Enter the company code for which GL transactions are to be extracted.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Select Proceed (F8) to proceed with the live data extraction.

Install GL/AFI Link [3/GLW]

Where AFI is linked to the GL module (AFI is set to active), GL transactions are extracted. These are posted to the General Ledger as journals when you run the AFI to General Ledger Update task.

As well as the AFI link status being set to active, there must also be one or more live journals. The facility to set up a journal as live is part of the Journal Conditions Maintenance facility.

Select Confirm Submit (F8) to proceed.

Maintain Security Objects [11/GLW]

This task enables you to define an object (normally a field name) to which access is to be controlled. You can enable level code security in the GL company profile. This results in extra fields on the Maintain Ledger Descriptions window. If the user selects a particular level on the Maintain Ledger Descriptions window as being secure, this level will automatically be created as a security object in the following form:

CODExxyyyz

where xx relates to the company, yyy to the ledger and z to the account level. When your system is first installed, the following list of codes will be set to Inactive.

Note: *Certain security objects already exist. Codes beginning with the word "CODE" will have been set up when your system was installed and have limited amendment options.*

Note: *When maintaining the pre-defined objects, you can amend only the active/inactive flag. Do not amend the object type, object length or object decimals fields.*

- If CRLM is used, you can control the value entered in the Credit Limit field on the Customer Maintenance window in Accounts Receivable.
- BANK authorises selected users only to maintain the bank account from which a supplier is paid. This is from both the Supplier Maintenance task and the Payments Review and Amendment window.
- Use GPST to stop selected users from posting values to the GL journal posting tasks. When Object Active=1, **Update (F8)** will not be present in the following posting tasks:

General Journals, Prior Period Journals, General Journals (Utilities), Inter-company Journals, Statistics Only Journals, Reversing General Journals, Cross Period Journals.

Set this code up with the description **F8 Journals Posting**.

- If MXAJ is used, the maximum write-off in Cash Allocation can be controlled for an individual user, rather than using a global limit specified in the Accounts Receivable company profile. This affects Cash Allocation, Cash Allocation by Item, and Bank Statements Posting Accounts Receivable Entry.
- If MXPY is used, a value can be set for the maximum payment value that selected users can generate. This takes effect in the Supplier Payment Release task.
- SUSP40 is used to limit the release of suspended orders within Sales Order Processing for selected users. Access to release of suspended orders will be restricted in Suspended Order Release and Order Amend access. Set this code up with description **SUSP40**, object type **0**, object length **2** and object active **1**.
- STKS is used to control changes to Stock Status in Lot Header Maintenance. It allows status codes to be limited to authorised users only e.g. for release of frozen stock.

Maintain Security Objects Selection Pop-up

To display this pop-up, select the Maintain Security Objects task.

Fields

Security Object

Enter the object to be maintained.

Alternatively, use the prompt facility to select from the Select Security Object pop-up.

Press Enter to display the Maintain Security Objects Detail pop-up.

Maintain Security Object Detail Pop-up

To display this pop-up, press Enter on the Maintain Security Objects Selection pop-up.

Fields

Description

Enter a description for the object.

Object Type

Select one of the following:

Alphanumeric (0) - For an alphanumeric field

Numeric (1) - For a numeric field

Date (2) - For a date field

Object Length

Enter the field length for the object.

Object Decimals

Enter the number of decimal places, if applicable.

Object Active

Select one of the following:

Active - If the object is to be active

Inactive - If the object is not to be active

Press Enter to validate your entries. The Update Prompt pop-up will be displayed for you to confirm that you want to make any changes.

Maintain User Security Objects [12/GLW]

This task links a selected user ID to a previously defined security object, for a particular module and company. The security object is then linked to a security group.

You can then switch off the security checking for that user, so that the user has full access to the object, or you can link the user to a security group, so that the user will have access to objects and values as defined on that group.

Maintain User Security Groups Pop-up

To display this pop-up, select the Maintain User Security Objects task.

Fields

User

Enter the ID of the user to be maintained.

Alternatively, use the prompt facility to select from the Select User Profile pop-up.

Application ID

Enter the application to which this definition is to apply.

You can use the prompt facility on these fields to select from the Select Application pop-up.

Company

Enter the company to which this definition is to apply.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Security Object

Enter the security object to which the user is to be linked.

This object must already exist on the system.

You can use the prompt facility to select from the Select Security Object pop-up.

Functions

Review (F16)

Use this to review existing users and security objects.

Enter the required details and then press Enter to display the Maintain User Security Groups Detail pop-up.

Maintain User Security Groups Detail Pop-up

To display this pop-up, press Enter on the Maintain User Security Groups pop-up.

Fields

Security Active

Check this to activate the security checks.

Security Group

Enter the security group to which the user is to be attached.

Functions

Base On (F15)

Use this to base your definition on an existing definition.

Select **Base On (F15)** to base the new definition on an existing definition. Otherwise enter the required values and then press Enter. The Update Prompt pop-up will be displayed, asking you to confirm your decision, and then the group will be created.

Maintain Authorised Values [13/GLW]

This task enables you to define which values of the security object can be accessed by users belonging to a certain security group.

Suppose, for example, that USER01 and USER02 are defined to the security group GROUPA, and that you want to prevent their accessing the object OBJECTX if its value is over 1000.

This task enables you to select GROUPA and OBJECTX to work with, and then to enter 1000 as the value for which to be tested. When the test is done as you run the software, all users defined to GROUPA will be excluded from OBJECTX if the value in OBJECTX is over 1000.

Maintain Authorised Values Pop-up

To display this pop-up, select the Maintain Authorised Values task.

Fields

Security Group

Enter the security group to be maintained.

Alternatively, use the prompt facility to select from the Select Security Group pop-up.

Security Object

Enter the security object whose links to the entered group are to be defined.

Alternatively, use the prompt facility to select from the Select Security Object pop-up.

Functions

Review (F16)

Use this to review existing users and security objects.

Enter or select a group and object and then press Enter to display the Test Condition pop-up.Test

Condition Pop-up

To display this pop-up, press Enter on the Maintain Authorised Values pop-up.

Fields

Condition

Select the condition to be used to test the limit value.

Select the condition required and then press Enter to display the Values pop-up.

Values Pop-up

To display this pop-up, press Enter on the Test Condition pop-up. The actual display will vary depending on the condition selected.

Fields

Values

Enter the value(s) to which the condition you have entered is to apply.

Functions

Page Up/Down

If required, these may be used with certain conditions to enter more values.

Change Condition (F21)

Use this if you wish to select a different condition.

Press Enter. The Update Prompt pop-up will ask you to confirm your entries and then the definition will be updated.

Search for Identical Hierarchy [21/GLW]

This task checks the hierarchies defined to the system, and produces a report of any which are identical. These may then, if required, be consolidated using the Consolidate Hierarchies task.

This task is relevant if you are using the General Ledger graphical enquiries package or System21 Visualise.

Select Confirm Submit (F8) to submit a job to perform the search.

Consolidate Hierarchies [22/GLW]

Once you have identified any identical hierarchies, you may want to consolidate them into one, and this task enables you to do this.

This task is relevant if you are using the General Ledger graphical enquiries package or System21 Visualise.

Consolidate Hierarchies Window

To display this window, select the Consolidate Hierarchies task.

Fields

Hierarchy

Enter the hierarchy to be consolidated into another.

Alternatively, use the prompt facility to select from the Control Account Prompt pop-up.

Consolidate To

Enter the hierarchy into which the first hierarchy is to be consolidated.

Alternatively, use the prompt facility to select from the Control Account Prompt pop-up.

Press Enter to submit the job.

Purge and Archive Data [31/GLW]

This task enables you to purge historical data from the General Ledger. This purged data is archived from the system to an archive library.

Caution: Before running this task, which irrevocably removes live data from the system, you are strongly advised to make a security copy of the files library.

If you suspect that you may need to refer to this data in the future, you can choose to transfer the data to offline storage. It can then be brought back on demand in order to review it.

This is an online task. A confirmation message is displayed when all requested records have been purged and archived.

The purged data will be transferred to files in an archive library. The module will automatically generate this library and will inform you of its name. You will then be able to save this library to offline media and remove the library from the system. The module keeps a record of data archived and the libraries in which archived data is kept. This record is used for identifying archived data which you may want to restore in order to review it.

Security

When the task has been completed, you should transfer the library containing the archived data to magnetic tape or cartridge.

Note: *These tapes need to be held in secure, well-documented storage, so that they can be restored if required.*

Purge and Archive Historical Library Selection Window

To display this window, select the Purge and Archive Data task. Enter the libraries required and press Enter to display a warning message. If you wish to continue, select Proceed (F8).

Fields

Object

Enter the library containing the programs for archiving.

Non-volatile Files

Enter the library containing the display and printer files for archiving.

Volatile Files

Enter the library containing the data files for archiving.

Object

Enter the name of the work library.

Enter the libraries required and press Enter to display a warning message. If you wish to continue, select **Proceed (F8).**

Purge and Archive Historical Data Selection Window

To display this window, press Enter on the Purge and Archive Historical Library Selection window and then select **Proceed (F8).**

Fields

Company

Enter the company code of the company for which data is to be purged.

Purge Period Balances to Period

Enter the period up to which you want to purge the period balances, using the format YYYYPP. You cannot purge period balances for the current financial year.

Purge Transactions to Period

Enter the period up to which you want to purge the transactions, in the format YYYYPP. You cannot purge transactions for the current financial year.

Purge Tax Transactions to Period

Enter the period up to which you want to purge the tax transactions, in the format YYYYPP. You cannot purge tax transactions for the current financial year.

Purge Analysis Transactions for Year

Enter the year for which to purge analysis transactions.

Purge Exchange Rates to Period

Enter the period up to which you want to purge exchange rate details, in the format year, period (YYYYPP). You cannot purge rates for the current financial year.

Print Tax Reports

Use this checkbox as follows:

Unchecked - If you do not want to have a report printed

Checked - If you want to have an audit report of the purged tax transactions printed

Print Transaction Report

Use this checkbox as follows:

Unchecked - If you do not want to have a report printed

Checked - If you want to have an audit report of the purged transactions printed

Abandon Purge

Use this checkbox as follows:

Unchecked - If you want to continue with the purge

Checked - If you want to abandon the purge

Press Enter to start the purge task.

Re-organise Selected Files [32/GLW]

When data is deleted or purged from a module using the utilities tasks, the data is deleted in the file but the disk space is not freed for re-use. The Re-organise Selected Files task performs physical file member re-organisation, and valuable storage space is then freed.

The Re-organise Physical Files window gives you the option to begin the update task or to exit.

If you wish to continue, select Proceed with **Re-organize (F8)**. Alternatively, select **Exit (F3)** to leave the task.

Re-organise User View Balances [33/GLW]

When user view balance data is deleted or purged from a module using the utilities tasks, the data is deleted in the file but the disk space is not freed for re-use. This task performs a re-organise physical file member routine, and valuable storage space is then freed.

Note: *User view data can be deleted in the Maintain User-defined Keys task.*

The Re-organise Physical Files window gives you the option to begin the update task or to exit.

Select Proceed with **Re-organize (F8)** to confirm or select **Exit (F3)** to leave the task.

Re-organise User View Budgets [34/GLW]

When user view budget data is deleted or purged from a module using the utilities tasks, the data is deleted in the file but the disk space is not freed for re-use. This task performs a re-organisation of physical file members and valuable storage space is then freed.

Note: *User view data can be deleted in the Maintain User-defined Keys task.*

The Re-organise Physical Files window gives you the option to begin the update task or to exit.

Select Proceed with **Re-organize (F8)** to confirm or select **Exit (F3)** to leave the task.

Re-organise Transaction X-Reference [35/GLW]

When user view transaction by balance data is deleted or purged from a module using the utilities tasks, the data is deleted in the file but the disk space is not freed for re-use. This task performs a re-organise physical file member routine and valuable storage space is then freed.

Note: *User view data can be deleted in the Maintain User-defined Keys task.*

The Re-organise Physical Files window gives you the option to begin the update task or to exit.

Select Proceed with **Re-organize (F8)** to confirm or **Exit (F3)** to leave the task.

Delete Unused Accounts [36/GLW]

This task enables you to remove accounts from your chart of accounts. You may remove either those accounts for which all transactions and period balances have been archived, or those which have been created in error.

Caution: Great care is need before using this task. As well as creating a security copy of the files library, you may want to save the data which you intend to delete. You can do this by running the Save a Company task and then making a security backup. You can perform both security copies via the Housekeeping tasks.

If you have any concerns about running this routine, consult your software supplier.

A report is printed with the account code and description and report level codes are printed with the account type and posting-inhibited flag. If the account has been used in the past, the date it was opened is shown. The report also identifies whether or not budgets have been deleted.

Delete Unused Accounts Warning Windows

To display these windows, select the Delete Unused Accounts task. Two windows are displayed, describing the conditions under which accounts may and may not be deleted. Use Page Up and Page Down to display both windows.

Select Continue (F8) on the second window. Enter the company which holds the chart of accounts to be processed and press Enter to display the Delete Unused Accounts Ledger Selection window.

Use Page Up and Page Down to display both windows.

Select Continue (F8) on the second window to display the. Enter the company which holds the chart of accounts to be processed and press Enter to display the Delete Unused Accounts Ledger Selection window.

Delete Unused Accounts Company Selection Window

To display this window, select **Continue (F8)** on the second Delete Unused Accounts Warning window. Enter the company which holds the chart of accounts to be processed and press Enter to display the Delete Unused Accounts Ledger Selection window.

Fields

Company

Enter the company which holds the chart of accounts to be processed.

Press Enter to display the Delete Unused Accounts Ledger Selection window.

Delete Unused Accounts Ledger Selection Window

To display this window, press Enter on the Delete Unused Accounts Company Selection window.

Fields

Ledger

Enter the ledger code to be processed. It must be a valid code, set up on the company's chart of accounts.

Alternatively, use the prompt facility to select from the Select Ledger pop-up.

Leave this field blank for all ledgers.

Press Enter to display the Delete Unused Accounts Range Selection window.

Delete Unused Accounts Range Selection Window

To display this window, press Enter on the Delete Unused Accounts Ledger Selection window.

Fields

Level Code From/To

Enter the range of level codes from which you want accounts to be deleted. Leave these fields blank for no lower limit.

These do not have to be existing level codes but you can use the prompt facility to select from the Select From Level Code and Select To Level Code pop-ups.

Report Level From/To

Enter the range of report levels from which you want accounts to be deleted. Leave these fields blank for no lower limit.

These do not have to be existing report levels but you can use the prompt facility to select from the Select From Level Code and Select To Level Code pop-ups.

Memo or Fiscal or Both

You use this field to restrict the accounts to be deleted to the type specified.

Select one of the following:

Both (0) - If both fiscal and memo accounts can be deleted

Memo (1) - If only memo accounts can be deleted

Fiscal (2) - If only fiscal accounts can be deleted

Include Posting-Inhibited Accounts

Select one of the following:

No (0) - Not to delete posting-inhibited accounts

Yes (1) - To delete posting-inhibited accounts

Action against Account with Budgets Only

You must exercise great care when deleting posting-inhibited accounts. They may be specified in another place.

If an account exists which only has budgets defined against it, specify one of the following:

Delete (1) - To delete the account and its budgets

Retain (2) (default) - To retain the account

Request confirmation (3) - To request confirmation to delete accounts with budgets selectively

You can only request confirmation if the next field is set to **Interactively**.

Process Interactively or in Batch

If you process the deletions interactively, your workstation may be tied up for a considerable period of time. No other work may be done from this session.

Select **Batch** to submit the deletions for background processing.

Press Enter to validate the entries you have made and then select Confirm (F8) to confirm your selection or press Enter again to amend them.

If you are processing in batch, a message is displayed, informing you that the job has been submitted. Press Enter to return to the menu.

If you are processing interactively, an In Progress pop-up is displayed.

If you are confirming the deletion of accounts with budgets, a pop-up is displayed, showing the budgets which exist. Use **Delete (F11)** to delete the account or **Previous (F12)** to retain the account and continue processing.

Once the process has completed, a pop-up is displayed informing you that a report has been produced. Press Enter to return to the menu.

Delete Office Integrator worksheets [37/GLW]

Use this task to remove Office Integrator Worksheets no longer used

Note. Worksheets do not belong to a specific company, so once deleted will not be available in any company

Select Office Integrator worksheets

Use this window to select one worksheet or a range of worksheets for deletion

Fields

Position to worksheet

You can position the list of worksheets to the worksheet that you enter in this field.

You can use the prompt facility to select from the Select Worksheet pop-up.

Option (Opt)

Enter one of the following:

1 - To select a worksheet

2/3 - To clear a range of items.

Enter 2 against the first item of the range and 3 against the last.

4 - To ignore items within a range

Press Enter to proceed with the deletion and display Confirm Deletion pop-up to confirm deletion of the selected worksheets

Chapter 16 GL Historical Data

Introduction to GL Historical Data

To access the facilities to enquire and report on historical data, select the General Ledger Historical Data tasks.

The General Ledger module provides you with facilities to archive data no longer needed for operational use.

The utilities tasks enable you to archive and purge historical data (see the Purge and Archive Data section in the Utilities and Archiving chapter of this product guide) and also to restore previously archived data so that it can be used. Data that has been removed in this way is archived into a specially created library.

One library is created each time data is archived.

Data that has been saved in this way is referred to as historical data. This section describes how to enquire and report on the following types of archived data:

- Period Balances
- Budgets and Forecasts
- Documents
- Transactions
- Tax Transactions
- Exchange rate details

Note: *You must make sure that the historical data on which you want to enquire has been restored to the system.*

Selecting Archive Libraries

Whichever enquiry or report you choose to run, the first step is to select the archive library that contains the required data. The first window will show the available archive libraries. Select the library and then press Enter. You are then taken into the task you have selected.

Historical Enquiries and Reports

Six enquiry tasks are available to enquire on historical GL data:

- Enquire on Period Balances
- Enquire on Budgets and Forecasts
- Enquire on Documents
- Enquire on Transactions
- Enquire on tax Transactions
- Enquire on Exchange Rates

Six reporting tasks are available to produce reports on historical GL data:

- Report on Period Balances
- Report on Budgets and Forecasts
- Report on Documents
- Report on Transactions
- Report on Tax Transactions
- Report on Exchange Rates

Enquire on Period Balances [1/GLH]

Use this enquiry to view period balances data that has been archived, based on your own selection criteria.

Enquiry on Archived Balances Selection Window

To display this window, select the Enquire on Period Balances task.

Options

Select

Use this to select a library on which to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquire on Archived Balances window.

Enquiry on Archived Balances Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquire on Archived Balances Selection window.

Use this window to enter the selection criteria for the details you want to display in the enquiry.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and display the Enquiry on Archived Balances Summary window.

Enquiry on Archived Balances Summary Window

To display this window, press Enter on the Enquiry on Archived Balances window.

Functions

Greater Detail (F15)

Use this to toggle the display between showing less detail and showing greater detail.

Select Previous (F12) to re-select accounts or select Exit (F3) to leave the task.

Enquire on Budgets and Forecasts [2/GLH]

Use this enquiry to view budgets and forecasts data that has been archived, based on your own selection criteria.

Enquiry on Archived Budgets Selection Window

To display this window, select the Enquire on Budgets and Forecasts task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquiry on Archived Budgets window.

Enquiry on Archived Budgets Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquiry on Archived Budgets Selection window.

Use this window to enter the selection criteria for the details you want to display in the enquiry.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and display the Enquiry on Archived Budgets Summary window.

Enquiry on Archived Budgets Summary Window

To display this window, press Enter on the Enquiry on Archived Budgets window.

Function

Display Actuals (F15)

Use this to toggle between the initial display and a display showing actuals as well.

Select **Previous (F12)** to re-select accounts or select **Exit (F3)** to leave the task.

Enquire on Documents [3/GLH]

Use this enquiry to view documents data that has been archived, based on your own selection criteria.

Enquiry on Archived Documents Selection Window

To display this window, select the Enquire on Documents task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquiry on Archived Documents window.

Enquiry on Archived Documents Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquiry on Archived Documents Selection window.

Use this window to enter the selection criteria for the details you want to display in the enquiry.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and display the Enquiry on Archived Documents Summary window.

Enquiry on Archived Documents Summary Window

To display this window, press Enter on the Enquiry on Archived Documents window.

Function

Greater Detail (F15)

Use this to toggle the display between showing less detail and showing greater detail.

Select **Previous (F12)** to re-select accounts or select **Exit (F3)** to leave the task.

Enquire on Transactions [4/GLH]

Use this enquiry to view transactions data that has been archived, based on your own selection criteria.

Enquiry on Archived Transactions Selection Window

To display this window, select the Enquire on Transactions task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquiry on Archived Transactions window.

Enquiry on Archived Transactions Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquiry on Archived Transactions Selection window.

Use this window to enter the selection criteria for the details you want to display in the enquiry.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and display the Enquiry on Archived Transactions Summary window.

Enquiry on Archived Transactions Summary Window

To display this window, press Enter on the Enquiry on Archived Transactions window.

Function

Greater Detail (F15)

Use this to toggle the display between showing less detail and showing greater detail.

Select **Previous (F12)** to re-select accounts or select **Exit (F3)** to leave the task.

Enquire on Tax Transactions [5/GLH]

Use this enquiry to view tax transactions data that has been archived, based on your own selection criteria.

Enquire on Archived Tax Transactions Selection Window

To display this window, select the Enquire on Tax Transactions task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquire on Archived Tax Transactions window.

Enquire on Archived Tax Transactions Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquire on Archived Tax Transactions Selection window.

Use this window to enter the selection criteria for the details you want to display in the enquiry.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and display the Enquire on Archived Tax Transactions Summary window.

Enquire on Archived Tax Transactions Summary Window

To display this window, press Enter on the Enquire on Archived Tax Transactions window.

Function

Greater Detail (F15)

Use this to toggle the display between showing less detail and showing greater detail.

Select **Previous (F12**) to re-select accounts or select **Exit (F3)** to leave the task.

Enquire on Exchange Rates [6/GLH]

Use this enquiry to view exchange rate data that has been archived, based on your own selection criteria.

Enquire on Exchange Rates Library Selection Window

To display this window, select the Enquire on Exchange Rates task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Enquire on Archived Exchange Rates Selection window

Enquire on Exchange Rates Selection Window

To display this window, select the library on which you want to enquire and then press Enter on the Enquire on Archived Exchange Rates Library window.

Use this window to enter the rate code to be displayed in the enquiry.

Fields

Rate Code

Enter the rate code required.

Select the rate code on which you want to enquire and then press Enter to display the Enquire on Archived Exchange Rates Date/Period Selection window.

Enquire on Exchange Rates Date/Period Selection Window

To display this window, select the rate code on which you want to enquire and then press Enter on the Enquire on Archived Exchange Rates Selection window.

Use this window select the date/period for which the rate code details are to be displayed.

Fields

Effectivity Start Date/Period

Enter the start date/period required.

Select the date/period on which you want to enquire and then press Enter to display the Enquire on Archived Exchange Rates window.

Enquire on Exchange Rates Window

To display this window, select the date/period on which you want to enquire and then press Enter on the Enquire on Archived Exchange Rates Date/Period Selection window.

Use this window display the rate code details.

Select **Previous (F12**) to re-select rate code or select **Exit (F3)** to leave the task.

Report on Period Balances [31/GLH]

Use this report to produce a list of period balance data that has been archived, based on your own selection criteria.

Report on Archive Balances Selection Window

To display this window, select the Report on Period Balances task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Report on Archive Balances window.

Report on Archive Balances Window

To display this window, select the library on which you want to enquire and then press Enter on the Report on Archive Balances Selection window.

Use this window to enter the selection criteria for the details you want to display in the report.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Report on Budgets and Forecasts [32/GLH]

Use this report to produce a list of budgets and forecasts data that has been archived, based on your own selection criteria.

Report on Archived Budgets Selection Window

To display this window, select the Report on Budgets and Forecasts task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Report on Archived Budgets window.

Report on Archived Budgets Window

To display this window, select the library on which you want to enquire and then press Enter on the Report on Archived Budgets Selection window.

Use this window to enter the selection criteria for the details you want to display in the report.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Report on Documents [33/GLH]

Use this report to produce a list of document data that has been archived, based on your own selection criteria.

Report on Archived Documents Selection Window

To display this window, select the Report on Documents task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Report on Archived Documents window.

Report on Archived Documents Window

To display this window, select the library on which you want to enquire and then press Enter on the Report on Archived Documents Selection window.

Use this window to enter the selection criteria for the details you want to display in the report.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Report on Transactions [34/GLH]

Use this report to produce a list of transaction data that has been archived, based on your own selection criteria.

Report on Archived Transactions Selection Window

To display this window, select the Report on Transactions task.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Report on Archived Transactions window.

Report on Archived Transactions Window

To display this window, select the library on which you want to enquire and then press Enter on the Report on Archived Transactions Selection window.

Use this window to enter the selection criteria for the details you want to display in the report.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Report on Tax Transactions [35/GLH]

Use this report to produce a list of tax transaction data that has been archived, based on your own selection criteria.

Report on Archived Tax Transactions Selection Window

To display this window, select the Report on Tax Transactions.

Options

Select

Use this to select the library on which you want to enquire.

Select the library on which you want to enquire and then press Enter to display the Report on Archived Tax Transactions window.

Report on Archived Tax Transactions Window

To display this window, select the library on which you want to enquire and then press Enter on the Report on Archived Tax Transactions Selection window.

Use this window to enter the selection criteria for the details you want to display in the report.

You can also control the sequence in which the records of data are displayed, by selecting a number from 1 to 5 against the appropriate parameter in the Order fields, and by selecting Ascending or Descending, to specify whether you want the enquiry parameters to appear in ascending or descending order.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Report on Exchange Rates [36/GLH]

Use this report to produce a list of exchange rate data that has been archived, based on your own selection criteria.

Report on Exchange Rates Library Selection Window

To display this window, select the Report on Exchange Rates task.

Options

Select

Use this to select the library on which you want to report.

Select the library on which you want to report and then press Enter to display the Report on Archived Exchange Rates Selection window

Report on Exchange Rates Selection Window

To display this window, select the library on which you want to report and then press Enter on the Report on Archived Exchange Rates Library window.

Use this window to select the rate code details to be included in the report.

Fields

Selection Criteria From/To

Enter the criteria required.

Order

Use this to select the order of your report.

Ascending/Descending

Use this to select either ascending or descending order.

Press Enter to accept the selection criteria you have entered and submit a batch job to generate the report.

Chapter 17 Statutory Reporting

Journal Amend [1/GLZ]

This task allows you to retrieve and amend General Ledger journals providing the journal has not yet been reported on the Italian General Journal report.

Note: *If any of the GL journal lines for the journal have been matched, the match must be cancelled first. It will not be possible to select matched transactions for amendment in this task.*

Amend Journal Window

To display this window, select the Journal Amend task.

Fields

Document Type

Enter the two-character code of a valid transaction type.

You can use the prompt facility to select from the Select Document Type pop-up.

Journal Reference

Enter the journal reference of up to eight characters in length.

New Reference

Enter the new reference name of the journal only if you intend to change the name of the amended journal.

This field is displayed only if you are using the Amend Journal task.

Press Enter to accept the entries. The system calls up General Journal Processing. You may amend any aspect of the journal, running through the procedure as you would a general journal.

Journal Listing [1/GLS]

Two report tasks are available for reporting on General Ledger journals. These reports conform to French statutory reporting tasks.

This task produces a report of journal postings.

Note: *This listing task is normally used for statutory reporting in France.*

For selected period(s) you can report on a range of either journal types or journal codes. Optionally, you can include a summary report by accounts.

Journal Postings Window

To display this window, select the Journal Listing task.

Fields

Period From/To

The current period displays as a default.

Enter a From and To period for the report.

Journal Type From/To

Enter a journal type to select the listing from a range of journal types.

You can enter either a range of journal types or a range of journal codes.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Note*: Journal types are created by the system and held in the GL parameter JTYP.*

Note*: This field is normally used for French statutory reporting.*

Journal Code

Enter a journal code to select the listing from a range of journal codes.

You can enter either a range of journal types or a range of journal codes.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Note*: Journal codes are created by the system and held in the GL parameter JCOD.*

Note*: This field is used for GL reporting and French statutory reporting.*

Summary by Account

Use this checkbox as follows:

Unchecked - To print a detailed report of transactions including transaction type, session number, reference, debit, credit and currency values, with journal and period totals

Checked - To print a summary report with one line per account, including journal description, debit, credit and totals

Press Enter to validate your selection. A message will be displayed, informing you that your job has been submitted for processing.

Central Journal Report [2/GLS]

Two report tasks are available for reporting on General Ledger journals. These reports conform to French statutory reporting tasks.

This task produces a report of journal postings for selected period(s).

Note: *This listing task is normally used for statutory reporting in France.*

For selected periods, the report includes journal codes, transaction descriptions, debits, and credits with report total and balance. Transactions are listed as sales, purchase, bank transfer, bills receivable and sales, purchase and other journals.

General Ledger Central Journal Report Window

To display this window, select the Central Journal Report task.

Fields

Period From/To

The current period displays as a default.

Enter a From and To period for the report.

Press Enter to validate your selection. A message will be displayed, informing you that your job has been submitted for processing.

Chapter 18 Financial Interfaces

GL Interface [1/GLI]

Use this function to interface data from an external source directly into the General Ledger.

Where the transaction source is Accounts Payable this will include HSN/SAC codes associated with GL dissections. The Tax Engine will be called, and India tax records created. It is essential that the associated Accounts Payable Invoice has already been created to allow retrieval of information required by the Tax Engine.

For company where VAT registers are active and are applicable for the customer/supplier details should be provided in new file FLPI95. Where the transaction contains acquisition VAT, only one FLPI95 is required but the register used must have a target register defined to which an additional VAT register record will be written

Where no protocol number is included in the record, the next available number will be assigned

Select session

To display this window, select the GL Interface task.

Fields

Sel

Select session to be processed

Position to Session

Use this to position the display at the entered value

Functions

De-select all (F16)

Use this to de-select all sessions

Select all (F17)

Use this to select all sessions

Select **OK** to validate the details and then select **Confirm (F8)** to submit the batch job to process

AR Interface [2/GLI]

Select session

To display this window, select the AR Interface task.

Fields

Sel

Select session to be processed

Position to Session

Use this to position the display at the entered value

Functions

De-select all (F16)

Use this to de-select all sessions

Select all (F17)

Use this to select all sessions

Select **OK** to validate the details and then select **Confirm (F8)** to submit the batch job to process

AP Interface [3/GLI]

Use this function to create Accounts Payable Invoices with data from an external source. This function does not currently support creation of Log Items. Information specific to Indian functionality will be included in the interface. The calculation of GST taxes is handled by the associated General Ledger interface which deals with individual GL dissections. Because of the two-stage nature of the interface (AP and then GL), this function should be used with caution. Standard invoice entry checks that the headline tax value is the same as the cumulative value of the individual taxes. With the interfaces this check is not performed until the GL interface is processed. Therefore, an invoice could be available for payment without having checked that the reported tax is correct.

Select session

To display this window, select the AP Interface task.

Fields

Sel

Select session to be processed

Position to Session

Use this to position the display at the entered value

Functions

De-select all (F16)

Use this to de-select all sessions

Select all (F17)

Use this to select all sessions

Select **OK** to validate the details and then select **Confirm (F8)** to submit the batch job to process.

AR Interface with GL [10/GLI]

Select session

To display this window, select the AR Interface with GL task.

Fields

Sel

Select session to be processed

Position to Session

Use this to position the display at the entered value

Functions

De-select all (F16)

Use this to de-select all sessions

Select all (F17)

Use this to select all sessions

Select **OK** to validate the details and then select **Confirm (F8)** to submit the batch job to process.

AP Interface with GL [11/GLI]

Select session

To display this window, select the AP Interface with GL task.

Fields

Sel

Select session to be processed

Position to Session

Use this to position the display at the entered value

Functions

De-select all (F16)

Use this to de-select all sessions

Select all (F17)

Use this to select all sessions

Select **OK** to validate the details and then select **Confirm (F8)** to submit the batch job to process.

Appendix A Glossary

Account Code

This is the unique code given to every account, consisting of one to four levels of a maximum twelve characters, as defined by the account's ledger, and used for all fiscal transactions.

It is the term given to the first twelve characters of the account and the last thirty characters of the extension code together.

Account Hierarchies

You can link accounts within the General Ledger in a hierarchical structure. Postings to accounts at the base of the hierarchy will automatically be posted to accounts within the structure. Accounts higher in the structure summarise postings at lower levels. Any account not at the lowest level in a hierarchy must be a memorandum account.

Adjustment

This is an entry made in accounts which does not record a transaction but which is made so that the accounts will present a true and fair view of the financial position. It includes entries which correct errors, entries for depreciation, bad debts and accrued expenses.

Adjustment Period

A period at year end which is used for adjustment postings

Alternative Year End

You can maintain two separate year cycles in General Ledger - Fiscal and Alternative. This allows you to set up two sets of year-to-date balances per account. It also involves having two year-ends. The alternative year-end is usually specified as being different from the fiscal year-end where it is necessary to produce a set of accounts for a parent company operating with a different financial calendar.

Analysis Code

See Extension Code.

Analysis Group Code

In order to use the payment analysis facility, analysis codes are set up by the user (or, in the case of 1099 users, supplied with the system). It is these codes which are entered when postings are made against suppliers.

Application Reference Data

This is the basic data set up by the user, without which the application cannot function - for example, Chart of Account details, or currency codes.

Apportionment

See Budget Apportionment.

Apportionment Journal

This journal is used to transfer the value accumulated in one account to a series of other accounts, in a ratio which has been defined.

Archive

Facilities are provided whereby redundant or old data can be removed from the system. Archived data will normally be held on either magnetic tape or cartridge. It can be restored for enquiry and report purposes.

Audit Trail

A sequence of connected pieces of evidence, demonstrating how the figures in financial statements have been derived from original transactions

Bank Account

An account on your Chart of Accounts, which has been defined as a bank account to which transactions will be posted

Bank Currency

This is the currency in which a bank account is held. A bank account may be held in only one currency.

Base Currency

When setting up a new company, a base currency must be specified. This is the primary accounting currency of your organisation, normally your national currency, in which your statutory accounts are held. This is the currency into which any non-base currency will be converted for the purposes of enquiry, reporting and accounting. Once postings have been made to the company, the base currency cannot be changed, so it must be decided with care. If an external application such as the Accounts Payable application is linked to a General Ledger, its base currency must be the same as that of the General Ledger.

Budgets and Forecasts

You can hold many different budgets/forecasts for your company's accounts (for example, optimistic, pessimistic and mid-view budgets). Reports and enquiries select budget and forecast records.

Budget Generation

This is a means of copying budgets or actuals - or a combination of the two - to a range of target accounts. You can specify a factor, to increase or decrease values by a percentage before they reach the target accounts.

Budget Apportionment

A means of apportioning a value across a range of accounts, according to specified factors

Budget Spreading

A means of re-spreading values already in budgets, according to specified factors

Cash-based Tax

Tax payable once payments from your debtor have been made

Chart of Accounts

The set up of ledgers and their accounts which are needed to satisfy the financial and management accounting requirements of your company

Company Profile

The General Ledger is a multiple company application and a number of parameters for each of its companies must be set up before the application can be run. The company profile contains all the basic rules within which a particular company is to operate.

Consolidation

A procedure by which you can post the results of a source company into the accounts of a controlling or parent target company

Constant Journal

A journal which contains a list of account codes to which values are attached

Contra Accounting

A trading partner may often be both a supplier and a customer. Where this is the case, the contra accounts facility establishes a link between the supplier and customer accounts. This link causes an Accounts Payable payment to be reduced by the amount in the contra account in Accounts Receivable.

Control Account

A control account holds values posted from all the accounts of a sub-ledger beneath it. It cannot be posted to directly.

Control Value

This is a total value entered to ensure that all debit values for a batch of documents have been entered correctly. For a general journal this is the sum of all debit dissection values.

Conversion

This is the process by which values in transaction currency are expressed in base or bank currency. For example, a Deutschmark payment may be converted into base currency of a US dollar General Ledger, and into an ECU bank account.

Cost Allocation Journal

This is a journal which allocates costs from a range of source accounts to a range of target accounts based on the contents of a range of factor accounts, which are used to factorise them.

Country Code

Depending on where it is used, the country code may either control which international options are available to users, or it may simply control the format of the bank account window to appear when entering bank details.

Cross-ledger Level

A ledger level code that spans two or more ledgers in a company's Chart of Accounts

Currency Code

In General Ledger you can define a default currency to a company as its base currency. If you are running General Ledger in a multi-currency environment, a transaction may be entered in any currency defined to the system. Each currency is identified by a three-character code with provided

default exchange rates. There is an international standard currency code (ISO 4217). You need not use the code, but it would be sensible to do so.

Currency Transaction

This is any financial transaction where its currency is entered as part of the transaction data. The currency of the transaction may be the base currency of the ledger.

Data Cube

When uploading PC spreadsheets to the AS/400, the spreadsheets or worksheets are sent to data cubes within data warehouses. These locations give the spreadsheets an address, so the user can find them on the AS/400.

Data Warehouse

Location on the AS/400 where data cubes are held.

Default

A default value is a value stored by the system for use when no other value can be found. For example, when setting up extension codes for an account, you have the option to specify default codes which will appear in the extension code window whenever the account is entered.

Dissection

The breakdown of a single transaction value across a number of General Ledger accounts or tax codes

Effectivity

It is often useful to be able to define the validity dates of an entity, so that the system can prevent its use outside of these dates. This period of validity is called an entity's effectivity.

EU

European Union

Euro Situation

The Euro and IN currencies are considered to be Euro zone currencies. A conversion between them involves fixed rates. This is referred to as a Euro situation.

Euro Transition

This is the phase of the introduction of the Euro currency.

Exchange Rate

The number of units of one currency which may be bought or sold for one unit (or, in many cases, 100 units) of another currency

Exchange Rate Code

This is the code set up to define the exchange rate between two currencies: the rate by which a value in one currency is converted or translated into the equivalent value in another currency. For example, if the source value is 1,000.00, and the rate is divide by 2.5, the target value is 400.

Target value=Source value / rate

Source value=Target value x rate

Rate=Source value / Target value

Exchange rates may be expressed as multiply by or divide by (for example, either Target=Source / 2.5 or, Target=Source x 0.4)

Extension Level Codes

Up to five possible levels defined by the ledger structure for the purpose of more detailed analysis of account values

Fiscal Accounts

General Ledger accounts used to calculate the value of profit and loss of your company

(See also Memorandum Accounts.)

Flag

A flag is a trigger used to activate or deactivate facilities and parameters within an application.

Forecasts

Forecasts are set up and maintained in exactly the same way as budgets. Any reference to budgets is intended to include forecasts.

Frozen Hierarchies

Hierarchy rules which have been set up but not yet released into the system for use

General Journal

A set of double-entry postings to the General Ledger, other than journals posted from external applications

(See also Journal Types.)

Generation

See Budget Generation. This is a means of copying budgets or actuals - or a combination of the two - to a range of target accounts. You can specify a factor, to increase or decrease values by a percentage before they reach the target accounts.

Global Level Codes

These are extension level codes within each ledger that are reserved for a specific use. They contain a series of account numbers that are used in ALL the ledgers within a company. For example they may contain the statutory chart of accounts used in France, or may contain the chart of accounts specified by a head office to be used for internal reporting.

Hierarchies

See Account Hierarchies.

Hierarchy Rules

Rules which allow you to specify ranges of accounts, periods and percentages for the mass creation of hierarchies

Historical Data

Application data which has been archived (meaning it is no longer considered current data), but which is retained (usually on tape), and may be restored for enquiries and reports

IN/OUT

Currencies which join the Euro are known as INs. Currencies which do not join are known as OUTs. IN/OUT here refers to a currency conversion from a source IN currency to a target OUT currency.

Inter-Company Accounting

You can flag any company as having inter-company status within the General Ledger. Having done so, you can link your company with other such companies within the same application. When posting transactions to another company, you merely have to specify that company's code and process the transaction in the normal way.

Key Accounts

A set of accounts basic to the needs of the company and specified while maintaining the company profile

Ledger Levels

Each ledger is made up of levels, which define the structure of the ledger's accounts. A ledger may have up to four account levels and five extension levels.

There are several types of level:

Global levels - extension levels which are reserved across all levels within a company

X-ledger levels - levels which cross two or more ledgers in a company's Chart of Accounts

Ledger levels - levels which are defined for a single ledger

Level Codes

Each account is made up of level codes depending on how the account's ledger is defined. An account may have a maximum of four account level codes of up to nine characters each, and a maximum of five extension level codes of up to fifteen characters each.

There are several types of level codes:

Global level codes

X-ledger level codes

Sub-ledger level codes - codes which are defined for accounts within a single ledger

Account level codes - codes which are defined for a single specified account's extension levels (not to be confused with the general term for account codes)

See also Report Level Codes.

Linked Levels

A link set up between levels within a ledger, to allow you to create combinations of related level codes

Management Report

A report in a user-defined format, which prints accounts and totals from a single ledger

Mandatory

Information which must be entered

Manual Payment

The posting facility to record manual payments which have already been made otherwise than through Miscellaneous Creditors

Memorandum Accounts

General Ledger accounts which are not used to calculate the worth or profit and loss of the business

(See also Fiscal Accounts.)

Miscellaneous Creditor

A supplier who is not paid through the Accounts Payable application but by a separate payment procedure in the Cash Management application

Movement %

A limiting percentage range beyond which the fluctuations of exchange rates between currencies must not pass

Multi-company

A General Ledger structure which is designed to control more than one independent company or several companies reporting to a controlling or reporting company

Multi-currency

Trading in several currencies, linked to a single currency or multi-currency General Ledger

Open Item

An open or outstanding item is an item which has been authorised but not yet fully paid

OUT/IN

Currencies which join the Euro are known as INs. Currencies which do not join are known as OUTs. OUT/IN here refers to a currency conversion from a source OUT currency to a target IN currency.

Outstanding Item

An open or outstanding item is an item which has been authorised but not yet fully paid

Page Up and Page Down

These are keys used for the purpose of viewing the next screen (or page) of details. Keys on standard keyboards are marked Page Up and Page Down. These are sometimes referred to as Roll Up and Roll Down.

Parameter

A characteristic or constant factor defined by you or already in the system, which determines the specific form or specific limitations of a function

Payment Analysis

This function enables you apply analysis codes to payments made to suppliers, and to report on such payments. The facility has a particular use in the USA, where notifying the government of payments to contractors is a legal requirement and is referred to as 1099. The use of the function is decided by a flag when setting up the environment of a company - it is not a flag on the company profile.

Period

This describes the units into which a financial year is divided for accounting purposes (usually 12 or 13). These are the same for each financial application linked to the General Ledger.

Period Close/Open

This is the procedure which completes the processing for the current period. The next period may then be opened.

Posting Inhibit Flag

This is a flag set up for an account, which prevents the direct posting of journal transactions. It is either user-defined or set automatically by other procedures.

Prime Currency

The prime or transaction currency is the currency in which a transaction is made, as opposed to the Base Currency, into which transaction values will be converted

Protocol Gap

Gaps in the sequence of protocol numbers held in a register

See Register.

Protocol Number

The sequential number allocated to a tax transaction in a register

See Register.

Rate Code

See Exchange Rate Code.

Register

This is used in Italy. A register holds each tax transaction with an allocated protocol number for the production of statutory reports.

Report Control Codes

These are used to create a sequence of values to appear in a report.

Revaluation

The change in the amount stated in the accounting records as the value of assets, following a valuation of those assets

Reversing Journal

A journal posting values into an account in a financial period which reverses the effect of an adjusting entry made in a preceding period

It is also known as Reversal Journal.

Rolling Up Budgets

Using the user-defined links option you can link detailed, low-level user-defined views to higher-level views. Then, any update to budgets in the low-level view will automatically appear in budgets in the high-level view. This is called rolling up.

Rule (Budgeting)

Within the budgeting module, a rule is a set of instructions which tells the system what budgets or values to use as the source of a new budget, and how to operate on the source values to produce the target budgets. Creating a rule does not create budgets; the processing is done after the rule is created.

Session

When starting to enter transactions, the system automatically sets up a session number. All transactions entered at once will then be part of that session. The session is the principal method of control in transaction processing, and provides the information required to satisfy audit requirements.

Source Currency

A currency from which you are converting or translating

Spread Budgets

See Budget Spread.

Spread Journal

This is a journal with a list of account codes, each with a spread factor. At the time of posting, an actual value is entered which is posted to the accounts in the specified ratios.

Spread Profile

A set of ratios for accounting periods by which annual budget or forecast values may be phased

Standing Journal

A journal consisting of a skeleton of account codes, to which values are posted as and when required

Statistical Amount

You can post a statistical amount, such as a quantity, to each account for each period, either on a general journal or a statistical journal. The accumulated amounts are available on reports and enquiries

Sub-ledger

A sub-ledger contains accounts which accumulate into a control account at a higher level.

Suspended Journal

This is an incomplete journal which has been held. You can recall and complete suspended journals at any time.

Target Currency

A currency into which you are converting or translating

Tax Accounting

This is the way in which Tax is posted, recorded and accounted for. See Tax in General Ledger for more details.

Tax Registers

This is a facility to enable the production of tax reports based on tax area. The codes are set up in General Ledger by the user, and relate to a particular tax office. This facility will be used mainly in Italy.

Tax Group

The USA government requires that sister companies be grouped together in the 1099 report, so that their payment analysis figures are consolidated. This group is called a tax group.

Total Entry

The Total Entry facility in the budgeting module compares actuals to an existing budget, then displays the variance, enabling you to enter totals - that is, change the recommendations - yourself, before creating the budgets.

Transaction Currency

This is the same as Prime Currency: the currency in which a transaction is recorded, and normally applied to transactions in other than the base currency.

Transaction Matching

This is a procedure by which you can allocate corresponding debit and credit transactions on an account to one another. Matched transactions are then invisible for enquiries and reports.

Translation

This is the expression of financial data in terms of a different currency from the base currency in which they were stated. Alternatively, it is the process by which base currency account balances in one General Ledger are expressed in the different base currency of another General Ledger.

Trial Balance

This is a report which prints the net value posted to each top-level account (excluding memorandum accounts) for a selected period and year-to-date. It also confirms that the ledger is in balance.

Triangulation

During the Euro transition phase, currencies which are participating must be calculated in a three-point format known as triangulation. The source currency value is converted to an interim Euro value which is, in turn, converted to the target currency value. See also the Euro Currency Maintenance option.

1099

See Payment Analysis.

Unmatched Details

Cleared payments where the payments have been amended

User-defined Link

A specified path for rolling up budgets

(See Rolling Up.)

User-defined View

This is a defined number of account levels arranged in any order you want and used for enquiry, report and budgeting purposes. User-defined views are also known as user-defined keys.

Worksheet

When a spreadsheet is uploaded from PC to the AS/400, it is referred to as a worksheet.

X-Ledger Level

A ledger level which spans two or more ledgers in a company's Chart of Accounts

X-Ledger Level Codes

Account level codes set up within X-ledger levels so that they can span two or more ledgers in a company's ledger structure

Year Close Journal

This is a journal which collapses values in both Profit and Loss accounts and Balance Sheet accounts into respective summary accounts before automatically running a year open journal for the start of the new financial year. It is also known as Year End.