Infor System21 Visualise

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 Visualise Module.

Intended audience

The guide is intended for any users of the VP Visualise business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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

Chapter 1 About this Guide

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Visualise Product Guide

This product guide is aimed to give a working guide to the function available. It is not a comprehensive user manual or an education manual. However, it is intended that someone with a knowledge of both the Aurora System21 General Ledger and Windows applications will be able use it to get started.

The guide contains information about all the basic concepts in Visualise, explains how to define a report and contains many hints on how to use the application effectively.

It is assumed that Visualise is installed on both iSeries and PC, in accordance with the installations instructions.

Chapter 2 Introduction

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Management Overview

Visualise is a powerful, state-of-the-art Client Server data analysis and management system. It combines the enormous power and flexibility of the Aurora System21 database with the simplicity of a PC graphical user interface, providing enterprise-wide, real-time information management.

Key features are:

Dynamic data access and analyses, exploiting the multi-dimensional aspects of the Aurora System21 database:

General Ledger transactions, account balances and aggregations

Values, quantities and currencies

Actuals and budgets

Time periods and years

Comparison of previous, current and projected performance, with variances traced to their source

Multi-dimensional views, accessibility, intuitive data manipulation, and unlimited levels of aggregation

A streamlined reporting process, with no re-keying

Information is more reliable and readable; it is dynamic and centrally held.

Product Summary

Functional Summary

The first display (after the initial sign on) is the Main Report window. Account details are on the left in a tree-view structure; on the right, the reported accounts balances are shown according to a selected format definition.

The accounts reported could be in any user-defined view or standard 12-character account codes. Within a report, it is possible to display lower level detail by exploiting the structures of the General Ledger. A hierarchy or sub-ledger control account can be exploded to show its child accounts and you can zoom right from an account in a view to show accounts in a more detailed view.

A “traffic lights” feature can be applied to values within a selected column; this allows easy identification of accounts with variances outside defined tolerances.

Drill down to the supporting documents in financial and distribution applications, and detailed listing of the transactions that make up an individual balance can be made for each of the reported accounts.

The contents of a report can be exported to a spreadsheet.

The report layout defined in Format Maintenance enables the definition of column details, the setting of report level defaults (e.g. treatment of negatives; number of decimals etc.), and the definition of “traffic light” details.

Ease of Use

Visualise is easy to use. It utilises standard Windows interfaces and navigation is undertaken using mouse clicking on the parts of the screen for which more information is required.

All grid-style windows that display data can be customised to individual requirements to show only pertinent data, in any order required.

Chapter 3 Before You Start

3

Installation

Install Visualise in accordance with the Visualise Installation Manual.

User Authorisations

Within Visualise, users will require authority to both the companies and to the accounts being viewed.

If active, field level security is applied to both the display of account codes within the tree structure on the left-hand side of the report, and the display of the account balances on the right.

Launching Visualise

Visualise may be launched from either the Start menu (Start, All Programs, Infor, Visualise) or from within Workspace (Financials Main Menu, General Ledger PC Tools, Visualise).

Launching from the Start menu will require selection of the iSeries to be used whereas launching from Workspace will not. This is described in more detail in the Installation Instructions.

Initial Tasks

To start viewing balances and to access the drill down functions, you must first define a format (i.e. a set of columns). This format, combined with report parameters including individual account or user view, complete the initial tasks.

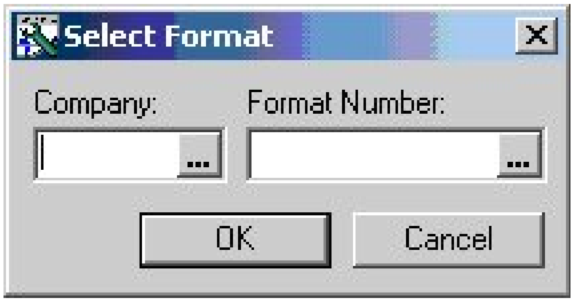
Chapter 4 Formats

4

Overview

A format defines a template of columns to be used on the main report. Columns can be individually tailored for data type, period, number editing and other attributes.

Select Format Window



Initially, the Company and Format Number fields on the Select Format window will default to blank. On subsequent visits, the details will default to those of the last report run.

You can prompt for a company or enter it manually. If you use the prompt, a list of all GL companies is displayed.

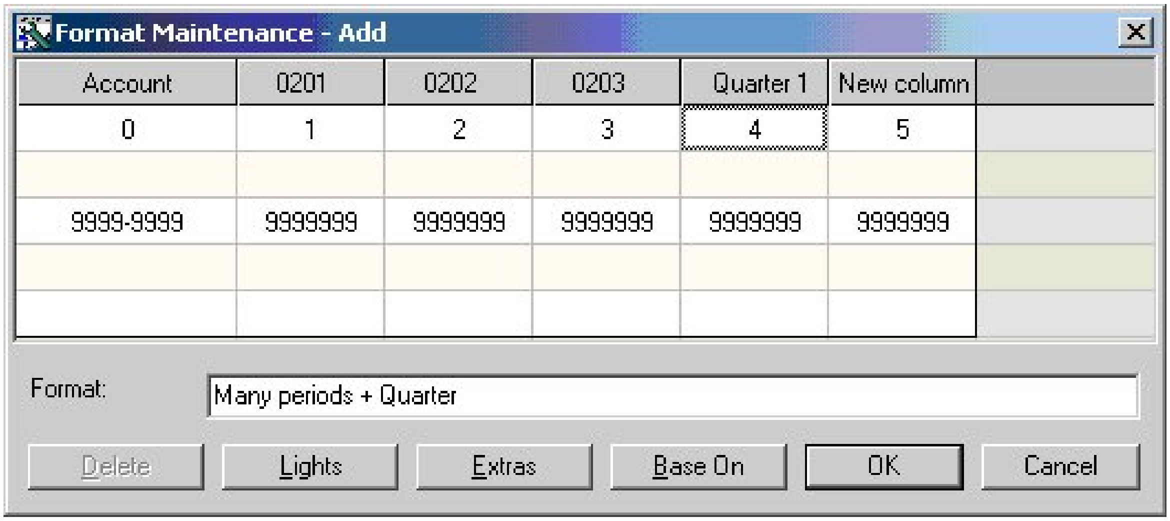
You can prompt for a format number or enter it manually. If you use the prompt, a list of all formats defined for the entered GL company is displayed.

For maintenance of an existing format, the format number must be entered. For creation of a new format, the format number must be left blank; on update the system will automatically assign the next number.

When you click on **OK** the authority of your user ID to the selected company will be checked. If the check is passed, the Format Maintenance window will be displayed.

Click on **Cancel** to close the window.

Format Maintenance Window



Account	0201	0202	0203	Quarter 1	New column
0	1	2	3	4	5
9999-9999	9999999	9999999	9999999	9999999	9999999

Format: Many periods + Quarter

The Format Maintenance window is displayed for new or existing formats. Here column details are maintained, together with the global settings for the report.

The window shows the current definition of the format. The Account column on the left requires no further definition. Each column heading represents each data column, and a “dummy” report line. Underneath, the format description is defined (restricted to 30 characters).

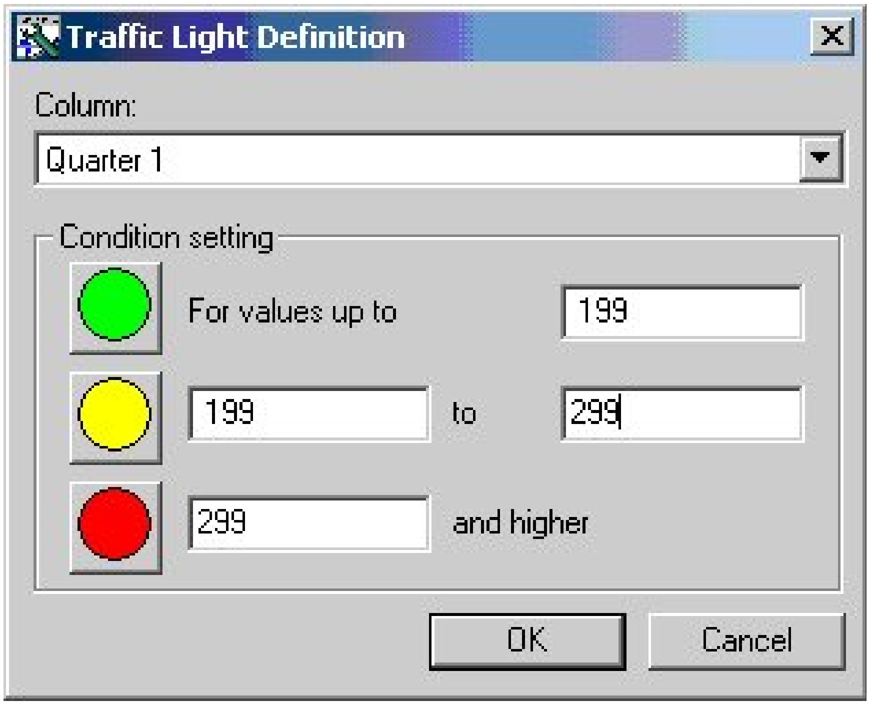
Command Buttons

Delete

This deletes an existing format. It is only available when a format is being updated.

Lights

“Traffic Lights”, when applied to a column, allow identification of exception conditions within a report. These can be defined as part of a format (using the Lights button), or on an ad-hoc basis; the definition is the same in both cases.



Traffic Light Definition

Column: Quarter 1

Condition setting

For values up to 199

199 to 299

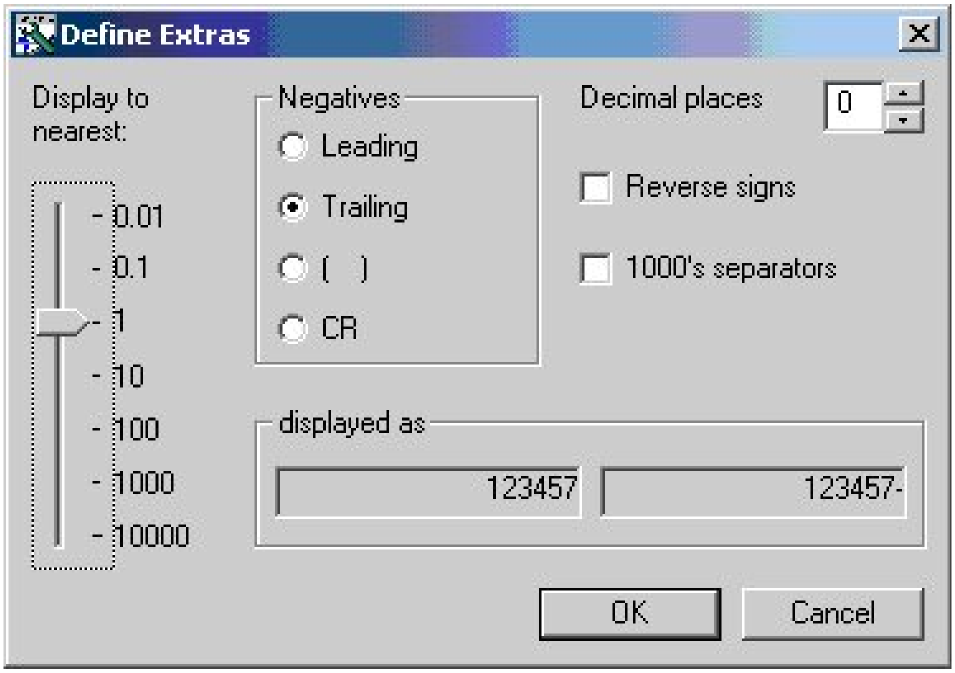
299 and higher

Choose a column from the drop-down list, and enter a range of values.

To further enhance identification, a palette of colours is available. Double-click any of the colour symbols to access the colour palette.

Click on **OK** to save and apply the changes or on **Cancel** to discard the changes. Both buttons close the window.

Extras



Define Extras
Display to nearest:
0.01
0.1
1
10
100
1000
10000
Negatives
○ Leading
● Trailing
○ ( )
○ CR
Decimal places
☐ Reverse signs
☐ 1000's separators
displayed as
OK
Cancel

Decimal places 0

123457 123457-

This window is used to assign the presentation parameters of the report columns. The selections will apply to **all** columns.

Fields

Display to Nearest

Use this to specify rounding. For example, if 1000 is chosen, 500685 will be displayed as 501.

Negatives

This specifies how negative numbers will be shown.

Decimal Places

This defines the number of decimal places.

Reverse Signs

Use this to reverse the signs on all numbers. For example, this could be used so that profit is shown as a positive figure.

1000's Separators

Use this to define the separators used for numbers greater than 1000.

Base On

Use this to duplicate an existing format. You will be prompted for the format number to be copied.

Command Buttons

OK

If you click on this, format changes will be saved and the window closed. For a new format, the system will assign a new number.

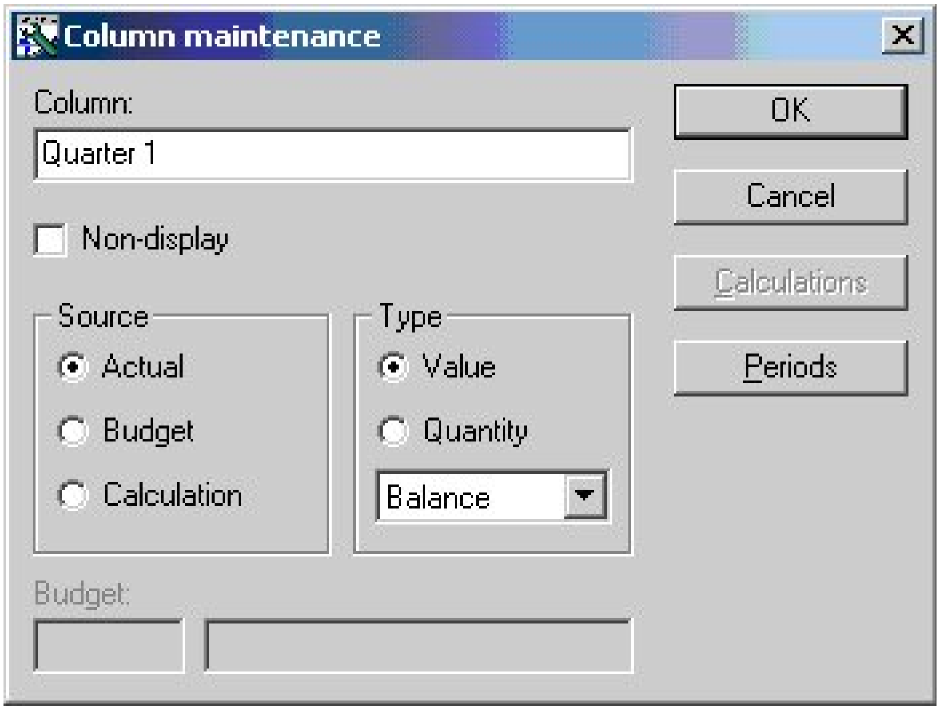
Cancel

If you click on this, you will exit the window and any changes will not be saved.

Also available from this window is the Column Maintenance window. This is reached by a right-click on a chosen column or by double-clicking a column.

Column Maintenance Window

This window enables the column attributes to be set.



Column: Quarter 1

☐ Non-display

Source
● Actual
○ Budget
○ Calculation

Type
● Value
○ Quantity
Balance

Budget:

Fields

Column

Enter the required description. The width of the column is dependent on the number of characters used; a maximum of 50 is allowed. An **&** in the column description will display the selected period number in the title when the report is run.

Non-display

This can be selected where columns are required but do not need to be displayed in the report, for example in calculations.

Source

These buttons allow you to select the source of data for the column: actual, budget or a calculation.

Type

These buttons allow the selection of data type for the column, used in conjunction with the source.

If the Source is **Actual**, either Value or Quantity may be selected.

If the Type is **Value**, either Debit, Credit or Balance may be selected.

If the Source is **Budget**, either Value or Quantity may be selected.

In all cases, Balance will always be displayed.

If the Source is **Calculations**, the Type buttons are not available.

Where the selected Source is **Budget**, a budget code must be entered. It is selected from a drop-down list.

Budget types 0 and 1 are displayed if Value is selected.

Budget types 2 and 3 are displayed if Quantity is selected.

Currency type budgets are not available.

Command Buttons

OK

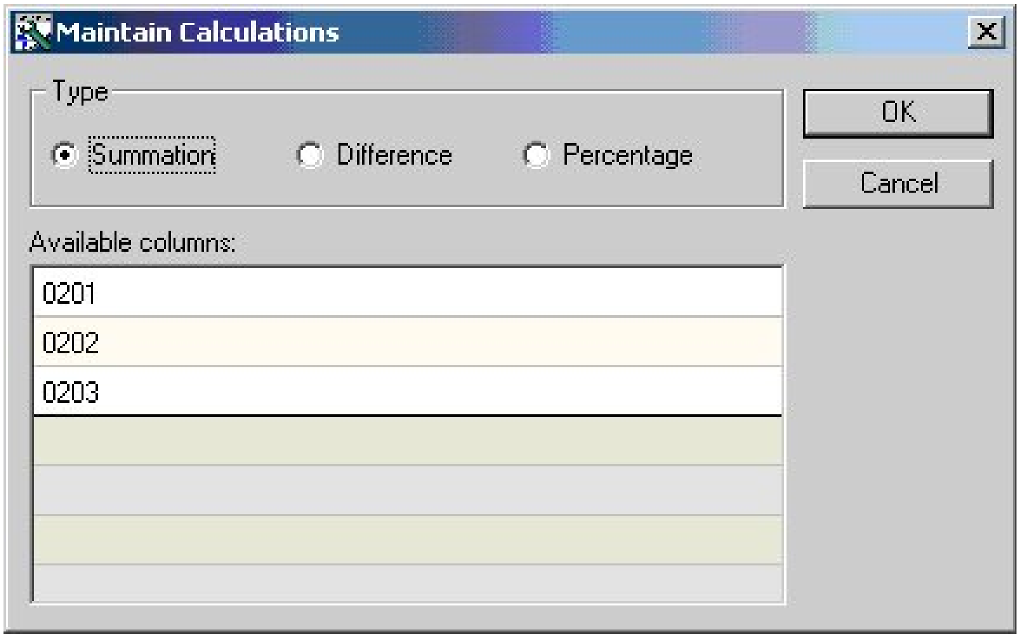
Use this to save any changes made and return to the Format Maintenance window

Cancel

Use this to exit the window without saving any changes and return to the Format Maintenance window.

Calculations

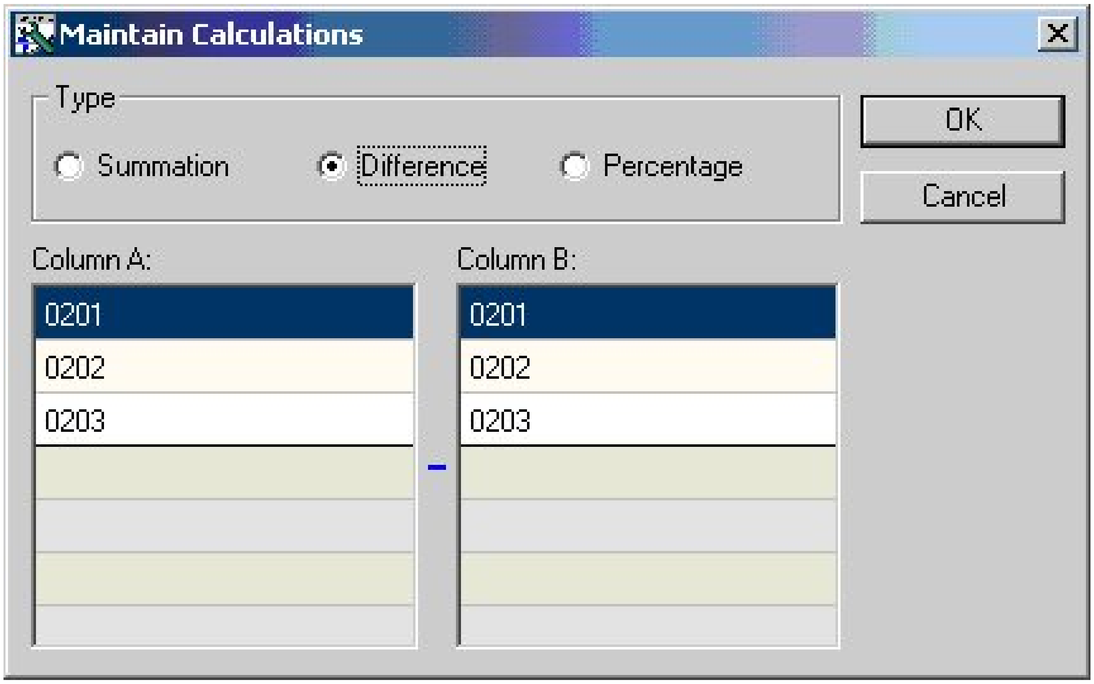
This is only available when the Type is set to Calculation and displays the following window.


Maintain Calculations
Type
● Summation
○ Difference
○ Percentage
OK
Cancel
Available columns:
0201
0202
0203

Three calculations are available:

- Summation - of two or more columns
- Difference -between any two columns
- Percentage - variance between any two columns

The layout of the available columns will change according to the calculation type selected. For example, here is the window displayed for the difference calculation.


Maintain Calculations
Type
○ Summation
● Difference
○ Percentage
OK
Cancel
Column A:
0201
0202
0203
-
Column B:
0201
0202
0203

Each calculation is defined as follows:

Summation

Select at least two columns (or more, if preferred) from the list of available columns. Consecutive columns may be selected by using **Shift+Click**. Non-consecutive columns may be selected by using **Ctrl+Click** to select individual columns.

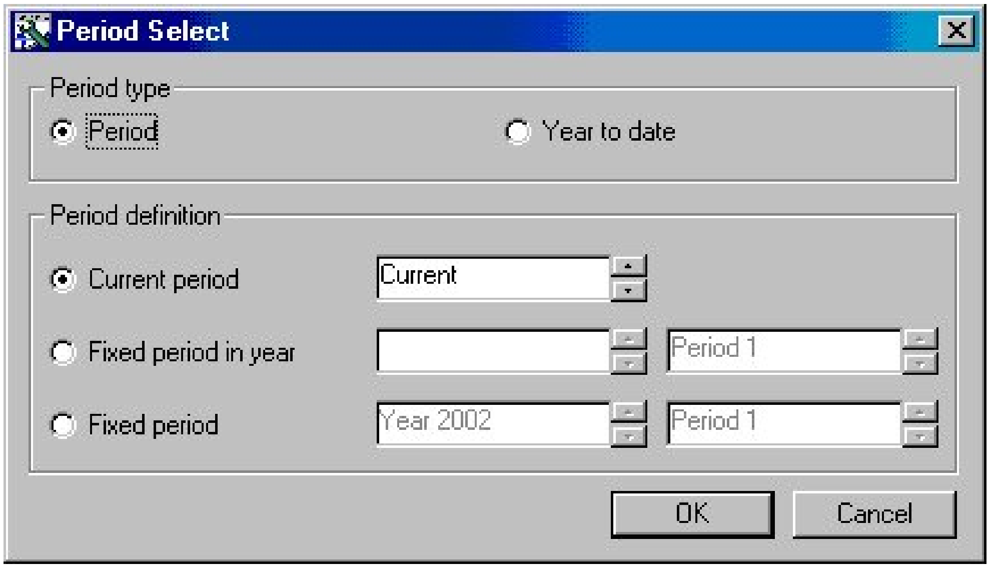
Difference or Percentage

Select a single entry in each list box to define the calculation.

Click on **OK** to saves any changes made or on **Cancel** to exit without saving any changes. Both buttons close the window and return to the Format Maintenance window.

Periods

This displays the Period Select window.



Period Select

Period type

● Period ○ Year to date

Period definition

● Current period: Current

○ Fixed period in year: Period 1

○ Fixed period: Year 2002, Period 1

This window allows you to select a period and to specify whether a period balance or a period year to date value is to be shown.

Note: *In the case of balance sheet accounts, a cumulative instead of year to date value is displayed.*

The period can be selected in one of three ways:

- A period relative to the current reporting period, for example, the previous period
- (The current reporting period is normally the current General Ledger period but can be changed using the Period Offset option on the Report Parameters window.)
- A fixed period within a year, e.g. period 3 two years ago
- A fixed period, e.g. period 0203

Delete

This deletes the selected column.

Copy

This is standard function available for all grids and is described in Chapter 7.

Export

This is standard function available for all grids and is described in Chapter 7.

Find

This is standard function available for all grids and is described in Chapter 7.

Customise

This is standard function available for all grids and is described in Chapter 7.

Chapter 5 Financial Explorer

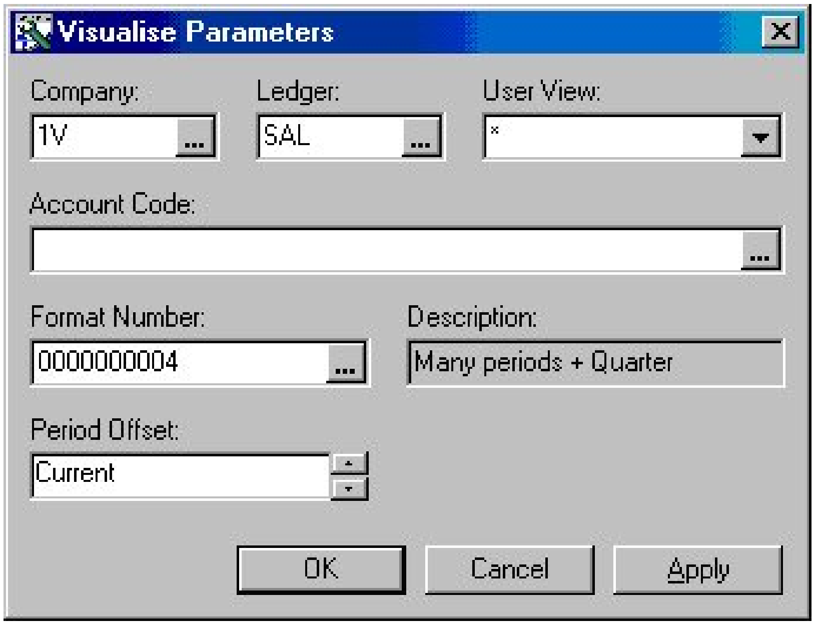
5

Overview

The Financial Explorer is the main Visualise report, which displays details of account balances for the chosen accounts and in accordance with the selected format. These balances then can be drilled down to the underlying transactions and documents.

Visualise Parameters Window

To run a report, selections need to be made and applied in the Visualise Parameters window. This window is displayed on the initial opening of Visualise and can be accessed at anytime within the Main Report via the shortcut menu (right click).



Company: 1V

Ledger: SAL

User View: *

Account Code:

Format Number: 0000000004

Description: Many periods + Quarter

Period Offset: Current

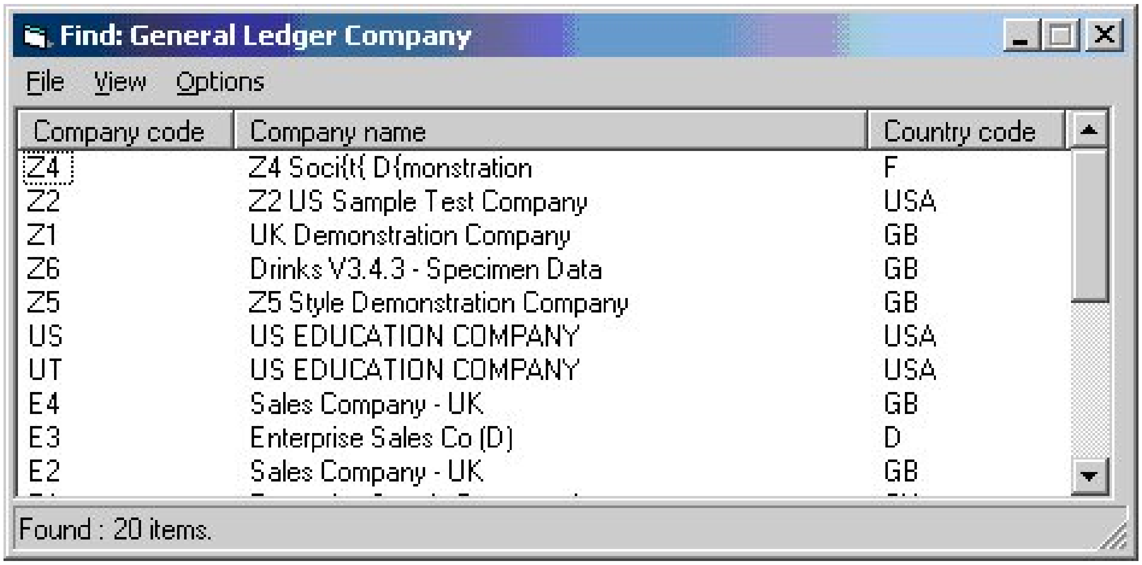
On initial entry, these details will default to blank, for subsequent visits the details will default to those of the last report run.

The details are:

Company

This is the GL company for which the report is to be run. As in Format Maintenance, user authority to the selected company will be checked.

A standard company prompt is available.



Company code	Company name	Country code
Z4	Z4 Soci{t{ D{monstration	F
Z2	Z2 US Sample Test Company	USA
Z1	UK Demonstration Company	GB
Z6	Drinks V3.4.3 - Specimen Data	GB
Z5	Z5 Style Demonstration Company	GB
US	US EDUCATION COMPANY	USA
UT	US EDUCATION COMPANY	USA
E4	Sales Company - UK	GB
E3	Enterprise Sales Co (D)	D
E2	Sales Company - UK	GB

Found : 20 items.

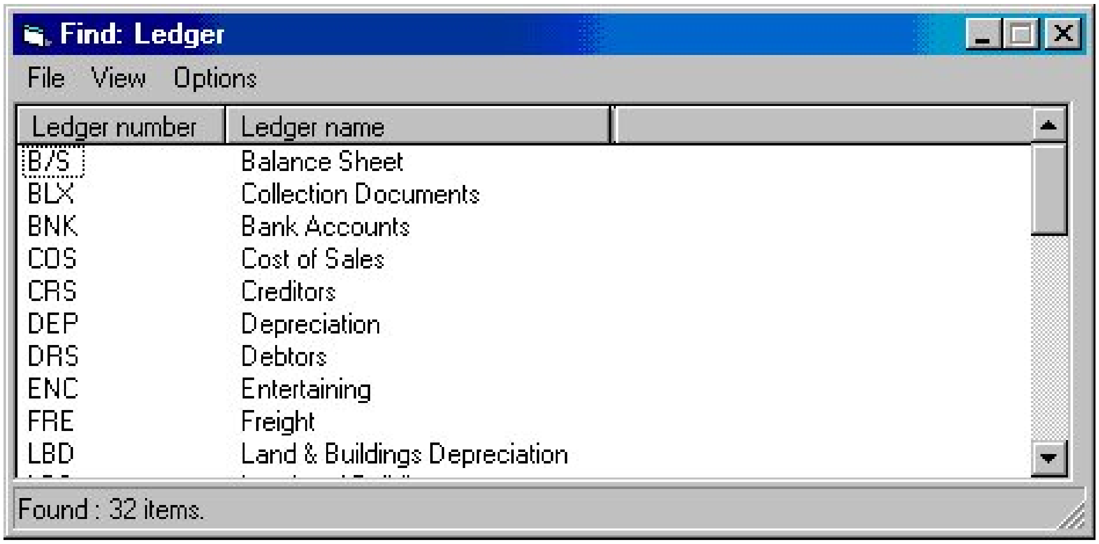
Standard prompt function allows:

- Details to be ordered within the prompt by a left-click on a column title
- Record selection by double-clicking or choosing the File, Select menu option

Ledger

Leaving this blank provides a cross-ledger view. If a value is entered, the view selected will be validated as being within this ledger (unless it is the standard key '*').

A standard ledger prompt is available.



Ledger number	Ledger name
B/S	Balance Sheet
BLX	Collection Documents
BNK	Bank Accounts
COS	Cost of Sales
CRS	Creditors
DEP	Depreciation
DRS	Debtors
ENC	Entertaining
FRE	Freight
LBD	Land & Buildings Depreciation

Found : 32 items.

User View

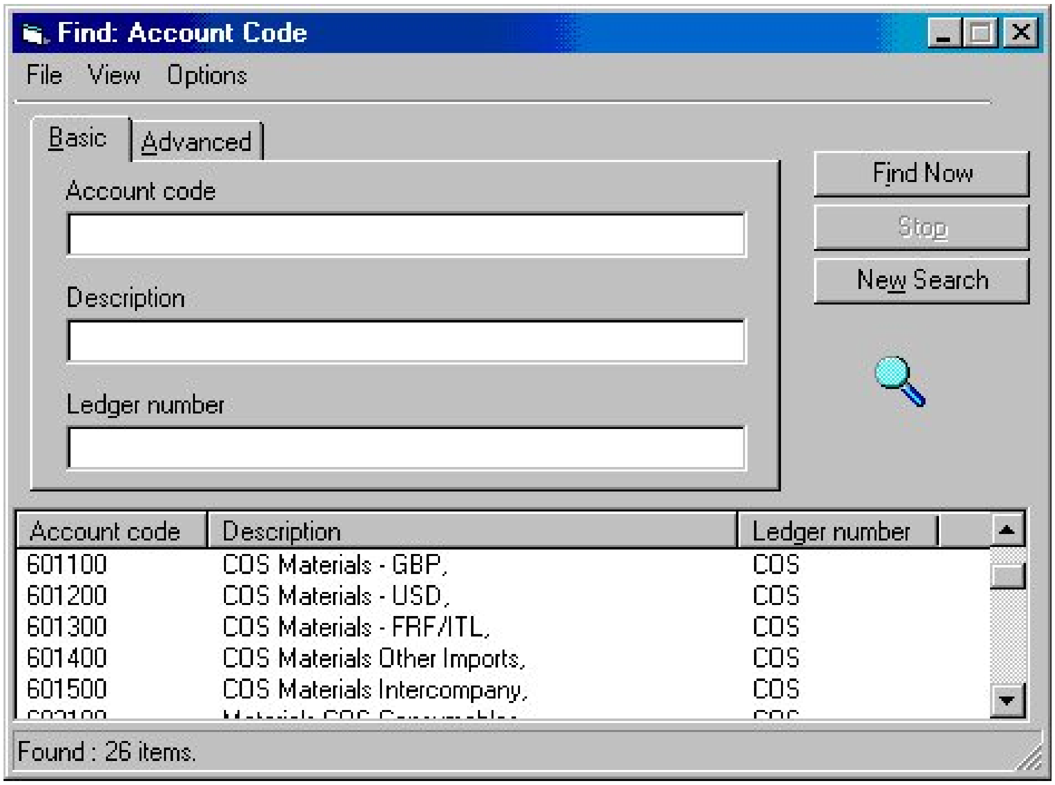
This is the user view to be reported. A drop down list is available which will show all views for the selected ledger. For a blank ledger, the cross-ledger views are shown.

The standard 12-character account key is represented as an asterisk (*****). Cross-ledger views are shown with their cross-ledger level code (i.e. the character assigned to the cross-ledger level from A-Z and 0-9).

Account

This is the top-level account to be reported. If it is left blank, then either the entire view or the entire ledger will be displayed. If it is entered, this account must be in the specified view.

A standard account code prompt is available.


Find: Account Code
File
View
Options
Basic
Advanced
Account code
Description
Ledger number
Find Now
Stop
New Search

Account code	Description	Ledger number
601100	COS Materials - GBP,	COS
601200	COS Materials - USD,	COS
601300	COS Materials - FRF/ITL,	COS
601400	COS Materials Other Imports,	COS
601500	COS Materials Intercompany,	COS

Found : 26 items.

Where the view is not the standard view (*), then the account is prompted as a series of level codes. Each level is prompted separately and the account is built using a series of prompts.

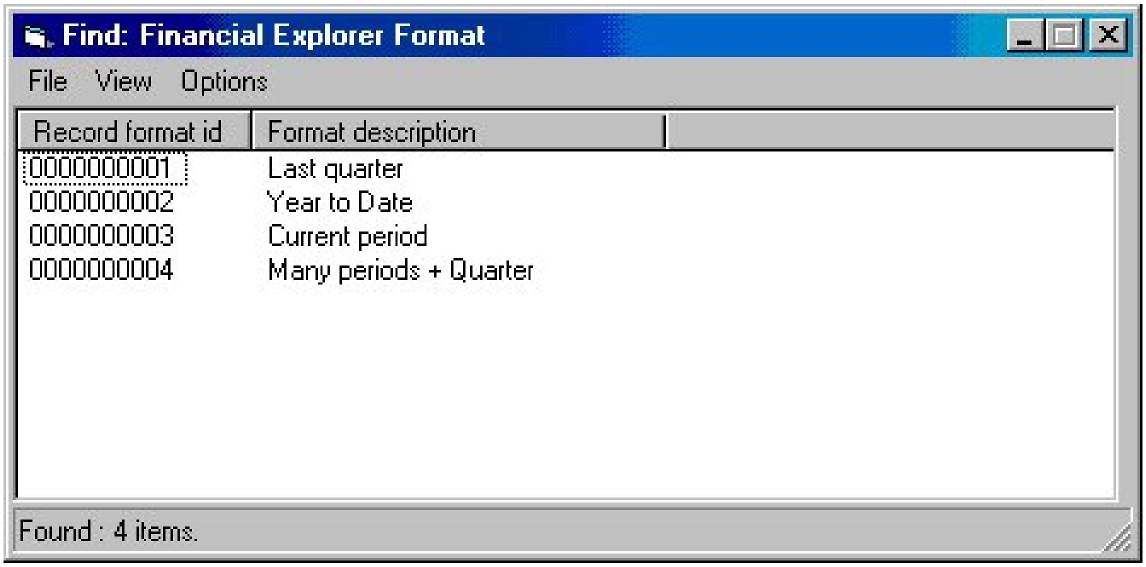
Use the ‘Advanced’ tab to select an account using an SQL ‘where’ clause using fields from FLP003. For example

LEDNO = 'P/L' AND ACCN03 LIKE 'C%'.

Format Number

This is the format to be applied within the report. It must have been defined for the General Ledger company selected (see Chapter 4).

A standard format prompt is available.



Record format id	Format description
0000000001	Last quarter
0000000002	Year to Date
0000000003	Current period
0000000004	Many periods + Quarter

Found : 4 items.

Period Offset

This is the period that is to be treated as being the current period. Where a format has been defined to include columns, as at the current period, this can be specified here.

For example, a company has a 12-period year and the real current GL period is 0202. The format being used includes columns as at the current period and as at the same period in prior year (current-12). If a user wished to report on 0201 and 0101, then the period offset would be set to **Current-1**.

Note: *The adjustment range is restricted to +60 and -120 periods.*

Command Buttons

OK

Use this to validate all the data and where valid, display the report.

Cancel

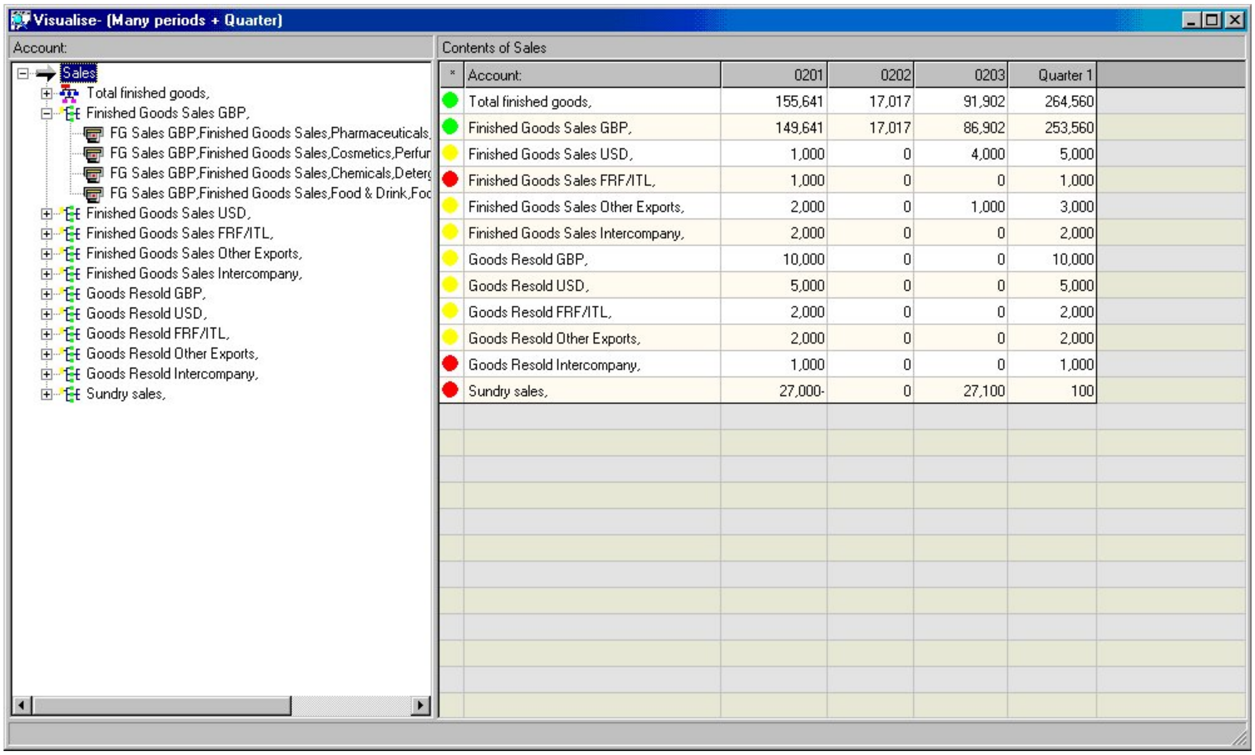
Use this to abandon any changes made and return to the previous display.

Apply

Use this to perform validation as for **OK** and display the format description. It will not go forward to display the report.

Main Report

The following display shows a typical main report:



Visualise- (Many periods + Quarter)

Account:

- Sales
  - Total finished goods,
  - Finished Goods Sales GBP,
    - FG Sales GBP,Finished Goods Sales,Pharmaceuticals,
    - FG Sales GBP,Finished Goods Sales,Cosmetics,Perfur
    - FG Sales GBP,Finished Goods Sales,Chemicals,Deterg
    - FG Sales GBP,Finished Goods Sales,Food & Drink,Foc
  - Finished Goods Sales USD,
  - Finished Goods Sales FRF/ITL,
  - Finished Goods Sales Other Exports,
  - Finished Goods Sales Intercompany,
  - Goods Resold GBP,
  - Goods Resold USD,
  - Goods Resold FRF/ITL,
  - Goods Resold Other Exports,
  - Goods Resold Intercompany,
  - Sundry sales,

Contents of Sales

*	Account:	0201	0202	0203	Quarter 1
🟢	Total finished goods,	155,641	17,017	91,902	264,560
🟢	Finished Goods Sales GBP,	149,641	17,017	86,902	253,560
🟡	Finished Goods Sales USD,	1,000	0	4,000	5,000
🔴	Finished Goods Sales FRF/ITL,	1,000	0	0	1,000
🟡	Finished Goods Sales Other Exports,	2,000	0	1,000	3,000
🟡	Finished Goods Sales Intercompany,	2,000	0	0	2,000
🟡	Goods Resold GBP,	10,000	0	0	10,000
🟡	Goods Resold USD,	5,000	0	0	5,000
🟡	Goods Resold FRF/ITL,	2,000	0	0	2,000
🟡	Goods Resold Other Exports,	2,000	0	0	2,000
🔴	Goods Resold Intercompany,	1,000	0	0	1,000
🔴	Sundry sales,	27,000-	0	27,100	100

The report is made up of two parts as described below.

Account Structure

On the left-hand side is a tree structure for the ledger, account, and view selected.

The various account types each have an associated icon, so it is possible to distinguish between:

- Posting account
- Hierarchy control account
- Sub-ledger control account
- Right view

Main Report

The right-hand side is the main report, in grid format, showing the accounts reported on the left and their balances (in accordance with the selected format).

As in the tree structure, two levels of detail are shown: the account and its children.

To display the supporting transactions for an account balances (not budgets), double-click on the cell; this will drill down to the GL transaction grid.

Exploding and Imploding

For both the main report and the tree structure the accounts can be exploded and imploded.

Certain accounts can be exploded out to show lower level of detail. For example, if an account is a hierarchy control account, exploding it out will show all the child accounts.

You explode an account by double-clicking on it. The icons displayed will indicate that a lower level of detail exists (either a child account or a right view); the lowest level will be the posting account itself.

Exploding an account either explodes a hierarchy or zooms right to a more detailed view (e.g. show accounts in the view 156 when an account in the view 15 is double-clicked). You do not need to understand whether a hierarchy is being exploded or a zoom right is occurring; simply double-click on accounts for more information.

When a zoom right occurs, you may be prompted for the Zoom To view. This occurs when there is more than one view right of the current view. The application can be made to choose the Zoom To view automatically using the zoom defaults, as explained in the later Options section.

When an account is exploded, the new details are shown below it. If an account already has additional details displayed below it they can be removed by double-clicking on the account and imploding the row.

Account Menu

A right click within the account tree structure will display a menu. The following options are available.

Show Report

For the selected account this will display the account balances in the main grid; the account being reported will be indicated with a icon in the tree view.

Dragging and dropping the account into the main grid may also achieve the same effect.

Traffic Lights

See the Report Menu section for further details.

Report Parameters

See the Report Menu section for further details.

Options

See the Report Menu section for further details.

Maintain Formats

See the Report Menu section for further details.

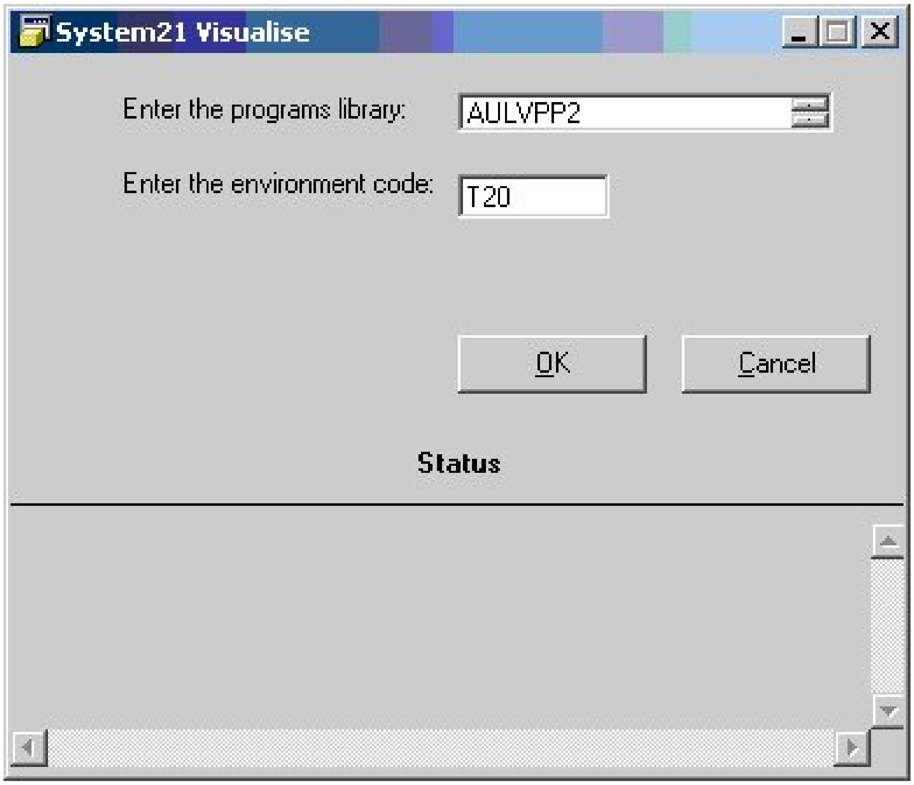
Maintain Periods

See the Report Menu section for further details.

Override

If you are running Visualise in stand-alone mode (i.e. not through the Workspace) then this additional menu option is available.

It allows the override of the environment details against which Visualise is being run.



Enter the programs library: AULVPP2

Enter the environment code: T20

Click on **OK** to store the details.

Click on **Cancel** to return to the Main Report window.

If the environment details have been updated, Visualise should be re-started to apply them.

Report Menu

Right-clicking within the main report will display a menu. The following options are available

Drill

Use this to drill down either to the account balances, where a balance is selected, or up/down the account structure (i.e. exploding/imploding), where an account is selected. The drill down to transactions is described in Chapter 6.

Traffic Lights

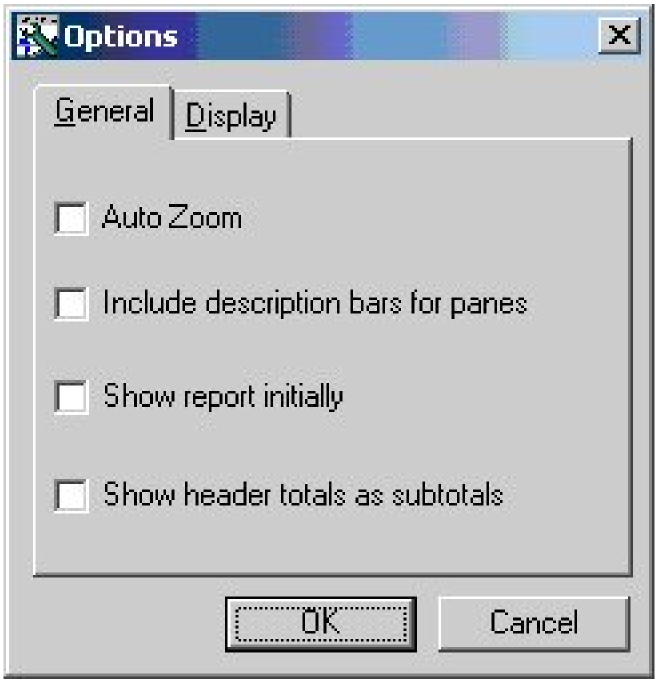
This allows traffic lights to be defined ad-hoc for this report run only (i.e. not as part of the format). This function is described fully in chapter 4.

Report Parameters

This allows parameters to be maintained and the report to be re-run with new details.

Options

This displays a window in notebook form and allows details to be applied as defaults for every report being run.



☐ Auto Zoom
☐ Include description bars for panes
☐ Show report initially
☐ Show header totals as subtotals

General Tab

Auto Zoom

If this is selected, when exploding an account in a view the Zoom To view will be automatically determined; otherwise more than one Zoom To view would have to be selected individually.

Include description bars for panes

This provides the two parts of the report with headings. The tree structure heading will be **Account** and the report grid will be headed **Contents of:** ***xxx***, where *xxx* is the account.

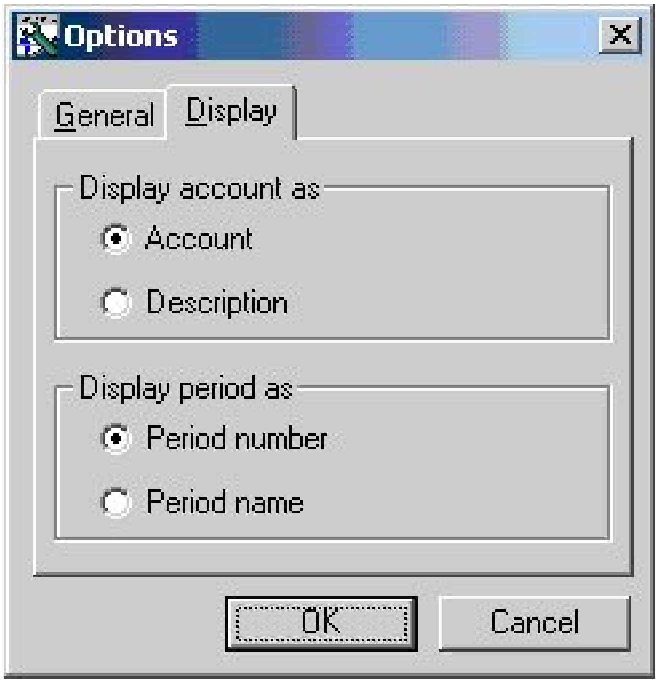
If this is not selected, no headings are shown.

Show report initially

If this is selected, the report grid is automatically filled for the top-level account and the level below. Otherwise **Show Report** from the Account menu or drag and drop must be used to show the report.

Show header totals as sub-totals

If this is selected, totals are shown at the end of the details in a *total* style rather than at the beginning in a *drill-down* style.



Display account as

● Account

○ Description

Display period as

● Period number

○ Period name

Display Tab

Display account as

Use this to specify whether the report will show accounts as codes or as descriptions.

Display period as

Use this to specify whether the report will show any periods using the period number or period description (see Maintain Periods). This is applicable where **&** has been used to display a period number in the column headings.

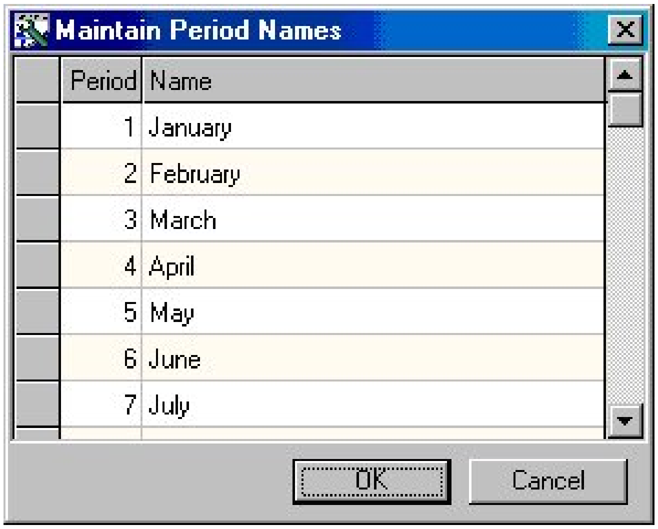
Maintain Format

This allows you to maintain formats as described in the Format Maintenance section in Chapter 4.

Note: *The application of format changes requires a re-run of the Report Parameters (as described earlier).*

Maintain Periods

This allows you to tailor period names. For example, period 1 could be displayed as **January**. The definitions will be applied where **&** has been used in the column heading and the Period Names button is selected on the Options dialog.



Period	Name
1	January
2	February
3	March
4	April
5	May
6	June
7	July

Copy

This is standard function available for all grids and is described in Chapter 7.

Export

This is standard function available for all grids and is described in Chapter 7.

Customise

This is standard function available for all grids and is described in Chapter 7.

Chapter 6 Drill Down

6

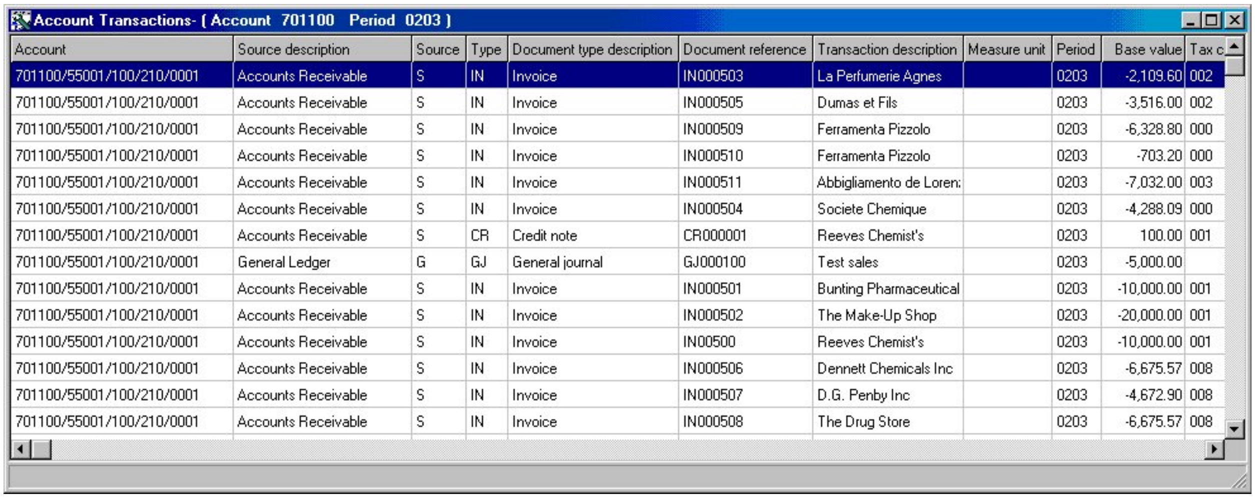
Starting Drill Down

Account balances shown in the main report can be exploded out to show the supporting transactions. This applies to any account, in any view, with the exception of hierarchy and sub-ledger control accounts. It is not possible to drill down from a budget or calculated figure; furthermore, it is not possible to perform drill down on more than one account at one time.

There are two ways of starting drill down in the main report.

1. Double click on the figure to be exploded
2. Select the balance to be exploded, right click and use the Drill menu option.

The following window, in grid format, is displayed and contains a list of the transactions that support the selected balance:



Account Transactions- (Account 701100 Period 0203)

Account	Source description	Source	Type	Document type description	Document reference	Transaction description	Measure unit	Period	Base value	Tax c
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000503	La Perfumerie Agnes		0203	-2,109.60	002
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000505	Dumas et Fils		0203	-3,516.00	002
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000509	Ferramenta Pizzolo		0203	-6,328.80	000
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000510	Ferramenta Pizzolo		0203	-703.20	000
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000511	Abbigliamento de Loren:		0203	-7,032.00	003
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000504	Societe Chemique		0203	-4,288.09	000
701100/55001/100/210/0001	Accounts Receivable	S	CR	Credit note	CR000001	Reeves Chemist's		0203	100.00	001
701100/55001/100/210/0001	General Ledger	G	GJ	General journal	GJ000100	Test sales		0203	-5,000.00	
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000501	Bunting Pharmaceutical		0203	-10,000.00	001
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000502	The Make-Up Shop		0203	-20,000.00	001
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN00500	Reeves Chemist's		0203	-10,000.00	001
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000506	Dennett Chemicals Inc		0203	-6,675.57	008
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000507	D.G. Penby Inc		0203	-4,672.90	008
701100/55001/100/210/0001	Accounts Receivable	S	IN	Invoice	IN000508	The Drug Store		0203	-6,675.57	008

From this grid there are different routes that may be taken to display further details; these are detailed below.

For all grids, standard functions described in Chapter 7 are available.

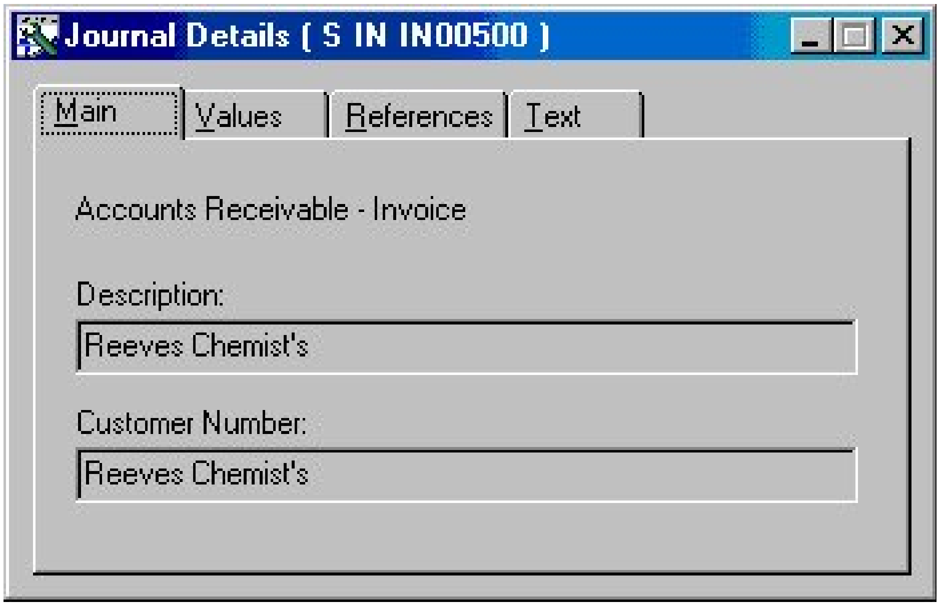
It is possible to open multiple windows so that multiple transactions can be displayed. Closing the highest-level window (e.g. Source Detail) will close all lower ones opened (e.g. Invoice Details, Order Lines).

It is not possible to have multiple instances of a window or grid. For example, the Journal Lines grid cannot be displayed for more than one transaction at a time.

Further Drill Down

Below are described the various drill downs available for each transaction depending on its source. The options are displayed by a right click on the transaction, which causes a menu of drill downs available to be shown. Alternatively, a double click on the transaction will automatically drill to the default enquiry (which will depend on the source of the transaction).

Journal Details



Accounts Receivable - Invoice

Description: Reeves Chemist's

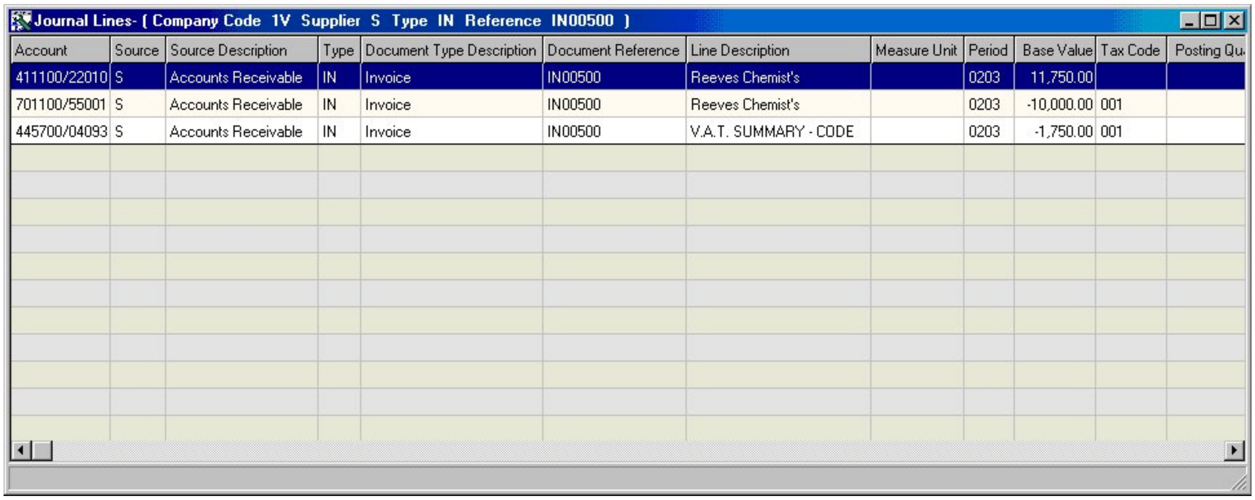
Customer Number: Reeves Chemist's

A right click will display the available drill downs.

- Source
- Transaction List

Journal Lines

Journal lines within the same journal are displayed. Columns included may be customised.

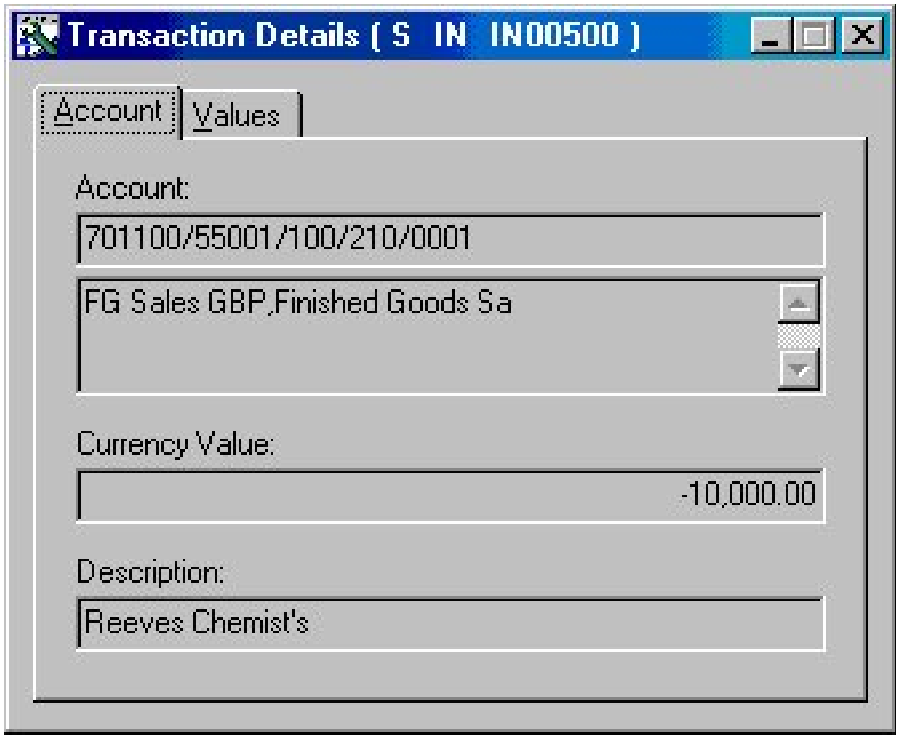


Journal Lines- (Company Code 1V Supplier S Type IN Reference IN00500)

Account	Source	Source Description	Type	Document Type Description	Document Reference	Line Description	Measure Unit	Period	Base Value	Tax Code	Posting Qu
411100/22010	S	Accounts Receivable	IN	Invoice	IN00500	Reeves Chemist's		0203	11,750.00		
701100/55001	S	Accounts Receivable	IN	Invoice	IN00500	Reeves Chemist's		0203	-10,000.00	001	
445700/04093	S	Accounts Receivable	IN	Invoice	IN00500	V.A.T. SUMMARY - CODE		0203	-1,750.00	001	

There are no further drill downs available.

Transaction Details



Transaction Details (S IN IN00500)

Account: 701100/55001/100/210/0001

FG Sales GBP,Finished Goods Sa

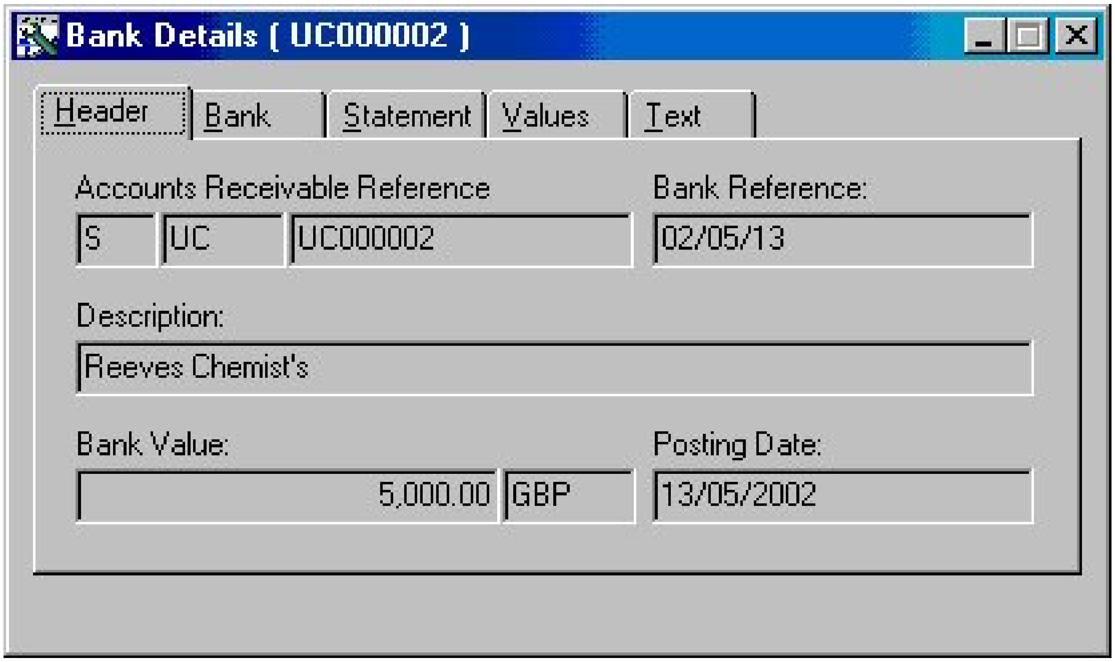
Currency Value: -10,000.00

Description: Reeves Chemist's

There are no further drill downs available.

Bank Details

This is displayed for the source details of a Cash Management item.



Accounts Receivable Reference: S | UC | UC000002

Bank Reference: 02/05/13

Description: Reeves Chemist's

Bank Value: 5,000.00 GBP

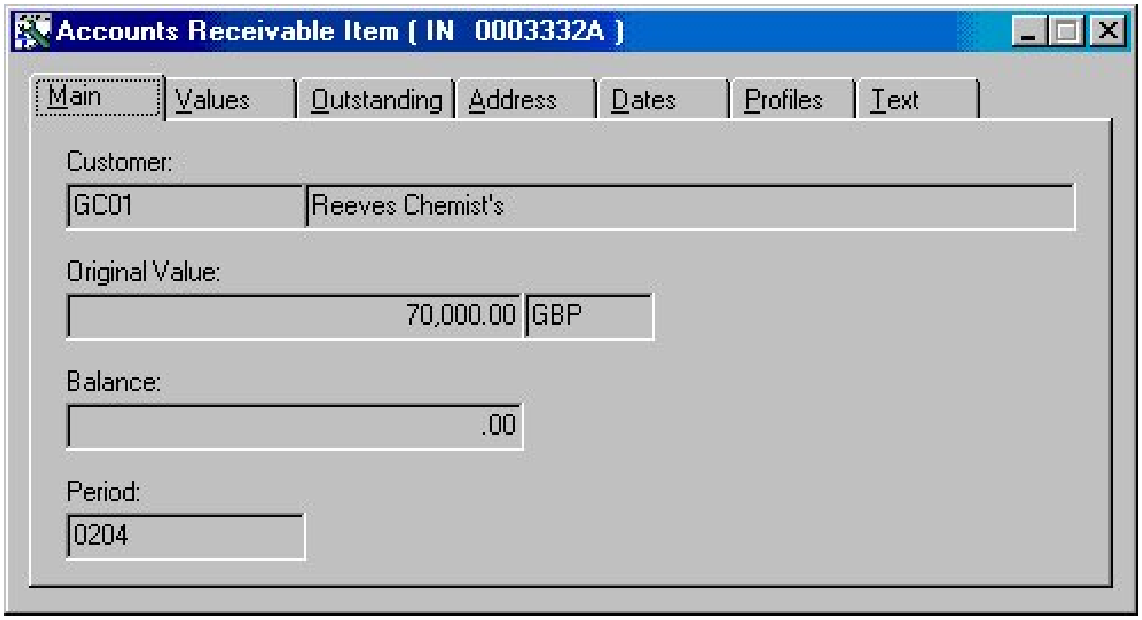
Posting Date: 13/05/2002

There are no further drill downs available.

Accounts Receivable (AR) Item

For Accounts Receivable items, there are various possibilities in the way in which the item was posted and the level of detail held. This affects the notebook/grids displayed when Source Details are selected:

1 Where the posting is made directly to Accounts Receivable and no stage payments exist, the Accounts Receivable Item notebook-style window is displayed:


Accounts Receivable Item (IN 0003332A)
Main
Values
Outstanding
Address
Dates
Profiles
Text

Customer: GC01 Reeves Chemist's

Original Value: 70,000.00 GBP

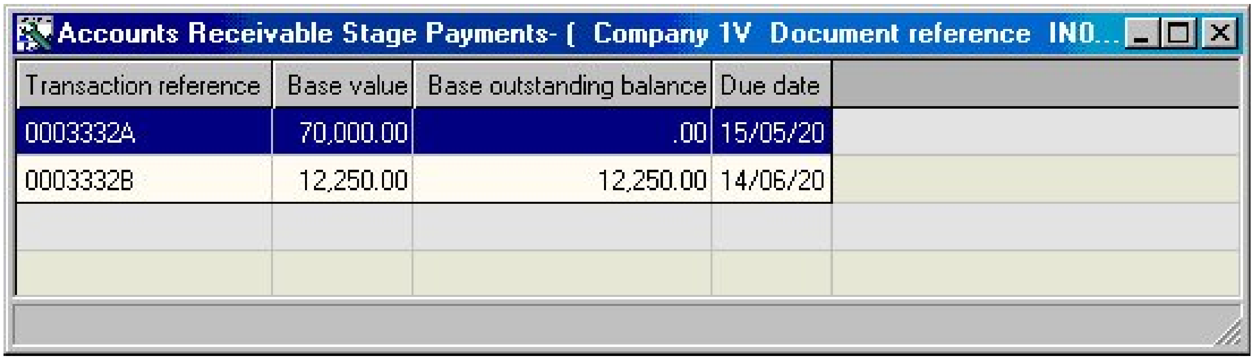
Balance: .00

Period: 0204

There are two drill downs available:

- Source i.e. Sales Order Processing (SOP) Invoice Details
- Allocations

2 Where the posting is made directly to Accounts Receivable but stage payments do exist, the Accounts Receivable Stage Payments grid-style window is displayed:

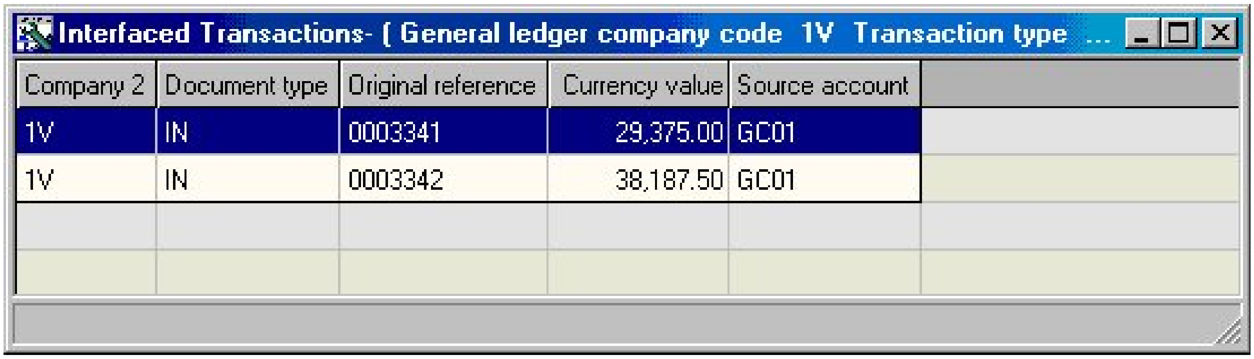

Accounts Receivable Stage Payments- (Company 1V Document reference IN0...

Transaction reference	Base value	Base outstanding balance	Due date
0003332A	70,000.00	.00	15/05/20
0003332B	12,250.00	12,250.00	14/06/20

From this grid an item can be selected and the Accounts Receivable Item notebook displayed.

3 For postings originating in SOP, where consolidated posting is not in use, the item is treated as if it has been posted directly in Accounts Receivable and either the Stage Payments grid is shown or the Accounts Receivable Item notebook.

4 For postings originating in SOP, where consolidated posting is in use and Advanced Financial Integrator (AFI) records are held, the Interfaced Transactions grid is displayed:

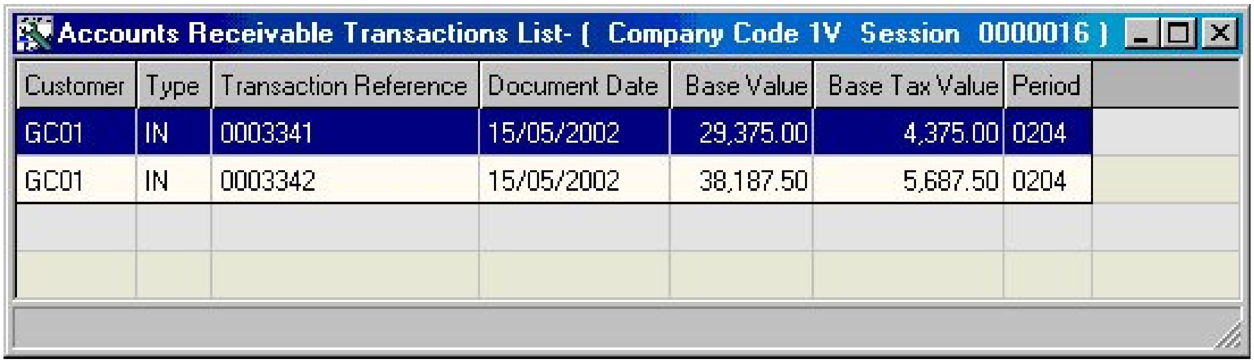


Interfaced Transactions- (General ledger company code 1V Transaction type ...

Company 2	Document type	Original reference	Currency value	Source account
1V	IN	0003341	29,375.00	GC01
1V	IN	0003342	38,187.50	GC01

Note: *Where only one [item](#) is posted, either the Stage Payments or the Accounts Receivable [Item](#) notebook will be displayed directly.*

5 For a posting originating in SOP, where consolidated posting is in use and AFI records have been archived, the Accounts Receivable Transactions List grid is displayed:



Accounts Receivable Transactions List- (Company Code 1V Session 0000016)

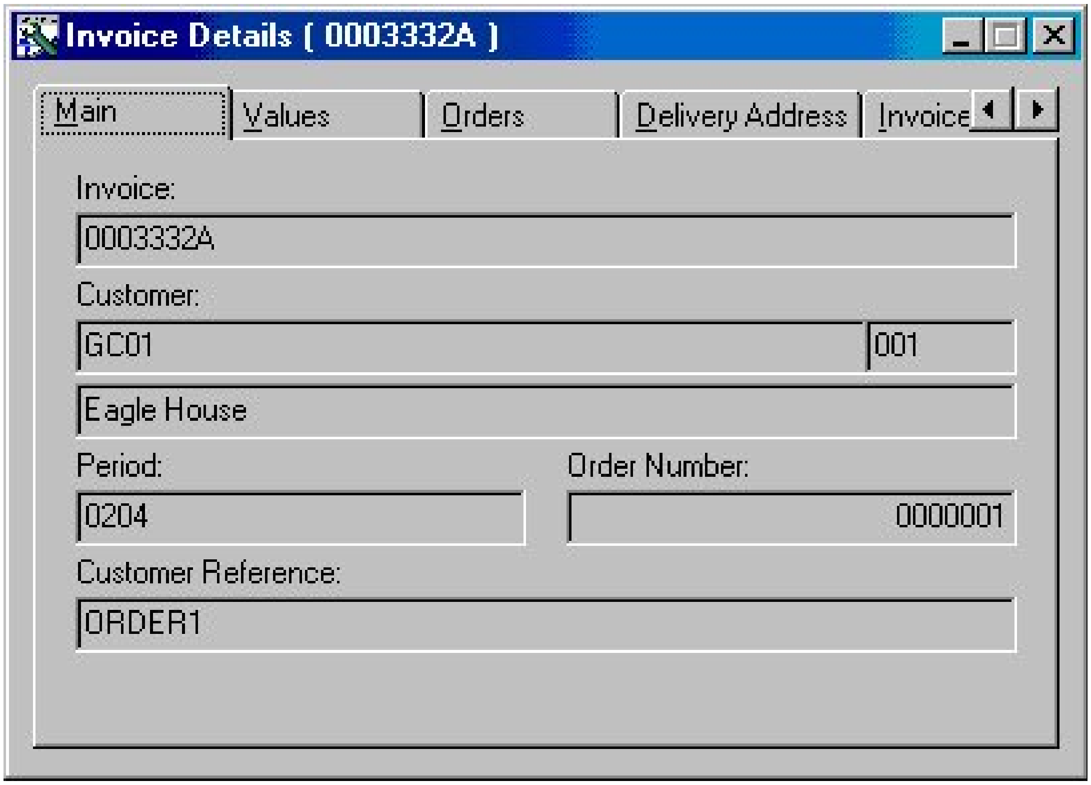
Customer	Type	Transaction Reference	Document Date	Base Value	Base Tax Value	Period
GC01	IN	0003341	15/05/2002	29,375.00	4,375.00	0204
GC01	IN	0003342	15/05/2002	38,187.50	5,687.50	0204

Note: *If only one [item](#) is posted, either the Stage Payments or the Accounts Receivable Item notebook will be displayed directly.*

If cash is posted via cash allocation, the Accounts Receivable Transaction List grid above is also displayed, since it is a consolidated posting.

SOP Invoice Details

This notebook is displayed where the [Source](#) details are displayed from the Accounts Receivable [Item](#) notebook.


Invoice Details (0003332A)
Main
Values
Orders
Delivery Address
Invoice

Invoice:
0003332A

Customer:
GC01 | 001
Eagle House

Period:
0204

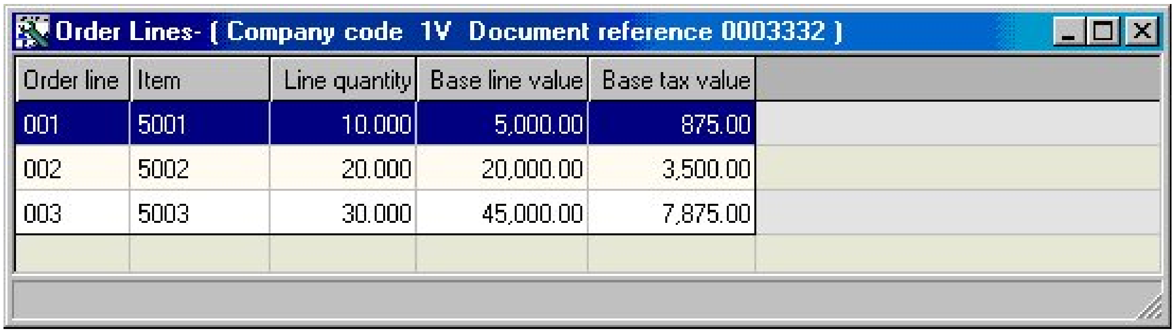
Order Number:
0000001

Customer Reference:
ORDER1

From here, you may drill down to the SOP Invoice Lines.

SOP Order Lines

This grid is displayed for the invoice lines from the SOP invoice header:


Order Lines- (Company code 1V Document reference 0003332)

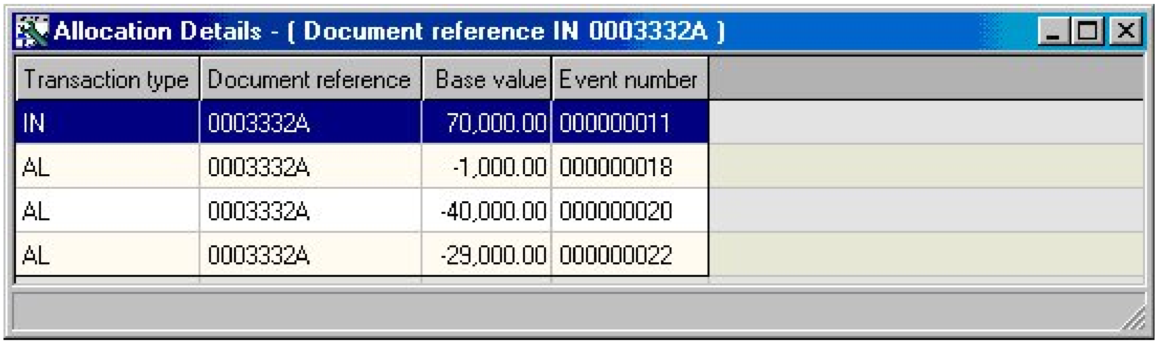
Order line	Item	Line quantity	Base line value	Base tax value
001	5001	10.000	5,000.00	875.00
002	5002	20.000	20,000.00	3,500.00
003	5003	30.000	45,000.00	7,875.00

There are no further drill downs available from this grid.

Accounts Receivable Allocation Details

This grid details the allocations made against a selected Accounts Receivable transaction.

***Note:** Where a transaction has no allocations, i.e. it only has a creation event, this grid will not be displayed but the Event Details grid will display automatically.*



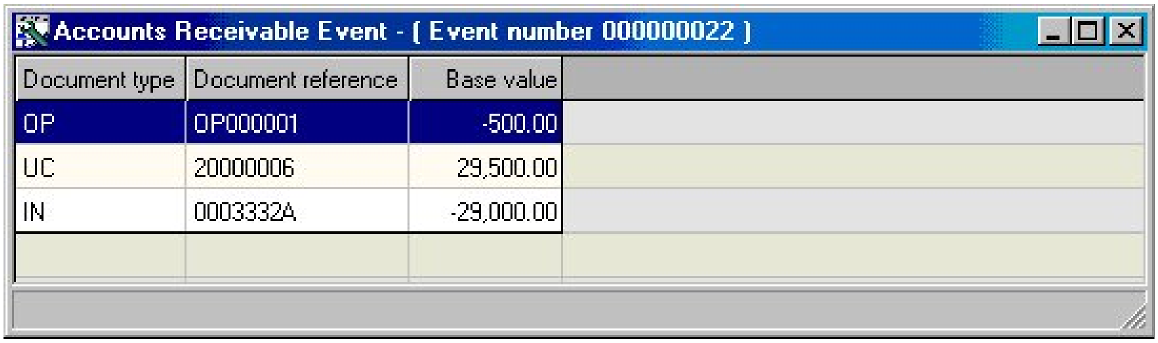
Allocation Details - (Document reference IN 0003332A)

Transaction type	Document reference	Base value	Event number
IN	0003332A	70,000.00	000000011
AL	0003332A	-1,000.00	000000018
AL	0003332A	-40,000.00	000000020
AL	0003332A	-29,000.00	000000022

From each allocation it is possible to drill down to the Accounts Receivable Event grid.

Accounts Receivable Event

This grid is displayed to show the details of all transactions within a particular event.



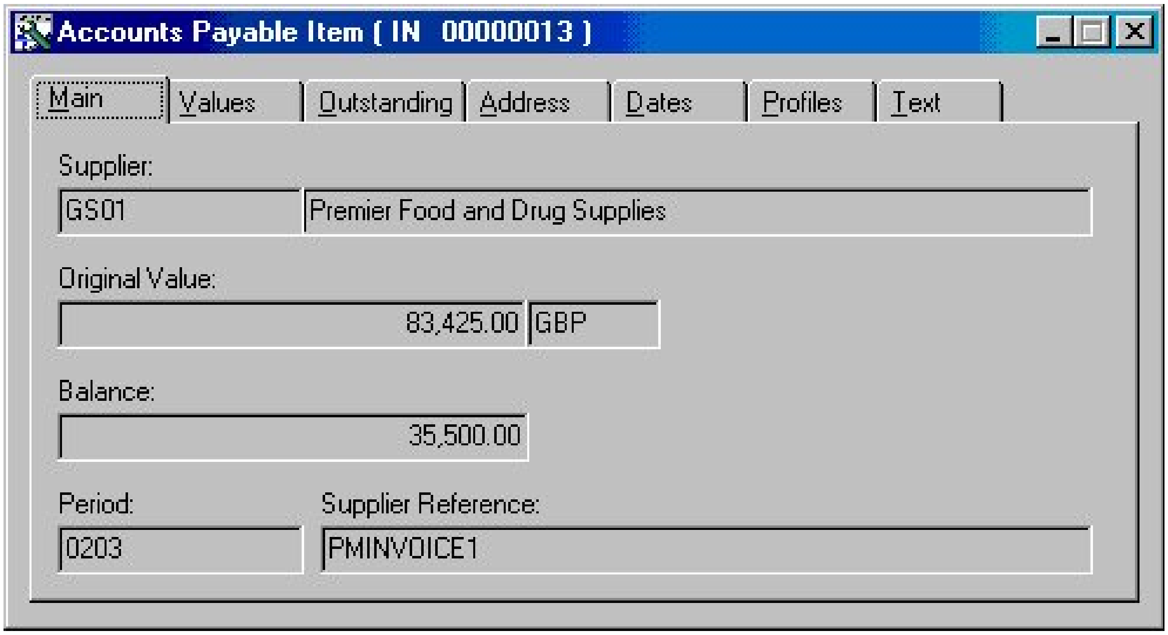
Accounts Receivable Event - (Event number 000000022)

Document type	Document reference	Base value
OP	OP000001	-500.00
UC	20000006	29,500.00
IN	0003332A	-29,000.00

There are no further drill downs available from this grid.

Accounts Payable (AP) Item

This notebook is displayed for the source details of Accounts Payable items.


Accounts Payable Item (IN 00000013)
Main
Values
Outstanding
Address
Dates
Profiles
Text

Supplier: GS01 Premier Food and Drug Supplies

Original Value: 83,425.00 GBP

Balance: 35,500.00

Period: 0203

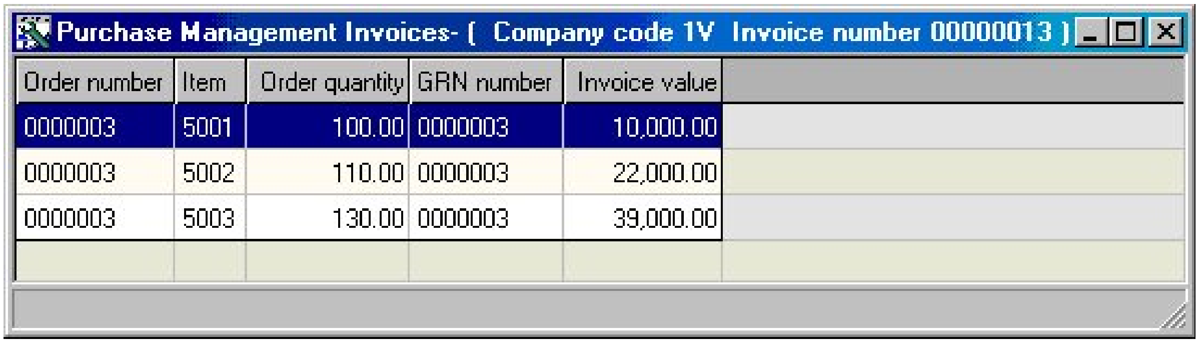
Supplier Reference: PMINVOICE1

From this notebook it is possible to drill down to:

- Source (i.e. PM receipts)
- Spread Payments (if applicable)
- Allocations

Purchase Management Invoices

This grid displays the Purchase Management receipt details for an Accounts Payable invoice where purchase matching has been used to match advice notes and invoices.

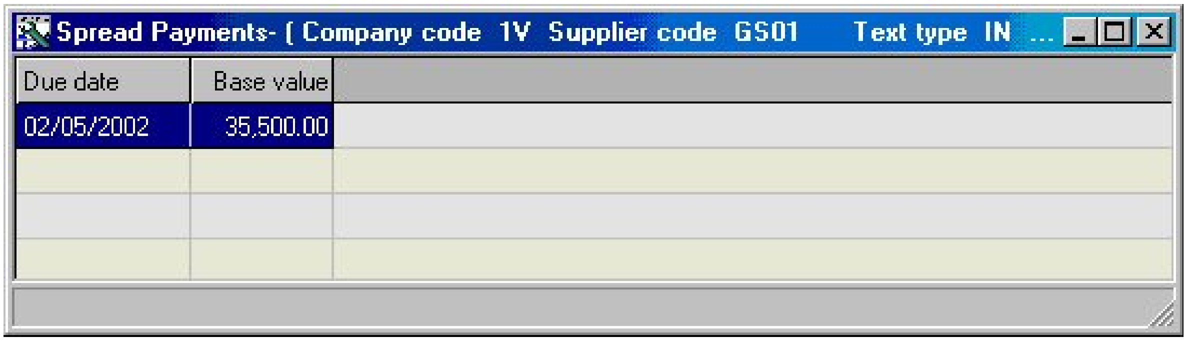

Purchase Management Invoices- (Company code 1V Invoice number 00000013)

Order number	Item	Order quantity	GRN number	Invoice value
0000003	5001	100.00	0000003	10,000.00
0000003	5002	110.00	0000003	22,000.00
0000003	5003	130.00	0000003	39,000.00

There are no further drill downs available from this grid.

Accounts Payable Spread Payments

This grid displays the Accounts Payable spread details for a selected Accounts Payable item.

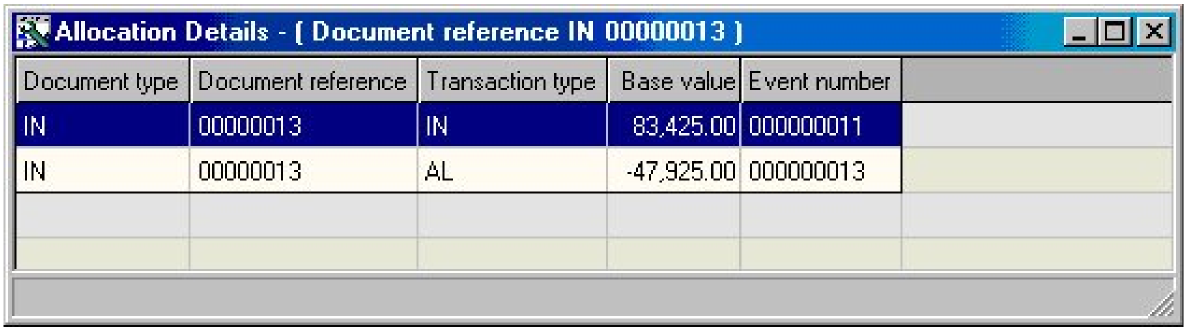

Spread Payments- (Company code 1V Supplier code GS01 Text type IN ...

Due date	Base value
02/05/2002	35,500.00

There are no further drill downs available from this grid.

Accounts Payable Allocation Details

This grid details the allocations made against a selected Accounts Payable transaction.

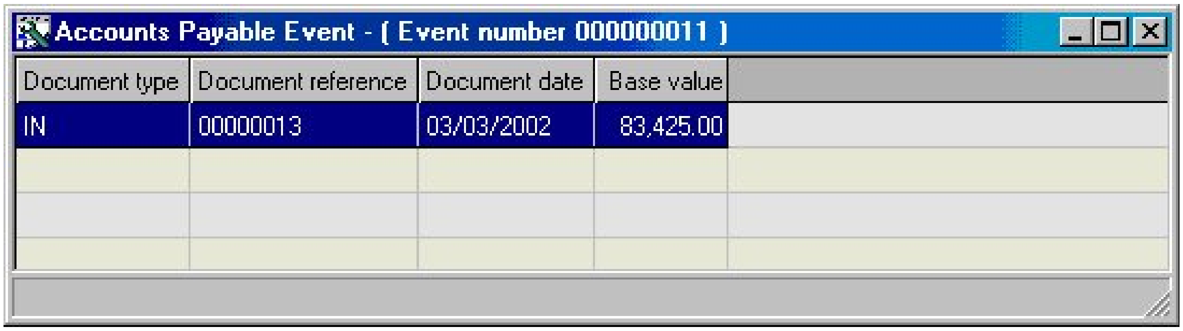

Allocation Details - (Document reference IN 00000013)

Document type	Document reference	Transaction type	Base value	Event number
IN	00000013	IN	83,425.00	000000011
IN	00000013	AL	-47,925.00	000000013

Note: *Where a transaction has no allocations, i.e. it only has a creation event, this grid will not be displayed but the Event Details grid will display automatically. From each allocation it is possible to drill down to the Event Details.*

Accounts Payable Event

This grid is displayed to show the details of all transactions within a particular event.


Accounts Payable Event - (Event number 000000011)

Document type	Document reference	Document date	Base value
IN	00000013	03/03/2002	83,425.00

There are no further drill downs available from this grid.

Chapter 7 Standard Function

7

Explanation of Standard Function

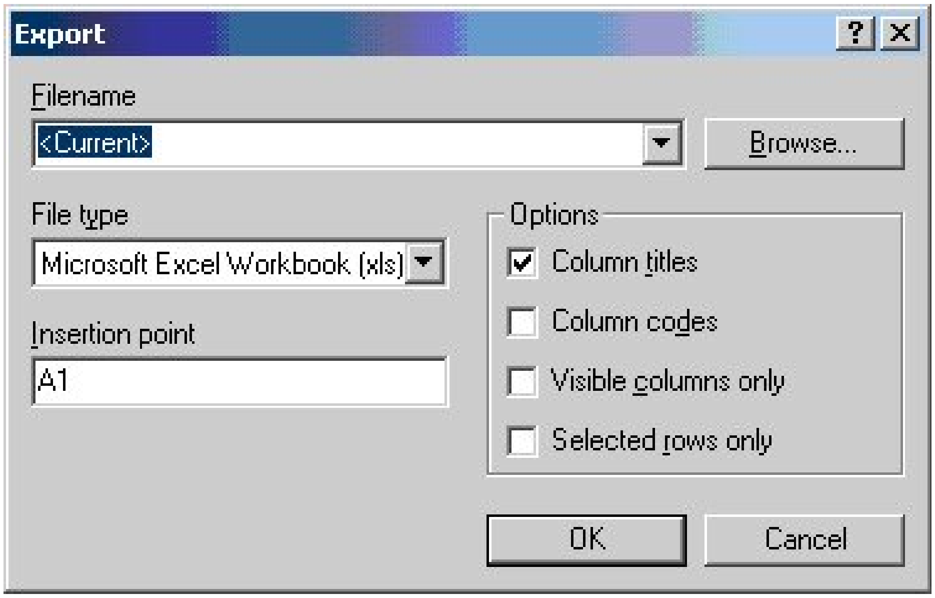
The following section details the function that is offered within each grid.

Copy

This copies selected text to the clipboard.

Export

This exports data to a spreadsheet.



Filename: <Current>

File type: Microsoft Excel Workbook (xls)

Insertion point: A1

Options

☑ Column titles

☐ Column codes

☐ Visible columns only

☐ Selected rows only

The Insertion Point field details where the data is to be pasted within the spreadsheet.

Check buttons define what is to be exported:

- Column titles
- Column codes
- Visible columns only
- Selected columns only

Click on **OK** to perform the export or click on **Cancel** to return without exporting.

Find

Not used

Customise

Note: *Changes apply to all columns in the grid.*

View	Ordering/inclusion of columns
Font	Font type, style and size
Colour	Colours used for background, foreground and stripe
Stripe	Toggles the use of stripes in the display.
Reset	Resets the displays to their default settings.

Any customisations made to a grid will be saved and applied on subsequent displays of the same grid on the PC.

Note: *Changes made in Format Maintenance are applied to every display of the grid within Format Maintenance. They are not applied within the Main Report, for which customisations can be defined separately.*

Appendix A Glossary

A

Clipboard

In Visualise data is temporarily copied to an area known as the clipboard, before being pasted in to a different window or area in the same window. Each copy made overwrites the previous copy.

Close Button

The close button is situated in the upper right corner on a window border and it is used to close a window.

Cross-ledger View

A user-defined view is a number of account levels arranged to suit your report requirements. These views are created in the General Ledger maintenance option User-defined Keys. Cross-ledger views span two or more ledgers in your chart of accounts.

Dialog

Dialog boxes in Visualise are information windows. Detailed information can be selected from Tabs on these windows.

Drill Down

From an account balance, you can either double left click or right click to enquire on the next level down. From the balance you could drill down to posted items making up the balance and from that point, select to drill down from an individual item. Drill down ends at one of the source transactions. Once the source is reached, Drill up again by closing windows until the required transaction level is reached.

Interface

Software linking two separate applications, for example, System21 database and Visualise

Item

Items are transactions listed on the Account Transactions window in Visualise. An example item is an invoice created in Sales Order Processing.

Main Report

The Visualise Main Report window is designed in two halves. On the left the GL accounts are displayed and on the right the balances against those accounts.

The left side shows the structure or account levels in a tree format.

Source

The transaction source for a General Ledger value is the originating System21 module, for example, a transaction first posted in Fixed Assets, Purchase Management or Service Management.

Spin Button

These are arrow options on a selection field. Use these to scroll up and down through a range of available values.

SQL

This is Structured Query Language, a programming language used to interrogate the database.