General Ledger

Sage 1000 Help Sheet

1. Introduction

These course notes are designed to support the General Ledger module. They are not intended to replace the Online help system provided with Sage.

The notes are formatted to cover the logical sequence of implementation, from pre-installation planning to module configuration and master file set-up and onto day to day processing and culminating in period and year end procedures.

2. Planning

2.1 Define a General Ledger

A General or Nominal Ledger is the central hub to the whole accounting system around which all other modules operate. Its main purpose is to provide financial management reports, primarily balance sheet, profit & loss, all of which are based on a user defined chart of accounts.

2.2 What other modules do I need to run the General Ledger?

The minimum requirements to run the general ledger are the systems manager and general supporting files modules. The general ledger only really comes into its own when integrated with the satellite modules that are appropriate to the company.

2.3 Which modules can I optionally integrate with the general ledger?

Most available modules can be optionally integrated with the general ledger, either directly or indirectly.

2.4 Can I maintain accounts for more than one company?

Sets of accounts can be maintained for as many companies as is required by the operator. This can be achieved in one of two ways, either by running as internal or external multi-company.

2.5 Can I consolidate several general ledger together?

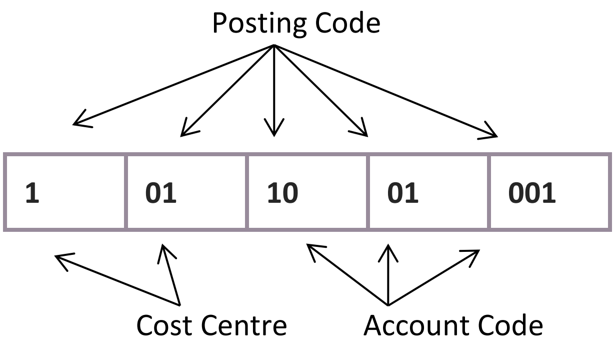
Any number of general ledgers can be consolidated. If external multi-company is being run the general ledger consolidation module will also be required.

3. Considerations

3.1 Structuring the general ledger

Coding and configuring the general ledger is very much like laying the foundations of a house, once laid down and built upon it is very difficult to change them. If they are not structured properly, then problems will be stored up for the future.

The general ledger posting code is comprised of a cost centre and an account code.



When setting up the general ledger the structure of the posting code is defined by the setting of systems keys. (NLCCSTR, NLACSTR, NLCODESTR). Posting codes can be made up of a combination of cost centres and account codes or just account codes. Both cost centres and account codes can be made up of a number of elements that are definable in length.

3.2 Currencies

Sage CS/3 can provide full multi- currency facilities. The system requires the setting of a base currency which is used as a basis for all modules. All currency settings are made within the general supporting files. Each currency can be set up with a number of different exchange rates, which are differentiated by a currency type, each of which can be defined as yearly, or period or spot rate.

3.3 Revaluation of transactions

Multi-currency transactions can optionally be revalued to the prevailing rate. Multi-currency transactions can optionally be fixed so that when the revaluation routine is run the marked transactions are not included.

3.4 Exchange differences

The system can optionally be forced to balance in the reporting currency by forcing rounding differences.

3.5 What do effective dates mean?

The posting period and the year that every General Ledger transaction is posted to is determined by the effective date entered against the original transaction. The effective date as entered on the transaction is compared with the calendar set up in the System Manager to determine the said period/year. Any currency exchange rates that are required are also accessed based on the effective date being applied to the calendar.

4. General Ledger System Keys

Listed below are the essential system keys that require setting before the General Ledger can be used. Many more systems keys exist but are useful rather than critical. Details of these can be found in the online help.

NL_INSTAL	Make sure that the setting to allow the General Ledger to integrate is set to YES. This applies even if you do not wish any of the other modules to integrate, because it must link with System Manager and General Supporting Files. However, to avoid unnecessary errors during the setting up of the General Ledger you may set this to NO, until you are ready to enter live data, then set to YES.
NLACSTR	This key is set in conjunction with the NLCODESTR and NLCCSTR keys and between them they decide the format of your General Ledger Posting Codes. The system key NLCODESTR holds the overall structure of your posting code; the posting codes may consist of a combination of the formats held in this key and the NLCCSTR system key. The NLCCSTR system key holds the structure of your Cost Centre codes and NLACSTR key holds the structure of your Account Codes. Up to fourteen alpha numeric characters (including hyphens) may be used for an account code. However, if you are using cost centres the combined codes should not exceed sixteen characters. The values entered here are in numeric format with hyphens to split the structure, i.e. Account structure XX-XX-XX or X-XX-XXX

	System key setting 2-2-2 1-2-3 If you are not using Cost Centres the value entered here must be the same as those set in the key NLCODESTR.
NLCCSTR	This key is used to define the Cost Centre structure. If used, the formats entered here are combined with the structure entered in the system key NLACSTR to make the overall posting code structure. Cost Centres are set up separately from Account Codes, and may consist of fourteen alpha numeric characters split into a maximum of four levels. However, when combined with the Account Code structure the number of characters including hyphens must not exceed sixteen and the number of elements must not exceed five. The Cost Centre forms the first part of the posting code and if an internal multicompany nominal is to be run then the first character of the Cost Centre must be the company code. The Cost Centre format is entered as numeric values separated by a hyphen (the hyphen is included when counting in the fourteen characters allowed), i.e. Cost centre structure X-XX-XX XX-XX System key setting 1-2-2 2-3
NLCODESTR	This key holds the structure of the nominal posting code. The structure entered here is governed by the values entered in the system keys NLACSTR and NLCCSTR. The values of these two system keys must agree with the value entered here. The maximum number of characters allowed here (including hyphens) is sixteen. The maximum number of elements allowed is five, i.e. NLCCSTR = XX-XX Sys Key 2-2 NLACSTR = XX-XXX-XXX Sys Key 2-3-3 NLCODESTR = XX-XX-XX-XXX-XXX Sys Key 2-2-2-3-3
NLADJOPEN	The purpose of this key is to state whether or not the Adjustment period is open. Initially when setting up, this key should be set to NO (unless you are posting adjustments for the previous year). The year end program will automatically set this key to YES and the Close Adjustment Period program will reset it back to NO.
NLARCHDIR	This key holds the directory path for archived nominal transactions. If used, the path name entered must be valid, i.e. \csserver\sage\archive\ If left blank, transactions will be archived to a file in the current directory.

NLARCHFILE	Enter the default file name for archived transactions; the file name entered here will be used by the Transaction Archiving program but may be overwritten if required.
NLARCHIVE	This key holds the default number of periods transactions should be held on the ledger before they are archived. The value entered here will be used as a cut-off when the Transaction Archiving program is run. It may however be overwritten within the Transaction Archiving program.
NLAUTO	Set to YES to allow posting codes to be created when using the Journal Entry program. When set to NO posting codes can only be created using the Posting Code Generation program. If this key is set to YES you will need to ensure that the "create" flag for each individual Cost Centre and Account Code has been set to 'Y'. Automatic creation of posting codes can only occur if all these flags are set to YES.
NLBASECURR	Enter a valid default currency for the General Ledger. If you are running a multi-currency ledger then this will be used for revaluation purposes. Even if you are operating a single currency ledger you must still enter a currency code here. Note that all other modules will use the base currency held in the system key BASECURR. This key is detailed in the 'General Supporting Files Setting Up Guide'.
NLCURRTYPE	This key holds the default currency type to be used in the Journal Entry program, which may be overridden. Each currency when it is set up in the General Supporting files is allocated an exchange rate type to indicate whether exchange rates are set yearly, monthly or are a spot rate. The value entered here should be the most commonly used exchange rate type.
NLEXCHACC	Enter the posting code to be used as the default for exchange differences if you are running a multi-currency ledger. This field may be left blank if you are running a single currency ledger.
NLFILESDD	This key holds the path name of the directory holding your General Ledgerdata files. Left blank it indicates that the data files are in the default directory. Only change this key under the direction of your Project Manager or other System Advantage Ltd personnel.
NLJRNAUD	This is a system maintained system key which prevents the period end program being run before the Journal Audit Trail has been run. Initially set to NO.

NLOPENPOST	Set to YES this system key allows you to enter opening balance journals. When setting up the ledger this key would need to be set to YES, and then set to NO.
NLPERIOD	Enter the General Ledger Period Number. Once entered the system will increment the period number at each period end. The number entered may be between 01-18 but must not be greater than the last period set in the system key LASTPERIOD.
NLUPDMAST	This key, when set to NO, prevents unauthorised amendments to the General Ledger. Only set this field to YES when you need to perform amendments or deletions to Posting Codes. Note: You will not be able to delete a Posting Code if there are any transactions on file, even if the balance on the Posting Code is zero.
NLYEAR	Enter a two digit number to indicate the year the General Ledger is in currently, i.e. 98. This will automatically be updated when the year end program is run.

5. Creating and amending master files

5.1 Cost Centres

The detail account to which transactions are posted to in the General Ledger (the Posting Code) is generally made up of two levels - Cost Centres and Account Codes. For example,

Cost centre X-XX-XX 3 elements, 7 characters

Account code XXX-XXX 2 elements, 7 characters

Posting code X-XX-XX-XXX-XXX 5 elements, 15 characters

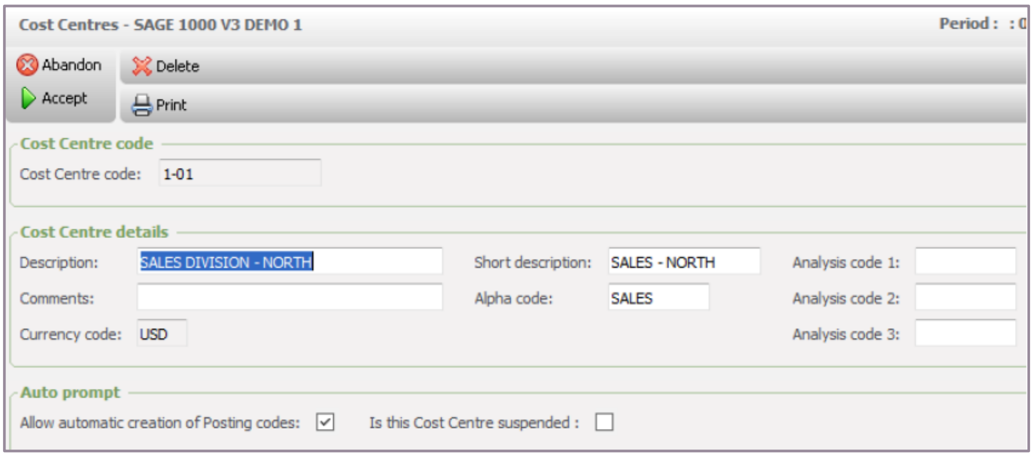
Each element of the cost centre code must be set up separately. If the cost centre structure as set in the system key NLCCSTR is set to 2-3-1, each element needs to be created, i.e. the first level needs to be created then the second and finally the third

level 1 XX

level 2 XX-XXX

level 3 XX-XXX-X

The values entered may be alphanumeric or any combination. However, if using alpha, character case must be kept consistent.



DESCRIPTION	Enter full description for this element.
COMMENTS	This is a memo field, which can be accessed via the Report Writer module and may be left blank.
SHORT DESCRIPTION	Enter a short description for the element. When posting codes are generated the description will be created from the short codes on the deepest level of the cost centre and account code.
ALPHA CODE	Enter a maximum ten character code for easy identification.
CURRENCY CODE	This option is only available at the highest level. If using more than one currency in the General Ledger for reporting, enter a valid currency code to be used by this cost centre. If left blank the default reporting currency as held in the system key NLFORCURR will be used.
ALLOW AUTOMATIC CREATION OF POSTING CODES	This field is only displayed at the lowest level of the Cost Centre and is used to define whether or not posting codes containing this cost centre can be created in the Journal Entry program. Enter ‘Y’ to allow this facility otherwise set to ‘N’. Refer to system key NLAUTO.
SUSPEND	This field can only be accessed at the lowest level of the Cost Centre Code and can be set to prevent transactions being posted to this Cost Centre. It is designed to be used on a temporary basis, enter Y to suspend this Cost Centre otherwise set to N.

5.2 Reproducing cost centres

It is possible to reproduce a cost centre or elements of the cost centre.

Enter the Cost Centre Code to be reproduced. If this is the header level then all sub levels will be reproduced, select F6 to display the reproduce option, enter the new code to which the Cost Centre is to be reproduced (it must be at the same level as the Cost Centre Code previously entered), CR to accept. Once reproduced you will need to access the new codes to amend description, etc.

5.3 Deleting a cost centre

Enter the Cost Centre Code to be deleted, press CR to accept, select F5 to delete, type DELETE and press F5 to confirm deletion. This can only be done if the cost centre has a zero balance and no transactions exist.

6. Account Codes

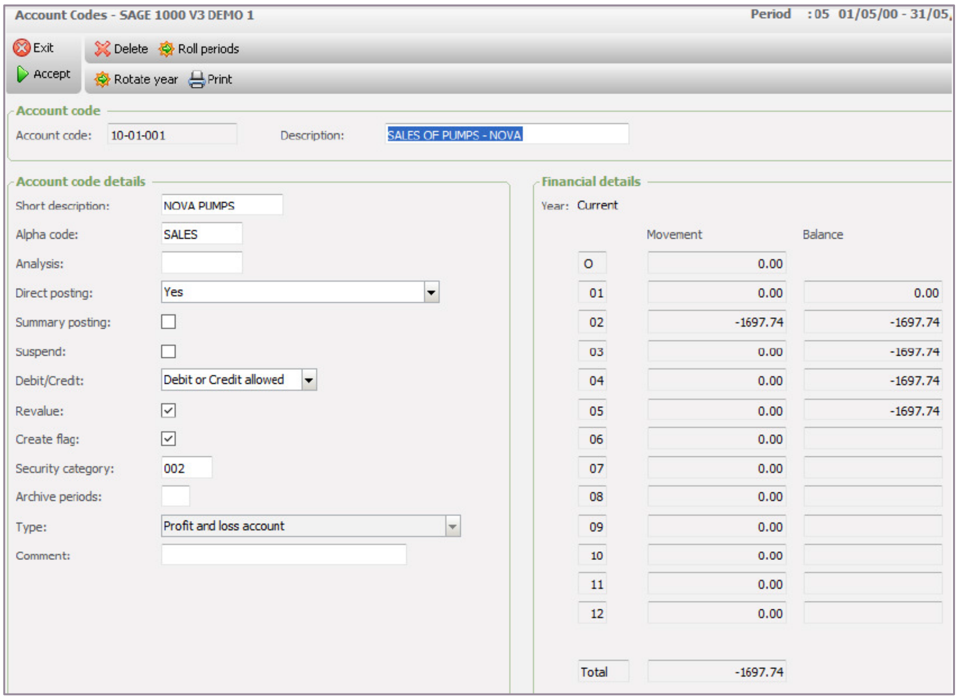
This program is used to create, amend and delete Account codes. As with Cost Centres, up to four elements with a maximum of fourteen characters may be used. When creating Account Codes each element must be created separately.

Where Cost Centres are being used the elements created here will be combined with Cost Centres to make the Posting Codes to be used. For example:

Cost Centres	A1-01-1	Division 1
	A2-01-1	Division 2
Account Codes	010-001	UK Sales
	020-001	EC Sales

Would be combined to produce the following posting codes:

Posting Codes	A1-01-1-010-001	Division 1 UK Sales
	A1-01-1-020-001	Division 1 EC Sales
	A2-01-1-010-001	Division 2 UK Sales
	A2-01-1-020-001	Division 2 EC Sales



ACCOUNT CODE	Enter each element of the account code starting with the first level (or header).
DESCRIPTION SHORT DESC	Enter a meaningful description for this level of the Account Code.
SHORT DESCRIPTION	Enter a short description for the account. Ensure that when this account is merged with the short description from the cost centre code, a meaningful description is produced.

ALPHA CODE	Optionally enter a maximum ten character alphanumeric code which may be used by the Report Writer module.
ANALYSIS	This is a memo field which can be used for reporting purposes (via the Report Writer module). If not required it may be left blank.
DIRECT POSTING	Set to 'N' this field prevents any posting code using this account in the Journal Entry program. Posting to the account will only be permitted from the other modules. This is useful if you wish to protect control accounts. Set to 'Y' then manual journals may be made to the account.
SUMMARY POSTING	Set to 'Y' and posting codes containing this account will have summary posting. This includes transactions posted from other ledgers. This is particularly useful when posting to certain control accounts, i.e. the VAT account where each individual transaction line is not required. Set to 'N' then all postings to codes including this account will show all transactions details.
SUSPEND	This field can only be accessed at the detail level and can be set to suspend any Posting Codes containing this account from posting. Enter 'Y' to suspend the account otherwise set to 'N'.
DEBIT/CREDIT	This field can only be accessed at the detail level and can be set to indicate whether the values to be found in the account should be credit 'C' or debit 'D'. If set then opening balance entries to this account will be validated. The year end program cannot be run if total value of transactions against this account are opposite to the value entered here. Leave this field blank if both debit and credit values can be entered against an account.
REVALUE FLAG	If the system key NLREVALUE is set to YES you may now state whether or not this account may be revalued. If NLREVALUE is set to NO then the value entered here must be 'N'. This option is only for use with Profit & Loss accounts
CREATE FLAG	Available at the lowest level only. If the system key NLAUTO is set to YES (that is users may create posting codes while in the Journal Entry program) then this field will be available to be amended. Set to 'Y'

	posting codes can be created when using this account code. Set to 'N' to disallow the option for this account. If NLAUTO is set to NO then this field will not be available.		
ARCHIVE PERIODS	If NLAUTO is set to NO then this field will not be available. If left blank the system will take the value as set in the system key NLARCHIVE to state the number of periods for which transactions for this account will be **retained** by the system. If you require another value enter the number of periods in the range 0-99		
TYPE (P/B/C)	Enter the type of account this is, choosing from the following:		
	P	Profit and Loss	If this is a header account all accounts created below this must be type P
	B	Balance Sheet	If this is a header account all accounts created below this must be type B.
	C	Internal Multi-Company use only	Used at the header level only this indicates that sub levels may contain type P and type B accounts.
CURRENCY CODE	This is a memo field and is not used by this program.		
COMMENT	Enter a free format comment if required. This field may be left blank		
CR	To accept the account code entered.		

6.1 Producing Account Codes

If required, rather than key in similar groups of accounts they may be automatically reproduced by the system.

Enter the Account Code to be reproduced. If this is the header level then all sub levels will be reproduced, select F6 to display the reproduce option, enter the new code to which the Account is to be reproduced (it must be at the same level as the Account Code previously entered), CR to accept.

7. Posting Code Generation

The purpose of this program is to create detailed Posting Codes from existing Cost Centres and Account Codes. As well as creating Posting Codes it may also be used to delete a range of Posting Codes. This option can also copy cost centres to new cost centres and the same with account codes.

7.1 Range Selection

This generates new posting codes from existing cost centres and account codes

Up to ten ranges of cost centres and account codes can be copied to generate new posting codes.

COST CENTRE FROM	Enter the Cost Centre from which to start copying. F2 will allow you to browse and select a Cost Centre. EG A1
COST CENTRE TO	Enter the end range for copying. EG A2. This may be the same as the start range.
ACCOUNT CODE FROM	Enter the start range of Account Codes to be copied. EG 010
ACCOUNT CODE TO	Enter the end range of Account Codes to be copied. EG 040
CR	To accept and generate the Posting Codes.

Cost Centres	A1-01-1	Division 1
	A2-01-1	Division 2
Account Codes	010-001	UK Sales
	020-001	EC Sales

Would be combined to produce the following posting codes:

Posting Codes	A1-01-1-010-001	Division 1 UK Sales
	A1-01-1-020-001	Division 1 EC Sales
	A2-01-1-010-001	Division 2 UK Sales
	A2-01-1-020-001	Division 2 EC Sales

7.2 Range Deletion

If the ranges entered above have created more posting codes than you anticipated it is possible to delete the same range.

RANGE TO BE DELETED	Enter the posting code from and to, which are to be deleted or press F2 to browse and select the relevant posting codes.
F5	To delete - type 'DELETE'

7.3 Copying Cost Centre Codes

(If you open a new division it is possible to reproduce division 1 into division 2 (and associated account codes)

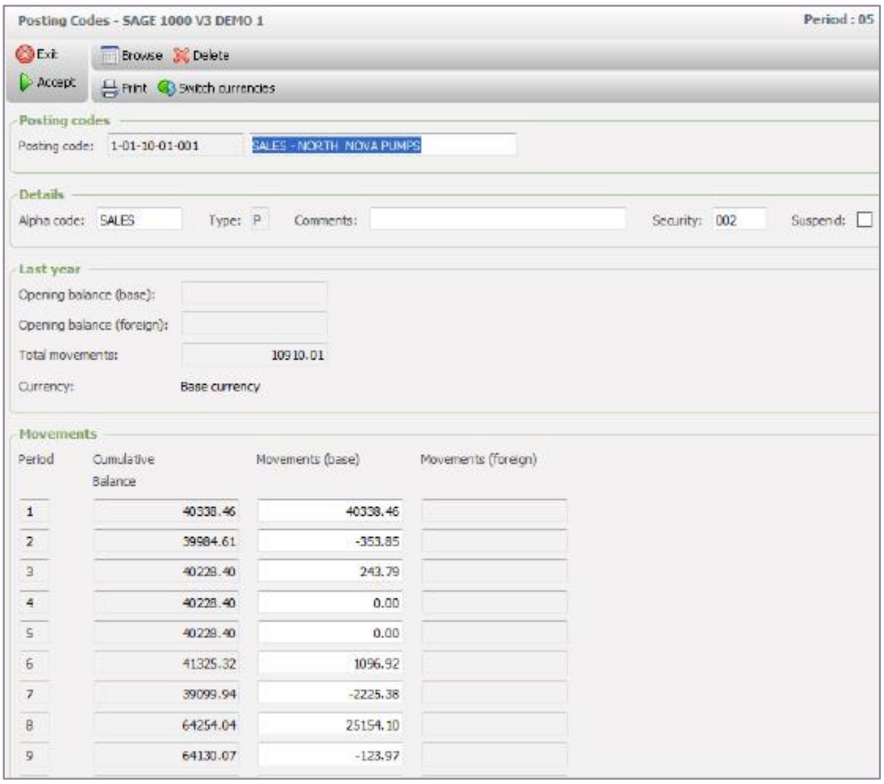
FROM COST CENTRE CODE	Enter the start Cost Centre to copy from. This code must have previously had Posting Codes generated.
TO COST CENTRE CODE	Enter a valid Cost Centre code to which you wish to copy the details. Cost Centres for both these options may be browsed by using the F2 option.
CR	To accept the Cost Centres.
SELECT	The account codes belonging to the original cost centre are displayed. Enter 'Y' against the account codes to be selected and 'N' against those not required.
CR	To accept the details entered and copy the details.

7.4 Copying Account Codes

FROM ACCOUNT CODE	Enter an existing Account Code which currently has Cost Centres associated with it.
TO ACCOUNT CODE	Enter a valid Account Code you wish to copy to. The F2 browse and select option is available for both these fields.
CR	To accept.
SELECT	Enter 'Y' against those Cost Centres you wish to copy to this Account Code. If you do not wish to copy a Cost Centre to the account enter 'N'.
CR	To accept the details entered and copy to the new account.

8. Posting Codes

The purpose of this program is to amend Posting Codes which have previously been generated using the Posting Code Generation program. You cannot create posting codes using this program.

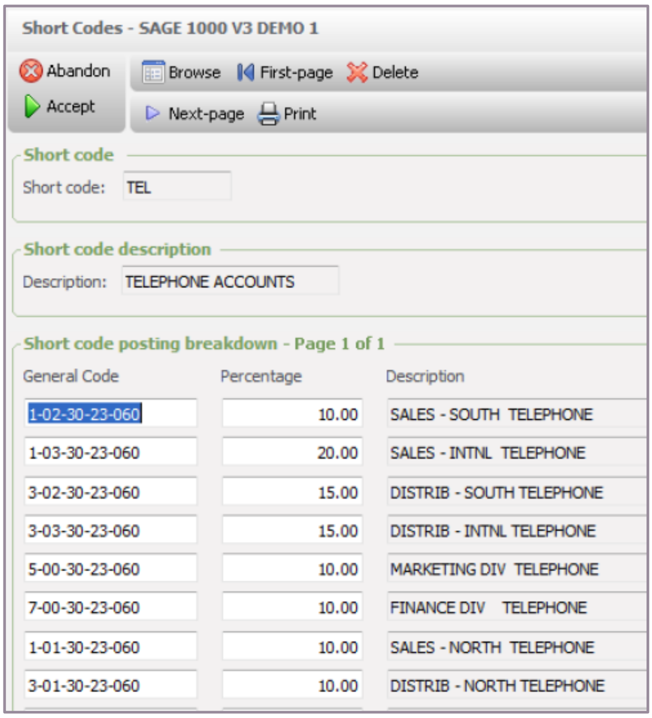


POSTING CODE	Enter an existing Posting Code or press F2 to browse and select from the Posting Codes file.
DESCRIPTION	The generation program will have produced a description from the short descriptions from the Posting Code and Account Code. Amend this if required.
ALPHA	Enter a ten character alpha code for this code.
TYPE	This field is displayed for information only and may not be amended.
SECURITY	If using the security option to disallow certain users to either update or amend this posting code, enter a valid security category as set up in the General Supporting Files, otherwise leave blank if the facility is not being used.
COMMENTS	This is a memo field which may be left blank.
OPEN BAL	This field can no longer be accessed as Opening Balances must only be entered via the Journal Entry program.
SUSPEND	This field is only available at the lowest level of the account code and can be set to 'Y' to disallow postings to this code. Normally this field would be set to 'N'.

9. Short Codes

The purpose of this program is to set up codes which may be used for the following:

- To distribute a single General Ledger transaction, entered through the Journal Entry program to a number of posting codes, i.e. an overhead such as rent could be distributed to different cost centres on a percentage basis.
- To provide short codes to be used in the General, Accounts Receivable, Accounts Payable and Cash Management Ledgers. The short codes provide an easier and more meaningful way of entering Posting Codes, i.e. VAT could be entered instead of the posting code for Purchase Ledger VAT.



SHORT CODE	Enter a maximum ten digit alphanumeric code or press F2 to browse and select an existing short code.
DESCRIPTION	Enter a full description for this code.
GENERAL CODE	Enter the General Ledger posting code(s) to which this short code applies. F2 at this stage will allow you to browse and select a posting code.
%AGE	Enter the percentage value to be assigned to each code. If only one posting code has been entered then percentage entered must be 100. If more than one posting code has been entered then the total of all the values entered must equal 100.

9.1 Deleting a short code

Enter the Short Code to be deleted, press CR to accept, select F5 to delete, type DELETE and press F5 to confirm deletion.

10. Security Categories

Security Categories allow you to exclude users from posting to or enquiring upon specific Account Codes and/or Posting Codes.

The security categories are created via the option “Security Category” in the General Supporting Files - Create/Amend Master Files. The security codes are then attached to the required Account Codes and/or Posting Codes.

10.1 Creating Security Categories

USER GROUP	Enter a four character code which will then be attached to the user’s profile in order to be effective. F2 to browse any existing codes
SECURITY CATEGORY	Enter a four character code which will then be attached to Posting Codes/Account Codes. F2 to browse any existing codes.
ALLOW UPDATE	Enter ‘Y’ if this group is to be allowed to update i.e. post to Posting Codes and/or Account Codes for this category. Otherwise set to ‘N’ to prevent updates.
ALLOW ENQUIRY	Enter ‘Y’ if you want this security category to be able to enquire upon the Posting Codes/Account Codes. Set to ‘N’ if you do not wish the enquiry to be available. Note when excluded from enquiry, the user will not be able to see the codes. They will only view the category of codes made available to them.

In order for security category to come into effect you will need to enter categories against the relevant codes in the General Ledger.

Security categories can be entered against either/both of the following:

- Account Codes
- Posting Codes

The Account Code file has a field called “Security Cat” and the Posting Code file has a field called “Security” where the codes are entered to prevent user access.

10.2 Security Category Update

This program is used to update the Security Category on Posting Codes or Account Codes.

NEW SECURITY CATEGORY	Enter a maximum four character Security Category Code.
UPDATE POSTING CODES	Enter one of the following:-
	'Y' - to update Posting Codes
	'N' - to update Account Codes
CODE RANGE	Enter a range of Posting Codes/Account Codes to be updated or F2 to browse and accept. Leave blank to up date all.
PRODUCE REPORT?	Enter 'Y' to produce a report showing the codes which have been updated. If a report is not required enter 'N'.

11. Appointment Tables

This program allows the user to set up apportionment codes to be used when entering budgets. Budgets can then be calculated for each period either by a percentage or by an apportionment value. Alternatively if no tables have been set up the user can apportion budgets equally over the year or enter each periods budget manually.

APPORTIONMENT CODE	Enter a two character alpha or numeric code for this table,

Or

DESCRIPTION PERIOD	Press F2 to browse and select an existing table. Enter a description for the Apportionment Table. The program displays each period in the financial year as set in the General System keys. This is memo only and cannot be amended.
PERCENTAGES	Against each period enter the percentage or apportionment value to be used. If the total value for all periods entered equal 100 then a percentage is assumed; if the values entered are less than or greater than 100 then the values will be apportioned, i.e Using a twelve period financial year 4,4,5,4,4,5,4,4,5,4,4,5 - apportioned over 52 weeks 31,28,31,30,31,30,31,31,30,31,30,31 - apportioned over calendar months. 10,10,10,10,5,5,5,5,10,10,10,10 - percentage applied to each period

12. Budgets

This program is used to create and amend budgets codes to be used for enquiry and reporting purposes. The user is allowed to create as many codes as required; budgets may be set against Cost Centres, Account Codes and Posting Codes. **Budgets however should be entered against the lowest level of the code and updated into the higher levels.**

BUDGET CODE	Enter a maximum four character code to identify this budget. F2 will allow the user to browse and select an existing budget.
DESCRIPTION	Enter a maximum 32 character description for this budget/forecast
CURRENCY TYPE	Enter the currency exchange type to indicate which exchange rate type (yearly, period or spot) is to be used when calculating currency values.
YEAR	F2 at this stage will allow you to browse the currency types. Enter the year to which this budget applies (Note F6 at this point to show existing budgets details)

COST CENTRE	Either enter a Cost Centre or press F2 to browse and select from the Cost Centre file.
ACCOUNT CODE	Either enter an Account Code or press F2 to browse and select from the Account Code file. F3 will allow the user to browse and select from the Posting Code file. Once the first code has been selected F4 can be used to bring up the next code in sequence. The program now displays each account period including the opening balance and adjustment periods. The user may now enter the budget for each period then press CR or the budget may be apportioned. F8 To apportion the budget
BUDGET SPREAD CODE	If you require the budget to be evenly spread over your accounting periods leave this field blank. Or enter a valid spread code to apportion the budget or F2 to browse and select.
APPORTIONMENT	Enter the total budget amount, if the value is for a credit type account enter a leading minus (-). Budgets may be entered in either the base or reporting currency. Then:
	F8 For an even spread and divide the budget amount by the number periods in the financial year.
	Or To accept the table and subsequently the CR Apportionment

If the apportion method is being used the apportionment values will be displayed and may be amended if required, CR to accept the table.

The budget for each period will then be displayed.

12.1 Updating Budgets

Header and subheader accounts will need to be updated with the new values.

This option is used to update the header and subheader elements of the accounts. It will read through the detail levels and update the header and subheader with the new values.

Note: This part of the program clears the headers and subheaders of all values before reading in the values from the budget file. If budgets have previously been set against these levels only, they will be lost

F4	To run the update option.
FROM BUDGET CODE	Enter the start budget code to be updated or press F2 to browse and select. If left blank all budgets will be updated.
TO BUDGET CODE	Enter the end budget code to be updated or press F2 to browse and select. If left blank all budgets will be updated.
CR	To run the update.

12.2 Copying Budgets

It is possible to create a new budget or amend the values in an existing budget by using the F6 copy facility. This option will copy from existing budgets, actual figures or a combination of actual and budgets. The new values can be created for all or a range of posting codes and can be uplifted by percentage.

F6	To display the copy options.
ENTER SOURCE TYPE	Enter one of the following: A - To create the new budgets from actual figures. B - To create the new budgets from an existing budget. C - To create the new budgets from a combination of actual and budget.
REPORT	Enter one of the following: C - To create the budgets and produce a report. R - To report only.
FROM COST CENTRE	Enter the Cost Centre to copy from. Wild card elements can be used in place of specifying one or more elements. the wild card character used in this program is !. o/e/ !-!! F2 can be used to browse and select the required Cost Centre.

ACCOUNT CODE	Enter the start Account Code to be used. Again the wild card can be used to replace one or more elements, i.e. !!-!!-!!! F2 can be used to browse and select the required Account Code.
TO COST CENTRE	Enter the end range of Cost Centres to be included. Wild cards may be used. F2 can be used to browse and select the required Cost Centre.
ACCOUNT CODE	Enter the end range of Account Codes to be included. Wildcards may be used. F2 can be used to browse and select the required Account Code
FROM BUDGET CODE	When copying from a budget or using a combination, the budget to be copied from must be entered. F2 to browse and select the required Budget Code.
TO BUDGET CODE	Enter a new Budget Code or an existing code into which the new values will be entered.
CURR TYPE	This field only appears if NLBUDGREV is set to 'R' for budgets to be entered in reporting currency. When copying from actual figures enter the currency exchange type to be used
OVERWRITE	Enter 'Y' to overwrite any existing values. Enter 'N' to prevent existing budget values from being overwritten
PERIOD RANGE	Up to five period ranges may be entered. You must, however, start in period O (Opening Balance) and end in Period A (Adjustment), i.e Start End O A 01 12 A A
TYPE	This field is only displayed when a combination of Actual and Budget is required. Enter one of the following against each period range: A - To select actual values. B - To select budget values.
PERCENTAGES	Against each period range enter the percentage by which the figures are to be uplifted. If a negative value is entered then the new budget will be decreased.

The program will then read through either the movement and/or budget files and create and/or report on the new budgets created. Any errors or failures will be written to the report.

12.3 Revaluing Budgets

This option is used to recalculate all budgets using the latest currency rate held on file. The budgets will be revalued from Base to Reporting or vice versa depending on the setting of the NLBUDGREV system key.

13. Intercompany Details

If the system key NLMULTI is set to YES then this program is used to set up links so that trading is allowed between General Ledger Companies. You will not be able to carry out General Ledger transactions between companies until the links are set up.

Note: If the system key NLMULTI is set to NO or you are not using Cost Centres then this option will not be used.

1ST COMPANY CODE	Enter the first company code to be used in this intercompany link or press F2 to browse the existing company codes. (The company codes are the first character of the Cost Centre.
2ND COMPANY CODE	Enter the company you wish to link with the first company. Again F2 may be used to browse and select the company.
1ST INTERCOMPANY ACCOUNT	Enter the General Ledger Posting Code to be used as a control for journals between the two companies. F2 will allow you to browse the codes available and then select: F2 browse and select a Posting Code. F3 browse and select a Cost Centre. F4 browse and select an Account Code. When browsing you will only be able to select Cost Centres and Posting Codes belonging to this company.
DESCRIPTION	The Posting Code description will be displayed once this screen has been accepted

2ND INTERCOMPANY ACCOUNT	Enter the General Ledger Posting Code to be used as a control for journals between the two companies. F2 will allow you to browse the codes available and then select: F2 browse and select a Posting Code. F3 browse and select a Cost Centre. F4 browse and select an Account Code. When browsing you will only be able to select Cost Centres and Posting Codes belonging to the second company.
DESCRIPTION	The description of the second company Posting Code will be displayed once the screen has been accepted.

14. Exchange Difference Accounts

This option is used to enter exchange difference and error correction Posting Codes for multi currency General Ledgers.

The setting of the system key NLEXCHMETH will affect what data is entered into this program. NLEXCHMETH states how exchange differences are to be summarised and may have one of five settings:

1 = Summarise by Transaction Currency Code

2 = Summarise by Cost Centre and Transaction Currency Code

3 = Summarise by Posting Code and Transaction Currency Code

4 = Summarise by Account type and Transaction Currency Code

5 = Summarise by Posting Code

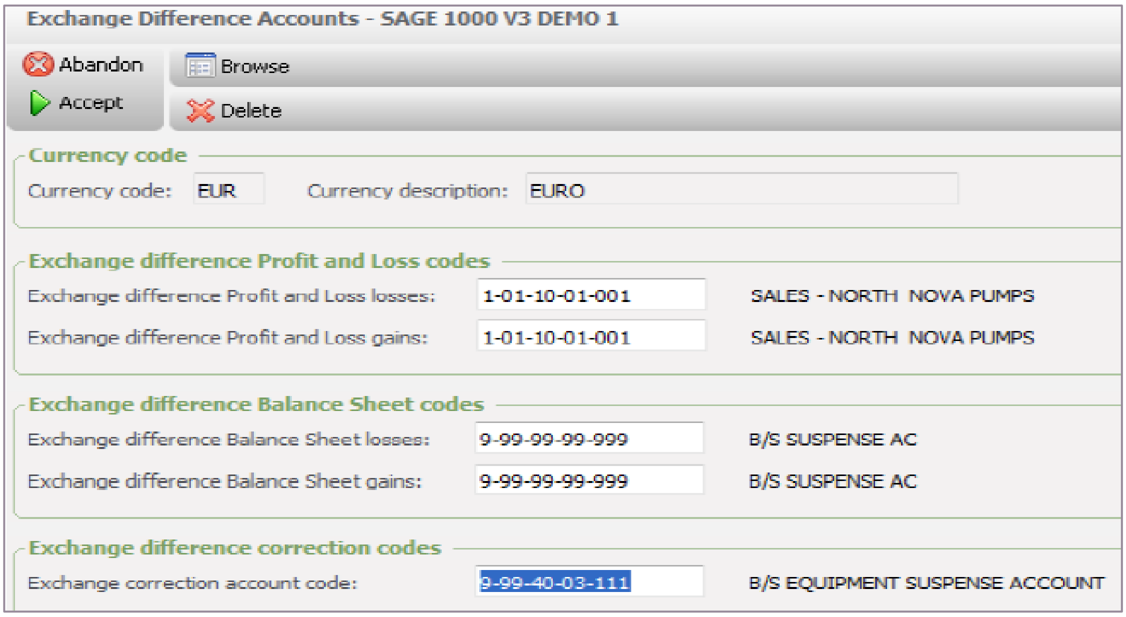
14.1 NLEXCHMETH Set to 1

CURRENCY CODE	Enter a valid currency code or press F2 to browse and select from the currency file.
EXCHANGE DIFFERENCE ACCOUNT	Enter the Posting Code to which exchange differences for this currency are to be posted. F2 will allow you to browse and select the Posting Code file.

EXCHANGE CORRECTION ACCOUNT	Enter a valid Posting Code to be used when revaluing the transaction file. F2 will allow you to browse and select a Posting Code.

14.2 NLEXCHMETH Set to 2

CURRENCY CODE	Enter a valid currency code or press F2 to browse and select from the currency file
COST CENTRE	Enter a valid Cost Centre to be used to analyse the exchange difference.
EXCHANGE DIFFERENCE ACCOUNT	Enter the Posting Code to which exchange differences are to be posted. F2 will allow you to browse and select the posting code.
EXCHANGE CORRECTION ACCOUNT	Enter a valid Posting code to be used when revaluing the transaction file. F2 will allow you to browse and select a Posting Code.



14.3 NLEXCHMETH Set to 3

CURRENCY CODE	Enter a valid currency code or press F2 to browse and select from the currency file.
COST CENTRE	Enter a valid Cost Centre to be used when analysing the exchange differences.
ACCOUNT CODE	Enter a valid Account Code which is to be used when analysing exchange differences
EXCHANGE DIFFERENCE ACCOUNT	Enter the Posting Code to which exchange differences are to be posted. F2 will allow you to browse and select from the Posting Code file.
EXCHANGE CORRECTION ACC	Enter a valid Posting Code to be used when revaluing the transaction file. F2 will allow you to browse and select a Posting Code.

14.4 NLEXCHMETH Set to 4

CURRENCY CODE	Enter a valid currency code or press F2 to browse and select from the currency file.
TYPE (B/P)	Enter 'B' to analyse by Balance Sheet Accounts or 'P' to analyse by Profit and Loss Accounts.
EXCHANGE DIFFERENCE ACCOUNT	Enter the Posting Code to which exchange differences are to be posted. F2 will allow you to browse and select from the Posting Code file.
EXCHANGE CORRECTION ACC	Enter the Posting Code to be used when revaluing the transaction file. F2 will allow you to browse and select the required Posting Code.

14.5 NLEXCHMETH Set to 5

COST CENTRE	Enter a valid Cost Centre to be used to analyse exchange differences or use F2 to browse and select.
ACCOUNT CODE	Enter a valid Account Code to be used to analyse exchange differences or use F2 to browse and select.
EXCHANGE DIFFERENCE ACCOUNT	Enter the Posting Code to which exchange differences are to be posted. F2 will allow you to browse and select the required Posting Code.
EXCHANGE CORRECTION ACC	Enter the Posting Code to be used when revaluing the transaction file. F2 will allow you to browse and select the required Posting Code.

15. Tasks

JOURNAL

Press F6 to generate the next journal number as held on the system key NLLASTJRN.

OR

Alternatively, if the system key NLSEQJRN is set to NO (not to force automatic journal numbering) enter your own journal number of up to 10 alpha numeric characters and then press CR to accept.

Note: that if a journal number is generated automatically and then not used, it will be reported in Journal Audit Trail as an Abandoned Journal.

DATE

Enter the date of the journal. The current system date is offered as a default. If the date is not within the period date range displayed on the top right hand corner of the screen, a warning will be given when this data is accepted. You will be able to accept the date (CR) or amend the date (ESC) as required. However, the date entered will not affect the period into which the journal is posted, only the period and year fields described later will affect the period into which a journal is posted.

DESCRIPTION

Enter a short description for this journal, i.e. 'Opening Balance'.

ACTION

When entering an opening balance journal leave this field blank.

PERIOD

Enter the period number into which the transaction is to be posted. The system key NLPREVPOST must be set to YES to allow prior period posting. Leave blank for current period.

YEAR

Enter the year to receive the postings. Enter O (opening balance) or A (adjustment period) or leave blank for the current year.

GROUP

Enter 'Y' if Group (G) type accounts only are to be entered onto this journal. Otherwise enter 'N'

ANALYSIS

Three free format 10 character fields are available for extra description against this journal

15.1 Current Period Journals

ACTION	Leave this field blank.
PERIOD	Leave this field blank.
YEAR	Leave this field blank.

15.2 Future Period Journals

ACTION	Leave this field blank.
PERIOD	Enter the future period into which this journal is to be posted, i.e. 09 or 10.
YEAR	If the journal is to be posted to a future period in the current year, leave this field blank. Alternatively, enter 'N' to post the journal into the next financial year.

Note: Although the transaction will appear in a previous period, the posting will appear in the audit trail of the period in which it was posted. Prior Period Journals

ACTION	Leave this field blank.
PERIOD	Enter the period into which this journal is to be posted. The option to post to prior periods will only be allowed if the system key NLPREVPOST is set to YES.

Note: Although the transaction will appear in a previous period, the posting will appear in the audit trail of the period in which it was posted.

15.3 Reversing Journals

ACTION	Enter REV in this field to set up a journal that will post in the current period and automatically reverse itself out in the next period.
PERIOD	Leave this field blank. All reversing journals must commence in the current period.
YEAR	Leave this field blank. All reversing journals must commence in the current year.

Note: The reversing journal number will be prefixed by the letter 'R' to indicate that it is the reversing journal.

15.4 Recurring Journals

ACTION	Enter REC in this field to indicate that the journal is to be recurring. Once the header information has been accepted you will be prompted with a cut-off date for the journal.
PERIOD	Leave this field blank. All recurring journals must commence in the current period.
YEAR	Leave this field blank. All recurring journals must commence in the current year.

Note: Once the journal has been posted for the first period, then the subsequent journals derived from this will be prefixed with the letter 'S' to indicate it is a recurring journal.

15.5 Accepting The Header Information

CR	To accept the data entered. If the journal date is out of period you will be prompted to confirm the date.
CR	To accept the date and continue.
	OR
ESC	To return to the header and amend the date.
CUT-OFF DATE	This field appears for recurring journals only. Enter the date after which the journal is no longer to take effect and will be deleted. If this field is left blank the journal will recur indefinitely.
CR	To accept the cut-off date.

15.6 Detail Information

Two methods of entering the detail lines are available. Exploded and Unexploded. The F12 function key is used to toggle between the two methods.

15.7 Unexploded Line Entry

POSTING CODE

Enter a valid Posting Code (there is no need to enter the hyphens)

Or you can browse and select the required code by pressing F2, then

F2 -to select a Cost Centre (only available if NLAUTO is set to YES.)

F3 - to select an Account Code (only available if NLAUTO = YES).

F4- to select a Posting Code

F5 - to select a Short Code

If you select F2 or F3 the program will insert the required Cost Centre or Account Code. You will need to complete the Posting Code either by reselecting or entering the missing elements. If the year indicator has previously been set to 0 then the Posting Codes selected must be a Balance Sheet item.

CODES

Leave this field blank to enter the transaction in the General Ledger base currency as set in the system key NLBASECURR. If you wish to enter the transaction in a currency, enter a valid code from the currency file or press F2 while on this field to browse and select from the currency file.

TYPE

The default currency exchange method is displayed (as set in the system key NLCURRTYPE). If entering the transaction in a foreign currency you may change the exchange method if required.

TRANS AMT

The value of the transaction in currency is entered here or alternatively, leave this field blank to enter the value in the base currency.

Values entered here are positive for debits and negative for credits, i.e. 1000.00 Debit and -1000.00 Credit.

BASE AMT

If the previous field has been left blank, enter the transaction value in the base currency. If you have entered a transaction amount the program will automatically enter the base amount when the line is accepted, using the exchange rate indicated in the type field.

DESCRIPTION

If this field is left blank, the transaction description will be taken from the description entered at the header of the journal.

If text is entered on the description line then this will override the description set in the header. If the system key NLCOPYDSC is set to YES, text entered here will automatically be carried down to the next line of the journal.

VAT

If required, this line may have VAT analysis entered, otherwise leave it blank. To enter a VAT code either type in a valid code from the VAT Codes file or while the cursor is on this field, press F2 to browse and select from the VAT Codes file. As each line of the journal is accepted, the base currency values are added to the running totals displayed on the top right -hand corner of the screen.

You will not be able to post the journal until the balance is zero. If the system key NLROUNDTOL is set to greater than zero, the program will create a balancing line using the Posting Code entered against the system key NLROUNDACC.

15.8 Exploded Line Entry

The exploded line entry method of entering journal details allows the user to enter data with the fields display vertically not horizontally. This method also allows the user to enter analysis data for each line.

F12	To explode the line (F12 again will unexplode the line).
POSTING CODE	Either enter a valid Posting Code or use the F2 browse, as explained previously, to select a Posting Code.
TRANSACTION AMT	Enter the amount of the transactions in the currency to be entered later. This field can be left blank and the amount entered in the base currency.
CURRENCY	Enter a valid code from the currency file for this transaction or press F2 to browse and select. If the transaction is in the base currency this field can be left blank.
EXCHANGE RATE **FIX?**	Enter the exchange rate for this transaction. Is the exchange rate to be fixed, ‘Y’ or ‘N’. If set to ‘N’ and the currency rate changes prior to posting, the new exchange rate will be taken.

BASE AMOUNT	If the transaction value has been left blank, enter the amount of this journal line in the base currency
REPORTING AMOUNT	Optionally enter the value of this journal line in the reporting currency.
EXCHANGE RATE FIX?	Enter the exchange rate to be used for the reporting currency. Is the reporting currency exchange rate to be fixed, 'Y' or 'N'.
CURRENCY TYPE	The default currency exchange type is displayed, i.e. SP (spot rate or YR (Yearly Rate). This may be overwritten if required. The F2 browse option can be used to browse and select from the currency file.
REVALUE	Can this transaction be revalued once it has been posted. Enter 'O' to leave it open for revaluation or 'F' to fix the transactions. Transactions will only be revalued by running the Revaluation option within the Housekeeping menu.
VAT CODE	If required, enter a valid VAT analysis code for this transaction. Otherwise leave blank. The VAT Code file may be browsed by using the F2 option while the cursor is on this field.
DESCRIPTION	If left blank the description entered on the journal header will be used for the journal line. Otherwise enter up to twenty characters of text to describe this journal line.
ANALYSIS 1-3	There are three optional fields which can be used for analysis against each journal line. If the analysis fields have been used at the start of the journal then they will be carried forward and may be amended. These analysis fields can be viewed when using the Full Account or Transaction Enquiry programs. However, you will need to use SAGE Report Writer to report on these fields

15.9 Completing The Journal

When all journal lines have been entered and accepted:

F7 AMEND	This option returns the line input and allows you to add/amend/delete journal lines.
F8 SUSPEND	Use this key to hold the journal and prevent posting. If the journal does not balance to zero then you must either suspend it or amend it so that it does balance.
CR POST IMMEDIATELY	If the journal balances or is within the tolerance set in the system key NLROUNDTOL you will be able to post the journal directly to the General Ledger. However, if the system key NLRELPOST is set to NO, this option will not be available and will remain unavailable until you run the Journal Batch Posting program to post the reversing and recurring journals for the period.
F10 STORE FOR BATCH POSTING	This option will store the journal ready for posting using the Journal Batch Posting program.

16. Standard Journals

The Journal Entry program can be used to create standard or template journals. Standard journals do not post to the General Ledger and do not have to contain monetary values, they can be converted into any type of journal. The purpose of this type of journal is to reduce the amount of operator input for journals which occur each period.

16.1 Creating a Standard Journal

JOURNAL NO.

You cannot automatically create a standard journal number as all standard journal numbers must be prefixed with the letter ‘T’. The remainder of the number may be alpha numeric as required, i.e. TWAGES or T00001.

HEADER DETAILS

DATE	The current system date is offered as a default and may be overridden. If the date is outside the General Ledger period you will be asked to confirm the date. When the standard journal is converted to a normal the date entered here will be overridden with the current system date. **Note: Action, Period and Year will not be available for input.**
ANALYSIS 1	The three analysis fields are available for transaction analysis for the journals generated from the Standard Journal.
ANALYSIS 2	
ANALYSIS 3	
GROUP TYPE	Enter 'Y' for postings only to Group Type accounts. Enter 'N' for postings to non-group type accounts.
CR	To accept.

LINE DETAILS

Each line of the journal is entered as described previously in the Journal Entry program. However, values need not be entered now unless you require them.

16.2 Using a Standard Journal

To create a journal using a standard journal.

JOURNAL	If using sequential journal numbering, press F7 to generate the next journal number and display or enter a journal number and press F7
ENTER STANDARD JOURNAL	Enter the standard journal number or press F2 to browse and select the required standard journal.

Enter the journal details as normal. Any changes made to the converted details affect the new journal only and not the standard journal. The standard journal will remain on the file as entered until it is either amended or deleted.

17. Journal Batch Posting

This program is used to post any unposted journals onto the ledger. If the system key NLRECPOST is set to NO (as it will be immediately after a period end) it will also post any reversing and recurring journals that have been entered. This program requires exclusive access to the journal files.The first posting of each period must be done via this program.

JOURNAL DATE	Enter a journal posting date. This field cannot be left blank. The date entered here will be the journal transaction date and must be within the current journal period.
MAXIMUM JOURNAL	Enter a maximum journal number to be posted. All journals up to and including this number will be posted. Leave blank to post all journals.
CR	To accept and post the journals selected.
ESC	To exit without posting.

18. Enquiries

18.1 Full Account Enquiry

The purpose of this program is to allow enquiries in summary or detail on selected General Ledger Codes. You will be able to enquire on Posting Codes, Account Codes or Cost Centres.

Enquiries can be made at each level of the code type selected. Current period and year to date information is displayed at each level. On request you can select to view each period's total movements and compare these against any given budget or forecast (Posting Codes only). Last year and next year movements can also be selected.

When viewing Posting Codes you may also select at the detail level to view the transaction file.

On entry into this program you will first need to select the type of code you wish to enquire upon. Use the **arrow keys up** and **down** to select one of the following:

- Posting Code Enquiry
- Account Code Enquiry
- Cost Centre Enquiry

You will then be prompted to enter the code you wish to enquire upon. At this stage you can choose from the following methods to select the code(s) to enquire upon:

CODE

Leave blank and press **CR** to view all the codes at the top level. Then use the arrow keys up and down along with F3, F6 and F7 (First Page, Next Page and Previous Page) to highlight the code which you wish to enquire further, then press **CR** to display the next levels.

The **F2** key will be available to move back up the code structure.

OR

Press **F2** to browse and select the code upon which you wish to enquire.

OR

Enter the code upon which you wish to enquire and press **CR**

Whichever method is used to select the code the following information will be displayed along with the currency, the level of the code and the current page:

CODE	The Posting Code, Account Code or Cost Centre selected.
DESCRIPTION	The codes full description.
THIS PERIOD	The movement value for the period. The current period number is displayed in the top right hand corner of the screen.
BALANCE	The year to date balance for the code (future postings are not included in this figure).

From here you may now select from the following options:

ESC	To exit and return to the Enquiry Type screen.
F2	If you have used the CR option to move down the code structure, this option will allow you to move back up the levels.
F3	If more than one page of codes are available, this key will return the enquiry to page one.

F4	This option will be used to enquire upon the period movements, budgets, previous and next year for the code. Once this option is selected the following function keys are available.
F5	**Budget** (only available when enquiring upon a Posting Code). This key will return to the second value column displayed the budget. The budget/forecast displayed will be the one shown on the Budget Code field displayed on the left of the screen. This may be changed using the F12 option.
F6	**Variance**. This key will change the second value column displayed to show the variance between the budget and the actual. F5 will redisplay the Budget.
F7	**Last Year**. This key changes the second display field to show last year's values.
F8	**Next Year** will change the second value column to display future movements for next year.
F10	**Print**. This option will print to enquiry showing the following values for each period.
F11	**Currency** - This option will toggle the currency displayed between the Base and Reporting currencies.
F12	**Change Budget**. This key will allow you to select another budget to display. Once used, the Budget Code field is available to be amended. Either type in the new budget code or use the F2 to browse and select the new budget then press CR to accept the change of budget. F6 then will allow you to see the variance between this budget and actual values.
F6	This option allows you to move to the next page of the codes.
F7	Allows you to return to the previous page of codes.
F10	To print this enquiry, the codes available at this level will be printed along with the Current Period and YTD movements.
F11	Currency. This option, when used, toggles the values displayed between the Base and Reporting currencies.
F12	To view commitments.

CR	Confirm on header and sub-header levels allows you to move down the code structure. When enquiring on Cost Centres and Account Codes and the bottom level of the structure has been reached, this option performs no function. However, when enquiring on a Posting Code and the detail level has been reached, this option allows you to perform enquiries onto the transactions posted to the Code.

18.2 Transaction Enquiries

When enquiring on Posting Codes and the detail level has been reached you may also view the transactions posted to the account.

YEAR

The current General Ledger Year is displayed. This may be overridden with a previous or future year if required.

PERIOD RANGE

If left blank, all periods will be displayed (except the adjustment period). The following values may be entered:

O- To view the Opening Balance journal types.

01-12 - A valid period number or range of periods.

A- To view adjustment period journals.

The range O-A will display all transactions including Adjustment journals.

Note: Transactions can only be viewed when enquiring on Posting Codes.

F4	To show transaction analysis fields.
F6	To move to next page of transaction.
F7	To select a specific page number.
F8	Explode. When used, this function will show all other transactions from the original journal. The details shown include the Posting Codes used, transaction numbers, Debt/Credit values, the period number, transaction year as well as a system generated sequence number.

CR	By entering 'H' next to a transaction and pressing CR, you can display the history of currency revaluations for the transaction. This option is only applicable if General Ledger Journals are entered in foreign currency and the revaluation program has been run.
F10	Will print details of all the transactions displayed.
F11	This option will toggle the values displayed between the Base and Transaction currencies.

19. Transaction Enquiry

This option allows you to view the transactions on file for a given Posting Code. When using this program you will only be able to enter a detailed Posting Code or a mask, in the form of 1-01-??-01- 001, where '??' represents one element of 2 digits. Thus the same posting code for different cost centres for example can be enquired upon simultaneously.

YEAR	The current General Ledger Year is displayed. This may be overridden with a previous or future year if required.
PERIOD RANGE	If left blank, all periods will be displayed (except the adjustment period). The following values may be entered: O - To view opening balance transaction types. 01-12 - A valid period number or range of periods. A - To view adjustment period journals. The range O-A will display all transactions.
POSTING CODE	Enter a valid Posting Code to enquire upon or press F2 to browse and select the required code. If left blank, the first Posting Code on file will display.
TRANSACTION REFERENCE	If the transaction reference for a particular item is known, it can be entered here. Otherwise leave blank.
GROUP REFERENCE	If the group number of the item is known it may be entered here. Otherwise leave blank. **Note: The Group Reference can be entered without the transaction reference but not vice versa.**

CR	To accept. **Note: Transactions can only be viewed when enquiring on Posting Codes.** If a mask has been used, the first posting code which matches the stencil will be selected. F2 will then select the next posting code which matches the stencil.

20. Period End Procedures

Listed below is a suggested Period End routine for the General Ledger. You may wish to add or remove options from the guideline to suit your company's requirements.

1) Spool and print the Journal Listing Report.

2) Ensure all journals for the period have been posted.

Spool and print the following reports:

3) Journal Audit Trail. *

4) Detail Trial Balance. *

5) Summary Trial Balance. **

6) Revaluation Control. **

7) Special Reports. **

8) Audit File. **

Reports marked * are mandatory while reports marked ** are optional.

9) Run Period End.

21. Journal Listing

This program produces a detailed or summary report of the journal file excluding posted journals. It will group like journals together, i.e. Normal Journals, Reversing Journals, Recurring Journals and Standard Journals. Normal journals are all journals which do not have an action indicator and Reversing and Recurring Journals in their first period.

SUMMARY OR DETAIL	Enter one of the following: 's' - For a summarised report showing journal number, date and description. 'd' - For a report showing each line in detail.
BACKGROUND	Enter one of the following: 'n' - To run the report in foreground and display running totals and errors. 'y' - To run the report in background.
INCLUDE 'G' TYPE JOURNALS	Do you wish to include group type journals? Enter 'y' or 'n'.
HEADING	This is a twenty character text field which will print at the top of each page of the report.

22. Journal Audit Trail

This program produces a report of all journals entered onto the General Ledger, posted or unposted, in summary or detail. Prior to the Period End being run this report must be spooled.

SUMMARY OR DETAIL	Enter 'd' to produce the report in detail showing each line of the journal. OR Enter 's' to show a summary listing of the journals.
BACKGROUND	Set to 'n' to run the report in foreground and report totals and errors to the screen. Otherwise set to 'y'.
POSTED JOURNALS ONLY	Set to 'y' to report on all journals including abandoned and deleted journals. Set to 'n' to report on journals which have been posted to the General Ledger only.
INCLUDE 'G' TYPE ACCOUNTS	Enter 'y' to include Group (G) type accounts. Otherwise enter 'n'.
JOURNAL NO. RANGE	Optionally enter a start and/or end journal number to include in the report. Left blank all journal numbers will be included.

G/L CODE RANGE	Optionally enter a range of Posting Codes to be included in the report. Leave blank to include all Posting Codes.
HEADING	Enter up to twenty characters of text to appear at the top of each page of the report.

23. Detail Trial Balance

The purpose of this report is to show the details of transactions posted to the General Ledger for one or more periods in the current, last or next year. It can be produced for all posting codes or for a range.

BEFORE RUNNING A PERIOD END THIS REPORT MUST BE SPOOLED.

HEADING	Enter up to twenty characters of text which will appear at the top of each page of the report, i.e. the period number or a user name.
RUN IN BACKGROUND	The default of ‘n’ will run the report in foreground and show report details and any errors. Enter ‘y’ if you wish to run the report in background and free the screen.
YEAR	Enter one of the following to select the year on which to report. t - to report on This Year (default) l - to report on Last Year n - to report on Next Year
SORT TRANS BY	Enter one of the following criteria to sort the transactions for each Posting Code: t - to sort by transaction (journal) number (default). d - to sort by journal date p - to sort by period number
SORT CODE IN ORDER	This field defines the order in which elements of the Posting Codes are displayed. The default (1-2-3-4-5) will start at the detail level and add down.
PERIOD RANGE	Enter the period numbers to be reported on. Left blank all period transactions will be reported. To report on opening balance or adjustment journals the letters O(opening balances) and A(adjustments) must be used.

CONSISTENCY CHECK	Enter 'y' if you wish to check the consistency of Account Code and Posting Code balances.
CURRENCIES PRINTED	Enter B to print values in the base currency or R to print values in the reporting currency.
PRINT ZERO BALANCES	Enter 'y' to print all Posting Codes. Leave to the default of 'n' to print accounts with balances only.
INCLUDE 'G' TYPE ACCOUNTS	Enter 'y' to include Group (G) type accounts. Otherwise enter 'n'.
ELEMENT RANGES	To limit the range of Posting Codes printed, enter a start and end for one or more of the Posting Code elements. Left blank all element ranges are included.

24. Summary Trial Balance

This report allows the user to spool a Trial Balance in summary, for a range of periods and years. This report can be run for Account Codes or Posting Codes.

HEADING	Enter up to twenty characters of text which will appear at the top of each page of the report, i.e. the period number or a user name.
RUN IN BACKGROUND	The default of 'n' will run the report in foreground and show report totals and error on screen. Enter 'y' if you wish to run the report in background and free the screen.
YEAR	Enter one of the following to select the year on which to report: t - to report on This Year (the default) l - to report on Last Year n - to report on Next Year
ELEMENT LEVEL	Enter the number of elements to be reprinted on between 1-5. If the field 'Use Account Balances Only' is set to 'Y' then the high number entered here will be the number of elements in the Account Code structure. Otherwise the maximum number will be the number of elements in your Posting Code.

SORT CODE IN ORDER	This field defines the order in which Posting Codes/Account Codes are displayed. The default (1-2-3-4-5) will start at the detail level and add down.
PERIOD RANGE	Enter the period number(s) to be reported on. Left blank the report will be for the whole year. The letters O and A can be used to report on the Opening Balance and Adjustment Periods.
CONSISTENCY CHECK	Enter 'y' if you wish to check the consistency of Account Code and Posting Code balances. Any errors will be reported to the system log.
CURRENCIES PRINTED	The default B will print values in the base currency. Enter R to print values in the reporting currencies.
PRINT ZERO BALANCES	Enter 'y' to print all Posting Codes/Account Codes or leave set to the default of 'n' to print accounts with balances only.
USE ACCOUNT BALANCES ONLY	Enter 'n' to print the Posting Code balances or 'y' to print balances using the Account Codes. The selection here will effect the number of elements you will be able to report on.
INCLUDE 'G' TYPE ACCOUNTS	Enter 'y' to include Group (G) type accounts. Otherwise enter 'n'.
ELEMENT RANGES	To limit the range of Posting Codes/Accounts printed, start and end ranges can be entered for each element. Left blank all element ranges are included.

25. Revaluation Control

This program is used to revalue foreign currency transactions within the General Ledger.

The following procedures are carried out by this option:-

- A revaluation report is generated.
- Revalued amounts can be fixed.
- Optional revaluation of base and/or reporting currency.
- Optional generation of exchange difference transactions.

- * Updating of the master, account, transaction, audit and history files.

Revaluation will only take place on those transactions that have the following:-

- Account codes that have the revalue flag set to ‘Y’
- The exchange rates have changed
- The currency rate has not been fixed.

NOTE: NO OTHER OPTION CAN BE RUN WHILE THE REVALUATION PROCEDURE IS IN OPERATION.

RANGE SELECTION	Enter ‘Y’ to allow revaluation for a selection of posting codes. Enter ‘N’ to select all transactions, (except those in the adjustment period), and which have the following revaluation status: 0 - an original (un-revalued) transaction A - amended due to error correction R - transaction which has already been revalued. The revalue flag has been set to ‘y’ on the account code.
BACKGROUND	Enter ‘y’ to run the report in background, otherwise ‘n’.
REVALUATION	Enter ‘E’ if the run is for exchange differences.
TYPE	Enter ‘C’ if the run is for error corrections.
UPDATE GL	Enter ‘Y’ to update the General Ledger by producing and posting journals for exchange differences, otherwise enter ‘N’ and only the revaluation report will be produced.
AMOUNT REVALUED	Enter which amount is to be revalued:- T - Base amount only R - Reporting amount only B - Both the base and reporting amount.
POSTING PERIOD	Enter the period number to which the exchange rates will be posted if the General Ledger is being updated. This field defaults to the current period

CURRENCY (SUMMARY/DETAIL)	Enter 'S' to summarise individual transactions to one balance for each currency. Enter 'D' for all transactions to be shown separately.
FIX RATE	Enter 'Y' to fix the rates for all transactions in this run so that they will not be revalued again, otherwise enter 'N'. **Note: If revaluing reporting currency only, you cannot fix the rate.**
EXCHANGE/ ERROR SUMMARY/ DETAIL	Enter 'S' if you require summarised postings of exchange differences/error corrections, or enter 'D' if you require detailed (line by line) postings.
PRODUCE DIAGNOSTIC REPORT	Enter 'Y' to produce a report of items which have not been selected showing the reasons why they were not selected. otherwise enter 'N'.
YEAR	Enter the year the exchange rate refers to. This field defaults to the current year.
CURRENCY TYPE	Enter the currency type that is to be revalued, or F2 to browse and select.
DATE/PERIOD	If the currency type entered was a period rate, the period number that the rate will be taken from is displayed. If a spot rate currency type was entered, the spot rate date will appear. Both of these can be overwritten if required. If you entered 'y' in the range selection field the following fields now appear.
PERIOD (FROM)	Enter the period number from which to start the revaluation.
PERIOD (TO)	Enter the last period number to be included in the revaluation.
CURRENCY CODE (FROM)	Enter the first currency code in the range to be included in the revaluation.
CURRENCY CODE (TO)	Enter the last currency code in the range to be included in the revaluation.

JOURNAL NUMBER (FROM)	Enter the first journal number in the range to be included in the revaluation.
JOURNAL NUMBER (TO)	Enter the last journal number to be included in the revaluation.
POSTING A/C (FROM)	Enter the posting code from which the revaluation will start.
POSTING A/C (TO)	Enter the last posting code to which the revaluation will end.

26. Period End

This program is used to close the General Ledger period and performs the following procedures:

- ⍰Clears the Journal Audit Trail file
- ⍰Increments the new General Ledger period number
- ⍰Deletes any Reversing and Recurring journals which are out of date
- ⍰Updates the rolling forecast budget

This program checks the following:

- The Journal Audit Trail has been spooled
- The Detailed Trial Balance has been spooled
- The Accounts Payable period has been run
- 4. The Accounts Receivable period end has been run

NOTE: THIS PROGRAM ALSO DISPLAYS A WARNING IF THERE ARE ONLY UNPOSTED JOURNALS ON FILE, BUT THIS WILL NOT PREVENT THE PERIOD END BEING RUN.

27. Year End Procedures

When the final period of your financial year has been reached, the Year End program is run instead of the Period End. However, prior to running the Year End certain procedures should be run. Once the year end has been completed, the adjustment period is opened to all adjustment type journals to be entered to affect last year.

Listed below are the procedures for closing the General Ledger at the end of the financial year.

Items marked * are mandatory while those marked ** are optional.

* 1) Post all outstanding journals; do not leave any suspended journals on the file. You will not be able to run the Year End program if any journals remain on the file.

* 2) Check that the adjustment period is closed. The system key NLADJOPEN = NO. If it is still open the period should be closed following the procedures documented later in these notes.

* 3) Enter and post the Year End journal. As part of the Year End program a check is made to ensure the total value of all the P & L type accounts are equal to zero and that the total value of all the Balance Sheet type accounts are equal to zero. In order to achieve this, a journal must be entered to transfer the total values in the P & L into the Balance Sheet. The easiest way to find out what this figure should be is to try to run the Year End program; as long as the journal has not been performed and the Audit Trail and Detailed Trial Balance Reports have not been run the program will fail but will display the values to be journaled.

* 4) Spool and print the Journal Audit Trail.

* 5) Spool and print the Detail Trial Balance. Ensure the flag ‘Final Trial Balance’ is set to ‘Y’.

** 6) Spool and print the Summary Trial Balance.

** 7) Run Revaluation Control.

** 8) Spool and print user defined Special Reports and Report Writer reports.

* 9) Run Year End.

** 10) Run Transaction Archiving program.

28. Year End

This program can only be run in the last period of your Financial Year. It is run instead of the Period End program. The procedures carried out by this program are:

- Checks that P & L and Balance Sheet balance to zero.
- Reset the Master files for the new year.
- Clears down the Audit Trails.
- Optionally creates currency records for the new year.
- Optionally creates the new year's budgets using the previous year's budgets or movements multiplied by a factor or apportioned using an apportionment table.
- Optionally zeros the previous year's movements.

Optionally carry forward opening balance figures for Balance Sheet type accounts.

CREATE NEXT YEAR'S CURRENCY RECORDS	Enter 'Y' to copy the currency code and type details to the new year. (Note: currency rates are not copied over and have to be set up before any transactions can be entered). Otherwise enter 'n' for no currency details to be copied over.
ZERO BALANCE CARRIED FORWARD	Enter 'n' to put the closing balance for the old year into the 'opening balance' field for the new year (default). This only applies to balance sheet accounts as all profit and loss accounts must start the year with a zero balance. Enter 'y' to set all accounts to zero. The new year's opening balances will be entered manually through the opening balance journals.
ZERO PREVIOUS YEAR MOVEMENT	Enter 'y' to set the last year movement fields in the posting code file to zero. Enter 'n' to be able to report on last years movements.
NO. OF PERIODS IN NEXT YEAR	Enter the number of financial periods in next year's calendar.
CR	To accept. The program will then display the budget screen.

SETTING THE NEW YEAR'S BUDGETS

There are various ways the existing budget figures can be adjusted for the new year as follows:-

- They can be uplifted by a specified percentage on the old year's actuals or budgets.
- They can be uplifted by a proportion of the old year's actuals/budgets using the information held in the apportionment tables.
- Actual and budget movements for each period can be copied from the old to the new year's budgets for each posting code specified within the budget range.

SOURCE TYPE	Enter 'A' for budgets to be calculated from actual figures or 'B' to calculate new budgets from an existing budget.
FROM BUDGET CODE	If source type is 'A' this field must be left blank. If 'B' has been entered in the previous column, enter the budget to copy from.
TO BUDGET CODE	Enter the new budget code to be updated.
UPLIFT FACTOR/ APPORTIONMENT	Enter one of the following: 1) An existing apportionment table, to increase the source by the values in each period of the apportionment table. 2) A numeric value to increase the source by a factor, i.e. 1.5 to increase by 50%. 3) A numeric value prefixed by a % to increase the source by a given percentage, i.e. %5.00

On accepting the year end routine, new budgets will be set up for each General Ledger posting code specified within the budget ranges you have entered. If the 'To Budget Code(s)' already exist the new values will be overwrite the existing values.

All budgets created will be in base currency and reporting currency. No conversions are required as the currency code of the 'From' and 'To' budgets are the same.

If they are created from source budgets, the reporting amounts will be copied across and uplifted or apportioned in the same way as base currency values.

If created from actual amounts, the reporting amounts will be copied across from the General Ledger master file and will be uplifted or apportioned in the same way as the base currency values.

Once the program has been completed, a message will be displayed to state whether it was successful. The key NLPERIOD will be set to 01 and the key NLYEAR will be increased by one.

The system key NLADJOPEN will be set to YES to allow adjustment type journals.

Note:

The Year End program does not clear down the transaction file. The previous year's transactions can only be cleared down by running the Archiving routines.

If any of the required operations have not been run, the program will display each missing operation.

29. Transaction Archiving

This program allows transactions to be selected by age and archived to another file.

The details of the transactions to be archived will be deleted from the transaction file but retained in summary form. Summarised transactions can then be archived again and will be deleted from the current transaction file.

Note: The archiving of summary transactions must only take place after the Year End procedure. This is because the summarised transactions are deleted once they are archived and imbalances would occur on the accounts.

Once the selections have been entered, press CR to confirm the entries or ESC to abandon.

FROM POSTING CODE	Enter the first posting code from which the archiving procedure is to start, or F2 to browse existing posting codes.
TO POSTING CODE	Enter the last posting code to which the archiving procedure is to end, or F2 to browse existing posting codes.
ARCHIVE DIRECTORY	Enter the directory path name where the archive file is held.
ARCHIVE FILE NAME	Enter a name to identify the archive file to which transactions will be copied. When the transactions are archived, the archive file name will be suffixed with an A. **Note: If you use the same filename as a previous archive file, the newly archived transactions will be appended to those previously archived, causing duplication of amounts from the summarised transactions. Therefore it is advised to use a new filename for each archive that takes place. However should you wish to keep the same name, take a backup of the existing file then delete it so that you can re-use the name.**

ARCHIVE PERIODS	Enter the number of periods to retain, previous to and including the current period which will be used to calculate the cut off period.
SUMMARY RETAINED	Enter 'Y' if you want to retain the transactions in summary. Enter 'N' if you do not want to retain the transaction in summary form.
RUN IN BACKGROUND	Enter 'y' to run this option in background, otherwise enter 'n'.

30. Archived Transaction Enquiry

This option allows you to enquire on those transactions which have been archived using the 'Transaction Archiving' option.

YEAR	Enter the year number for this enquiry.
PERIOD RANGE	Enter the period number with which to start the enquiry. Leave blank to include all periods in the enquiry. Enter the period number with which to end. Leave blank to include all periods in the enquiry.
POSTING CODE	Enter a valid Posting Code to enquire upon or press F2 to browse and select the required code. If left blank, the first Posting Code on file will display.
TRANSACTION REFERENCE	If the transaction reference for a particular item is known, it can be entered here. Otherwise leave blank.
TRANSACTION GROUP	If the group number of the item is known it may be entered here. Otherwise leave blank. **Note: The group reference can be entered without the transaction reference, but not vice versa.**
ARCHIVE DIRECTORY	The default directory pathname as held in the system key NLARCHDIR is displayed and may be overtyped with another valid directory pathname if required.
ARCHIVE FILE	The default file name as held in the system key NLARCHFILE is displayed and may be overtyped with another filename if required.

31. Adjustment Period End

Once the system key NLADJOPEN is set to YES (this is automatically set by the Year End program) adjustment by journals may be entered. The procedure for entering an adjustment type journal is described after this section.

When all journals to the adjustment period have been entered the Adjustment period must be closed. Closing the adjustment period will then update the opening balance figures for Balance Sheet type accounts and will also allow the Year End program to be run when in the last period of your financial year.

The following procedures reflect what must be done prior to closing the adjustment period.

1) Post all outstanding journals for the adjustment period.

Note: Like the Year End the Adjustment Period close down routine checks to ensure the totals of Balance Sheet type accounts and P & L type accounts are equal to zero in the adjustment period. If adjustment journals have been made to a combination of P & L and Balance Sheet type accounts a final journal must be performed to set each set of account balances to zero.

2) Spool and print the Journal Audit Trail.

3) Spool and print a Detailed Trial Balance for the adjustment period. Set the prompt for year to be ‘L’ and the period range to be ‘A’ - ‘A’

4) Spool and print any Special Reports required.

5) Run Close Adjustment Period

32. Adjustment Period Journals

HEADER INFORMATION

JOURNAL	Press F6 to generate the next journal number as held on the system key NLLASTJRN.
	OR Alternatively, if the system key NLSEQJRN is set to NO (not to force automatic journal numbering) enter your own journal number of up to 10 alpha numeric characters and then press CR to accept.
DATE	Enter the date of the journal.
DESCRIPTION	Enter up to twenty characters to be used as a default description for each line of the journal.
ACTION	Leave this field blank.
PERIOD	Leave this field blank.
YEAR	Enter 'A' to indicate the journal is to effect the prior year adjustment period.
GROUP	Enter 'Y' if Group (G) type accounts only are to be entered onto this journal. Otherwise enter 'N'.
ANALYSIS	Three free format 10 character fields are available for extra description against this journal.
CR	To accept the data entered.

Enter the detail posting codes and amounts as required following the normal journal entry procedures.

33. Close Adjustment Period

This program performs the following:

It checks that:

- The General Ledger Account File for last year and the adjustment period balance to zero.

- Accounts have the correct Debit/Credit balance.
- The Trial Balance has been run.
- No outstanding journals for the Adjustment Period exist.
- The journal Audit Trail has been produced.
- Then it adds the adjustment period movements to the opening balance figure for Balance Sheet type accounts and Posting Codes.

Provided all the reports have been produced, just press return to close the Adjustment Period.

34. History File Cleardown

This program is used to cleardown the transactions held in the history file. These history transactions are optionally created during the revaluation process.

YEAR RANGE	Enter a range of year numbers for transactions that are to be cleared down or leave blank for all years to be cleared down.
PERIOD RANGE	Enter a range of period numbers to be cleared down, or leave blank for all periods.
POSTING CODE RANGE	Enter a range of posting codes to be cleared down or leave blank to select all posting codes.

35. Commitment Maintenance

The system key POCOMMST must be set to either NLCODE or FINAL to say whether commitments are posted from Purchase Requisitions at the stage where the posting code is assigned, or only on final authorisation.

Purchase Requisitions must be in use in order to use the Commitments within the General Ledger.

POSTING CODE	Enter or F2 to browse the posting code against which the Commitment has automatically been made
COMMITMENT YEAR	Leave blank for this year's commitments. Enter 'n' for next year's. Enter 'p' for the previous year's.
BUDGET CODE	Enter a budget code against which an annual value has been set in the Budget Code Master File. Alternatively, leave this field blank.
COMMITMENT DATE RANGE	Allows you to select only a certain range of dates. Alternatively leave blank for all commitments in the relevant year.
OUTSTANDING COMMITMENTS ONLY	Enter 'y' or 'n'. If 'n' you will see requisitions which have been invoiced already.

Any commitments against that posting code will display the movement and current balance for that account are shown in the header with the commitment value shown separately. Each commitment is shown as a line, displaying requisition number, line number, reference, P/O number, Invoice number (if applicable), type of commitment (C or A), description of the item and line value.

F4	On the required line will allow amendment at this stage. The description and value of the commitment may be overwritten.
CR	To confirm.

The minimum information required is:

A requisition number
A requisition line
Type of commitment (actual or commitment)
Value
CR to accept.

36. Commitment Enquiries

POSTING CODE	Enter or F2 to browse the posting code against which you wish to view commitments.
COMMITMENT YEAR	Leave blank if you want to view this year's commitments Enter 'n' if you want to view next year's commitments Enter 'p' if you want to view the previous year's commitments
BUDGET CODE	Enter a budget code which contains an annual budget value for this account, which will display as a memo in the header of the enquiry. Alternatively, leave this field blank to see the commitments alone.
COMMITMENT DATE RANGE	These fields allow you to limit the number of commitments you will view to within a certain range of dates. These can be left blank to view all for the relevant account and year.
OUTSTANDING COMMITMENTS ONLY	Enter 'y' if you do not wish to see commitments for which the purchase invoice has been received and posted. Enter 'n' if you want to see all. If you enter 'n' you will see any commitments which have been invoiced, displayed firstly as a commitment (type C) and also as an actual (type A).

Once commitments have been created via Purchase Requisitions, or added in the commitment maintenance program, they may be viewed also in the Full Account Enquiry program via F12 Commitments

F12 for commitments (only for full posting code). This enquiry displays only uninvoiced commitments.

NB: The value of the commitments does not affect the balance of the account.

37. Commitment Report

YEAR	Leave blank to report on this year's commitments. Enter 'n' to report on next year's commitments. Enter 'p' to report on the previous year's commitments.
OUTSTANDING COMMITMENTS ONLY?	Enter 'n' to include commitments for which invoices have been posted. Enter 'y' to exclude commitments for which invoices have been posted.
SUMMARY	Enter 'y' for a summary report. Enter 'n' for all details
G/L BUDGET CODE	Enter a budget code, previously set up in the Budgets Master file, so that the report will show commitments against budget. Leave blank if no budget comparison is necessary.
G/L POSTING CODE	Enter a single code to report on
G/L POSTING CODE RANGE	OR Enter a range of posting codes to report on or leave blank for all.

38. Commitment Cleardown

This program can be run at any time to clear down any commitments which have now been invoiced and posted, leaving only outstanding commitments. CR to run.