Global 3000
General Ledger
Version 6.0

Period & Year End

Discrepancies between the Software and these notes.

Although all reasonable care has been taken with the preparation of this manual, there may be some discrepancies between it and the actual software. This may be caused by a bug in the software, or an error in this manual. You should also check the appropriate Service Pack Notes for any updates since these notes were released. This manual assumes that service pack ZG60_000242_000.gsp has been applied.

Any discrepancies found should be reported to your Global 3000 software supplier, so that Global can adjudicate.

Manual reference: ZG60_PE_10.docx

Contents

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Audit Report

Introduction   The current audit records, for all companies, details of all batches as they are posted. When you print the current audit report, it lists transaction-by-transaction details of all batches posted since the audit report's number was last incremented. It also lists unposted batches and deleted batches as one line entries.

Please Note   The transaction details for foreign currency batches are printed in the base currency of the batch. You can, however, print the details in the foreign currency by using the [Print] button in the Journals window of Transaction Entry and selecting the 'Foreign Currency' option.

You can print the current audit report as often as you need to. When you print it, you have the option of incrementing its number. This effectively closes off the current audit report and starts a new one. You can also reprint previous audit reports.

Audit reports are numbered consecutively, and when printed with full details and filed, they provide a full and continuous audit trail.

There is a General Ledger parameter 'Audit report must be printed before period can be closed?'.

- If this is set (default) the current period cannot be closed until all transactions have been printed on the audit report.

- If this is not set, close period automatically marks all transactions (that have not been printed on an audit report) as having been included on the latest audit report and increments the audit report number. This means that historical audit reports can be produced regardless of the parameters setting.

Audit Report for all Companies

Figure 1: Audit Report for all Companies window

This window is displayed when you select Audit Report from the Period and Year End menu.

Purpose   The Audit Report window displays details of the batches in the current session, and the number of the current daybook. This window enables you to enter selection options and to initiate the printing of the current audit report, or the reprinting of a previous audit report.

Information (Display Only):

Number of batches   The number of batches in the current session which are open, which have been posted, and which have been printed on the audit report. The numbers of batches which have been posted and printed are cleared by the close session procedure and do not necessarily reflect the numbers in the current daybook.

Current audit report number   The number of the current audit report. When you print the current audit report, you have the option of incrementing its number.

Report Format

Audit report number to print	Enter the number of the audit report you wish to print or reprint. The default is as follows:

- If the current audit report is not empty, the current audit report number.

- If the current audit report is empty, the previous audit report number.

Includes narratives	General Ledger journals have three lines of narrative. The printing of the second and/or third lines can be suppressed to reduce the number of pages printed. However they should not be suppressed if they form an essential part of the audit trail. Blank narrative lines are not printed.

Select one of the following from a drop down menu:

- **No** – Do not print any of the narrative lines.

- **Yes – All lines** – Print all three narrative lines.

- **Only the 1st line –** Only print the first narrative line.

- **1st and 2nd lines –** Print the first and second narrative lines but not the third narrative line.

- **1st and 3rd lines** – Print the first and third narrative lines but not the second narrative line.

The default is the value keyed the last time the report was printed.

Start each batch on new page?	✓ to begin printing each posted batch on a new page.

Leave blank to allow multiple posted batches to be printed on a single page. The default is the value keyed the last time the daybook was printed.

Please Note	Open and deleted batches appear as single line entries and do not trigger a new page.

Next >	⇒ Standard Print Options window. If you are printing the current audit report and it is not empty, when you complete your replies in this window one of the two Audit Report Number Update messages is displayed. See page 8.

Audit Report Number Update

Audit Report Number Update   ✕

ℹ️ The next audit report number will be increased to 19. If you do not want to update this number, please press 'No'.
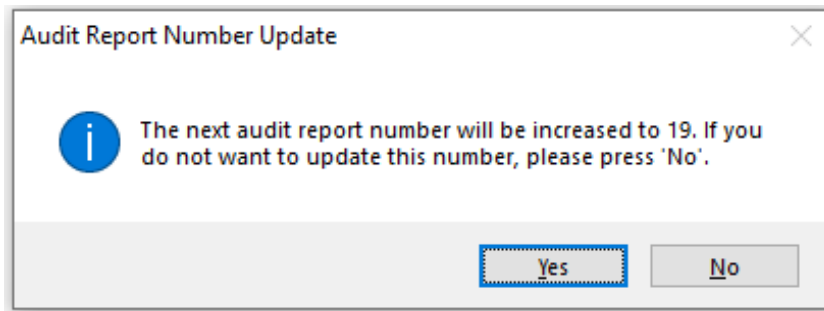
             [Yes]   [No]

Figure 2: Audit Report Number Update message

This message is displayed after the Standard Print Options window, when printing the current audit report for all companies and it is not empty. It allows you to decide if you want to complete the current audit report and move onto the next one.

Buttons

Yes   Increment the audit report number. This effectively closes off the current audit report and starts a new one.

No   Leave the audit report number unchanged and to keep adding to it.

The report is printed and you are returned to the Period and Year End menu.

Audit Report Number Update   ✕

⚠️ Open batch(es) still exist in the current period. The next audit report number will be increased to 19. If you do not want to update this number, please press 'No'.

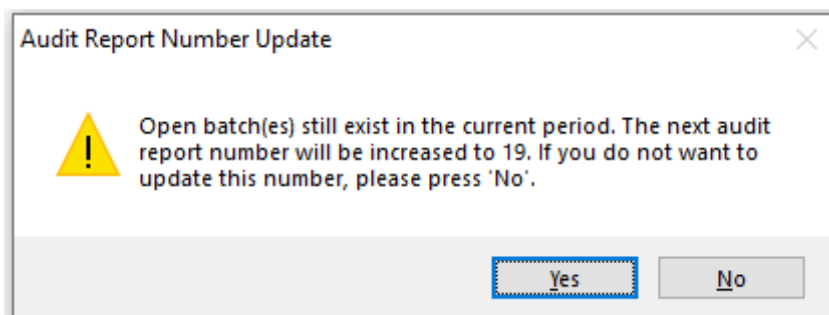   [Yes]   [No]

Figure 3: Audit Report Number Update message (alternative)

This alternative message is displayed after the Standard Print Options window, when printing the current audit report for all companies, if there are open batches and the report is not empty. It allows you to decide if you want to complete the current audit report and move onto the next one.

Buttons

Yes   Increment the audit report number. This effectively closes off the current audit report and starts a new one.

No   Leave the audit report number unchanged and to keep adding to it.

The report is printed and you are returned to the Period and Year End menu.

End of Period

Introduction   The End of Period program shows the status of all the periods in the currently selected financial year. It enables you to select individual periods for opening, closing and locking. These options are described in detail below. You can only have one period open in any financial year. If the General Ledger contains multiple financial years, each year can have an open period.

Accounting Period Selection

Figure 4: Accounting Period Selection window

This window is displayed when you select 'End of Period' from the Period and Year End menu.

Please Note	If you have not already selected a financial year, this window is preceded by the Financial Year Selection window.
Purpose	This window shows the status of each of the periods in the currently selected financial year, and it enables you to carry out appropriate processing.

Periods (Scrolled Section – Display Only)

Period	The number of the financial period.
Start Date	The date of the first day in the financial period.
End Date	The date of the last day in the financial period.
Unposted	The number of open (unposted) batches in the financial period.
Posted	The number of posted batches in the financial period.
Closures	The number of times the period has been closed, and hence the Period End Report has been run. Each time you close the period, this number is incremented. This number enables you to establish the number of the final Period End Report.

Status	The status of the financial period. It can be one of the following: ▪ **OPEN** – Only one period in a financial year can be open at any one time. The open period is known as the 'current' period, and transactions can be entered into it, and its batches can be posted. ▪ **CLOSED** or **<Blank>** – The period is not open, locked or deleted. You can now post batches into a closed period.
Please Note	**CLOSED** or **<Blank>** are now effectively the same and only exist as alternatives for historical reasons.
	▪ **LOCKED** – The period has been locked. You can never re-open a locked period, and no further transaction activity for the period is possible. ▪ **DELETED** *(Only at sites that have upgraded from V5.0 or earlier)* – All the transactions in the period have been deleted. You can never re-open a deleted period, and no further transaction activity is possible. However the periodic balances remain available, so financial statements can be produced if necessary.
Please Note	The ability to delete financial periods was only available in v5.0 and earlier, as it was a space saving option, which modern systems with dramatically increased storage has made redundant.

Application Buttons

|	
<u>**O**</u>**pen Period**	*(Not available if another period in the selected financial year is open.)* – Open the selected period. This causes the selected period to become the current period. The opening process resets the month-to-date and year-to-date balances. When you select this option, a window appears showing the progress of the processing. Finally a message is displayed confirming the period is open.
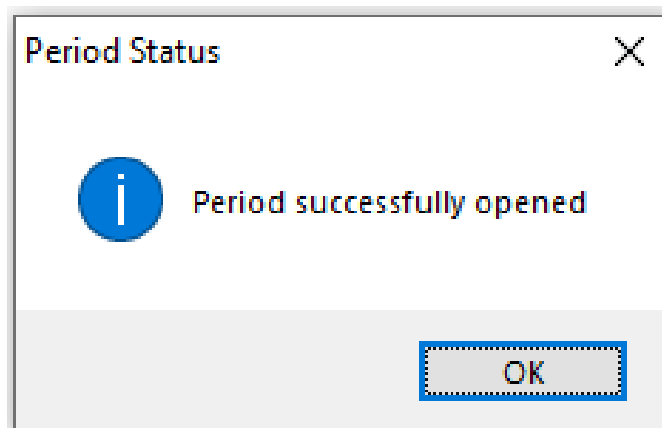
Figure 5: Period successfully opened message

You are then returned to the Accounting Period Selection window.

Please Note	You can enter transactions into any periods.

End of Period

|	
Close Period	*(Open periods only.)* – Close the selected period. The closed period remains the current period until another period is opened. The month-to-date and year-to-date balances are unaffected by the close period process. (It is the open period process that resets the month-to-date and year-to-date figures.)
Please Note	You cannot close a period until all its batches have been posted.
	⇒ Close Period window. See page 12.
Reprint Period	*(Not available for deleted periods.)* – Reprint the last Period End Report for the selected period. If the period is closed it is not necessary to reopen it. ⇒ Reprint Period window. See page 13.
Please Note	The Reprint Period option enables you to reprint the Period End Report, with or without transaction details, at any time.
Lock Period	*(Closed periods only.)* – Lock the period. This prevents the period from ever being opened again, and hence prevents transactions being inadvertently entered into it. Care must be taken when performing this function; you should ensure that the period is completed first. ⇒ Lock Period message. See page 14.
Warning	After you lock a period, you can never re-open it, or enter transactions into it.
Exit	⇒ Accounting Period Selection window. See page 10.

Close Period
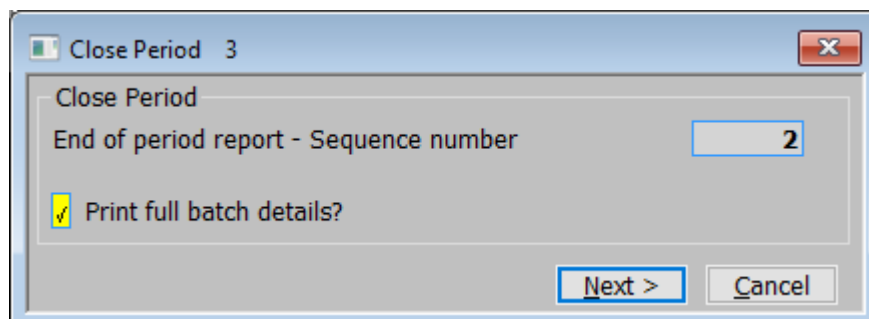
Figure 6: Close Period window

This window is displayed when you select [**C**lose Period] from the Accounting Period Selection window.

Purpose This window enables you to enter selection options for the Period End Report and to initiate the closing of the period.

The Period End Report lists the batches entered in the period. It can be run in detailed or summary mode. In summary mode, it lists the batches as one-line entries. In detailed mode, it shows details of all the transactions in the batches. The detailed report can be used as an alternative audit trail to the daybook, having the advantage that it requires only one report to be kept for each period.

Close Period

|	
End of period report - Sequence number	*(Display only.)* – This shows the number of times the period has been closed, and hence the Period End Period report has been run. This sequence number is used by the Reprint Period option to identify the latest version of the End of Period report.
Print full batch details?	✓ to print a detailed listing of all batches posted to the period. For base currency batches, debit and credit amounts are printed in separate columns, with the units printed in a third column. For foreign currency batches, base currency debit and credit amounts are printed in the first column, with the foreign currency equivalents in the second column followed by the currency code.
	Leave blank to print a summary of the batches posted to the period without the transaction details. For single foreign currency batches, the batch total is shown in both base and foreign currency. For all other batch-types, the batch total is shown in the base currency only.
	The default is the value entered the last time the program was run.
On completion	The report is printed and the period is closed.

Reprint Period
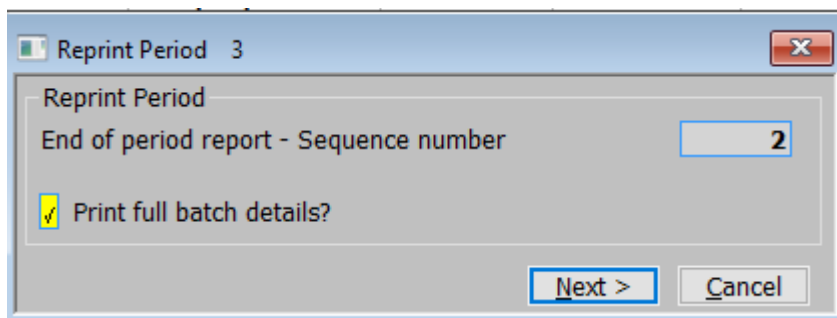
Figure 7: Reprint Period window

This window is displayed when you select [Reprint Period] from the Accounting Period Selection window.

Purpose	This window enables you to initiate the reprinting of the Period End Report for the selected period.
	The Period End Report lists the batches entered in the period. It can be run in detailed or summary mode. In summary mode, it lists the batches as one-line entries. In detailed mode, it shows details of all the transactions in the batches. The detailed report can be used as an alternative audit trail to the daybook, having the advantage that it requires only one report to be kept for each period.

Reprint Period

End of period report - Sequence number	*(Display only.)* This shows the number of times the period has been closed, and hence the Period End Period report has been run. This sequence number is used by the Reprint Period option to identify the latest version of the End of Period report.

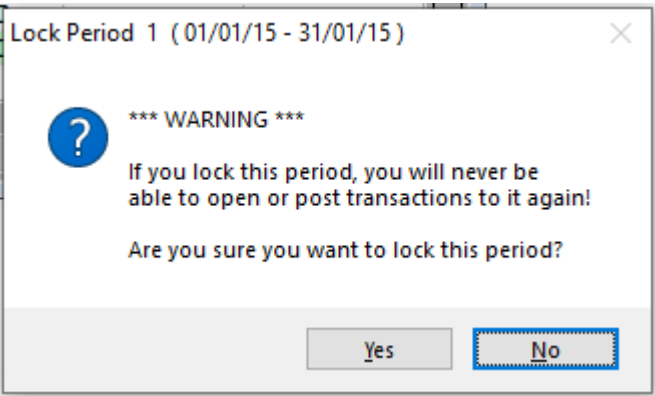|	
Print full batch details?	✓ to print a detailed listing of all batches posted to the period. For base currency batches, debit and credit amounts are printed in separate columns, with the units printed in a third column. For foreign currency batches, base currency debit and credit amounts are printed in the first column, with the foreign currency equivalents in the second column followed by the currency code.
	Leave blank to print a summary of the batches posted to the period without the transaction details. For single foreign currency batches, the batch total is shown in both base and foreign currency. For all other batch-types, the batch total is shown in the base currency only.
	The default is the value entered the last time the program was run.
On completion	The report is printed.

Lock Period

Lock Period 1 (01/01/15 - 31/01/15)

*** WARNING ***

If you lock this period, you will never be
able to open or post transactions to it again!

Are you sure you want to lock this period?

Yes   No

Figure 8: Lock Period message

	This window is displayed when you select [Lock Period] from the Accounting Period Selection window.
Purpose	This message warns you that if you lock the selected period, you will never again be able to open it or to enter transactions into it. It also enables you to initiate the locking process.
Warning	Do not lock the period until you are certain that the period is complete. The process is not reversible.

Buttons

Yes	Lock the period. This prevents the period from ever being opened again, and hence prevents transactions being inadvertently entered into it.
No	*(Default).* Do not lock the period and allow further processing if required.

Open New Financial Year

Introduction   You must first define the financial calendar for all Global 3000 modules via the System Maintenance – Administration – Calendar Maintenance. See Appendix A, page 56.

The Open New Financial Year option:

- Copies the financial calendar defined in Administration Parameters into General Ledger. This makes the financial year available in General Ledger.

- Enables you to define a General Ledger specific title for the financial year, and the first transaction number.

- Enable the chart of accounts for the New Year. This can be done automatically (Copy the previous year's chart) or by manual selection.

When you are setting up a new ledger, you need to open the first financial year before you enter the chart of accounts and the company structure.

Financial Year Creation

Figure 9: Financial Year Creation window

This window is displayed when you select 'Open New Financial Year' from the Period and Year End menu.

Purpose This window enables you to enter the details of the financial year you are opening.

This window is divided into two sections with an application button:

- New Year's Details.

- Period Ending Dates.

New Year's Details

Year Enter the id of the new financial year. A [Search] is available.

Title Enter a title for the financial year in up to eight characters. The default is the id of the financial year as defined in Administration Parameters.

Please Note The title is used to identify the financial year in various places in General Ledger; for example it is printed in reports, and the title of the selected financial year is displayed at the top of the window during Transaction Entry.

Start date *(Display only.)* – The first day of the financial year as defined in Administration Parameters.

End date *(Display only.)* – The last day of the financial year as defined in Administration Parameters.

Transaction number	General Ledger maintains a transaction number sequence for each financial year in the ledger. The number you enter here determines the transaction number of the first transaction you enter into this year, and hence the beginning of this year's transaction number sequence.
Please Note	This is really the last transaction number. You should enter one less than the number you want the first transaction to have; for example, if you want the transaction number sequence to start at 100, enter 99. The default is zero, giving the first transaction used as 1.
Warning	You cannot change the transaction number after you have entered it.

Period Ending Dates (Display only).

P1... P13	The end dates of the periods in the financial year as defined in Administration Parameters – Calendar Details. See Appendix A, page 56.

Application Button

[Next >]	(Or on completion of the window) $\Rightarrow$ Enable Account Posting window. See page 17.

Enable Account Posting
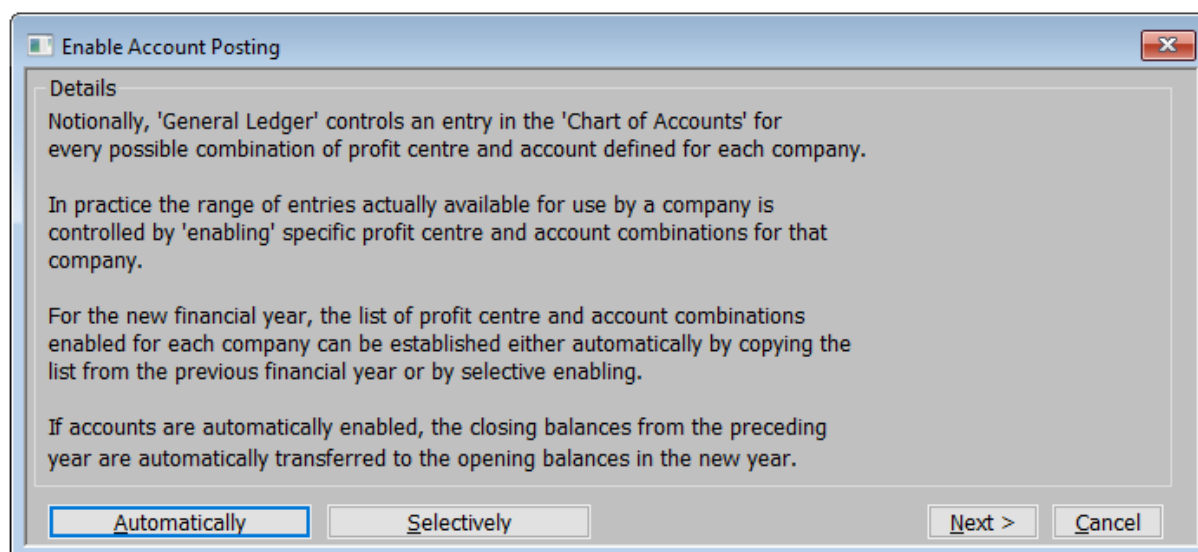
Figure 10: Enable Account Processing window

This window is displayed when you click [Next >] *(or complete your replies)* in the Financial Year Creation window. See page 16.

Purpose	For the new financial year, the list of profit centres and account combinations enabled for each company need to be established.
	This window gives you the options of either automatically by copying the list from the previous financial year or by selective enabling.

Application Buttons

Automatically   Copy the list of profit centres and account combinations from the previous financial year. ⇒ (Automatically) Enable Account/Profit centre combinations. A confirmation message is displayed.
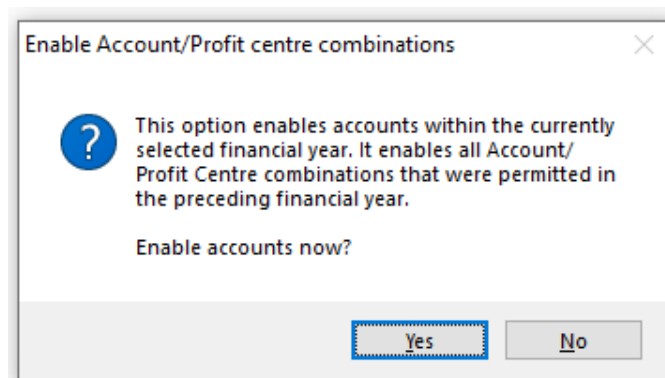

Figure 11: Enable Account/Profit centre combinations message

On clicking [Yes] the system then enables all the profit centre and account combinations from the previous financial year. Otherwise you are returned to the Enable Account Processing window.

Please Note   You can make any necessary adjustments through either:

- Profit Centre Maintenance.

- Chart of account Maintenance.

Selectively   Manually create the list of profit centres and account combinations. ⇒ (Manually) Enable Account/Profit centre combinations. A confirmation message is displayed.
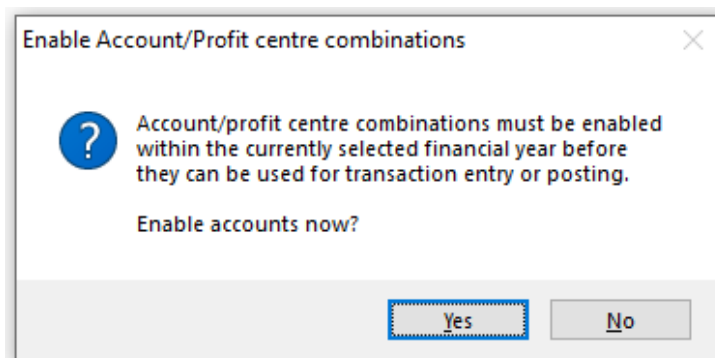
Figure 12: Enable Account/Profit centre combinations message

On clicking [Yes] ⇒ Profit Centre Details window. See page 19.

Otherwise you are returned to the Enable Account Processing window. See page 17.

Please Note   If you do not want to enable account/profit centre combinations at this point, select 'Selectively' and then don't enable any. However this will prevent any processing in the new year that generates General Ledger postings or checks the validity of General Ledger accounts. This is not recommended.

Profit Centre Details
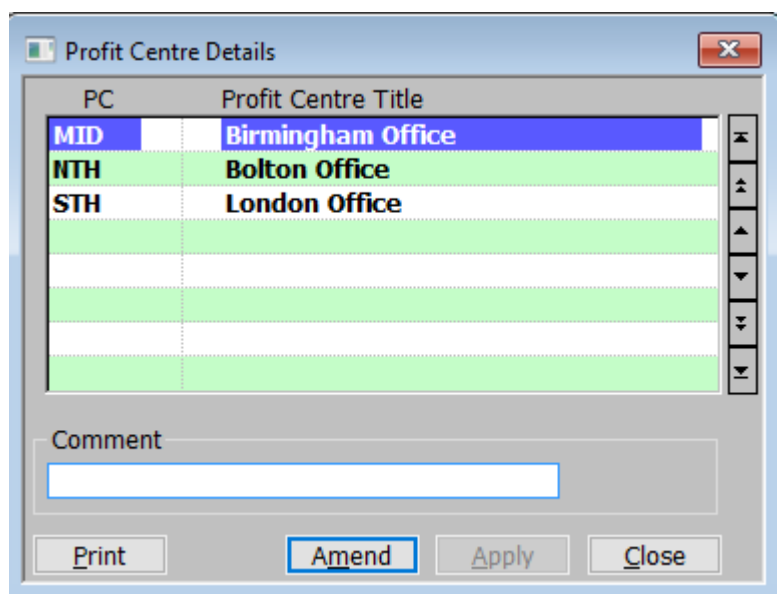
Figure 13: Profit Centre Details window

This window is displayed when you select:

- 'Profit Centre Maintenance' from the System Maintenance menu.

- 'Selectively' from the Enable Account Posting window during 'Financial Year Creation'.

- 'Selectively Enable A/C Post' from the Close or Amend Financial Year window.

Purpose   The Profit Centre Details window lists the profit centres belonging to the currently selected company and enables you to create, amend and delete profit centres for the selected company.

This window is divided into two sections with an application button:

- Profit Centres (Scrolled section).

- Comment.

Profit Centres (Scrolled section)

PC   *(Display Only if not in Add Mode).* – Enter a code for the profit centre in up to four characters.

Profit Centre Title   Enter a title for the profit centre in up to 30 characters.

Comment

Comment   Enter an optional comment in up to 30 characters.

Application Buttons

Print   ⇒ Print Options window and then print the company/profit centre listing report.

Amend	Amend 'Profit Centre Title' and Comment, then ⇒ Enable/Disable accounts for current Profit Centre window. See Page 20.

Enable/Disable accounts for current Profit Centre
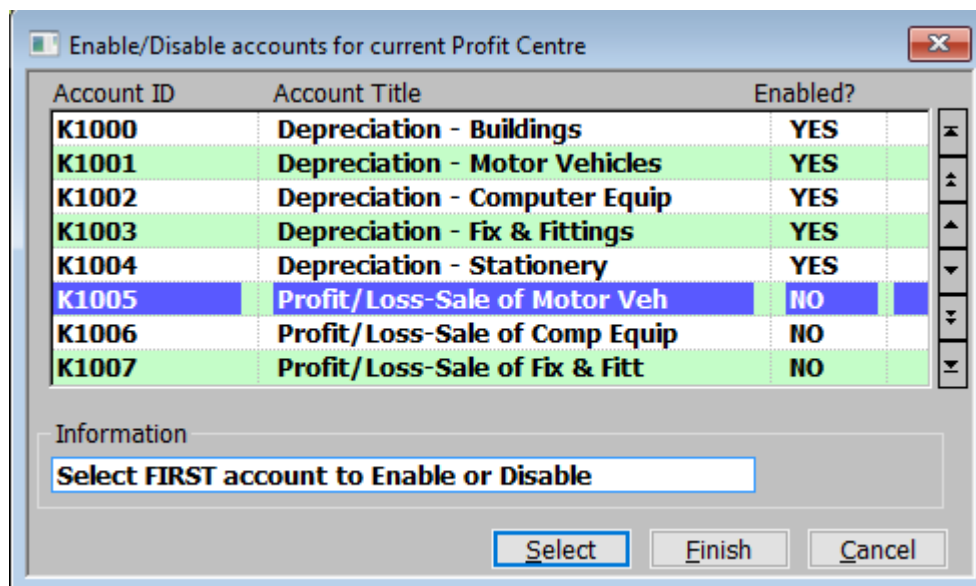
Figure 14: Enable/Disable accounts for current Profit Centre window

This window is displayed when you complete your replies in the Profit Centre Details window. See page 19.

Purpose	This window lists accounts in account number sequence, showing whether they are enabled for the selected company and profit centre. This window enables you to enable or disable accounts for the selected company and profit centre.
	The profit centre structure is common to all financial years within General Ledger. However enabling an account only applies to the currently selected financial year. It is therefore important to ensure you have selected the correct year before you enable and disable accounts. The selected financial year is displayed on the top of the screen.

Accounts (Scrolled section - Display only)

Account ID	The unique account ID code.
Account Title	The title of that account.
Enabled?	'YES' if the account is enabled for the current profit centre in the currently selected year. Otherwise 'NO'.
	Normally blank but when selecting a range of accounts to enable/disable this can show a small 's' for the start and 'e' for the end of range.

Information

This information bar gives messages advising on enabling/disabling accounts. The messages are:

- Select FIRST account to Enable or Disable.

- Select LAST account in the range

Application Button

Select
To select a range of accounts to enable or disable, move the cursor to the first entry in the required range and press [Select].

A small 's' appears in the extreme right hand column signifying the start of the range. Then move the cursor to the last entry in the required range and press [Select].

A small 'e' appears in the extreme right hand column signifying the end of the range.

- If the first account in the range was disabled, the range is enabled.

- If the first account in the range was enabled, the range is disabled.

You are returned to this window, which now reflects the new enabled/ disabled status of the accounts in the selected range. The cursor appears on the last account in the range, ready for you to select another range if necessary.

Please Note
To select a single account, move the cursor to the required entry and press [Select] twice; i.e. select a range of one entry.

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Close or Amend Current Year

Introduction   This program shows the status of all the financial years in the ledger. It enables you to select individual years to enter a password, to enable the accounts of a new year, for closing, re-opening, and deleting. These options are described in detail below.

Close or Amend Financial Year

Figure 15: Close or Amend Financial Year window

This window is displayed when you select 'Close or Amend Current Year' from the Period and Year End menu.

Purpose   This window shows the details of all the financial years that have been opened in General Ledger, and it enables you to select financial years for processing.

Years (Scrolled section – Display Only):

Year   The id of the financial year as defined in Administration Parameters.

Title   The title of the financial year as defined when the year was opened, or amended via the Amend Title or Password option.

Status   The status of the financial year. This can be:

- **Open**. – The financial year is open. Unless they are locked or deleted, you can open the periods in an open financial year.

- **Closed**. – The financial year has been closed. You cannot open the periods in a closed financial year.

Please Note   Financial years that have been deleted are not listed in this window.

Start Date   The first day of the financial year as defined in Administration Parameters.

End Date   The last day of the financial year as defined in Administration Parameters.

Information

Various messages can be displayed here.

Financial Year

A<u>m</u>end Title or Password

Amend the title, and optionally enter a password to restrict access to the selected financial year. $\Rightarrow$ Amend Title or Password window. See page 27.

Auto <u>E</u>nable Account Post

This option allows you to quickly enable accounts for the selected financial year. $\Rightarrow$ Enable Account/Profit centre combinations message.
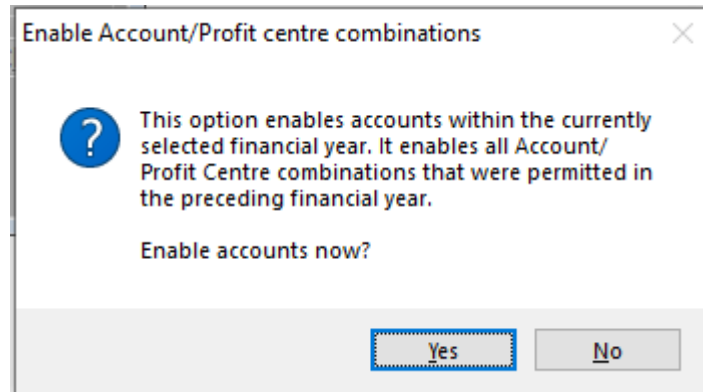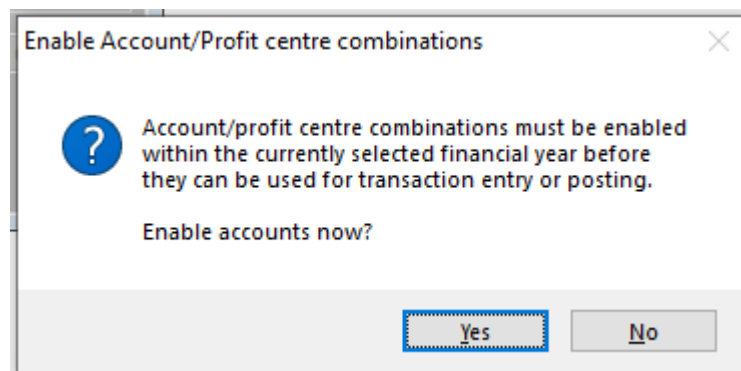

Figure 16: Enable Account/Profit centre combinations message

Click [<u>Y</u>es] and the software will enable all the account/profit centres from the previous year in the selected year. You are then returned to the Close or Amend Financial Year window.

<u>S</u>electively Enable A/C Post

This option allows you to manually enable accounts for the selected financial year. $\Rightarrow$ Enable Account/Profit centre combinations message.

Figure 17: Enable Account/Profit centre combinations message

This is followed by the Profit Centre Details window. See page 19.

Close or Amend Current Year

|	
Transfer Opening Balances	*(Only available if the preceding financial year exists)* Selecting this option causes the closing balances of balance sheet accounts to be transferred from the preceding financial year as opening balances in the selected financial year.
	The closing balance transfer takes place after profit and loss account balances have been 'netted off' and transferred to the 'retained earnings' account specified in the System Parameters. This netting off process is notional, and account balances in the preceding year are unaffected. The preceding years closing balances may therefore be transferred several times, each time transferring revised balances to the selected year.
Please Note	Before opening balances are transferred the system checks that there are not any open batches in the preceding year, if there are any the transfer cannot take place.
	It then checks that all balance sheet accounts with a closing balance are enabled in the selected year, if they are not, the accounts that are not enabled are listed and you are given the following two options:
	▪ Proceed with the transfer automatically enabling any accounts that are not enabled in the selected year.
	▪ Cancel the transfer.
Close Financial Year	*(Only if all periods in the selected financial year are closed, and the next financial year has been opened.)* – Closing the year causes the closing balances of balance sheet accounts to be transferred into the next financial year. It is therefore necessary to open the new year before the preceding year may be closed.
	The closing balance transfer takes place after profit and loss account balances have been 'netted off' and transferred to the 'retained earnings' account specified in the System Parameters. This netting off process is notional, and account balances in the old year are unaffected. A financial year may therefore be closed several times, each time transferring revised closing balances to the new year.
	When you select this option you are asked for confirmation. When the processing finishes, you are returned to the Close or Amend Financial Year window. See page 24.
Re-open Financial Year	This option lets you re-open the selected past financial year. You are then returned to the Close or Amend Financial Year window. See page 24.
Delete Financial Year	*(Only for the earliest financial year after it has been closed.)* – Delete all General Ledger information pertaining to the oldest financial year on record for the General Ledger. This removes all transactions, balances, comparatives and all other information specific to the selected year. You cannot any reports or view any enquiries for a deleted year. ⇒ Financial Year Deletion Option window. See page 28.

Amend Title or Password
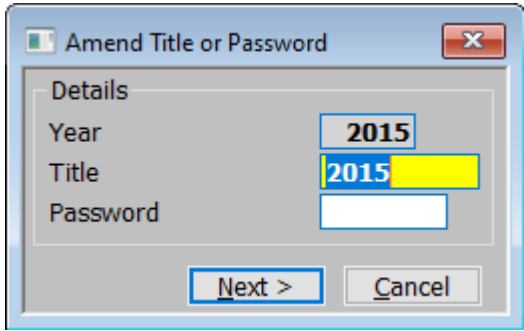
Figure 18: Amend Title or Password window

This window is displayed when you select [Amend Title or Password] from the Close or Amend Financial Year window. See page 24.

Purpose

This window enables you to amend the title and to enter a password for the selected financial year.

Details

Year

(Display only.) – The id of the selected financial year as defined in Administration Parameters.

Title

Enter a title for the financial year in General Ledger in up to eight characters.

Please Note

The title is used to identify the financial year in various places in General Ledger; for example it is printed in reports, and the title of the selected financial year is displayed at the top of the window during Transaction Entry.

Password

If you want to restrict access to the selected financial year, you can enter a password in up to six characters. Leave this prompt blank for no password protection.

If a password has been entered for a financial year, whenever that year is selected in General Ledger, the operator is required to enter the password. Only when the correct password is entered, can the operator gain access to the financial year.

Financial Year Deletion Option
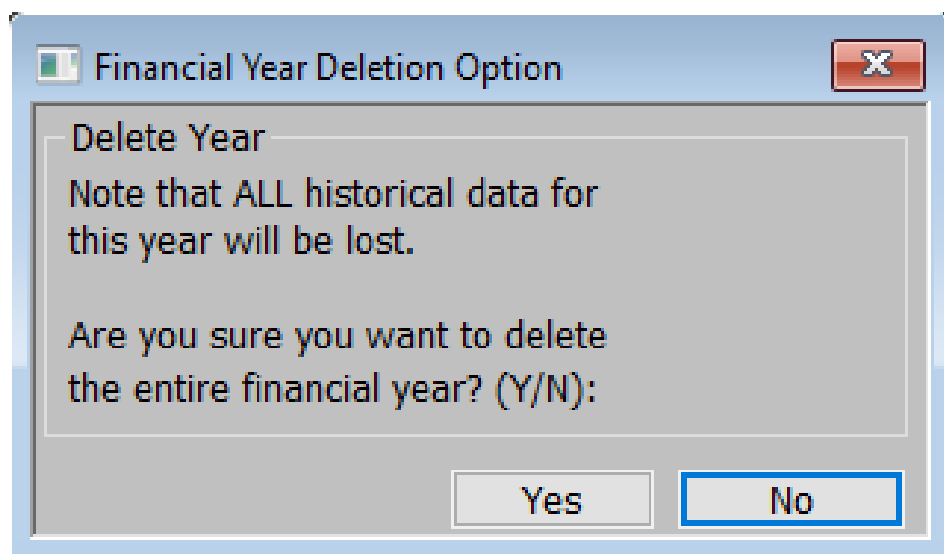
Figure 19: Financial Year Deletion Option window

This window is displayed when you select [Delete Financial Year] from the Close or Amend Financial Year window. See page 24.

Purpose   This window enables you to delete a closed financial year. Deleting a financial year reduces the volume of data held and may be necessary for operational reasons, such as reducing storage requirements.

Please Note   The requirement to use this function has diminished as computer processing and data storage has dramatically increased. We would not normally recommend its use.

Deleting a financial year is irreversible. It removes all the information for that year. This means you can no longer print reports or view enquiries for the deleted year, and no historical comparisons can be made with it. We therefore suggest you take a backup before you delete a financial year.

Application Buttons

Yes   Confirm you want to delete the selected financial year.

No   Abort the financial year deletion process.

Export Budgets and Actuals

Introduction   This option enables you to export data from General Ledger for use in other systems such as standard spreadsheet packages.

You can export actual or budget figures, or both actuals and budgets, for one or a range of financial periods. You can optionally restrict the figures to be exported by company, profit centre and account group codes.

You can also create a 'Template' which can then be used to build a set of budgets/forecasts to be imported.

Export Budgets and Actuals

Figure 20: Export Budgets and Actuals window

This window is displayed when you select 'Export Budgets and Actuals' from the 'Period and Year End' menu.

Purpose   This window allows you to specify the details you wish to export in a CSV format file. You can export actual or budget figures or both actuals and budgets for a range of periods. The information exported can be restricted by company, profit centre, account or account group.

Please Note   The layout of the exported CSV format file are fixed and consist of detail lines preceded by a single line of column headings. The detail lines contain the company, profit centre, account or account group followed by the actual/budget figures. You are prompted to name the CSV format file once the export completes.

This window is divided into 3 sections:

▪   Content.

▪   Ranges.

▪   Options.

Content

Company	*(Multi-company ledgers only.)* Select the company whose data you wish to export. A [Search] is available.
Figures to export	This allows you to specify which type of figures are exported. Select from a drop down menu:

- **Actuals** – Select this if you only wish to export actual figures.

- **Budgets** – Select this if you only wish to export budget figures.

- **Actuals and Budgets** – Select this to export both actuals and budgets.

- **Template** – Select this to create a template file that can be updated and used to import budgets and forecasts.

Please Note	When both actuals and budgets are exported the actuals are exported first followed by the budget figures. The figures exported are for the currently selected financial year.
Accounts or groups	This drop down menu allows you to specify whether figures are exported for individual accounts or for account groups:

- **Account Groups** – Select this if you wish to export figures for account groups.

- **Individual Accounts** – Select this to export figures for individual accounts. If budgets are exported alone, only those budgets belonging to groups for which budgets are maintained at account level are exported. If both actuals and budgets are exported, budgets are zero for accounts in groups whose budgets are **not** maintained at account level.

Ranges

Actuals From period	*(Only if actuals are being exported)* – Select the first or only period (within the currently selected financial year), for which actual figures are to be export. A [Search] is available.
Actuals To period	*(Only if actuals are being exported)* – Select the first or only period (within the currently selected financial year), for which actual figures are to be export. A [Search] is available.
Budgets From period	*(Only if budgets are being exported)* – Select the first or only period (within the currently selected financial year), for which budget figures are to be export. A [Search] is available.
Budgets To period	*(Only if budgets are being exported)* – Select the last or only period (within the currently selected financial year), for which budget figures are to be export. A [Search] is available.
Profit centres From	Select the first or only profit centres whose data you wish to export. A [Search] is available.
Profit centres To	Select the last or only profit centres whose data you wish to export. A [Search] is available.
Account Groups From	*(Only if account groups are being exported)* – Select the first or only account group whose data you wish to export. A [Search] is available.
Account Groups To	*(Only if account groups are being exported)* – Select the last or only account group whose data you wish to export. A [Search] is available.

Export Budgets and Actuals

Accounts From	*(Only if individual account are being exported)* – Select the first or only account whose data you wish to export. A [Search] is available.
Accounts To	*(Only if individual account are being exported)* – Select the last or only account whose data you wish to export. A [Search] is available.

Options

Include account values?	*(Only available if exporting figures for account groups. Not available for templates)* – ✓ this to export both group and account figures for the selected groups. If you include account values and only budget figures are being exported, account values are only exported for those groups where budgets are being maintained at account level.
Change sign during export?	*(Not available for templates)* – ✓ this if you wish to reverse the sign of all the figures as they are exported.

Buttons

OK	An 'OK to Continue?' message box is displayed. Click [Yes] for the software to process the extract, followed by a standard MS Window asking you for details of where to save the extracted data file.

Import Budgets or Forecasts

Introduction   This option enables you to import into General Ledger, budgets and forecasts set up in other systems, such as standard spreadsheet packages running Windows.

You can import data for up to a year at a time.

Limitations   The following limitations apply when importing budgets/forecasts.

The following items are mandatory and must be present for each imported line of budgets/forecasts.

- Company id.

- Profit centre.

At least one of the following two items must be present for each line in the import file.

- Account group.

- Account code.

At least one budget/forecast period value must be present, the budget/forecast period values must be sequential in the file. There is no limit on the number of budget/forecast values in the file however the number of periods that can be imported is limited to the number of periods in a single financial year. Each line in the import file/spreadsheet must contain the same number of period values.

Import Options
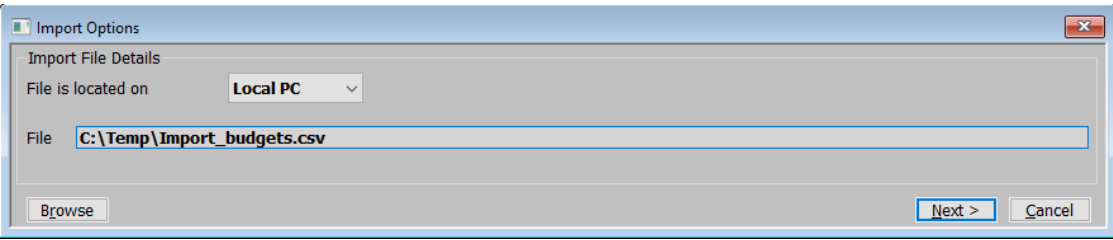
Figure 21: Import Options window

	This window is displayed when you select 'Import Budgets and Actuals' from the 'Period and Year End' menu.
Purpose	This window enables you to specify the import file details.
Please Note	The settings in this window default to those used last time this option was selected.

Import File Details

File is located on	Select from a dropdown menu one of the following 2 options:
	▪ **Local PC** – The folder specified in the path is on the PC currently running GX.
	▪ **Server** – The import file is located on the main server.
Example	Assuming that the path is C:\My Documents, if the import file is located in the 'My Documents' folder on the operator's PC the above option should be set to 'Local PC'. Alternatively if the import file is located in the 'My Documents' folder on the server the above option should be set to 'Server'.
File	Enter the file name (including path and extension) in the host system. A file extension of '.csv' is automatically appended to the filename if one has not been supplied.
Please note	If the import file is located on the desktop (i.e. the operator's PC) then the <Browse> button can be used to locate and specify the path.

Application Buttons

Br**owse**	*(Only if the import file is located on the Local PC.)* – Standard windows search to locate and specify the file and its path.
Next >	Accept. ⇒ Import Budgets and Forecasts window. See page 35.

Import Budgets and Forecasts

Figure 22: Import Budgets and Forecasts window

This window is displayed when you have specified the name and location of the CSV format file you wish to import in the Import Options window. See page 34.

Purpose   This window allows you to specify the structure of the CSV format file to be imported and enables you to identify the financial periods to be imported.

Please Note   The file may contain up to 26 budget/forecast values, however the number of periods that can actually be imported is limited to the number of periods in a single financial year. You can specify a range of periods from within the file to be imported if required.

File Content

Figures to Import   This allows you to specify which type of figures are being imported. Select from a drop down menu.

- **Budgets** – Select this if you are importing budgets.

- **Forecasts** – Select this if you are importing forecasts.

Structure

Import file structure   Select the name of the import file structure that matches the file/spreadsheet to be imported. A look-up is available. The import file structure specifies the layout and content of the file/spreadsheet being imported, if one does not you must use the 'Create Structure' button to add one.

Please Note   Each line in the CSV import file represents a set of budgets or forecasts for a particular company, profit centre and account/account group combination.

Import Budgets or Forecasts

Import Periods

Number of periods in file	*(Display only)* – The number of periods of data in the CSV import file (taken from the selected file structure).
File periods to be imported	
From	Specify the first in the range of periods from the CSV file that you wish to import.
To	Specify the last in the range of periods from the CSV file that you wish to import.
Import into GL periods	
From	Specify the first period into which the imported data is to be placed. A [Search] is available.
To	*(Display Only)* – The last period into which the imported data is to be placed. This is automatically calculated.
Example	If there are six periods of budget data in the import file and you wish to import the last three of them into the budgets for the last periods in the financial year (assuming a twelve period financial year) you would set the 'Periods to be imported' to '4' to '6' and the 'Import into period' to 9.
Change sign during import	✓ this if you wish to reverse the sign of all the figures as they are imported.

Application Buttons

Search	Search of the existing file structures. ⇒ File Structure Selection window. See page 37.
Create Structure	This allows you to create a new import file structure. ⇒ File Structure Selection window. See page 37.
Amend Structure	This allows you to amend an existing import file structure. ⇒ File Structure Selection window. See page 37. Then ⇒ File Structure window. See page 38.
Delete Structure	This allows you to delete an existing import file structure. ⇒ File Structure Selection window. See page 37. When you select your structure, a delete structure confirmation message is displayed.
< Back	This returns to the Import Options window.
Import	This imports the selected file using the selected file structure.
Please Note	The import takes place in two phases. The first phase validates the incoming csv file, if any problems are detected a window is displayed listing the invalid items (where possible) and the import is abandoned. It should be noted that lines are skipped for group values where the group itself is configured to hold budgets/forecasts at individual account level. The second phase applies the budgets/forecasts in the csv file overwriting any existing budgets/forecasts within General Ledger. If this phase fails, the import is terminated and the user must correct the budgets/forecasts manually.

File Structure Selection
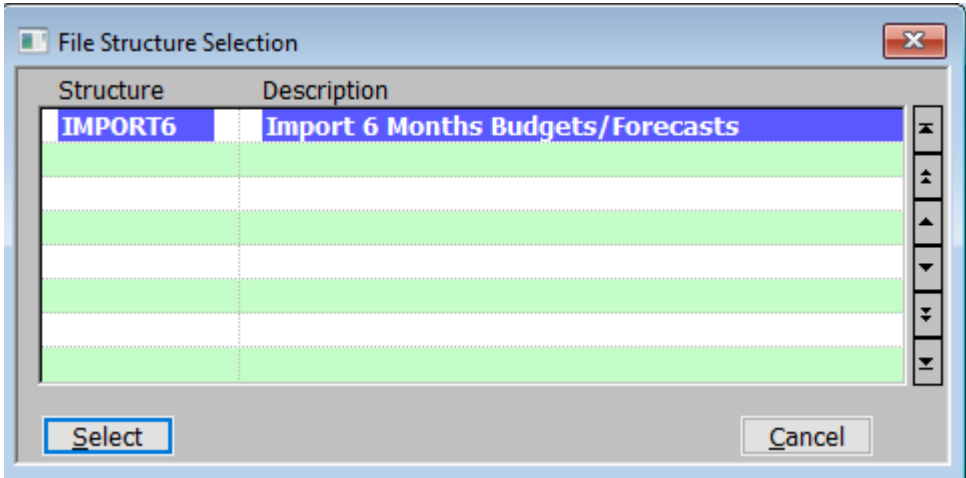
Figure 23: File Structure Selection window

This window is displayed if [Search] is done at a file structure prompt.

Purpose   This search window enables you to specify the file structure to be processed.

Scrolled Section (Display Only)

Structure   The file structures name.

Description   The description for the file structure.

File Structure

Figure 24: File Structure window

Purpose   This window enables you to specify the structure of the file to be imported.

File Structure

Structure name	*(Display Only if amending an existing structure)* – The name for the structure.
Description	A description for the structure.

Import file/spreadsheet contains column header rows?	✓ this if the first line of the import file/spreadsheet contains column headings.
Number of header rows	*(Only if the file contains header rows)* – Enter the number of header rows within the import file.
Please Note	The number of header rows corresponds to the number of initial rows within the file which will be skipped when it is imported.
Field position/column number for company id	*(Only if more than one company is defined)* – Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the company id is located.
Example	Assuming the import file is a spreadsheet, if the company id is the third column in the spreadsheet the above field should be set to 3.
Field position/column number for profit centre	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the profit centre is located.
Field position/column number for account group	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account group is located. This is not mandatory if the file only contains details for account level budgets/forecasts.

Import Budgets or Forecasts

Field position/column number for account code	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the account is located. This is not mandatory if the file only contains details for account group level budgets/forecasts.
Please Note	Budgets/forecasts can be imported for accounts, groups or a combination of both. If the line in the import file/spreadsheet contains an account code then the period values are deemed to be at individual account level (regardless of whether or not an account group is present), if not they are deemed to be at account group level. Whether the incoming budgets/forecasts are for an account or a group must be compatible with the level at which budgets and forecasts are maintained for the relevant account group.
Field position/column number for the first budget/forecast period value	Set this to the numerical field position (within a line) or column number (if importing from a spreadsheet) in which the first budget/forecast period value is located.
Please Note	The budget/forecast period values must be sequential in the file.
Number of budget/forecast period values in the file/spreadsheet	Set this to the number of periods of budget/forecast values on each line in the import file/spreadsheet.
Please Note	Each line in the import file/spreadsheet must contain the same number of period values.

Application Button

Column <u>R</u>eference	This button is available at all field position/column number prompts. It allows you to enter a spreadsheet column reference (e.g. 'A', 'B' etc.) which will then be automatically converted to a numeric column number.

Extract Data to Skeleton

Introduction   This option lets you extract the basic chart of accounts and financial statement structures from General Ledger for use in setting up other General Ledgers or to keep the recording and reporting procedures of Group General Ledgers synchronised.

From the chart of accounts, you can extract a range of account groups and their account definitions for a selected company or all companies.

To use the Data Extract to Skeleton function, you need to:

- Use Interface Definition Maintenance in System Maintenance to establish details of the skeleton. For further information, see Appendix B, page 59.

- Use Extract Data to Skeleton to identify the data to be extracted; identify the interface through which to extract and then extract the data.

Extract Data to Skeleton
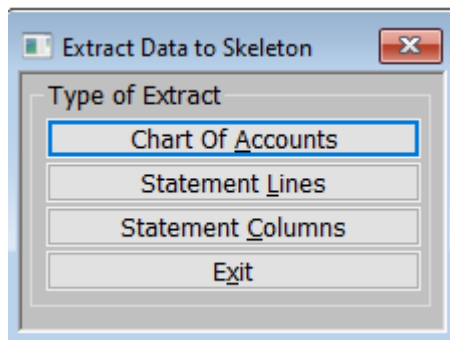
Figure 25: Extract Data to Skeleton menu

This menu is displayed when you select Extract Data to Skeleton from the Period and Year End menu.

Purpose This menu allows you to select the type of extract to be made.

Type of Extract

Chart of Accounts This option extracts the chart of accounts. ⇒ Chart of Accounts Selection window. See page 42.

Statement Lines This option extracts the line details of financial statements. ⇒ Line Format Selection window. See page 43.

Statement Columns This option extracts the column details of financial statements. ⇒ Column Layout Selection window. See page 44.

Exit ⇒ Period and Year End menu.

Chart of Accounts Selection
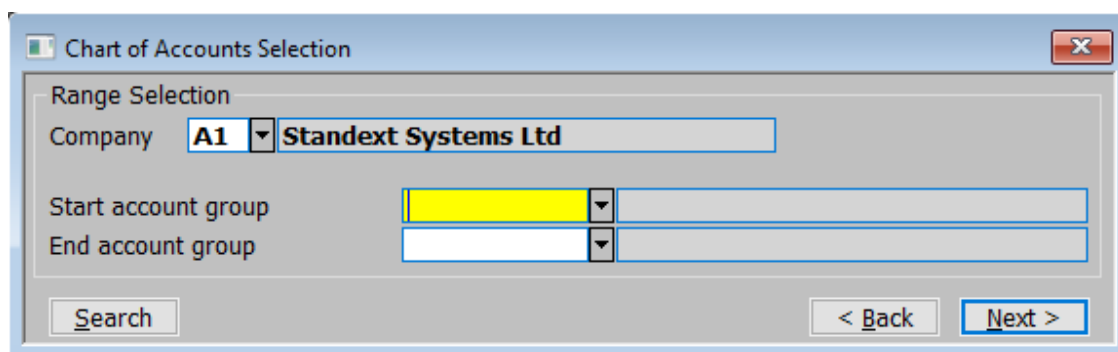
Figure 26: Chart of Accounts Selection window

This window is displayed when you select Chart of Accounts from the Extract Data to Skeleton menu.

Purpose This window lets you enter selection criteria for the chart of accounts data you want to extract.

Range Selection

Company   *(Only if more than one company is defined.)* – Limit the extract to accounts within account groups enabled for the profit centres of a particular company in the currently selected financial year, enter the company id. Leave blank to extract account groups regardless of companies, profit centres or years. A [Search] is available.

Start account group   Enter the codes of the first group whose data you want to extract. A [Search] is available.

End account group   Enter the codes of the last group whose data you want to extract. A [Search] is available.

Next >   An OK to Continue message is displayed ⇒ Interface File Selection window. See page 48.

Line Format Selection
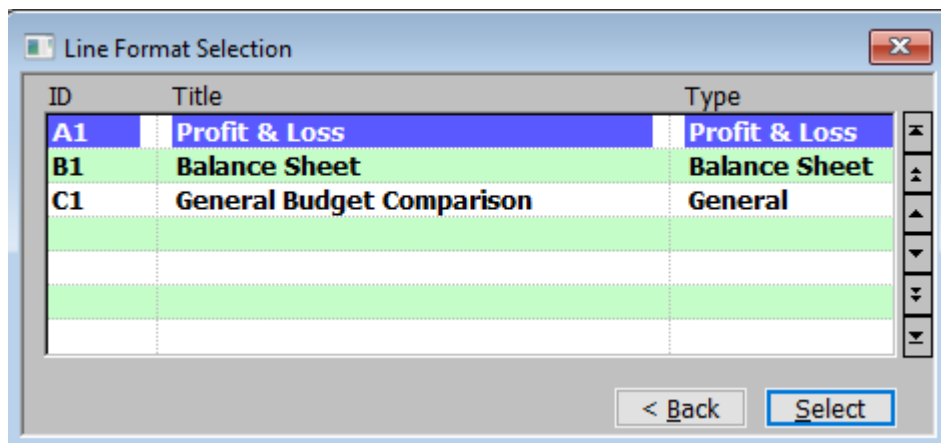
Figure 27: Line Format Selection window

This window is displayed when you select Statement Lines from the Items to Extract menu.

Purpose   This window lists the financial statement line formats defined in this General Ledger and lets you select one from which to extract information to the data skeleton. The equivalent window for column layouts appears when you select Statement Columns from the Items to Extract menu.

Scrolled Section (Display Only)

ID   The line format layout ID.

Title   The line format layout title.

Type   The line format type. This can be:

- **Balance Sheet**

- **Profit and Loss**

- **General**

Extract Data to Skeleton

Button

Select	Select the highlighted line format for extract. ⇒ Interface File Selection window. See page 45.

Column Layout Selection
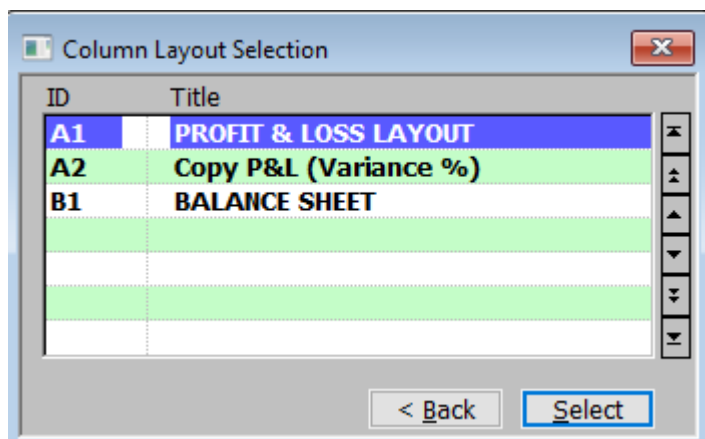
Figure 28: Column Layout Selection window

This window is displayed when you select Statement Columns from the Items to Extract menu.

Purpose	This window lists the financial statement column formats defined in this General Ledger and lets you select one from which to extract information to the data skeleton.

Column Layouts (Scrolled Section – Display Only)

ID	The column layout ID.
Title	The column layout title.

Button

Select	Select the highlighted column format for extract. ⇒ Interface File Selection window. See page 45.

Interface File Selection
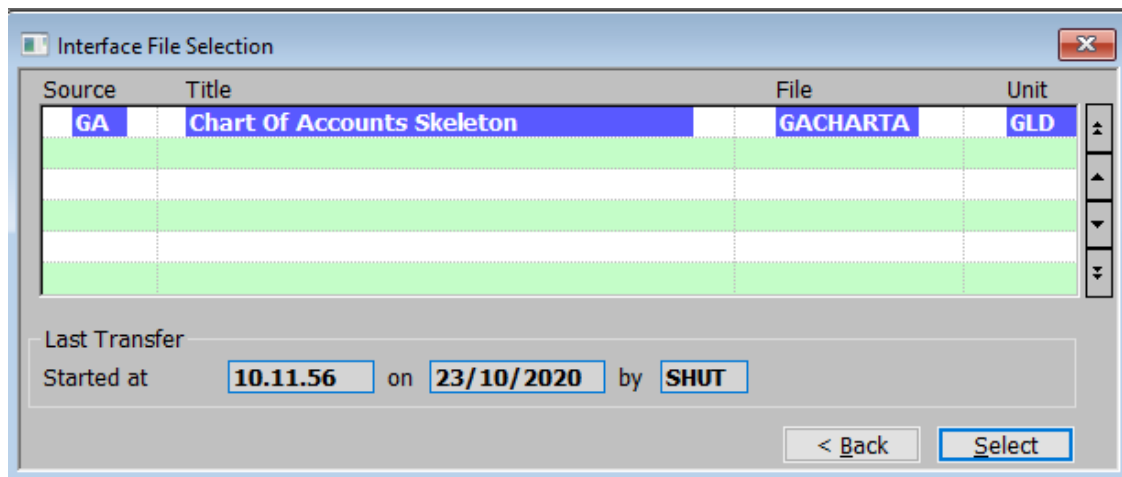
Figure 29: Interface File Selection window

This window is displayed when you complete your replies in one of the following:

▪ Chart of Accounts Selection window. See page 42.

▪ Line Format Selection window. See page 43.

▪ Column Layout Selection window. See page 44.

Purpose This window lists data skeleton interfaces of the type (SKA, SKL or SKC) corresponding to the type of data extract you have selected and lets you select the one through which the data extract is to take place.

Sources (Scrolled section)

Source *(Display only)* – The id of the interface as defined in the interface definition.

Title *(Display only)* – The title of the interface as defined in the interface definition.

File This is the file into which the data is extracted. A filename of up to eight characters defaulting to the value currently in the selected interface definition. Filenames are upper case. If you change the filename, the new name is recorded on the interface definition and appears as the default when you next use the interface.

Unit The GSM unit on which the file is to be created. Defaulted to the value currently in the selected interface definition. If you change the unit, the new unit is recorded on the interface definition and appears as the default when you next use the interface.

Please Note If a valid extract file with the same name already exists on the unit you select, you are asked to confirm that the original is to be replaced instead of being asked to confirm that the extract is to take place.

Extract Data to Skeleton

Last Transfer (Display Only)

Started at	The time of the last extract or merge via this interface.
on	The date it was run.
by	The id of the operator who ran it.

Button

<u>S</u>elect	Select the highlighted interface for the extract.

You are asked to confirm or change the name and unit of the Data Skeleton file to be created.

Please Note	This window is presented even if there is only one interface of the type you have selected to give you the opportunity to change either the skeleton file name or unit should you wish to do so.

The data is extracted to the Data Skeleton file. A progress window is displayed during the extract. A message is displayed when the extract is completed. Finally you are returned to the Period and Year End menu.

Merge Data from Skeleton

Introduction

This option lets you bring into General Ledger chart of account entries, financial statement line formats and financial statement column layouts extracted from other General Ledgers.

To use the Merge Data from Skeleton function you need to:

Use Interface Definition Maintenance in System Maintenance to establish the name and unit address of the data skeleton file. For further information, see Appendix B, page 59.

Use Merge Data from Skeleton to select the file, identify where the merge should be applied to the ledger and perform the merge.

For column layouts, Merge Data from Skeleton copies the entire layout from the skeleton into the General Ledger.

For chart of accounts and statement line skeletons, it reads the skeleton file in parallel with the existing definition (if any) on the General Ledger.

Items in the skeleton that are not on the ledger are added to the ledger. Items in the skeleton and already on the ledger have their ledger details updated from the skeleton. Items on the ledger but not in the skeleton remain unchanged.

Merge Data from Skeleton
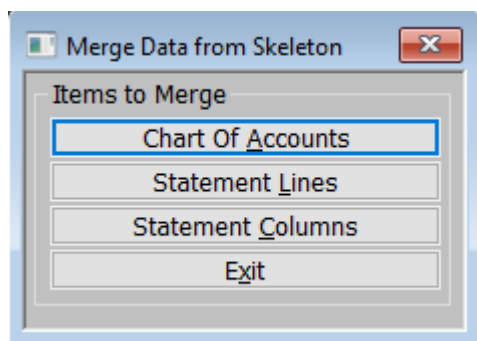
Figure 30: Merge Data from Skeleton menu

This menu is displayed when you select 'Merge Data from Skeleton' from the Period and Year End menu.

Items to Merge

Chart of Accounts This option merges the chart of accounts. ⇒ Interface File Selection window. See page 48.

Statement Lines This option merges the line details of financial statements. ⇒ Interface File Selection window. See page 48.

Statement Columns This option merges the column details of financial statements. ⇒ Interface File Selection window. See page 48.

Exit ⇒ Period and Year End menu.

Interface File Selection
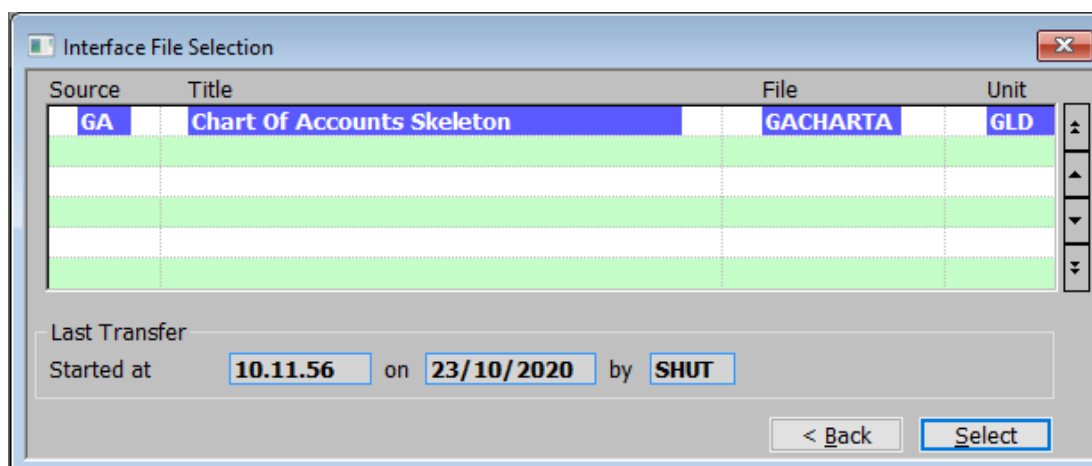
Figure 31: Interface File Selection window

This window is displayed when you select an option from the Merge Data from Skeleton menu.

Purpose This window lists data skeleton interfaces of the type corresponding to the type of data merge you have selected from the Merge Data from Skeleton menu as follows:

- SKA if you selected 'Chart of Accounts'.

- SKL if you selected 'Statement Lines'.

- SKC if you selected 'Statement Columns'

Select the interface through which the data merge is to take place. These interfaces are defined using Interface Definition Maintenance.

Please Note This window is presented even if there is only one interface of the type you have selected to give you the opportunity to change either the skeleton file name or unit should you wish to do so.

Sources (Scrolled section)

Source *(Display only)* The id of the interface as defined in the interface definition.

Title *(Display only)* The title of the interface as defined in the interface definition.

File A filename up to eight characters defaulting to the value currently in the selected interface definition. Filenames are upper case. If you change the filename, the new name is recorded on the interface definition and appears as the default when you next use the interface.

Unit The GSM unit on which the file to merge is to be found. This is defaulted to the value currently in the selected interface definition. If you change the unit, the new unit is recorded on the interface definition and appears as the default when you next use the interface. If a file of the correct type with the name given in the previous response cannot be found on the unit you specify, an error message is displayed and you are prompted again for a unit.

Please Note When merging a chart of accounts skeleton, the account code length set for the ledger is checked to be greater than or equal to the account code length of the ledger from which the skeleton was drawn. In addition, the ledger must use the same justification for its account codes as the ledger from which the skeleton was drawn.

Last Transfer (Display only)

Started at The date and time of the last extract or merge via this interface, and the id of the operator who ran it.

Select
- If you are merging chart of accounts information. ⇒ Merge Chart of Accounts window. See page 50.

- If you are merging extracted financial statement line information. ⇒ Merge Line Formats window. See page 51.

- Otherwise. ⇒ Merge Column Layouts window. See page 52.
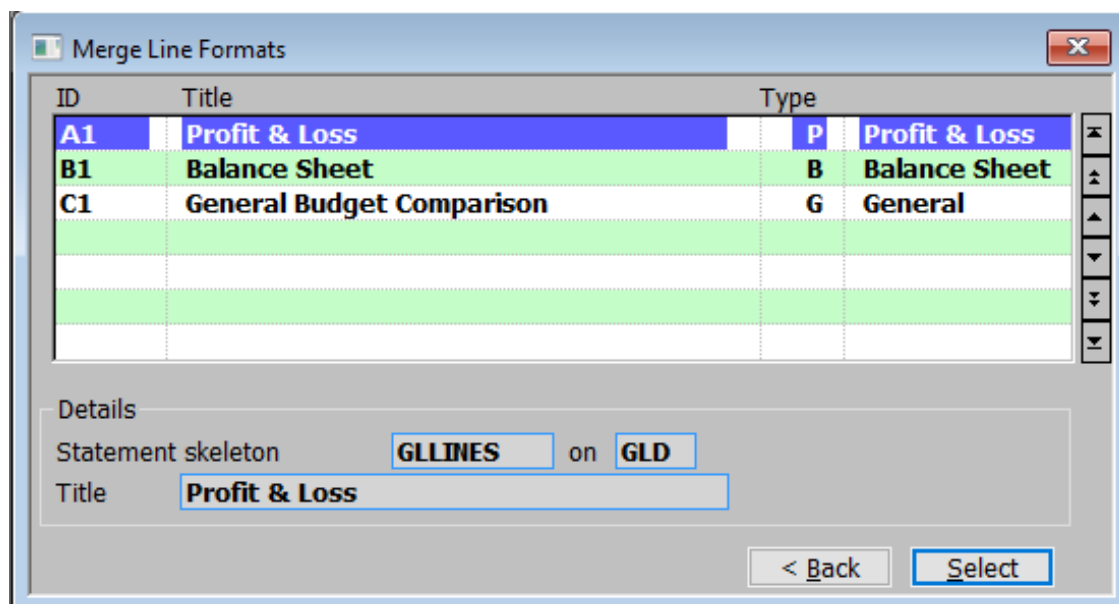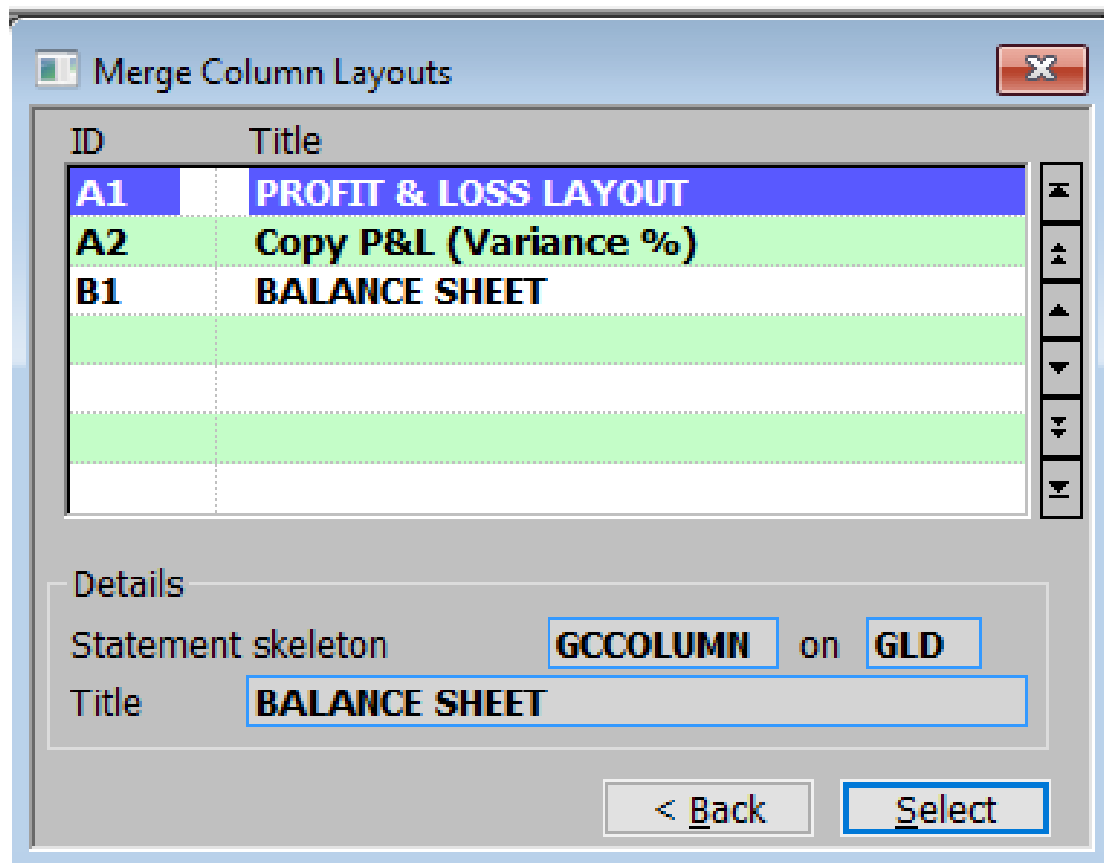
Merge Chart of Accounts

Figure 32: Merge Chart of Accounts window

This window is displayed if the file you selected in the Interface File Selection window contains chart of accounts details.

Purpose   This window prompts you for information needed to map the chart of accounts skeleton you have selected onto the General Ledger Chart of Accounts.

Range Selection

Enable new accounts automatically?   ✓ to enable all accounts created by the merge across a range of company/profit centre combinations. Leave blank if you wish to enable new accounts selectively through account maintenance after the merge has completed.

Enable updated accounts automatically?   ✓ to enable all accounts updated by the merge across a range of company/profit centre combinations. Leave blank if you wish to enable updated accounts selectively through account maintenance after the merge has completed.

Company   *(Multi-company ledgers only. Only if either 'Enable new accounts automatically?' or 'Enable updated accounts automatically?' selected) –* You are asked to identify the company in which the chart of account skeleton file changes are to be enabled. Leave this blank to enable the changes in all companies on the ledger. A [Search] is available.

Start profit centre   *(Only if either 'Enable new accounts automatically?' or 'Enable updated accounts automatically?' selected) –* Enter the codes of the first profit centre in which the chart of accounts skeleton file changes are to be enabled. A [Search] is available.

End profit centre	*(Only if either 'Enable new accounts automatically?' or 'Enable updated accounts automatically?' selected)* – Enter the codes of the last profit centre in which the chart of accounts skeleton file changes are to be enabled. A [Search] is available.

Merge Line Formats

Figure 33: Merge Line Formats window

> This window is displayed if the file you selected in the Interface File Selection window contains statement line details.

Purpose	This window lists existing statement line formats, enables you to add new ones, and to merge with existing ones.

Line Formats (Scrolled section)

Id	*(Display only, unless setting up a new statement line format.)* The id of the statement line format. (Maximum four characters).
Title	*(Prompted for if updating an existing statement line format or setting up a new one.)* The title, of up to 30 characters, of the statement line format in this General Ledger.
Type	*(Display only, unless setting up a new statement line format.)* Enter one of the following: -

- **B** – **Balance sheet** statement.
- **P** – **Profit and loss** statement.
- **G** – **General** statement.

Please Note	If you are about to merge a type B statement into a type P statement, or vice versa, you are asked to confirm that this is really what you want.

Details (Display Only)

Statement skeleton	The name of the skeleton file to be merged into the selected line format.
on	The Global unit where the file is.
Title	The title of the format from which the currently selected skeleton was built.

Merge Column Layouts

Figure 34: Merge Column Layouts window

This window is displayed if the file you selected in the interface selection window contains column layout details.

Purpose	This window lists existing column layouts, and enables you to add new layouts and replace the contents of existing entries.
	The column layout determines the information printed in the various columns of a statement.
Replace	To replace an existing column layout with the layout from the skeleton file you have selected, move the cursor to the required entry and press <Return>. You are asked to confirm that the layout you have selected is to be replaced with the layout from the skeleton extract file.

Column Layouts (Scrolled section)

Please Note	This section is display only unless adding a new record.
ID	The identity of the column layout (*maximum 3 characters*).
Title	The title of the column layout *(maximum 30 characters).*

Details (Display Only)

Statement skeleton	The name of the skeleton file to be merged into the selected column format.
on	The Global unit where the file is.
Title	The title of the format from which the currently selected skeleton was built.

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Appendix A - Calendar Maintenance

Introduction   The calendar controls conversion of the dates of stock movements, sales invoices, purchase invoices etc. into the financial periods recognised by your Asset Register, Cash Manager, Creditors Ledger, Debtors Ledger and General Ledger.

For each year shown below, the calendar holds a table of the end dates of every financial period in the year. If you are using Global 3000 General Ledger, the dates from these tables are imported into General Ledger when you run the General Ledger 'Open New Financial Year' function for the year shown.

Please Note   The Calendar Maintenance documentation included in this manual only covers those functions that relate to creating a New Financial Year in General Ledger.

Calendar Maintenance
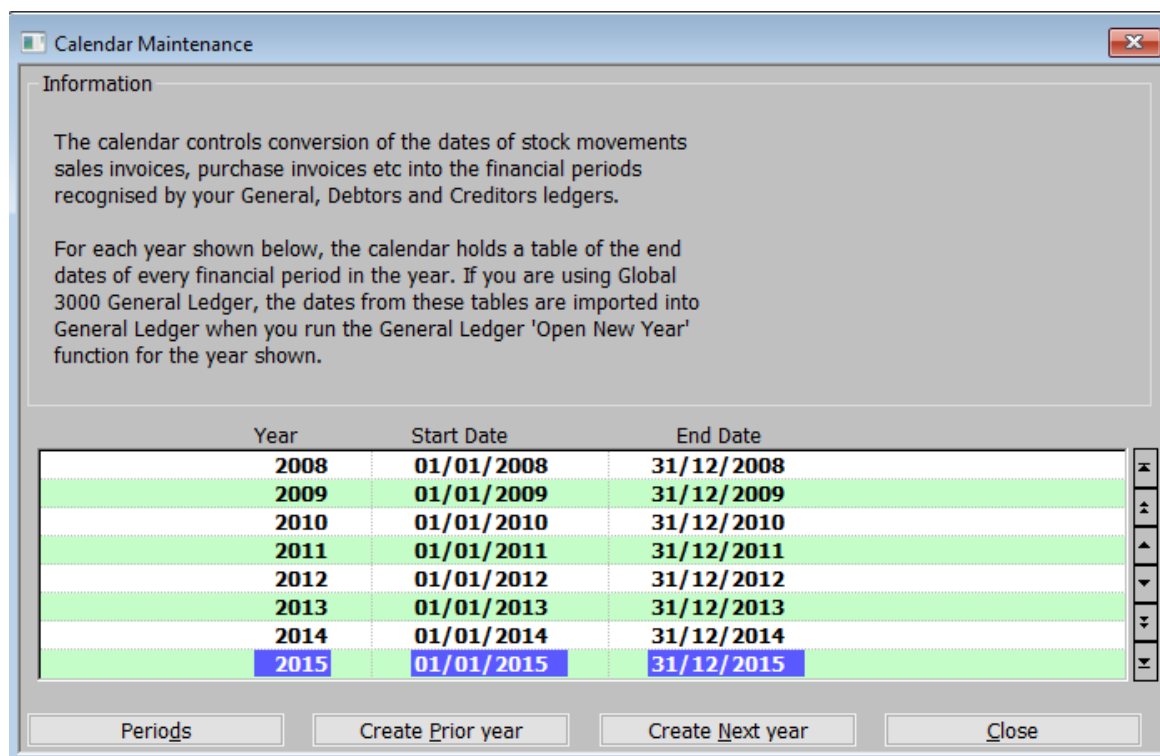
Figure 35: Calendar Maintenance window

This window is displayed when you select Calendar Details from the Administration Parameters menu.

Purpose   This window enables you to set up details of the financial calendar.

This window has a scrolled list of financial years followed by application buttons.

Financial years (Display Only)

Year   This is the identifier for the financial year. We recommend that you use the actual year in which the financial year begins as the identifier; for example 2015.

Please Note   Global 3000 software uses financial year and period to control accounting but determines the year and period of, say, an invoice by comparing the invoice date with the table of period end dates set up in the Financial Period End Dates window which follows.

Start Date   The first day of the financial year.

End Date   The end day of the financial year.

Application Buttons

Periods   Display the period dates of the highlighted financial year.

Create Prior year   Create a new financial year for the year preceding the first financial year.

Create <u>N</u>ext year   Create a new financial year for the year following the last financial year. ⇒ Financial Period End Dates window for that new year in amend End Dates mode. See page 57.

Financial Period End Dates
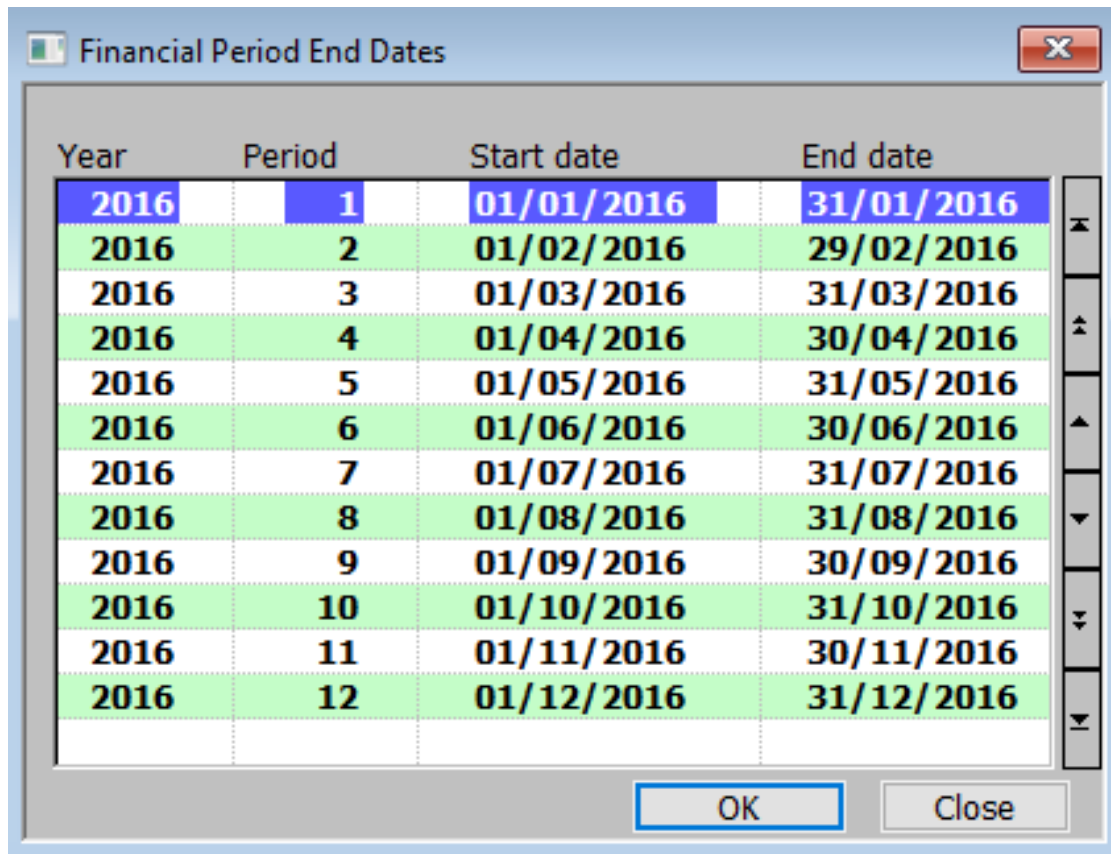
Figure 36: Financial Period End Dates window

This window is displayed when you select one of the option in the Calendar Maintenance window.

Purpose   This window enables you to define the end date of each financial period in a new financial year or enquire about those in an existing year.

The prompt for each period are:

Year	*(Display Only)* – The identifier of the financial year.
Period	*(Display Only)* – The number of the period. Depending on the setting of the 'Default financial periods' parameter in the Operating Options – Part 1 parameters window, this can either be between 1 and 12 or 1 and 13.
Start date	*(Display Only, unless creating a previous year, period 1)* – This is the day after the End date of the previous period/previous year if period 1.
End date	*(Display only if not creating a new financial year)* – The end date of the period. If the previous year has been defined on the calendar, the end dates default to the equivalent dates in the previous year.
Warning	The financial period dates can only be amended when you are entering a new year. It is not possible to change them once they have been set up.
On exit	If creating a new financial year. ⇒ Confirm Calendar Details window. See page 58

Confirm Calendar Details
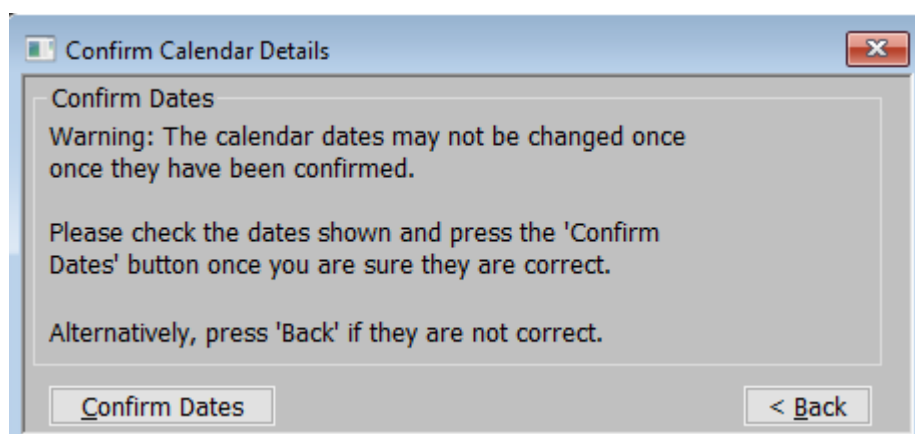
Figure 37: Confirm Calendar Details window

	This window is displayed when you confirm the dates in the Financial Periods End Dates window, when creating a new year's calendar.
Purpose	Once you confirm calendar dates they cannot be changed. This message acts as final reminder and opportunity to review/change the dates if you are not satisfied that they are not correct.

The prompt is:

Confirm Dates	Confirm the dates and add the new year to the calendar. The software then goes and creates the new calendar.
Please Note	When this is complete you should Exit administration and return to the General Ledger – Period and Year End menu.

Appendix B – Interface Definitions

Introduction
This section covers the Interface Definitions in so far as they relate to the period end features covered in this manual.

Although used elsewhere, the contents of this manual needs them if you are:

- Importing Data from Skeleton.

- Exporting Data to Skeleton.

Interface File Definition

Figure 38: Interface File Definition window

This window is displayed when you select 'Interface Definitions' from the System Maintenance menu.

Purpose   This window enables you to define interface for:

- **Auto-entry** – This enables you to transfer transactions automatically into General Ledger from other systems via an interface file e.g. Global 3000 Stock Control.

- **Direct Entry** – This enables transactions to be automatically posted into General Ledger from the following systems:

  - Global 3000 Asset Register.

  - Global 3000 Cash Manager.

  - Global 3000 Creditors Ledger.

  - Global 3000 Debtors Ledger.

  as these transactions are posted in the source system.

- **Extract / Import Data to Skeleton.** – This enables you to extract / import details of the chart of accounts and report layouts from the General Ledger.

This window lists any interfaces that have already been defined.

Warning   For auto-entry interfaces, the definitions you enter in this window must match the definitions entered for the interface in the other module; for example, you must enter the same source id for the interface in both places.

This window is divided into seven sections:

- Interfaces (Scrolled Section).

- Interface File Details.

- GL Accounts.

- Interface Options.

- Drill Down.

- File Deletion.

- Last Transfer.

Interfaces (Scrolled Section)

Source   For auto-entry interfaces and postings from Global 3000 sub-modules, enter a two-character code to identify the sub-system, such as 'CL' for Global 3000 Creditors Ledger.

For data export and data import, enter a two-character id to identify the interface.

Warning   For auto-entry interfaces, the definitions you enter in this window must match the definitions entered for the interface in the other module; for example, you must enter the same source id for the interface in both places.

Interface title   The title of the interface. For auto-entry and Global 3000 sub-module interfaces, this is shown on the Auto-entry/Postings audit report.

Appendix B – Interface Definition

Global 3000 Sub-module **(DL, CL, CM or AR)**	Set this if the interface definition relates to a Global 3000 sub-module (i.e. Debtors Ledger, Creditors Ledger, Cash Manager or Asset Register).
Format	*(Not for Global 3000 sub-modules)* – The format of the interface, select one of the following:

- **BOS** – For transfers from Global 3000 systems version 4.2 or later. This format provides a report of each transfer which can be reprinted on request until the transfer file is deleted. This format also enables transactions posted to accounts marked for consolidation on auto-entry to be grouped by company, profit centre, account, and currency code, and posted as a single journal entry into the transfer batch (please note, if the VAT reconciliation report is in use then incoming transactions must have the same date, tax class and analysis codes in order for them to be consolidated). This is of particular use for cash posting accounts where detailed investigation of postings to the account is normally done in the sending system e.g. Cash Manager. A schedule of transactions comprising each consolidated journal can be printed on the auto-entry report.

- **B2** – For transfers from Global 2000 transfer files. This provides the same facilities as the BOS format, with the exception that the transfer report cannot be reprinted for previous transfers, and transactions cannot be consolidated by currency.

- **ITG** – For transfers from pre-version 4.2 Global 3000 systems. This format is retained for compatibility with older systems, however it does not offer the auto-entry report and consolidation features.

- **G2** – For transfers from older Global 2000 systems. Like the ITG format, this format does not offer the auto-entry report and consolidation features.

- **SKA** - If the interface definition relates to a GL chart of accounts skeleton.

- **SKC** – If the interface definition relates to a GL statement column skeleton.

- **SKL** – If the interface definition relates to a GL statement line skeleton.

File Details

Filename	*(Not for Global 3000 sub-modules or 'BOS' / 'ITG' format interfaces.)* – Enter the id of the transfer file in up to eight characters. For 'B2' and 'G2' format interfaces, enter the name of the Nominal Ledger postings file from the Global 2000 system; e.g. 'SNA' for Sales Ledger, 'PAN' for Purchase Ledger.
Please Note	For 'BOS' and 'ITG' format interfaces, the file id is automatically created from the prefix 'GLX', the source id, and the next sequence number. For example, the first file posted from Creditors Ledger would be 'GLXCL001', where 'CL' is the source id for Creditors Ledger, and 001 is the next sequence number.
Unit	*(Not for Global 3000 sub-modules.)* The unit on which the transfer file will reside. This can either be a unit address or a logical unit id.
Last sequence	*('BOS' and 'ITG' format interfaces only.)* The sequence number of the last file to be transferred via this interface. This should not normally need to be changed.

Please Note	This should be the same as the sequence number specified in the other system.

GL Accounts

Balance profit centre	When the transactions in a transfer file do not balance, the Auto-entry program automatically creates a balancing journal. Enter the codes of the profit centre to which balancing journals created for transfers entered via this interface are to be posted. A [Search] is available.
Balance account	Enter the codes of the account to which balancing journals created for transfers entered via this interface are to be posted. A [Search] is available.
Please Note	Auto-entry creates a balancing journal whenever one is required, regardless of whether batches are posted or left open on successful transfer.
Suspense profit centre	Enter the codes of the profit centre to which transactions transferred via this interface are to be posted if their company, profit centre or account id are invalid. A [Search] is available.
Suspense account	Enter the codes of the account to which transactions transferred via this interface are to be posted if their company, profit centre or account id are invalid. A [Search] is available for both prompts.
Please Note	No transactions are rejected by Auto-entry. All invalid transactions are posted to the suspense account.

Interface Options

Set title of created batch	*(Only for Global 3000 sub-modules or if the interface format is 'BOS')* – Set this to control the title of batches created via this interface. The options are:

- **From interface title** – This (the default) sets the title of any batches created via the interface to the title of the interface.

- **From transfer file** – *(Not for Global 3000 sub-modules)* – This sets the title of any batches created via the interface to the batch title specified in the interface file header record.

- **From sub-module parameters** – *(Only for Global 3000 sub-modules)* – *This* sets the title of any batches created by the sub-module to the General Ledger batch title specified in the sub-modules system parameters.

- **Manually** – This setting will prompt the user for the title of each batch created via the interface.

Please Note	If a transfer file fails to import it may not be possible to set the title of created batches from the transfer file header. In this case the user will be prompted to supply the title to be used for created batches

Allow consolidation across transfers?	*(Only for Global 3000 sub-modules and 'BOS' or "B2" format interfaces).*
	✓ if General Ledger postings are to be incorporated into open batches and journals if available for the posting period.
	For Global 3000 sub-modules, if this is ✓'ed, postings are incorporated into existing batches for the sub-module within the period being posted to. If this is not ✓'ed (and created batches are posted – see below) a new batch is started each time the sub-module posts to General Ledger.
	For 'BOS' and 'B2' format interfaces, if this is ✓'ed, General Ledger auto-entry offers to incorporate transferred analysis into open batches and journals if available for the posting period. If this is not ✓'ed a new batch is automatically started for every transfer.
Post created batch (thus disabling later amendment)?	*(Not available if postings are consolidated across transfers).*
	(For Global 3000 sub-modules) – ✓ This if you wish start a new batch each time a posting is made. Leave blank if the postings are added to the first open batch (within General Ledger) for the sub-module/current system date. If there is no open batch for the sub-module/current system date a new batch is created. This ensures that postings for each sub-module are grouped based on the day they were posted. If this method is used incoming transactions (for accounts configured to consolidate postings at auto-entry) are consolidated with transactions that already exist in the batch.
	(For non-Global 3000 sub-modules) – ✓ this if you want auto-entry to always post the batches of journals it creates from details imported through this interface, preventing them from subsequently being amended. Otherwise, if this is left blank auto-entry will leave the batches transferred via this interface open. If necessary, you can then amend the batches (codes only) in the standard way via Transaction Entry.
Please Note	This is set to blank automatically if consolidation across transfers is in use. As a result, batches created for the interface remain open to allow further transfers to be consolidated until explicitly closed and posted in auto-entry.

Drill Down

Drill down enquiry allowed?	*(For 'BOS' format interfaces only)* – ✓ if the software that posts through this interface provides drill down enquiry services. Leave blank otherwise.
Software module	*(Only if Drill down enquiry is allowed)* – Set this to the two character id of the software module posting through the interface. For example; if you are operating two Creditors Ledgers and have given them source id's "C1" and "C2", set the software module for each to "CL".
	To list the standard codes for Global 3000 Software Modules press the [Search] button.
	For other products, please contact your reseller or software supplier for the relevant information.
Please Note	If an interface is used by a number of modules to send postings to General Ledger, you can set this to the id of any of those modules.

Drill down service	*(Only if Drill down enquiry is allowed)* – Set this to the name of the service routine provided with the software module to deal with drill down enquiries from the General Ledger. For all the standard Global 3000 software modules TIS Software Ltd, this is "LM970" and should not be changed.
	For other products, please contact your Global 3000 software supplier for the relevant information.

File Deletion

Delete transfer file following successful transfer	*(Only for 'BOS' and 'ITG' format interfaces)* – ✓ if auto-entry is to automatically delete transfer file after the successful completion of a transfer. The file to be deleted is controlled by your response at the next prompt. If not set you must delete posted transfer files manually as and when required.
Transfer file deletion delay (in generations)	*(Only if transfer files are to be deleted)* – Set this to zero if you want the transfer file to be deleted immediately the transfer is completed. Otherwise, enter the number of transfer files that are to be retained before being deleted. The default is three.
Example	By setting the 'Delete transfer file' prompt and specifying three as the deletion delay, you ensure that only the three most recent transfer files are retained.

Last Transfer (Display Only)

Last Transfer performed by…on…at.	*(Only if the interface has already been used)*. Details of the last operator to create a batch using this interface, along with the date and time the posting occurred.
On completion	What happens when you complete your replies depends upon the format of the interface:

- *For 'SKA', 'SKC' and 'SKL' format interfaces)* ⇒ next line in window.

- *For 'BOS' format interfaces allowing drill down enquiry* ⇒ Global 3000 Drill Down Unit Assignments for window. See page 66.

- *For 'BOS' format interfaces not allowing drill down enquiry and 'ITG' format interfaces* ⇒ next line in window.

- *For 'B2' and 'G2' format interfaces* ⇒ Global 2000 Interface Account Code Format window. See page 67.

Drill Down Unit Assignments for *source*
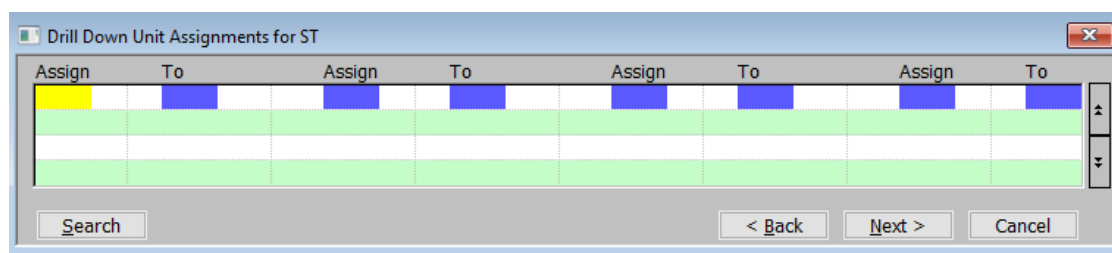
Figure 39: Drill Down Unit Assignments for source window

This window is displayed when you complete your replies in the Interface File Definition window. See page 60.

Purpose This window lets you set up parameters to control drill down enquiries into postings made through the selected interface.

The window contains a table of the unit assignments that may be needed in the course of a drill down enquiry into a posting made through this interface. Assignments declared in this table are put in place before drill down enquiry on a posting is attempted.

Global 3000 financial modules use standard unit id's to specify the location of their databases. These generally take the form "xxD" where "xx" are the first two characters of the database name.

Global 3000 distribution modules adopt a similar policy except for the Purchase Ordering database, which is treated very much as an extension of the Stock database and is located on unit "STD".

Unit ids are usually assigned a physical device address in the menu from which the software, which uses them, is invoked but drill down enquiry goes straight from General Ledger to the source of a posting without recourse to menus.

The table entries are:

Assign Enter the standard unit-id used by the software.

To list the unit-id's used by Global 3000 Software Modules press [Search].

Please Note The standard unit's "PAD" and "GLD" identifying the locations of the system parameters database and General Ledger database respectively cannot be altered.

To Enter the unit-id address to which this standard unit id must be assigned before attempting drill down enquiry on items posted through this interface.

Application Button

Next > Return to Interface File Definition window. See page 60.

Global 2000 Interface Account Code Format

Figure 40: Global 2000 Interface Account Code Format window

This window is displayed when you complete your replies in the Interface File Definition window for a 'B2' or 'G2' format interface.

Purpose This window enables you to provide the auto-entry program with the information it needs to convert account codes from the format used in the sending system to that used in General Ledger.

Please Note These parameters must match those set up in the source modules system parameters.

Code Format

Length of sending system account code (1 - 10) Enter the length of the account codes in the sending system.

Are sending system account codes numeric? ✓ if account codes are numeric in the sending system. Otherwise leave blank.

Remove leading zeroes from incoming account codes? *(Only if you ✓ed the previous prompt).* ✓ if leading zeros are to be removed from account codes. Otherwise leave blank.

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