

▶ **Creating new posting
codes**

Sage 1000 Help Sheet



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.

Cost Centres - SAGE 1000 V3 DEMO 1

Cost Centre code

Cost Centre code:

Cost Centre details

Description:
 Short description:
 Analysis code 1:

Comments:
 Alpha code:
 Analysis code 2:

Currency code:
 Analysis code 3:

Auto prompt

Allow automatic creation of Posting codes:
 Is this Cost Centre suspended:

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 NLFORCURRE 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.

2. Reproducing a cost centre

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.

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.

4. Account Codes

This program is used to create, amend and delete Account codes. Where Cost Centres are being used the elements created here will be combined with Cost Centres to make the Posting Codes to be used.

Account Codes - SAGE 1000 V3 DEMO 1

Account code
 Account code: Description:

Account code details		Financial details	
Short description:	<input type="text" value="NOVA PUMPS"/>	Year: Current	
Alpha code:	<input type="text" value="SALES"/>		
Analysis:	<input type="text"/>		
Direct posting:	<input type="text" value="Yes"/>		
Summary posting:	<input type="checkbox"/>		
Suspend:	<input type="checkbox"/>		
Debit/Credit:	<input type="text" value="Debit or Credit allowed"/>		
Revalue:	<input checked="" type="checkbox"/>		
Create flag:	<input checked="" type="checkbox"/>		
Security category:	<input type="text" value="002"/>		
Archive periods:	<input type="text"/>		
Type:	<input type="text" value="Profit and loss account"/>		
Comment:	<input type="text"/>		
		Movement	Balance
		0	0.00
		01	0.00
		02	-1697.74
		03	0.00
		04	0.00
		05	0.00
		06	0.00
		07	0.00
		08	0.00
		09	0.00

ACCOUNT CODE	Enter each element of the account code starting with the first level (or header).
DESCRIPTION	Enter a meaningful description for this level of the Account Code.
SHORT DESC	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	<p>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.</p>
TYPE (P/B/C)	<p>Enter the type of account this is, choosing from the following:</p> <p>P Profit and Loss If this is a header account all accounts created below this must be type P</p> <p>B Balance Sheet If this is a header account all accounts created below this must be type B.</p> <p>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.</p>
CURRENCY CODE	<p>This is a memo field and is not used by this program.</p>
COMMENT	<p>Enter a free format comment if required. This field may be left blank.</p>

- ▶ CR To accept the account code entered.

5. Reproducing 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.

6. 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.

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
	030-001	US Sales
	040-001	IG 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
	A1-01-1-030-001	Division 1 US Sales
	A1-01-1-040-001	Division 1 IG Sales
	A2-01-1-010-001	Division 2 UK Sales
	A2-01-1-020-001	Division 2 EC Sales
	A2-01-1-030-001	Division 2 US Sales
	A2-01-1-040-001	Division 2 IG Sales

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. Copying a cost centre code

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.
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▶ **CR** To accept the details entered and copy the details.

Account codes can be copied in the same way.

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 Codes - SAGE 1000 V3 DEMO 1

Exit Browse Delete
Accept Print Switch currencies

Posting codes
Posting code: 1-01-10-01-001 SALES - NORTH NOVA PUMPS

Details
Alpha code: SALES Type: P Comments: Security: 002 Suspend:

Last year
Opening balance (base):
Opening balance (foreign):
Total movements: 10910.01
Currency: Base currency

Movements

Period	Cumulative Balance	Movements (base)	Movements (foreign)
1	40338.46	40338.46	
2	39984.61	-353.85	

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.
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'.